

AMERICAN INSTITUTE OF  
CHEMICAL ENGINEERS



COMMITTEE CORRESPONDENCE

In reply please address:

Vern J. Sterba  
Northern Natural Gas Co.  
2223 Dodge Street  
Omaha, Nebraska 68102

January 6, 1977

Sigmund J. Lawrence  
Robert L. Morris  
Warren D. Seider  
Charles H. Ware, Jr.

Gentlemen:

Enclosed are preliminary drafts of operating plans for the CTD Formation Committee and the CTD once formation is complete. While they closely follow the outlines Charlie Ware & I worked on in Chicago, I took the liberty of making some commitments which may or may not be reasonable.

In reviewing these, feel free to suggest revisions or additions. I plan to prepare a "Final Draft" for review by the Formation Committee on 1/31/77 so I need your comments by 1/26/77.

Vern J. Sterba

/cd

Enc.

AIChE  
Computing Technology Division  
OPERATING PLAN

	<u>Date Complete</u>	<u>By</u>
<u>I. Division Formation</u> Formation Committee becomes temporary Executive Com.	6/15/77	Council
<u>II. Membership &amp; Publications</u>		
A. New division flyers ready to distribute to local section officers meeting	6/ 3/77	RLM/VJS
B. Div. Newsletter Vol. 1 No. 1 mailed to all Code 76 & 77 members	6/30/77	SJL
C. Publications Board Chairman appointed	6/15/77	*
1. Division Brochures complete (avbl. for August meeting)	8/26/77	SJL
2. Brochures mailed to all Local Section Chairmen	9/ 6/77	SJL
3. Div. Newsletter Vol. 2 No. 1 mailed to all Code 76 & 77 members	1/15/78	SJL
D. Membership Committee Chairman appointed	6/30/77	*
1. Membership drive plans complete	8/26/77	MC Chairman
2. Press releases to media mailed (CEP, Chemical Engineering, etc.)	9/30/77	MC Chairman
3. Membership drive underway	11/13/77	MC Chairman
<u>III. Officers/Directors/Chairmen</u>		
A. Formation Committee names Nominating Committee	6/15/77	RLM
B. Nominating Committee meets, names slate of candidates	8/28/77	NC Chairman
C. Ballots mailed to current members	9/30/77	NC Chairman
D. Ballots counted	11/ 7/77	NC Chairman
E. Executive Committee meets, names Board Chairmen, approves initial CTD Sections	11/13/77	NC Chairman
F. Officers announced	11/14/77	NC Chairman
G. MCC ceases to exist, CTD begins normal operation	12/31/77	
H. Nominating Committee formed	4/10/78	1977 MCC Chm.
I. Ballots sent to members	10/ 1/78	"
J. Ballots counted	11/ 6/78	"
K. Executive Committee meeting	Miami Mtg.	

#### IV. Programming

- A. Division Formation Committee sponsors 1977 programming: areas 1d, 2l, and 5c
- B. Programming Board Chairman and additional members appointed
- C. Board convenes, defines: relationship and liaison with NPC, JACC responsibilities, future plans and schedules, newsletter liaison and publication responsibilities, etc.
- D. Area 1d, 2l, and part of 5c programming responsibilities transfer to CTD Programming Board

1977 meetings  
8/28/77

\*

11/13/77 PB Chairman  
11/13/77

#### V. Liaison

- A. MCC Liaison continues under MCC Liaison Committee Through
- B. Liaison responsibilities transfer to CTD Liaison Chairman
- C. Official liaison list in bylaws updated

11/13/77  
11/13/77  
2/26/78

LC Chairman

#### VI. Awards

- A. Awards Committee Chairman appointed by Executive Committee
- B. Committee meets to formulate recommendations
- C. Committee presents recommendation to Executive Committee
- D. Awards section in bylaws revised, Exec. Committee approves plans
- E. First awards presentation (pending recommendation)

8/28/77  
11/13/77  
2/26/78  
6/ 4/78  
11/12/78

\*

AC Chairman  
AC Chairman  
AC Chairman  
AC Chairman

\* The acting Executive Committee will appoint these chairmen as soon as possible to insure continuity in these activities. Preference will be for those already active, e.g., MCC's current Newsletter Editor, Sig Lawrence, has agreed to become the first Publications Board Chairman.

AIChE  
Computing Technology Division Formation Committee Plan

	<u>Date</u>	<u>By</u>
Final revision of bylaws complete	1/30/77	Fisher
1977 MCC/CTD budget draft complete	1/30/77	Seider
Formation Committee & CTD operating Plan drafts Complete	1/30/77	Sterba
Review of operating plans & associated budget complete	2/26/77	Morris
Formation Committee meets, gives final approval to bylaws & oper. plan, prepares for June council presentation	3/21/77	Morris
Final copies of bylaws mailed to all MCC members	5/29/77	Morris
Formation Committee becomes temporary CTD Executive Committee	6/15/77	Council