

INSTRUMENT SOCIETY OF AMERICA
Minutes of the Meeting of the Executive Committee
Statler Hotel, New York, N.Y.
December 2, 1951

Members Present:

J.B. McMahon	N.L. Isenhour	R. Rimbach
G. Feeley	P. Hart	
W. Wildhack	N. Gildersleeve	A.O. Beckman

Guests Present:

D. Boyd, Jr.	E. Grace	R. Sheen
M. Shriver	P.V. Jones	

Meeting called to order by President McMahon at 10:15 A.M.

1. Feeley moved that minutes of the last meeting be accepted. Passed.
2. Motion by Rimbach that the Committee investigate and obtain legal clearance on the question of protecting officers and employees of ISA against liability for their action performance of their duties. This indemnification should follow the ASME pattern modified upon legal advice, to suite the ISA Constitution and By-Laws. Passed.
3. Motion by Isenhour that after the adoption of the New constitution that renewals of memberships due March 1, 1952 and later and new membership applications received in the National Office after February 29, 1952 will be subject to the dues rates specified in the new By-Laws. Passed.
4. Motion by Wildhack that the contractual arrangement between the Society and the Exhibit Manager and the respective duties of the Society Manager and Exhibit Manager relating to the National Instrument Conference and Exhibit be defined as follows:
 - A. For the operation of the Exhibit, the Instrument Society of America will pay the Exhibit Manager 15% of the gross income resulting from the sale of exhibit space with a minimum of \$5,000.00. The Society will also pay all expenses for assistance, services, postage, telephone, and telegraph, etc., required for the operation of the Conference and Exhibit as provided in the budget.
 - B. The Exhibit Manager will have the following duties:
 - Arrange for the Physical Requirements of the Conference, Exhibit, and Clinics and Sale of Exhibit space.
 - Coordinate and arrange for printing of program.
 - Schedule the meetings of the Cooperating Societies.
 - Assemble the information from the Cooperating Societies required for the program and publicity.
 - Assemble the information for the Exhibit part of the program.
 - Arrange for the invitations, registration, preparation of the registration list and attendance analysis.

C. The Society Manager will have the following duties in connection with the National Meeting:

- Arrange program and operate the Maintenance Clinics.
- Arrange for preprints of papers.
- Schedule all meetings of the Society: Technical, Business and Committee, and arrange for set-up of rooms.
- Advise Exhibit manager of physical requirements of ISA meetings.
- Assemble material for Conference part of program.
- Assemble discussions at technical sessions.
- Prepare and set-up ISA booth and Employment arrangements.
- Plan and arrange speaker's and press breakfasts, or other ISA functions except the social function to be handled by the Local Committee.
- Arrange for sales of preprints and society emblems.

It was further moved that Mr. Richard Rimbach be retained as Exhibit Manger for 1952. Passed.

5. Motion by Beckman that the Treasurer be authorized to open a special bank account subject to withdrawals on the single signature of the Treasurer, Society Manager, or Exhibit Manager. This account is to be established at such a time and place and for such amounts as shall be determined by the Treasurer on recommendation of the Manager and shall be used to take care of expenses in connection with the National Instrument Conference and Exhibit. Passed.

6. Motion by Feeley that the 1955 Annual Instrument Conference and Exhibit be held in Los Angeles due to the unavailability of adequate exhibit and meeting facilities in Detroit at that time. Passed.

7. Motion by Feeley that the 1956 Annual Instrument Conference and Exhibit be held in Detroit. Passed.

8. Dr. Beckman was requested to appoint prominent ISA members to serve as a Honorary International Instrument Conference and Exhibit Committee.

Recessed for lunch at 1:15 P.M.

Reconvened at 2:30 P.M.

9. Motion by Dr. Beckman that the present agreement between the Instrument Society of America and Instruments Publishing Company be approved as follows:

1. THE INSTRUMENTS PUBLISHING COMPANY will send a copy of each issue of INSTRUMENTS to the I.S.A. members in good standing, as certified by the Society.

2. THE INSTRUMENTS PUBLISHING COMPANY will provide a suitable masthead for the I.S.A. Journal Section, as well as mention on the front cover of INSTRUMENTS.

3. THE INSTRUMENTS PUBLISHING COMPANY will furnish the proof-reading and layout (not editing) of the I.S.A. Journal Section of INSTRUMENTS.

4. THE INSTRUMENTS PUBLISHING COMPANY will pay the I.S.A. of the editorial content of the I.S.A. Section of INSTRUMENTS at \$25.00 per page.

5. THE INSTRUMENTS PUBLISHING COMPANY will provide a minimum of 8 pages for the I.S.A. Journal Section or a minimum of 1/6 of the number of editorial pages of Instruments Magazine averaged over a period of a year, whichever is the greater.

6. THE INSTRUMENTS PUBLISHING COMPANY will pay for all engravings which appear in the I.S.A. Journal Section.

7. THE INSTRUMENTS PUBLISHING COMPANY will prepare and maintain the mailing list of the I.S.A. without charge.

8. THE INSTRUMENTS PUBLISHING COMPANY will refund to all INSTRUMENTS subscribers the amount of their unexpired subscription if they join the I.S.A.

I. THE INSTRUMENT SOCIETY OF AMERICA will pay the INSTRUMENTS PUBLISHING COMPANY \$2.00 per member residing in the United States, U.S. Possessions and Canada, \$2.50 for members residing in Latin America and Australia, and \$3.00 for other foreign members.

II. Each domestic member of the I.S.A. will sign a statement that two dollars (\$2.00) of his membership dues is for payment of a subscription to INSTRUMENTS. This is necessary for the secondclass mailing privilege. Each Latin American and Australian member will sign a statement that \$2.50 of his membership dues is for payment of a subscription to INSTRUMENTS. Every other foreign member will sign a statement that \$3.00 of his membership dues is for payment of a subscription to INSTRUMENTS.

III. THE INSTRUMENT SOCIETY OF AMERICA will appoint the Editor of the I.S.A. Journal Section of INSTRUMENTS.

IV. The Editor of the I.S.A. Journal will furnish to the INSTRUMENTS PUBLISHING COMPANY the editorial material for the I.S.A. Section suitable for the printer and engraver by the 20th of the month preceding the month of publication (for example, material for December must be received by November 20th.) The editorial material is not to include material already included in INSTRUMENTS as feature sections.

V. This agreement is to be operative for two years from the date of its acceptance by the I.S.A. with the privilege of cancellation by either party on three months notice. Passed.

10. Mr. Rimbach submitted his resignation as Executive Secretary of the Society effective December 8, 1951.

11. Motion by Gildersleeve that the Committee regretfully accept the resignation of Mr. Rimbach with an expression of deep appreciation for his untiring work during his years of service as Executive Secretary of the Society. It was further moved that the Manager be instructed to hang a picture of Mr. Rimbach in a place of honor in the National Office of the Society. Passed.

12. Motion by Gildersleeve that Porter Hart be appointed to serve as ISA Secretary until his successor is elected and takes office. Passed.

13. Upon motion duly made the following Resolution was passed by the Committee:
Resolved that Effective December 8, 1951:

All instruments for the payment of money by the Society, except as noted below, shall be drawn in the name of the Society, signed by the Treasurer or Manager, and countersigned by the Manager or Treasurer. The Society payroll accountant shall be subject to check on single signature of either the Treasurer or the Manager. The Society Petty Cash Account shall be subject to check on single signature of the Manager.

14. Gildersleeve moved that he Permian Basin group located in Odessa, Texas, be granted an I.S.A. Section Charter. Passed.

15. The Executive Secretary was instructed to notify Section Secretaries, National Delegates, and Members of the Executive Committee of the results of the ballot on the constitution on December 8, 1951.

16. Feeley moved that retiring President McMahon and retiring Vice-Presidents Hart and Gildersleeve be thanked and commended for the excellent service rendered the Society. The I.S.A. has benefitted greatly from their leadership. Passed.

17. Sheen moved that the Manager be authorized to expend up to \$2,500.00 for furniture and equipment during 1952. Money thus expended is to be capitalized and amortized over a ten-year period in accordance with the budget. Passed.

18. It was agreed that First Vice-President Wildhack would have responsibility for the Technical Division but that Vice-President Boyd would assist by coordinating the following committees in addition to the Recommended Practices Committee:

Instrumentation for Production Processes
Instrument Operation and Maintenance
Analysis Instrumentation
Instrumentation for Inspection and Gaging

It was pointed out that the committees assigned to Vice-President Boyd are those which are firmly established and which will contribute the solid cores of the program. The remaining committees in the Technical Division are the ones in process of formation which will require some time for full development. It was also noted that this tentative revision of groupings might some day be formalized into a division on industrial production instrumentation and a division on research instrumentation. No formal change in the by-laws is proposed at the moment. It was felt that the assignment of committees within the various divisions could be done informally by the Executive Committee.

19. The next meeting of the Committee will be as called by incoming President Beckman, probably in late March 1952. The meeting adjourned at 4:45 P.M.

MINUTES:
EXECUTIVE COMMITTEE MEETING
INSTRUMENT SOCIETY OF AMERICA
March 30-31, 1951

President McMahon called the meeting of the ISA Executive Committee to order at 10:05 A.M. March 30, 1951 in the Esquire Room of the Roosevelt Hotel, Pittsburgh, Pa.

Committee Members Present: McMahon, Gildersleeve, Hart, Isenhour, Wildhack, Feeley, Beckman, Pigott (part of the time), and Rimbach.

Guests Present: Allen, Boyd, Brand, Johnston, Ross and Vollbrecht.

1. Beckman moved that the minutes of the last meeting be approved. Seconded. Passed. Reports of the President and Vice-Presidents . (copies attached).
2. It was moved that it be Society policy that locate Section Exhibits be discouraged. Passed. Recess of lunch from 12:30 P.M. to 2:00 P.M.
3. Feeley moved that Article 10 of the Proposed By-Laws be changed to provide for the election of the officers at the Annual Meeting, and that these officers take office on the first of the following year. Passed.
4. Pigott moved that the outline of membership and dues, below, be approved; and that the Constitution Committee be so instructed. Passed, with the omission of Technical member.

<u>Grades of Membership:</u>	<u>Dues:</u>	<u>National portion:</u>	<u>Local portion:</u>
Member	\$1 2.00	\$7.00	\$5.00
Corporate	250.00	250.00	--
Associate	7.50	5.00	2.50
Technical	15.00	10.00	5.00

5. Beckman moved the amendment that the grade of Technical member be removed from this motion. Passed.
6. Beckman moved that the number of technical papers accepted for presentation at the Conference not be limited, provided that other ISA requirements: deadline, quality, and meeting facilities are met. This motion was passed after it was removed from the table.
7. Beckman moved that motion 6 be tabled. Passed.
8. Wildhack moved to authorize the Publication Committee to publish the Larsen outline, and that fund be appropriated for the production and sale at a price to liquidate the cost. Publication Committee to recommend a price, the number printed, and the total cost to the Executive Committee. Passed.
Allen was asked to determine which Recommended Practices are out of print and what the cost of reproduction of these would be.

