

AMERICAN INSTITUTE OF
CHEMICAL ENGINEERS



COMMITTEE CORRESPONDENCE

In reply please address:

March 5, 1977

Machine Computation Committee
Vernon J. Sterba, Chairman
Northern Natural Gas Company
2223 Dodge Street
Omaha, Nebraska 68102

Robert L. Morris
ITT Continental Baking Co.
P. O. Box 731
Rye, New York 10580

Dear Bob:

Attached are the revised budget and operating plans for MCC/C&STD as requested in your March 25 memo. Via copy of this memo, I am asking others for a critical review of the plan and budget with comments forwarded to you.

Have a safe and enjoyable trip overseas!

Best Regards,

A handwritten signature in cursive script that reads "Vern".

Vern Sterba

/cd

cc: A. V. Caselli
R. J. Lackmeyer
S. J. Lawrence
W. D. Seider
C. H. Ware, Jr.

AIChE
Computing and Systems Technology Division Formation Committee Plan

	Date	By
<i>Second</i> Final revision of bylaws complete	1/30/77	Fisher
1977 MCC/C&STD budget draft complete	1/30/77	Seider
Formation Committee & C&STD 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	6/30/77	Morris
Computing & Systems Technology Division Council Presentation	6/ 5/77	Morris
Council Establishes C&ST Division, current Formation Committee becomes temporary C&STD Executive Committee	8/28/77	Council

AIChE
 Computing and Systems Technology Division
 OPERATING PLAN

	<u>Date Complete</u>	<u>By</u>
<u>I. Division Formation</u> Formation Committee becomes temporary Executive Com.	8/28/77	Council
<u>II. Membership & Publications</u>		
A. MCC Newsletter mailed to all Code 76 & 77 members	6/30/77	SJL
B. Publications Board Chairman appointed	6/30/77	*
1. Division Flyers complete (avbl. for August meeting)	8/28/77	SJL
2. Brochures mailed to all Local Section Chairmen	9/ 6/77	SJL
3. C&STD Newsletter Vol. 1 No. 1 mailed to all Code 76 & 77 members	1/15/78	SJL
4. Vol. 1 No. 2 mailed	4/14/78	SJL
5. Vol. 1 No. 3 & ballots mailed	9/15/78	SJL
6. Vol. 1 No. 4 mailed	12/15/78	SJL
C. Membership Committee Chairman appointed	8/28/77	*
1. Detailed Membership drive plans formulated	11/13/77	MC Chm.
2. Membership drive underway	11/14/77	MC Chm.
4. Press releases to media mailed (CEP, Chemical Engineering, etc.)	11/30/77	MC Chm.
<u>III. Officers/Directors/Chairmen</u>		
A. Formation Committee names Nominating Committee	6/30/77	RLM
B. Nominating Committee meets, names slate of candidates	8/29/77	NC Chm.
C. Ballots mailed to current members	9/30/77	NC Chm.
D. Ballots counted	11/ 7/77	NC Chm.
E. Executive Committee meets, names Board Chairmen, approves initial C&STD Sections	11/13/77	NC Chm.
F. Officers announced	11/14/77	NC Chm.
G. MCC ceases to exist, C&STD begins normal operation	12/31/77	1977 MCC Chm.
H. Nominating Committee formed	4/10/78	1977 MCC Chm.
I. Ballots sent to members (with Vol. 1 No. 3 Newsletter)	9/15/78	1977 MCC Chm.
J. Ballots counted	11/ 6/78	1977 MCC Chm.
K. Executive Committee meeting	11/12/78	1977 MCC Chm.

Handwritten notes:
 (B) Press releases for division membership drive
 from membership committee
 completed by 10/1
 + the Oct 15

IV. Programming

- A. Division Formation Committee sponsors 1977 programming: areas 1d, 2l, and 5c 1977 meetings *
- B. Programming Board Chairman and additional members appointed 8/28/77
- C. Board convenes, defines: relationship and liaison with NPC, JACC responsibilities, future plans and schedules, newsletter liaison and publication responsibilities, etc. 11/13/77 PB Chm.
- D. Area 1d, 2l, and part of 5c programming responsibilities transfer to C&STD Programming Board 11/13/77

V. Liaison Board

- A. MCC Liaison continues under MCC Liaison sub-Committee Through 11/13/77
- B. Liaison Board Chairman appointed 8/28/77 *
- C. Liaison responsibilities transfer to Liaison Board Chairman 11/13/77
- D. Official liaison list in bylaws updated 2/26/78 LC Chm.

VI. Awards

- A. Awards Committee Chairman appointed by Executive Committee 8/28/77 *
- B. Committee meets to formulate recommendations 11/13/77 AC Chm.
- C. Committee presents recommendation to Executive Committee 2/26/78 AC Chm.
- D. Awards section in bylaws revised, Exec. Committee approves plans 6/ 4/78 AC Chm.
- E. First awards presentation (pending recommendation) 11/12/78 AC Chm.

VII. MCC/C&STD meetings

Houston	3/22/77	**
Denver	8/30/77	**
New York	11/15/77	**
Atlanta	2/28/78	**
Philadelphia	6/ 6/78	**
Miami	11/14/78	**

* 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.

** The Executive Committee (Formation Committee) will meet on the immediately preceding Monday.

PROPOSED BUDGET

Computing and Systems Technology Division
Formation Committee
January 1, 1977 - December 31, 1977

January Newsletter (16 pages)	\$ 600
June Newsletter	500
Division Flyer - Printing (2,000 copies, available for August meeting)	200
Officer Election	
Ballot mailing	300
Counting	100
Officer's Expenses (Out-of-pocket)	150
Coffee	<u>40</u>
	\$ 1,890

PROPOSED BUDGET

Computing and Systems Technology Division
January 1, 1978 - December 31, 1978

Newsletters Vol. 1 No. 1 & ballots	\$ 500
Vol. 1 No. 2	500
Vol. 1 No. 3 & ballots	600
Vol. 1 No. 4	500
Division Promotional Literature	250
Ballot Counting	100
Officers Expenses (out-of-pocket)	150
Coffee	<u>50</u>
	\$ 2,850