9. Isenhour moved that motion 6 be removed from the table. Passed.

10. Motion 6 passed.

It was requested that Publication and Technical Chairmen present a complete scheme for handling the papers, based on motion 6.

Wildhack advised following sessions scheduled:

Analysis Instrumentation	2 sessions
Production Processes	3 "
Inspection and gaging	1 "
Maintenance and Operation	1 "
Instrumentation for Testing	2 "
Transportation Instrumentation	1 "

11. Wildhack moved that the Education Committee be reactivated. Passed.

12. Feeley moved that all employees of the National Office be bonded in the amount of \$5000. Passed.

13. Feeley moved that Social Security coverage be extended to Society employees, they having been polled and being agreeable. Passed.

14. Wildhack moved that a committee be appointed to investigate the situation outlined in his letter of February 12, 1951, as regards the Review of Scientific Instruments. Passed. Committee appointed: Beckman, (Chairman), Wildhack, Allen, Feeley.

The Secretary was instructed to defer Foreign memberships until the new Constitution is approved. Also that membership behind the Iron Curtain not be renewed.

The question of procedure in rescinding Charters was referred to the Sections and Membership Committee.

Meeting recessed at midnight and resumed at 10 A.M. March 31.

15. Wildhack moved that the Executive Committee plan for a World Instrument Congress in Philadelphia in 1954, (as the 1954 Conference and Exhibit), and appoint a committee to investigate the subject. Passed. Rimbach to start investigations in Europe this summer.

16. Beckman moved that the Executive Committee adopt the Report of the Society Structure and Planning Committee dated March 30, 1951 on the employment of a business manager. Passed. (Report attached.)

17. It was moved that the next meeting of the Executive Committee be held in Pittsburgh, July 27 and 28, 1951. Passed.

MINUTES, EXECUTIVE COMMITTEE MEETING
JULY 27-28, 1951
PITTSBURGH, PA

To the Executive Committee,
Gentlemen:

Attached please find the rough draft of the minutes of the last Executive Committee Meeting.

1. Please check this over and advise me of any omissions or corrections.
2. Send me your reports to attach to the Minutes.
3. Send me your reports to the President so that these can be reproduced to forward to the Directors so that they will received them within the next 2 weeks.
4. Advise me what subjects to include in the Agenda for the Executive Committee Meeting of September 9th, 1951, in Houston.
5. Advise me what items to include in the Agenda for the Board of Directors Meeting of September 10th, 1951, in Houston.

I urge you to send the above to me immediately.

Sincerely yours,

INSTRUMENT SOCIETY OF AMERICA
Richard Rimbach,
Executive Secretary

RR/sh

P.S. Some one who attended the Executive Committee Meeting left a top coat in my office. Any takers?

MINUTES
EXECUTIVE COMMITTEE MEETING
NATIONAL OFFICE, PITTSBURGH, PA.
JULY 27 AND 28, 1951

Meeting called to order by President McMahon at 10 A.M., July 27.

Members Present: McMahon, Hart, Gildersleeve, Pigott, Isenhour, Wildhack, Feeley and Rimbach.

Guests Present: Boyd, Martin, Sheen, Vollbrecht, Allen, Ross and Shafer.

Minutes of the last meeting were accepted with the following correction:

"The Abstracting Committee was instructed to consider holding a conference of technical librarians to discuss the subject of instrument abstracts."

Pigot reported no progress by the Constitution Committee and the preparation of the proposed constitution report was turned over to McMahon.

President's Committee Reports:

The Nominating Committee advised that they could not make a nomination for Secretary to fill the vacancy resulting from the resignation of Rimbach as Executive SECRETary. The Executive Committee nominated Hart.

The Society Structure and Planning Committee advised that Brombacher's report on the duties of Committees will be made at Houston. The report on the duties of the Manager was not ready but due tot he pressing need it has been necessary to have a Manager. This Sub Committee was asked to keep the matter on the agenda and report in about a year.

First Vice President's Committees Reports:

(Hart will send in report of the Manpower Classification Committee.)

Beckman was not at the meeting due to the grounding of his plane from Europe and therefore there was no report of the Special AIP Committee.

(Hart will send in report of the Abstracting Committee.)

The Committee was asked to explore and report on present abstracting services and keep in touch with the office of Basic Instrumentation when the Office has a conference on this subject.

V.P. in charge of Membership Relations Committee Reports:

(Gildersleeve will write a summary of his Committee's reports.)

Charter Application of the Denver Section dated July 18th was approved July 27th, 1951.

1. Gildersleeve moved that the April 17, 1948 report of the Coordinating Committee be put into effect by adopting the proposals of Gildersleeve's report of June 29, 1951. Passed.
Meeting recessed for lunch at 12:45 p.M. and resumed at 2 P.M., July 27.

V.P. Operations Committee Reports:

(Isenhour will send in his Committee reports.)

The Finance Committee Budget will be sent in by Vollbrecht.

2. Isenhour moved that the Finance Committee Report and /Budget be accepted with changes. Passed.
3. Isenhour moved that the 1956 ISA Conference and Exhibit be held in Los Angeles. Passed.
4. Feeley moved that he Meetings Committee proceed with the 10th Anniversary Conference and Exhibit in Philadelphia in 1954. Passed.

V.P. Technical Committees Report:

(Wildhack will send report on Program, RPC and Education Committees)

American Standard Association procedure attached.

Treasurer's Report:

(Feeley will send in his report.)

5. Hart moved to accept the Treasurer's Report. Passed.

Meeting recessed at 11 P.M. July 27 and resumed at 9:30 A.M. July 28.

The Executive Committee requested that the Secretary write to Mr. Jon Tragard, Chairman of the Exhibitors' Advisory Committee advising him that anything his Committee wishes to present to the Executive Committee can be done through the Meetings Committee.

Meeting recessed at 12 noon and resumed at 2 P.M. July 28.

6. Rimbach moved to recommend Jones as Manager of the ISA provided he passes the psychological aptitude testes. Passed.
7. Pigott moved to pay Jones \$8000 and allow \$350 for moving. Passed.

The voting of the Executive Committee on the question of whether or not to close the Houston Exhibit on Monday, Tuesday and Thursday evenings from 5:30 P.M. to 7 P.M. resulted in 4 votes against closing and 3 votes for closing. The proposal was dropped.

8. Pigott moved that the Executive Secretary be authorized to reprint the three Recommended Practices which are out of stock and to draw \$500 from the contingency fund for this purpose. Passed.

9. Wildhack moved that the Larsen Report be distributed to all full members free, to associate and student members at cost and to all others at a price to recover the printing cost. Passed.
Allen report "Recommendation for the Position of Technical Editor of ISA Journal."

10. Pigott moved that Allen's Report be accepted. Passed.

11. Motion was amended that the fee be subject to negotiation. Passed.

Meeting was adjourned at 4 P.M., July 28, 1951.

Instrument Society of America
 Minutes of the Meeting of the Board of Directors
 Sam Houston Coliseum, Houston, Texas
 September 10, 1951

Meeting called to order 10:15 A.M., President McMahon presiding. The Secretary was instructed to call the roll. In the absence of the Secretary Mr. Percy Jones acted for the Secretary. Present were:

<u>Sections</u>	<u>Votes</u>	<u>Delegate</u>
Albuquerque	46	Beale
Aruba	41	Parker
Atlanta	24	Nichols
Baltimore	81	Gregloit
Boston	121	Ford
California	174	Anderson
Central Illinois	33	J. Shaffer
Central Indiana	75	Sisson
Central New York	31	R. Olsen
Charleston	65	Webb
Chicago	243	Dickey
Cincinnati	66	Clift
Cleveland	121	Paran
Columbus	21	Myers
Cumberland	20	Stern
Denver	51	Pocsik
Detroit	59	Gilling
Eastern New York	63	Gardner
Houston	147	Parker
Kansas City	74	Oberhelman

<u>Section</u>	<u>Votes</u>	<u>Delegate</u>
Louisville	43	Ballard
Montreal	76	Hillen
New Jersey	280	Feeley

New York	212	Haggerty
Northern Calif.	94	Van Sear
N. Indiana	44	Hitt
Oak Ridge	76	Ladniak
Philadelphia	330	Ehly
Pittsburgh	223	Shafer
Presque Isle	20	Wiley
Rochester	87	Harmon
Sarnia	85	Catchpole
South Texas	54	Givens
St. Louis	112	Boyle
Tulsa	106	Cottrell
Twin Cities	41	Hopper
Washington	134	Brombacher
Wayne County	88	MacPherson
Wilmington	90	Crawford

A count of the delegates and their votes determined that a quorum of both was present.

- (1) Motion by Shafer that the minutes of the meeting of the Board of Directors at Buffalo, September 18, 1950, be accepted. Seconded by Feeley. Motion passed.
- (2) Report of President McMahon
Report of President's Committees:
- (3) President McMahon informed the meeting that the Nominating Committee had selected the following national officer candidates for 1952:
 - President: Dr. A. O. Beckman of Los Angeles, California Section
 - Vice President: David M. Boyd, Chicago Section
 - Vice President: Robert T. Sheen, Philadelphia Section
- (4) A.H. Shafer of the Pittsburgh Section moved that the Secretary be instructed to cast a unanimous ballot for Dr. Beckman for President. Baran of Cleveland Section seconded the motion. Motion passed.
- (5) Brombacher moved that the Secretary be directed to cast a unanimous ballot for David M. Boyd Jr. for Vice President. Dickey of the Chicago Section seconded. Motion passed.

(6) Ehly of the Philadelphia Section moved that the Secretary be instructed to cast a unanimous ballot for Robert T. Sheen for Vice President. Brombacher of Washington Section seconded. Motion passed.

(7) A motion was made and seconded that the Executive Secretary's Report be accepted. Motion passed.

(8) The report of the subcommittee of the Nominating Committee on nominating committee procedure was given by Ralph Webb to President McMahon who placed it before the Board of Directors for action. A motion was made and seconded that the report be accepted.

(9) Al Shafer made a motion that Item 1, Paragraph 3 of the Report be amended to conform with existing constitution and by-laws. Shaffer of Central Illinois Section seconded the motion. Amendment passed. Motion passed.

(10) President McMahon requested Section Representatives to give Gildersleeve their selections for members of the Nominating Committee for transmittal to Dr. Beckman.

(11) Al Shafer moved that the action of the Executive committee in employing P.V. Division. Crawford moved that the report be accepted. Motion seconded by Ehly. Passed.

(12) Vice President Gildersleeve gave his report for the Membership Relations Division. Crawford moved that the report be accepted. Motion seconded by Ehly. Passed.

(13) Vice President Isenhour reported the activities of the Operating Division and called for a report of the Constitution and Rules and Procedures Committee by Pro-Tem Committee Chairman McMahon. Vice President Porter Hart assumed the chair as presiding officer.

(14) Mr. McMahon presented the proposed new Constitution and By-Laws for consideration.

(15) Jack Parker made a motion that the last sentence of Article X (Amendment of the Constitution) Section (1) be amended to read as follows:

"A two-thirds vote of the Council delegates present at the meeting shall be required for the adoption of such a petition or resolution, in accordance with Article VII, Section (3)"

Seconded by Baran. Motion passed.

Meeting recessed at 12:30 PM. Meeting reconvened at 2:15 PM Vice President Porter Hard presiding.

(16) Motion made and seconded that Article III be accepted. Motion passed.

(17) Motion by Brombacher that Article VII Section (5) be amended to read as follows:
"Proxies issued by a Delegate may not be used in meetings of the Council."

Seconded by Ford. Passed.

(18) Shafer moved that Article VIII Section (2) be amended to read as follows:

"The Executive Board shall consist of the officers' and the latest living ex-president, and not more than two additional members who can be elected by the Executive Board to serve on the Executive Board for a period not to exceed one year."

Seconded by Homer Givens. Passed.

(19) Shafer moved that Article XI Section(1) be amended to read as follows:

"Amendment of the By-Laws may be proposed by any Council delegate, or by resolution of the Executive Board, and shall be placed on the agenda for the next meeting of the Council."

Motion seconded and passed.

(20) Brombacher moved that the Board of Directors submit to the membership and recommend the adoption of the Amended Constitution as revised. Feeley seconded and motion passed.

(21) In considering the By-Laws Oberhelman moved that Article I Section (3) be amended to include instrument mechanics. Stern seconded. Motion defeated.

(22) Clift made a motion that Article I Section (6) of the By-Laws be amended to read as follows:

"The grade of Foreign Member shall be used for those who reside outside the United States of America and its possessions, and the Dominion of Canada, with the exception of members of existing Sections outside these areas."

Seconded by Pitt. Motion passed.

(23) A motion was made and seconded that the Constitution Committee be instructed to reconcile on Society Structure. Motion passed.

(24) Shafer made and Baran seconded a motion that the By-Laws as amended will be put into effect if and when the proposed Amended Constitution is ratified by the members. Motion passed.

President McMahon resumed his duty as presiding officer at this time.

(25) Vice President Isenhour moved a vote of thanks be extended to President McMahon for his outstanding work on the proposed Constitution during the past year. Applause.

(26) J.T. Vollbrecht Chairman of the Finance Committee made his report. Brombacher moved that the report be accepted. Feeley seconded. Motion passed.

(27) Vice President Wildhack made his report on the activities of the Technical Division. Givens moved that the report be accepted. Feeley seconded. Motion passed.

(28) Treasurer George Feeley made his report on the financial condition of the Society. Baran moved acceptance of the report. Clift seconded. Passed.

Meeting was adjourned at 5:00 PM.

P.V. Jones
Acting Secretary

PVJ/sh

Minutes of the
ISA EXECUTIVE COMMITTEE MEETING
Rice Hotel, Houston,
September 9, 1951

Meeting called to order by President McMahon at 1:30 P.M.

Members Present: Beckman, Feeley, Gildersleeve, Hart, Isenhour, Wildhack and Rimbach.

Guests Present: Boyd, Sheen, Vollbrecht, Jones.

1. Wildhack moved to table the resignation of the Executive Secretary. Passed.
2. Finance Committee was instructed to study retirement plans. Jones requested to absent himself during the salary discussion.
3. Wildhack moved that the action of the Executive Committee establishing the salary of the Manager be rescinded. Passed.
4. Wildhack moved that Society Manager's starting salary be at the rate of \$8400 per year. Passed.
5. Wildhack moved that Jones be allowed \$350 for moving expenses. Passed.
6. Wildhack moved that Manager's salary be reviewed by the Executive Committee annually. Passed.
7. Meetings Committee recommends that structure of the committee be changed. Isenhour moved the rescinding of Motion 3 of last November 28th meeting which suggested the following make-up:

Committee Chairman: Individual chosen by Section where meeting is held following year.
Member of Committee: Past chairman and a member from each of the Sections where meeting is to be held.
8. It was suggested that a committee be appointed to consider moving the Society office.

Meeting recessed at 4 P.M. to resume Wednesday, September 12.

Meeting reconvened at 5:30 P.M. September 10, 1951 at Rice Hotel.

Meeting called to order by President McMahon.

Present: Beckman, Boyd, Feeley, Isenhour, Sheen, Wildhack, and Jones.

9. The Committee designated Wildhack as 1st Vice President. The Recommended Practices Committee will report to Mr. Wildhack for the forthcoming year.

N.L. Isenhour was named Vice-President, Operating Division; David M. Boyd, Jr. as Vice President, Technical Division, and Robert T. Sheen, Vice President, General Relations Division.

Meeting recessed at 6 P.M. to resume September 12.

Meeting reconvened September 12 at Coliseum, Houston at 4 P.M.

Meeting called to order by President McMahon.

Members present: Beckman, Boyd, Feeley, Hart, Isenhour, McMahon, Rimbach, Sheen and Jones.

10. Beckman reported that the special committee on AIP and RSI had conferred with officials of the Institute of Physics and had received a tentative partial proposal regarding possible joint publication of the RSI but was not prepared to make recommendations on this proposal.

11. Motion by Feeley that special committee on AIP and RSI be discharged. Seconded. Passed.

12. Motion by Beckman that he problems of publication be referred to the Society Structure and Planning Committee for study and recommendation as to overall policy. Seconded. Passed.

13. Secretary instructed to place on the agenda for the next meeting the question of an International Instrument Conference and Exhibit in 1954.

14. The next meeting of the committee is to be held at the Statler Hotel in New York, December 2, 1951, at 10 A.M.

15. The Secretary was instructed to frame letters from ISA to Mr. M Doheny, Show Manager of the American Chemical Society, Chicago Section and Dr. H.W. Schultz of Swift & Co. protesting the holding of the Chemical Show in Chicago during the same week as the ISA National Conference and Exhibit.

Meeting adjourned at 6:30 P.M.

INSTRUMENT SOCIETY OF AMERICA
Minutes of Meeting of the Executive Board
of the Instrument Society of America
Hotel Cleveland, Cleveland, Ohio
March 27, 1952

Members Present

A.O. Beckman	D.M. Boyd, Jr.	G.R. Feeley
Porter Hart	N.L. Isenhour	J.B. McMahon
R.T. Sheen	W.A. Wildhack	

Guests Present:

Charles Covey	P.V. Jones	Axel Peterson
R. Rimbach	J.T. Vollbrecht	

Meeting called to order at 10:00 A.M. President Beckman presiding.

1. Feeley moved that minutes of last meeting be approved. Second by Hart. Motion passed.
2. First Vice-President Wildhack reported on the formation of the new technical committees authorized under the new By-Laws. His report included the following information concerning the expected participation of these committees in the 7th National Instrument Conference and Exhibit next September:

- Committee on Medical Instrumentation
Chairman - Dr. H.J. Morowitz - 1 to 2 sessions
- Committee on Radiation Instrumentation
Chairman - R.W. Johnston - 1 session
- Committee on Geophysical Instrumentation
Chairman - Dr. D.S. Muzzey - 1 session
- Committee on Instrumentation for Testing
Chairman - D.C. Little - 2 sessions
- Committee on Aeronautic Instrumentation
Chairman - R. Tozier - 1 session

3. Wildhack further reported that the following three committees had been approved in title but had not yet been established.

- Physical Properties
- Instrumentation for Research and Development
- Technical Program

4. Wildhack made the suggestion that committees be set-up to cover any field where a need exists and expressed the thought that there should be an ISA Committee on Instrumentation for Automatic Handling of Measurement Data.

5. McMahon moved that President Beckman appoint a special Committee to investigate and recommend the advisability of forming a committee on Instrumentation for Automatic Handling of Measurement Data. Sheen seconded. Motion passed.

6. Vice-President Boyd reported that the committee on Instrumentation for Production Processes had held an all day session at Oak Ridge on February 16. The meeting under the Chairmanship of W.H. Grand was well attended and the Committee succeeded in formulating a tentative program for the Cleveland conference. Boyd reported that 16 papers are planned to be presented during the 5 three-hour sessions and stated that the Committee wanted to start these sessions at 9:30 A.M.. Since technical sessions at all previous conferences have started at 10:00 A.M. and the different hour may disrupt programming Mr. Boyd was asked to notify Mr. E.J. Grace, Chairman of the National Meeting Committee, regarding the proposed change in the starting hour.

7. Mr. Boyd reported that the Committee on Inspection and Gaging will hold one session during the Annual Conference and that the Committee on Instrument Operation and Maintenance will hold two sessions.

8. Dr. Axel Peterson, Chairman of the Committee on Analysis Instrumentation reported that he was planning a Clinic on Analysis Instrumentation to be held during the week of and concurrently with the 7th Annual Instrument Conference and Exhibit. This Clinic is to be conducted like the Maintenance Clinic but at a higher level. Eleven companies are to participate, each company to give six lectures of three hours duration each. These sessions will take place all day Tuesday, Wednesday and Thursday at the Cleveland Auditorium. Dr. Peterson reported that the potential attendance would probably consist of chemists, laboratory physicists, electrical engineers, and others of that level of education and/or training.

Dr. Peterson proposed that the ISA underwrite the expenses of a number of professors of analytical chemistry who would be invited to attend. After discussion the Board decided that the ISA should not underwrite expenses of this nature. The Board will be advised by Dr. Peterson of all further developments with respect to this Clinic.

Dr. Peterson was commended for his efforts in developing this new Clinic which is expected to add greatly to the educational value of the Annual Instrument Conference.

9. J.D. Vollbrecht, Chairman of the Finance Committee reported that this Committee will next meet on May 13-14 to prepare the Society budget for 1953.

10. Sheen moved that the National Office payroll budget be increased by \$2500 for 1952. Isenhour seconded. Motion passed.

Recessed for luncheon at 11:45 A.M.

Reconvened at 2:00 P.M.

11. Vice-President Sheen discussed the question of Corporate Memberships and moved that Instruments Publishing Company be recorded as Corporate Member #1. Isenhour seconded this motion which was passed unanimously.

12. Sheen reported that he has succeeded in obtaining a very able and active Chairman for the Educational Committee in the person of Professor Robert J. Jeffries.

Mr. Sheen was requested to ask the Educational Committee to proceed with a study and report on the advisability of what action, if any, the Society could and should take with respect to collegiate level instruction in instrumentation.

Sheen reported that the Publicity and Advertising Committee under the Chairmanship of Mr. D.M. Considine was planning the preparation of two types of brochures:

- (a) To cover the overall effort of ISA to be used for prospective individual ISA members.
- (b) To be used for prospective Corporate Members.

Mr. Sheen was instructed to submit the proposed copy for these brochures to the Board for approval.

13. The method for admitting new Sections is to be as follows:

When a Charter application is received by the National Office it shall be forwarded to the Chairman of the Sections and Membership Committee for the recommendation of that Committee. This recommendation shall be forwarded to the ISA Secretary who will ballot the Board members by mail. If the vote is unanimously in favor of acceptance the Secretary will so notify the Secretary of the new Section. In case of any question on the part of any Board member a second ballot will be taken. In the case of any adverse vote the action of the Board will be deferred until the next meeting of the Board.

14. President Beckman instructed Jones to send a copy of the blue print on ISA code of procedure prepared in 1948 by the Rules and Procedures committee to Mr. Robert Galley who has volunteered to bring this work up-to-date.

15. Sheen moved that a charter be granted for a new ISA Section to be known as the Central Ohio Valley Section. Second by Boyd. Motion passed.

16. Wildhack moved that the below listed Applications for Foreign and At-Large Memberships be approved.

- Eric Henning Andersen - Antwerp, Belgium (Foreign)
- Gustav V. Rosenquist - Kuusankoski, Finland (Foreign)
- Forest G. Ray - Las Piedras, Edo. Falcon, Venezuela (Foreign)
- Sven Malmstrom - Lidingo, Sweden (Foreign)
- James G. Pratt - Kingsville, Texas (At-Large)
- Charles F. Barnard - Shreveport, La. (At-Large)
- E.A. Heckler - Wilmington, Delaware (At-Large)

Second by Hart. Motion passed.

17. Wildhack moved that all applications for Foreign and At-Large memberships be submitted to the Sections and Membership Committee for recommendation and transmission to the Board for approval. Hart seconded. Motion passed.

18. Jones was instructed to determine the nationality of all Foreign applicants.

19. McMahon moved that Jones be instructed to prepare a list of current At-Large members and refer this list to the Sections and Membership Committee for their review and recommendation to the Board as to whether these members should remain Members-at-Large or should be affiliated with a Section. All new applications for At-Large Membership to be referred in like manner. Seconded by Wildhack. Motion passed.

20. The Board was informed that the Richland Section plans an instrument exhibit to be held on May 14 and has requested participation by the National Society. Mr. Jones was instructed to notify the Richland Section that local exhibits are contrary to the policy adopted by the Society at the Houston meeting. In view of this policy, it would be inappropriate for the National Society to participate in the Richland Section Exhibit.

21. The Board unanimously voted their thanks to Fred Lennon and the Cleveland Section for a very successful Kick-off luncheon.

22. Vice-President Isenhour brought up the question of the responsibility for technical papers for the Conference.

The Board decided that the Technical Vice-President is responsible for technical content and the Publications Committee is responsible for editorial form and reproduction. The policy on Committee Reports is that they may be accepted or rejected for publication by the Publications Committee.

23. Mr. C.W. Covey, Chairman of the Publications Committee gave to all present for perusal and comment a proposed ISA Publications Policy.

24. Jones was asked to prepare and submit for the Board's approval at their next meeting form letters of Confirmation of Appointment of Committee Chairmen.

(a) For a new Chairman of a new committee informing him as to his supervising officer.

(b) Letter to new Chairman of an old committee giving him the name of the last previous chairman from whom he can expect to receive the Committee files.

(c) Letters of thanks for service to retiring Chairman who is asked to send Committee files to his successor.

(d) Letter of reappointment to old chairman.

25. President Beckman asked all vice-presidents to obtain from Chairmen of all Standing Committees by June 1st a Tentative Manual of Operations of their respective committees. All Officers were requested to submit like reports on their own operations.

26. The Board voted to increase the 1952 Budget of the Publications Committee to \$500.00.

27. Jones was instructed to include the cost of editing the Journal in his budget for 1953 and to endeavor to employ as soon as possible in 1952 a person qualified to do this work.

28. Jones was instructed to keep an index of all published ISA papers.

29. McMahon moved that the Publications Committee take steps to see that a cumulative index of all published papers presented before ISA National and Regional Meetings be published every five years. Motion passed.

30. Motion by Feeley that the Nominating Committee be instructed to consider the office of Secretary for 1953 as a one year term and that of Treasurer as a two year term. Motion passed.

31. Isenhour moved that Exhibit Manager Rimbach be authorized to use the title "Managing Director" in connection with the First International Instrument Congress and Exhibit to be held in Philadelphia in 1954. Motion passed.

32. All officers are to have their annual reports circulated prior to the next meeting of the Board.

33. The next meeting of the Board will be held July 11, 1952 at the Sheraton Hotel, Chicago.

The meeting adjourned at 6:45 P.M.

INSTRUMENT SOCIETY OF AMERICA
Meeting of the ISA Meetings Committee
held in Chicago, Illinois
July 17, 1952

Members Present:

Richard Rimbach Millard Shriver Robert Proctor
P.V. Jones, Jr.

Guest Present:

Porter Hart

Member Absent:

Chairman E.J. Grace, Jr.

1. Meeting was called to order by Acting Chairman Shriver at 3:00 P.M.
2. Mr. Rimbach reported that sales of space for Cleveland Show would gross about \$90,000. In reference to the Exhibitor's Luncheon, Rimbach reported that a letter was sent to each exhibitor asking the names of their personnel and guests who would attend the luncheon. Exhibitors will receive one free ticket for every one hundred square feet of exhibit space or fraction thereof. Exhibitors may also purchase additional tickets at \$7.00 each, however, attendance will be limited to people in the instrument business and their families. The seating arrangement at the luncheon will be such that all diners will face the speaker's table with tables served from the opposite side. The same table arrangement will be used for the ASME and ISA Member's Luncheon to be held in that restaurant. Mr. Fred Lennon, Chairman of the Cleveland Host Committee is seeking to obtain both Presidential nominees, the Governor of Ohio, and the Mayor of Cleveland as speakers. The ISA Executive Board Members and the Presidents and Executive Secretaries of the Cooperating Societies will also be invited to sit at the speaker's table. A table will be set up for members of the local press and the wire services. The Luncheon is scheduled to start with cocktails at 12:00 Noon, September 8th, dinner will be served at 12:30 and is expected to be over by 1:30. The Exhibit will open at 3:00 P.M. after this Luncheon.
3. Proctor reported that all Committee Chairmen for the Chicago Host Committee have been appointed. He further reported that the design for the sticker and posters for the 1953 Conference and Exhibit has been approved and that the committee hoped to have this material ready for display during the Cleveland Show.
4. Shriver said that the question had been raised several times as to why the ISA meetings were held in September and expressed the opinion that the reasons should appear in the records of this committee.

Mr. Rimbach stated that the meetings were originally scheduled in September for the following reasons:

- (a) There were fewer competing activities at that time than during other periods of the year.
- (b) The time was early enough to permit academic people to attend.
- (c) Hall facilities were more readily available.

Shriver pointed out that one competing show has on two occasions been moved up from the regular October date to the same time as the ISA Show.

The Committee agreed that in view of the above reasons that ISA Annual Meetings should be held starting the Monday following Labor Day except when circumstances beyond control dictate a different date.

5. Rimbach presented the tentative floor plan for the First International Instrument Congress and Exhibit to be held in Philadelphia in 1954 and reported extensively on his activities in promoting this Show throughout the world. His report on expected participation by other Societies was most encouraging.

6. Rimbach reported that he had sent a questionnaire to 364 ISA exhibitors which inquired as to their expected participation in each Exhibit through 1956 and also asked for their preference for the 1957 Exhibit through 1956 and also asked for their preference for the 1957 Exhibit. Of the 120 replies received, 55 preferred New York as their first, second, or third choice; 25 named Boston; 22 selected St. Louis; 19 - Cleveland; 18 - Pittsburgh, 17 - Chicago; 13 - Philadelphia; 10 each for Kansas City and Tulsa; 7 each for Cincinnati and Houston; 6 for Denver with the rest a scattered few votes for various other cities.

In view of the apparent desire of a large percentage of the exhibitors to have the 1957 Exhibit in New York, Rimbach reported on various possible locations available there. The most promising of these for an ISA Meeting was determined by the Committee to be Grand Central Palace which would, however, be available only during the last week in August, but the space rate at that time would be one-half the usual rate. The cost to ISA for space would be: Ground floor - \$7,000; second floor - \$3,500; third and fourth floors - \$3,000 each. Meeting rooms can be built on either the third or fourth floor depending on how much exhibit space is required. Hotels are available across the street.

7. The committee recommends to the Executive Board, that because of above reasons, the 1957 ISA Conference and Exhibit be held in New York at Grand Central Palace, August 26 - 30 inclusive.

8. Mr. Rimbach stated that he expected to start selling space for Chicago in October, 1952 and for Philadelphia in December, 1952.

The meeting adjourned at 5:30 P.M.

INSTRUMENT SOCIETY OF AMERICA
Minutes of Meeting of the Executive Board
of the Instrument Society of America
Hotel Sherman, Chicago, Illinois
July 18, 1952

Members Present:

A.O. Beckman	G.R. Feeley	N.L. Isenhour
J.B. McMahon	D.M. Boyd, Jr.	Porter Hart
R.T. Sheen	W.A. Wildhack	

Guests Present:

Millard Shriver	J.T. Vollbrecht	Mifflin S. Jacobs
S.G. Eskin	C.W. Covey	Richard Rimbach
P.V. Jones		

The meeting was called to order at 10:00 A.M. by President Beckman.

1. McMahon moved that minutes of the March 27, 1952 meeting of the Board be approved after including a statement that the discussion on the proposal that ISA sponsor an air-conditioning manual was tabled. Motion passed.

2. Sheen made a motion that the question of ISA policy regarding exhibits by local Sections be placed on the agenda for the next meeting of the Council. Motion passed.

Jones was instructed to inform Council Delegates as to the present policy regarding local Section exhibits and to ask the Delegates to acquaint themselves with the feeling of their Sections on this question.

3. Dr. Beckman called for the reports of the Vice-Presidents and their committees.

4. Millard Shriver reported on the July 17th meeting of the Meetings Committee (copy attached).

5. McMahon moved that the determination of the time and place for the 1957 Conference and Exhibit be placed on the agenda for the September meeting of the Executive Board. Motion passed.

6. The Meetings Committee was instructed to advise all exhibitors as to the results of the recent survey regarding the 1957 Exhibit, obtain their reactions as to the New York location and date, and on the basis of their findings, make a recommendation for the 1957 meeting to the Executive Board in September.

7. Charles Covey, Publications Committee Chairman reported that the Industrial Instrument Training Course Outline has been published and distributed to all full members and that four Tentative Recommended Practices have been handled and would soon be published. He also discussed briefly the status of technical papers for the Cleveland Conference.

8. Covey further reported that in view of his experience during the past several months, he would like to submit, at the September Board meeting, a revised recommendation for a Publications Committee Operating Procedure, and asked that this be place on the agenda for that meeting.

9. Finance Committee Chairman Vollbrecht submitted that Committee's 1953 budget recommendation for Board consideration.

10. Mr. McMahon was requested to obtain legal advice on the question of protecting officers and employees of ISA against liability for their acts in performances of their duties. This is in accordance with item 2 of the December 2, 1951 minutes of the Executive Committee, which also specified that, "this indemnification should follow the ASME pattern modified upon legal advice, to suit the ISA Constitution and By-Laws."

11. The Finance Committee was requested to submit to the Board its recommendations for the investment of Society funds.

12. Jones was instructed to bring to the next Board meeting an estimate of expected expenditures against each budget item for 1952 in order that they may be reconciled at that time with the 1952 budget.

13. In line with the report of the Finance Committee on the financial and educational success of the ISA film, Principles of Automatic Control, and the suggestion that a film on Electronics might be well received, a motion was made that the Educational Committee, through Chairman Jeffries, investigate the possibility of ISA producing such a film. Motion passed.

14. The Committee agreed that the ISA Proceedings should be published as soon as possible after each annual conference.

15. Jones was instructed to arrange to take orders for the 1952 Proceedings during the Cleveland Conference.

16. Jones was instructed to publish and send to all members, a listing of available ISA publications, with an attached order form.

17. Motion by McMahon that Boyd edit the script for Principles of Automatic Control and have it published for sale. Motion passed.

18. Feeley was asked to investigate the usual practice on exhibit management fees and report his findings to the Board in September.

Meeting recessed for luncheon at 12:30 P.M.

Meeting reconvened at 2:00 P.M.

19. McMahon moved that report of Vice-President Isenhour be accepted. Motion passed.

20. Mifflin Jacobs, Acting Chairman of the Sections and Membership Committee, reported on the Activities of his committee. He recommended that the membership of that Committee be reviewed and those who have not been active be replaced by others. He further recommended that the Chairman appoint a Vice-Chairman to assist in the operation of this very active committee.

21. The Board commended Mr. Jacobs for the outstanding activity of his Committee this year.

22. The Board approved the acceptance of the below listed memberships following the recommendation of the Sections and Membership Committee.

NAME	LOCATION	TYPE OF MEMBERSHIP
Charles H. Atwell	Chile	Foreign
H. Landeweer	Netherlands	Foreign
A.R. Krystecki	Venezuela	Foreign
Dr. C.F.E. Simons	Netherlands	Foreign
Dr. E. Wengel	Germany	Foreign
Dr. E. Toeller	Germany	Foreign
H. Mueller	Germany	Foreign
Marvin F. Gade	Wisconsin	At-Large
George W. Chipley	Wisconsin	At-Large

23. Sheen moved that an ISA Charter be granted to a new Section to be known as Lake Charles Section. Motion passed.

24. The Board confirmed the granting of an ISA Charter to the following Section, which had been previously been approved by mail ballot, on the date indicated.

Muscle Shoals Section
Wilson Dam, Alabama June 17, 1952

25. Sheen was asked to call to the attention of various ISA Sections, non-ISA Members within their areas who are serving on ISA National Committees, and to urge these Sections to persuade these men to become ISA Members.

26. Mr. Sheen presented the dummy of a membership-promotion brochure prepared by the Public Relations Committee under Chairman Douglas Considine.

27. Isenhour moved that 20,000 copies of the brochure be printed and made available for the Cleveland Conference. Motion passed.

28. Sheen stated that the dummy and copy for the brochure being designed to promote corporate Memberships would be submitted to the Board for approval at the September meeting.

29. Sheen moved that a Special Committee be formed to promote Corporate Memberships. Motion passed.

30. Mr. Jacobs was asked to prepare copy for a proposed ISA membership certificate and present it for Board approval at the September meeting.

31. Mr. Rimbach reported on the sale of approximately 26,000 square feet of space for the Cleveland Show for a gross income of some \$90,000. He also gave a comprehensive report on his activities in promoting the First International Congress and Exposition to be held in Philadelphia in 1954.

32. Questions had been raised as to the advisability of ISA sponsoring an International Instrument Congress and Exposition and aggressively promoting this activity by extensive foreign advertising, since this might introduce foreign competition. The general feeling of the Board was that the chief result of this promotion would be greater participation by foreign users, rather than manufacturers, with a resultant net gain to American manufacturers. Mr. McMahan, therefore, moved that the previous instructions to Mr. Rimbach to plan for and aggressively promote an International Instrument Congress and Exposition for 1954, be in no way changed. Motion passed.

33. Boyd moved that S.G. Eskin, Chairman of the Subcommittee on Air Conditioning, be authorized to organize a Committee to investigate the possibility of ISA producing an AIR-Conditioning Manual. This Committee is to provide the Executive Board with complete information as to size, content, expected cost, selling price, etc., but not to commit the Society to any expenditures. Motion passed.

34. Boyd reported that the Committee on Instrumentation for Production Processes had held two meetings and that five morning technical sessions have been scheduled for the Cleveland Conference by that Committee.

35. Boyd, in discussing the activities of the Recommended Practices Committee, reported that R.P. 11.1 has been issued and that R.P.'s 7.1, 1.2, 1.3, 1.4, and 1.5 had been approved and would be published in time for the Cleveland Conference.

36. Isenhour reported that the Recommended Practices Committee had proposed that the Board authorize the distribution of SAMA's Twenty Pound Pressure Standard to all ISA members.

37. McMahan moved that this be referred back to the Recommended Practice's Committee for possible adoption as an ISA Tentative Recommended Practice. Motion passed.

38. With reference to the Analysis Instrumentation Clinic, Mr. Boyd was requested to write to Dr. Axel Peterson and convey to him the opinion of the Board that the Analysis Clinic should be given by manufacturers of widely used instruments; that Process and Instruments did not appear to fulfill this qualification and further that this company should not be permitted to demonstrate more than one instrument since the other companies were limited to one.

39. First Vice-President Wildhack reported on the Committees under his supervision.

40. The Board agreed that the technical vice-president is to give definite instructions with each technical paper submitted to the Publications Committee as to whether or not the paper shall be published.

41. Wildhack moved that a Special Committee on Exhibit Policy be appointed by the President to investigate and review all aspects of present exhibit policy and report their findings to the President. Passed.

42. Dr. Beckman read the report of the Nominating Committee submitted by Chairman G.F. Akins. The nominations for ISA National Officers for 1953 were:

For President: Porter Hart - Houston Section
For Vice-President: Warren H. Brand - Oak Ridge Section
For Vice-President: J.M. Ribble - Panhandle Section
For Treasurer: J.T. Vollbrecht - New York Section
For Secretary (one year term) W.A. Wildhack - Washington Section

The Report and slate of candidates were unanimously approved by the Board.

43. Dr. Beckman submitted a recommendation of the Instrument Industry Committee (Charles Saunders, Chairman), and reported that this Committee has scheduled two open session panel forums to be held during the Cleveland Conference. It was noted that the activity contemplated by this Committee may parallel or conflict with a similar activity started by the Recommended Practices Committee. Mr. Boyd was therefore requested to get together with both Committees and reconcile any possible conflict.

44. The four form letters to be used for Committee Chairmen appointments were approved as amended.

45. Dr. Beckman reported that the National Research Council, in an action dated April 16, 1952, had approved ISA as an affiliate. A motion was made that ISA accept this invitation to affiliate with that organization. Motion passed.

46. McMahon moved that the suggestion that ISA pay \$100 to each Cooperating Society be tabled. Motion passed.

47. The Board agreed that in the case of a mail ballot on a petition for a New Section that the Secretary would notify the petitioning group of acceptance if all votes received by him were in favor of acceptance.

48. The Board passed a Resolution that the By-Laws be amended to authorize the Sections and Membership Committee to pass on and accept Members-at-Large, and that this be placed on the agenda for the next meeting of the Council.

49. The Board passed a Resolution that Article II of the By-Laws be amended to include a procedure for the admission of Corporate Members and that this be included on the agenda for the next meeting of the Council.

50. The budget for 1953, as amended, was approved by the Board.

51. McMahon moved that a Special Committee be appointed to investigate the desirability of forming an International Instrument Association. This Committee is to report to the Board in September. Motion passed.

52. The Board passed the following Resolution: Resolved that the Potter Bank and Trust Company of Pittsburgh, Pennsylvania is hereby approved as a depository for funds of the Instrument Society of America subject to withdrawal as provided by Article VIII, section (8) of the By-Laws to the Constitution of the Instrument Society of America.

53. The next meeting of the Board will be held at 10:00 A.M., September 7, 1952 in Cleveland.

The meeting adjourned at 7:30 P.M.

INSTRUMENT SOCIETY OF AMERICA
Minutes of Meeting of the Executive Board
of the Instrument Society of America
Cleveland Public Auditorium, Cleveland Ohio
September 7, 1952

Members Present:

A.O. Beckman	D.M. Boyd, Jr.	G.R. Feeley
Porter Hart	N.L. Isenhour	J.B. McMahan
R.T. Sheen	W.A. Wildhack	

Others Present:

Warren Brand	Charles Covey	D.M. Considine
David Ross	Mifflin Jacobs	J.T. Vollbrecht
Millard Shriver	Robert J. Jeffries	William J. Ladniak
P.V. Jones, Jr.		

1. The meeting was called to order at 10:00 A.M., President Beckman presiding.
2. The minutes of the July 13, 1952 meeting of the Board were approved.
3. Wildhack reopened the question of payment of \$100.00 to each society cooperating in the Annual Instrument Conference and Exhibit. The Board determined that the services rendered by the ISA to cooperating societies as enumerated in the letters of invitation to such societies is all that ISA should contribute and that any cash payment to cooperating societies shall be only prior agreement.
4. Shriver reported the recommendation of the National Meetings Committee that the 1957 Instrument Conference and Exhibit be held in Grand Central Palace, New York City, during the week of August 24th. Isenhour moved acceptance of the Report. Hart seconded. The motion passed by a vote of 6 to 2. Sheen and McMahan are recorded as being opposed.
5. Covey, Chairman of the Publications Committee, presented a recommended operating procedure for and a report of the Publications Committee. The Board made suggestions for minor revisions in the Operating Procedure and asked Covey to present the revised document to the Board at its meeting on Wednesday, September 10th.
6. McMahan moved that the report of the Publications Committee be accepted subject to approval of the revisions by the Board on September 10th. Motion passed.
7. Vollbrecht reported that due to lack of information on cost of Cleveland show that the Finance Committee would make its recommendation for the investment of Society funds at the December meeting of the Board.
8. Feeley stated that his report on Exhibit Management fee would be made at December meeting of the Board.
9. Jacobs reported on the question of issuing an ISA Membership Certificate.

Sheen moved the acceptance of this report. Motion Passed.

(This report contained the recommendation that no ISA Membership Certificate be issued.)

10. With a view toward providing ISA Sections with a more complete listing of possible speakers, Sheen presented a proposed letter to be sent to Exhibitors and another to speakers participating in the Cleveland Conference and Exhibit. This report was informally accepted by the Board.

11. Jacobs reported on the activities of the Sections and Membership Committee. The report was unanimously accepted by the Board.

The Meeting recessed for Luncheon at 12:30 P.M. and reconvened at 2:00 P.M.

12. Sheen moved that the Charter of the New Orleans Section be withdrawn as recommended in the report of the Sections and Membership Committee. Motion passed.

13. Sheen introduced Considine who reported that 20,000 copies of the brochure, "You and the Instrument Society of America", had been printed at a total cost of approximately \$2400.00. Considine asked those present to send him any constructive suggestions for revision of future issues of this brochure. The Board unanimously accepted this report.

14. Considine discussed with the Board the proposed Corporate Membership booklet. Considine advised that he would have the copy and format of this brochure ready for presentation to the Board at its December meeting.

15. Jeffries summarized his activities in reactivating the Educational Committee during the past year and reported that he will soon mail a report on a proposed course of action for the coming year. A National Conference of Educators, with an attendance limited to 250, is proposed to be held at Michigan State College sponsored by Michigan State. Co-sponsorship by ISA, the National Bureau of Standards, and the National Science Foundation is being requested. There will be no cost to the co-sponsoring groups. Jeffries urges ISA officers to support this conference by attending. The conference will probably be held March 19-20, 1953.

16. Sheen moved that ISA cooperate with Michigan State College in the manner suggested by Jeffries. Motion passed.

17. Beckman read a letter dated August 25th from Richard Rimbach which contained the latter's recommendations for promotion of the First International Instrument Congress and Exposition to be held in Philadelphia in 1954. (The following items 18 to 26 report the action of the Board with reference to the various recommendations.)

18. The Board unanimously agreed that all promotional activities must be carried on in close cooperation with the Public Relations Committee.

19. The Board agreed that the National Meetings Committee will determine which cooperating societies will be invited to participate and will also issue the invitations.

20. Wildhack moved that the Vice President of the Technical Division be an ex-officio member of the Meetings Committee. Motion passed.
21. The Board requests Rimbach to advise the Board as to how much money will be required to employ the part time publicity man for promotion of the 1954 meeting.
22. The proposed brochure for advance 1954 publicity was referred to the Publications Committee. It was agreed that all publications pertaining to the National Conference should be approved by the Publications Committee.
23. Sheen was asked to arrange for a Presidential Proclamation through the Public Relations Committee.
24. It was suggested that ISA Officers be strongly represented at promotional luncheons to be held in Washington.
25. Rimbach's letter reported that he was planning to charter an airplane in which leading manufacturers with Porter Hart, 1953 President of ISA and Richard Rimbach, ISA Exhibit Manager, would, during a two months trip next year, visit all leading European industrial fairs and exhibits, to promote foreign attendance at the 1954 ISA Show. The suggestion was made that this same idea might be used in reverse in 1954 by Europeans planning to attend the ISA Show.
26. McMahon moved that the question of indemnification of ISA Officers and employees be referred to the Constitution, Rules, and Procedures Committee to draft an appropriate amendment to the By-Laws for submission to the Council. Second by Sheen. Motion passed.
27. Boyd moved that a Charter be granted to the Fox River Valley Section located in Appleton, Wisconsin. Motion passed.
28. McMahon moved that the President investigate the matter of retaining a legal advisor for ISA and report his finding to the Board. Sheen seconded. Motion passed.
29. McMahon moved that the Board recommend to the Council that the annual meeting of the Council be held on the Sunday preceding the opening of the Conference and Exhibit. Motion passed.
30. The application of C.J.D.M. Verhagen, Technical University, Delft, Holland, for foreign membership in the Society was approved. The following applications were approved by mail ballot of the Board prior to their meeting:

James Ansel Cassidey, Jacksonville, Florida	- At-Large
George Ward, Southampton, England	- Foreign

31. Jones referred to the Board an invitation for the ISA to become a member of the National Society for Medical Research. This invitation was referred to the Committee on Intersociety Relations, E.S. Lee, Chairman.

32. The Society Structure and Planning Committee is requested to investigate and recommend to the Board a suitable location for the ISA National Office.

33. The next meeting of the Board will be held in the Cleveland Public Auditorium on Wednesday, September 10th, following the annual ISA members meeting.

Meeting adjourned at 5:00 P.M.

PVJ:RM

INSTRUMENTATION SOCIETY OF AMERICA
 Minutes of National Council Meeting
 Held in Cleveland Public Auditorium
 Cleveland, Ohio
 September 8, 1952

1. A Credentials Committee, consisting of Ward Percy, L.M. Susany, and D.D. Taylor, was appointed by the President. Only accredited Delegates, Alternates, or Proxies were admitted to participate in the Council deliberations.

2. The meeting was called to order at 10:20 A.M. by President Beckman. The Credentials Committee reported that quorums of both Sections and Membership were represented.

The following are the Delegates, Sections, and Number of Members represented. (D-Delegate, A-Alternate, P-Proxy. - Where the name of more than one individual appears opposite a Section, that Section was represented by those individuals at different periods of the meeting.)

<u>Section</u>	<u>Numbers of MEMBERS*</u>	<u>Representative</u>
Aruba	35	J.L. Lopez (D)
Atlanta	40	James G. Nichols (D)
Baltimore	95	Frank M. Gregloit (D)
Boston	149	James A. Ford (D)
California	250	James R. Bradburn (D)
Central Illinois	30	A.A. Anderson (A)
Central Ohio Valley	42	Henry Getz (D)
Charleston	80	J.R. Shaffer (A)
Chicago	253	L.W. Scruggs (D)
China Lake	16	Richard Moses (D)
Cincinnati	79	G.S. Garrett (P)
Cleveland	146	J.H. Cuthbert (D)
Columbus	19	R.R. Procter (A)
Cumberland	25	A.O. Beckman (P)
Denver	77	R.R. Gardner (D)
Detroit	55	E.C. Baran (D)
Eastern New York	61	Ed. Deardurff (D)
Gulf Coast	41	Robt. N. Wilson (D)
Houston	187	Steve Pocsik (D), J.E. Zachary (A)
Kansas City	61	Emil N. Gillig (D)

Lake Charles	1 9	G.F. Gardner (D)
Louisville	47	W.R. McKegg (A)
Muscle Shoals	29	A.V. Novak (D)
New Jersey	354	R.E. O'Neill (D)
New York	221	Henry Haman (D)
Niagara Frontier	119	Les Willoughby (D)
Northern California	1 11	D. Little (D), C. Bosworth (A)
Oak Ridge	78	A. Hastings (P)
Philadelphia	347	W.D. Archibald (D)
Pittsburgh	268	John H. Morrison (D)
Rochester	91	George L. Kellner (D)
Sarnia	95	Ted W. Van Hoosier (D)
South Texas	61	W.J. Ladniak (d)
St. Louis	126	George Ehly (D)
Tennessee	33	R.C. Ayers (A)
Tulsa	128	A.H. Shafer (D)
Twin Cities	34	Alfred P. Harmon (D)
Washington	90	J.W. Graeb (D)
Wayne County	122	W.B. Simon (A)
Wilmington	99	John Heinzerling (D)

* Article VII, Section (4) of the Constitution of the Instrument Society of America states, "A quorum of the Council must represent both as majority of the number of Sections and of the MEMBERS of the Society".

(Also present were all members of the Executive Board.)

3. The minutes of the meeting of the Board of Directors (now Council) held in Houston, Texas, September 10, 1951, were unanimously approved.
4. Beckman reported that the Cleveland Show is the largest in ISA history.
5. It was agreed by the Council to eliminate the reading of the reports of Officers that had been mailed to Delegates prior to the meeting and to which there were no exceptions.

6. O'Neill (Houston) moved acceptance of the President's report. Second by Hastings (Muscle Shoals). Motion passed.
7. Beckman presented the following slate of 1953 Officer Candidates selected by the Nominating Committee.

President - Porter Hart
Secretary - W.A. Wildhack
Treasurer - J.T. Vollbrecht
Vice President - Warren Brand
Vice President - J.M. Ribble
- Since the Council offered no further candidates, Kellner (Niagara Frontier) moved election of the nominees. Ladniak (Oak Ridge) seconded. Motion passed.
8. The new officers were introduced.
9. Quick (Washington) moved acceptance of Secretary Hart's report. Novak (Gulf Coast) seconded. Motion passed.
10. Operations Division Vice-President Isenhour reported that the reports of the Meetings Committee and the Publications Committee had been distributed as had the 1953 budge. He further reported that the recommendation of the Finance Committee would soon be distributed. (This report is attached).
11. Little (Louisville) moved acceptance of Isenhour's report. Willoughby (Lake Charles) seconded. Motion passed.
12. General Relations Division Vice-President Sheen presented the membership promotion brochure entitled, "You and the Instrument Society of America", prepared by the Public Relations Committee. Sheen reported that a Corporate Membership brochure would be forthcoming. He requested that Council Members survey their Sections and suggest user Members for representation on the Corporate Membership Committee soon to be formed. Sheen urged representation of all Sections on National Committees.

Sheen further reported that a Charter had been granted the previous day to the Fox River Valley Section.
13. Moses (Charleston) moved acceptance of the report. Novak (Gulf Coast) seconded. Motion passed.
14. Ladniak (Oak Ridge) moved acceptance of Vice-President Boyd's report. Gregloit (Baltimore) seconded. Motion passed.
15. Ford (Boston) moved acceptance of Treasurer Feeley's report. Lopez (Aruba) seconded. Motion passed.

16. Past President McMahon introduced the question of ISA policy with respect to exhibits by local Sections. Little (Louisville) stated that the Louisville Section felt that local shows held in areas remote from the location of the National Exhibit can be worthwhile, and moved the adoption of the following resolution:

That a National Committee be appointed to recommend a uniform procedure and set of conditions under which Sections could hold local shows and to supervise the organization of such shows.

Hastings (Muscle Shoals) seconded. Motion passed.

17. McMahon moved that item 14 of the Agenda be tabled. Little (Louisville) seconded. Motion passed. (This item proposed an amendment to Article VI, Section (3) of the By-Laws to provide for equal division of dues between local Sections and the National Office.)

18. McMahon moved that the President appoint a Special Committee to study question of local exhibits. Cuthbert (Chicago) seconded. Motion passed.

19. Isenhour moved that Article I, Section (7) and Article II, Section (3) of the By-Laws be amended in accordance with the recommendations* contained in the report of the Constitution Rules, and Procedures Committee to the Officers and Council Delegates dated September 8, 1952. Moses (Charleston) seconded. Motion passed.

This report states:

"Article I, Section (7) of the By-Laws shall be changes to read as follows: "Admission to the Society in the grades of Member-at-Large and Foreign Member shall be any action of the Sections and Membership Committee." (This change substitutes the words "Sections and Membership Committee" for the words "Executive Board".)

This change automatically calls for revision of Article II, Section (3), in that the words "Sections and Membership Committee" shall be substituted for the words "Executive Board", and the word "Committee" for the word "Board".

Article I, Section (7) now reads:

"Admission to the Society in the grades of Member-at Large and Foreign Member shall be by action of the Sections and Membership Committee."

Article II, Section (3) now reads:

"Application for membership in the Society in the grades of Member-at-Large and Foreign Member shall be made by filling out the "Application for Membership" form and submitting it with one year's dues to the Society Manager. The Manger shall submit the application as promptly as possible to the Sections and Membership Committee for consideration. Upon receiving the results of the vote of the Committee, the Manager shall notify the applicant of the results of the vote. Approval by the Committee shall constitute election to membership."

20. Sheen moved that Article II of the By-Laws be amended to include the following new Section:
Section (4) "Application for membership in the Society in the grade of Corporate Member shall be made by filling out the Corporate Membership application a blank and submitting it

with one year's dues to the Society Manager. He shall in turn promptly submit the application to the Executive Board for consideration. Upon receiving notification of the Board's vote, the Manager shall so advise the applicant. Approval of the application by the Executive Board shall constitute election to membership."

Moses (Charleston) seconded. Motion passed.

(This is a revision of the amendment proposed by the constitution, Rules, and Procedures Committee which called for approval by the Sections and Membership Committee rather than the Executive Board.)

21. McMahan moved that the question of possible inclusion of more information in the application for membership form be referred to the Sections and Membership Committee.

Graeb (Sarnia) seconded. Motion passed.

(Anderson (California) suggested that it might be desirable to request applicants to complete application in duplicate and to supply home and business phone numbers. All present were asked to send comments or suggestions to the Sections and Membership Committee.)

22. Agenda item 16 was referred to the Executive Board. (This item suggest revision of the Nominating Committee Procedure.)

23. McMahan moved that the action taken by the Board of Directors at their meeting in Buffalo on September 18, 1950 as reported under item 17* of the minutes of that meeting be rescinded and that the annual meeting of the Council be held at 7:00 P.M. on the first day of the Annual Conference. Hopper (Twin Cities) seconded. Motion passed.

(* Item 17 states: "Crawford moved that the Annual Meeting of the Board of Directors be held on the first day of the Exhibit week.)

Meeting recessed at 12:00 Noon.

Meeting reconvened at 4:30 P.M.

24. A roll call determined that quorums of both Sections and Membership were represented.

25. Isenhour moved acceptance of First Vice-President Wildhack's report. O'Neill (Houston) seconded. Motion passed.

26. Akins, Chairman of the 1952 Nominating Committee, called for a grouping of the various delegates by areas in order to select members for the 1953 Nominating Committee.

27. Shafer (Pittsburgh) discussed the question of continuing the membership of Members entering military service.

28. Sheen moved that the Executive Board, at its discretion, be empowered to grant military leave to Members in military service, such leave to include a subscription to the ISA Journal. Wildhack seconded. Motion passed.

29. Beckman asked all who had comments, suggestions, or criticisms regarding any ISA activity, to submit them in writing to the responsible committees.

30. Sheen moved that Executive Board Minutes be sent to all Council Delegates, the President, and Secretary of each Section. Willoughby (Lake Charles) seconded. Motion passed.

31. Delegates were requested to ask Members of their Sections for comments on the Maintenance Clinic and to send them to the Meetings Committee.

32. Shafer (Pittsburgh) moved a vote of thanks to Dr. Beckman for his outstanding service as President. Motion unanimously approved.

Meeting adjourned at 5:15 P.M.

PVJ:RM

10/2/52

INSTRUMENT SOCIETY OF AMERICA
Minutes of Meeting of the Executive Board
of the Instrument Society of America
Held at Cleveland Public Auditorium
Cleveland, Ohio
September 10, 1952

Members Present:

A.O. Beckman	D.M. Boyd, Jr.	G.R. Feeley
Porter Hart	N.L. Isenhour	J.B. McMahan
R.T. Sheen	W.A. Wildhack	

Other Present:

Warren Brand	Charles Covey	J.T. Vollbrecht
J.M. Ribble	Millard Shriver	P.V. Jones, Jr.

1. The meeting was called to order at 2:30 P.M., President Beckman presiding.
2. McMahan moved that the Nominating Committee Operating Procedure be amended in accordance with the recommendations contained in August 5, 1952 letter of A.P. Harmon. Motion passed.

The following are the affected items as amended and approved:

Section III, item (2)

"The Chairman will be charged with the responsibility of making his committee function, seeing that each committeeman performs his duties, calling and presiding at necessary meetings, and submitting a final report to the President not later than May 1st of the current year. Following the annual meeting of the current year he shall assist the incoming Chairman, or in the latter's absence, proceed to organize the newly elected Committee. This organization meeting should be conducted during the week of the Annual Conference."

Section IV, item (7)

"The Chairman shall have no vote. Each Member will have one vote. The Member can be replaced only by the Alternate Member from his own area -- no proxies of any sort will be recognized. Alternate Members will have no vote unless the Member from his area is not present at the time of the voting. The selection of candidates shall be by majority vote of the members present."

3. Hart announced that Ralph Webb has been appointed Nominating Committee Chairman for 1953.
4. It was proposed that the next meeting of the Board be held in New York in December on the Friday of the week of the Power Show. The Board agreed upon 9:00 A.M. as the starting time for their next meeting.

5. It was unanimously agreed that the Society Structure and Planning Committee be instructed to give further study to the problem of Corporate Memberships and to submit recommendations to the Board.
6. Covey submitted a revised Publications Operating Procedure which was approved by the Board.
7. After discussion which indicated the advisability of providing continuity in supervision of Clinics sponsored by the National ISA, Wildhack moved that the Educational Committee be charged with responsibility of direction and planning of all Clinics held in conjunction with annual meeting. Further, the Educational Committee is to work closely with appropriate technical committee chairman and the Host Clinic subcommittee which will be responsible for local arrangements. Motion passed.
8. The meeting was turned over to President-elect Hart for the purpose of designating the duties of the respective vice-presidents for 1953.
9. After discussion the following assignments received unanimous approval:
 - First Vice-President - D.M. Boyd, Jr.
 - Vice-President, Technical Division - Warren Brand
 - Vice-President, General Relations Division - R.T. Sheen
 - Vice-President, Operations Division - J.M. Robbie

Meeting adjourned at 5:00 P.M.

Instrument Society of America
MINUTES OF EXECUTIVE BOARD MEETING
held at the LaSalle Hotel,
Chicago, Illinois
November 9, 1952

Members Present:

A.O. Beckman	D.M. Boyd	Porter Hart
N.L. Isenhour	Robert T. Sheen	
W.A. Wildhack		

Members Absent:

George R. Feeley	J.B. McMahon
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Also Present:

Warren Brand	Charles Covey	S.G. Eskin
Nelson Gildersleeve	E.J. Grace, Jr.	P.V. Jones, Jr.
Robert Proctor	Richard Rimbach	

1. The meeting was called to order by President Beckman at 9:30 A.M.
2. Isenhour moved acceptance of minutes of the September 7, 1952 meeting of the Board. Hart seconded. Motion passed.
3. Isenhour moved acceptance of the minutes of the September 10, 1952 meeting of the Board. Hart seconded. Motion passed.
4. A letter dated October 8, 1952 from P.B. LeBoeuf, Secretary of the Exhibitors Advisory Committee contained the recommendation that the 1957 Instrument Conference and Exhibit be held in Cleveland rather than in New York. Exhibits and Meetings Committee carefully considered question and recommended that the site of the 1957 show not be changed. It further recommended, however, that the 1958 Conference and Exhibit be held in Cleveland.
Isenhour moved adoption of the recommendations of the Meetings and Exhibits Committee. Hart seconded. Motion passed.
5. It was brought to the attention of the Board that Instruments Publishing Company has for years been supplying, to the Society and to individuals interested in forming new Sections, lists of independent subscribers to Instruments to be used in promoting Society membership. This cooperative action has been an important factor in the growth of the Society. In recognition of this cooperation the Board passed a Resolution of Appreciation to Instruments Publishing Company for its help in the past and expressed the hope that this same cooperation would be extended in the future.
6. Sheen moved that Richard Rimbach be retained as Exhibit Manager and the George Feeley be asked to present a proposed contract for consideration by the Board at its next meeting. Motion passed.

7. Rimbach reported at length on his activities in connection with the promotion of the 1954 Show.

Among other things discussed was a proposed commemorative stamp. In this connection, Sheen was asked to have D.M. Considine prepare a design to be sent to Rimbach who will endeavor to persuade the U.S. Postal authorities to issue such a stamp.

8. Rimbach reported that the American Institute of Physics had agreed to take 8,000 square feet of exhibit space at the 1954 Show at half price for resale (at full price) to its exhibitors.

9. Rimbach reported that arrangements are underway to have the Philadelphia Convention Hall designated as a Port of Entry for the convenience of foreign exhibitors.

10. Rimbach suggested, and the Board agreed, that Scientific Attaches' as well as the Commercial Attaches' of all foreign countries be invited to attend a promotional luncheon. The former should be especially helpful in promoting attendance among foreign users.

11. The minutes of the Employment Committee meeting held in Cleveland contained the recommendation that companies be permitted to use the company name rather than a blind box number in ads appearing in the Employment Section of the Journal. It was further recommended that if a charge is required that the Board determine the policy and amount of such charge.

Hart moved that the recommendation be disapproved.
Sheen seconded. Motion passed.

12. The general subject of Corporate Memberships, which is in the hands of the Society Structure and Planning Committee for study, received lengthy consideration. The Public Relations Committee was instructed to withhold further action on the proposed Corporate Membership brochure until further instructions are issued by the Board.

13. Sheen reported that demand for copies of "You and the ISA" would soon exhaust the present supply. The Board authorized Sheen to have the booklet reprinted in sufficient quantity to take care of anticipated requirements.

The meeting recessed at 12:30 P.M.

The meeting reconvened at 2:00 P.M.

14. Isenhour moved that \$11,000 be allocated for the publication and distribution of the 1952 Proceedings of the Society. It was further moved that \$1,000 be allocated for promoting the sale of this publication.

Hart seconded. Motion passed.

15. It was agreed that the kick-off Luncheon for the 1953 Show be held on Thursday, June 11, 1953 at the Conrad Hilton Hotel, Chicago, Illinois.

16. Wildhack moved that the Instrument Society of America cooperate with the Institute of Radio Engineers and the American Institute of Electrical Engineers in jointly sponsoring a Symposium on Telemetering to be held in Chicago, Illinois May 6, 7, and 8, 1953 and that the responsibility be assigned to the Committee on Data Handling. It was further moved that Warren Brand be directed to form this Committee immediately and to assume this responsibility. Motion passed.

17. Jones was directed to prepare Charters for new ISA Sections as soon as possible after formation and to arrange for early presentation at a Charter Night Section meeting which will be attended by one or more Society Officers.

18. The next meeting of the Board will be held at East Lansing, Michigan during the period March 19-21, 1953 in conjunction with the National Conference of Educators at Michigan State College.

Meeting adjourned at 5:00 P.M.

PVJ:RM
11/17/52

Instrument Society of America
1319 Allegheny Avenue
Pittsburgh 33, Pa.

Minutes of Meeting of Executive Board
held at Kellogg Center, Michigan State College,
East Lansing, Michigan
March 21, 1953

Members present:

Porter Hart	J.M. Ribble
D.M. Boyd, Jr.	R.T. Sheen
Warren Brand	J.T. Vollebrecht
W.A. Wildhack	

Absent:

A.O. Beckman

Also Present:

C.W. Covey	J.B. McMahon
Nelson Gildersleeve	J.C. Peters
R.N. Jeffries	P.V. Jones, Jr.

1. President Hart called the meeting to order at 9:00 A.M.

2. Vollbrecht moved acceptance of minutes of last meeting. Wildhack seconded. Motion passed.
3. Hart presented a letter from Professor Harry D. Richardson of Louisiana Polytechnic Institute inviting ISA to participate in a non-technical conference on industrial instrumentation to be held in Ruston, Louisiana on May 1-2, 1953. Sheen was requested to advise Professor Richardson that one each of the 1951 and 1952 Proceedings of ISA, as well as copies of all Recommended Practices Proceedings of ISA, as well as copies of all Recommended Practices and the Industrial Instrument Training Course Outline were being sent to him. Quantities of these publications will be sent on consignment if Professor Richardson desires to offer them for sale at the conference.
4. Hart called attention to a letter of January 21, 1953 from A.O. Beckman concerning legal opinion with reference to possibility that ISA might be subject to taxes, even though a non-profit organization, because of the exhibit. Beckman wrote that legal advice was furnished by his company's counsel at no cost to ISA. A copy of this opinion is attached to these minutes. (Appendix A)
5. The Board voted its thanks to Dr. Beckman for this report.
6. Sheen moved that the Board accept this legal opinion and that the actions of the Board be guided accordingly. Brand seconded. Motion passed.
7. Gildersleeve, Chairman of the Society Structure and Planning Committee, presented a recommendation in the minutes of the December 5, 1952 meeting of that Committee that ISA exhibitors be given a Corporate membership in the Society during the year in which they exhibit. Sheen moved acceptance of this recommendation. Boyd seconded. Motion passed. (Report of Society Structure and Planning Committee attached as Appendix B)
8. Sheen moved that Corporate memberships be given only to exhibitors who contract with ISA and pay the Society for space to consist of not less than a one-booth unit. Amendments suggested by Wildhack, accepted by Sheen, that all Corporate memberships start on October 1 for exhibitors in the ISA exhibit of that year and extended until October 1 of the following year. Wildhack seconded. Motion passed.
9. Sheen moved that President Hart instruct the Constitution Rules and Procedures Committee to prepare in time for Board review at their next meeting, a proposed amendment to the By-laws to include the above for submission to the Council in September. Wildhack seconded. Motion passed.
10. Jones reported on results of publicity for the Cleveland Show as follows:
 - 35 Trade & Technical Magazines sent in clippings of publicity covering the Conference and Exhibit.
 - 22 Trade or Technical Magazines requested permission to print ISA Conference papers.

These were in the following fields: Petroleum, Industrial Engineering, General Industry, Instrumentation, Medicine, Packaging, Power, Chemical, Aviation, Glass, Textiles, Paint & Varnish. (Three papers received more than three requests each for publication.)

Local publicity in Cleveland papers during the Conference week included 13 individual stories on the Conference and Exhibit, 1 Financial page write-up, and 1 editorial. These totaled some 212 column-inches of space.

11. Jones referred to the Board a proposal from the Montreal Section of ISA for the purchase of a print of the ISA film "Principles of Automatic Control", and asked for a policy on such sales. The Board agreed that sales to Sections would be at cost under arrangements to be worked out by the Finance Committee.

12. Under date of March 11, 1953, Jones reported to President Hart on ISA Printing costs and practices. This was referred to the Publications Committee for consideration and recommendation.

13. Hart reported that he had received a communication in which George R. Feeley asked to be relieved of his duty on the Special Committee on Exhibit Contract. This was referred to Vice President Ribble for his personal action, since exhibits fall under his division Operations.

14. Hart reported that the Nominating Committee will meet in St. Louis in April to select ISA National Officer nominees for 1954.

15. Wildhack moved that the Manager, upon the recommendation of any ISA Section, be authorized to continue, without payment of dues, the membership of any ISA member entertaining military service from that Section. This authorization is to continue until further instructions are issued by the Board. Sheen seconded. Motion passed.

16. The Manager was instructed to report to the Secretary periodically on all such members so continued and to determine at the anniversary of each continuation whether the member still qualifies for further continuance without payment of dues.

17. Boyd reported on the activities of the Recommended Practices Committee. This report appears in the March issue of the ISA Journal. Vollbrecht moved acceptance of the report. Wildhack seconded. Motion passed.

18. Boyd moved that the Board approve the purchase of the 3-15 pound Pressure Standard of SAMA for free distribution to all full Members of ISA. (The cost will be about \$125.00). Sheen seconded. Motion passed.

19. Brand gave a progress report on the activities of the Technical Division. (This appeared in the February issue of the ISA Journal) Brand further reported that Chairmen had been appointed for all Technical Committees.

20. Brand reported that early difficulties encountered in plans for the Maintenance and Analysis Clinics had been resolved and that both were in capable hands and going forward.

21. Brand called attention to the Prize Paper Contest being conducted by the New Jersey Section (reported in the February 1953 issue of the ISA Journal). The Board commends the New Jersey Section for its activity in stimulating the preparation of high-quality technical papers.

22. Brand reported that the first activity of the new Committee on Data Handling will be participation in the Telemetering Conference to be held on May 20-22, 1953 at the Edgewater Beach Hotel in Chicago which ISA will jointly sponsor with AIE, IRE, and IAS. Wildhack moved that such joint participation with other organizations on projects which are planned to be approximately self-liquidating should be undertaken whenever approved by the Technical Vice-President. Motion seconded and passed. Brand estimated that the maximum deficit which might be incurred would probably not be more than a few hundred dollars. Vollbrecht suggested that our future budgets make provision for such activities.

23. Brand reported that the Eighth National Instrument Conference would have more than 100 technical papers presented during the 24 sessions scheduled to date. He further reported that 80 people were now serving on the Technical Division Committees.

24. Wildhack reported that the ISA Committee on Medical Instrumentation (Chairman Dr. Harold Morowitz) will, with IRE, and AIEE, jointly sponsor a Conference on Electronics and Medicine to be held in New York City. This project is planned to be self-liquidating but may possibly run a slight deficit which will be borne equally by the cooperating societies. The Board agreed that ISA should support this worthwhile activity.

25. Sheen moved the following:

Resolved that at each annual meeting of the Society, held during the Conference week, the incoming President-elect of ISA be presented with a president's gavel by the President of the Society. This gavel, suitably inscribed with the name of the Society and name, title, and term of office of the individual, shall be used by the President during his term of office and retained by him thereafter as a personal memento of his service to the Society.

Be it further resolved that similar president's gavels be prepared and presented to all past-presidents of ISA during the First International Instrument Congress and Exposition to be held in Philadelphia in 1954. Wildhack seconded- resolution passed.

Meeting recessed for luncheon at 12:00 Noon.

Meeting reconvened at 1:00 P.M.

26. R.J. Jeffries, Chairman of the ISA Educational Committee reported it was rather difficult to get college professors to attend ISA committee meetings because of a lack of travel funds in the college and because ISA in some cases is not recognized sufficiently by college authorities. Jeffries stated that the service of such men would frequently add much to the effectiveness of ISA, and in order to make possible their attendance and participation, he requested ISA to underwrite the travel of educational committee members to meetings when necessary. If granted, this would put the educators to work for ISA, would help obtain the support of college administrations, and would provide tangible evidence of ISA support of educational activities. Jeffries stated that approximately \$500.00 would be required for travel to the remaining two meetings to be held this year, and that about \$1,000.00 would be required for the four meetings to be held in 1954.

Sheen moved that the Educational Committee be allowed \$500.00 for the balance of 1953 and that the Finance Committee place \$1,000.00 in the 1954 budget for Educational Committee

activities with Universities and Colleges. Expenditures of these funds are to be for transportation only, and are to be supported by vouchers approved by the Chairman of the Educational Committee. Wildhack seconded. Motion passed.

27. Hart read a letter from M.S. Jacobs, Chairman of the Sections and Membership Committee which contained the recommendation of that Committee that an ISA Charter be granted to a new Section of the Society known as the Seattle Section. Sheen moved that this charter be granted. Boyd seconded. Motion passed.

28. Sheen reported that the Sections and Membership Committee had approved the applications of 12 Foreign Members and 22 Members-at-Large since the last meeting of the Board.

29. The Sections and Membership Committee, acting on Board instructions, has been endeavoring to get Sections with names that embrace too much territory to change the Section name to one more descriptive of the territory served. In this connection Wildhack moved that the Vice President in charge of the General Relations Division be authorized to approve such new names for Sections. Brand seconded. Motion passed.

30. Section name changes were approved as follows: Gulf Coast Section to Sabine-Neches Section; Ontario Section to Toronto Section; Southern Michigan Section to Kalamazoo Valley Section.

31. Sheen reported that he had taken a trip to Mexico and that there was an excellent chance that one or two ISA Sections would be formed there in the not too distant future. It was pointed out that under the present By-laws, Mexico members of the Society had to be considered Foreign Members despite the fact that mailing charges to Mexico are no greater than those within the United States or to Canada. The Board agreed that the President should ask the Constitution, Rules and Procedures Committee to draft appropriate amendments to the By-laws so that residents of Mexico will be included among those eligible for domestic memberships. These suggested amendments are to be submitted to the next meeting of the Executive Board for appropriate action.

32. Sheen presented to the Board a dummy and suggested copy for the proposed brochure entitled Your Company and the Instrument Society of America. Sheen was asked to have a photostatic copy of this material sent to each Board member for review.

33. Sheen reported on progress by D.M. Considine with respect to having a commemorative stamp issued in connection with the First International Instrument Congress and Exposition. The Board authorized Considine to proceed with a stamp design which could be used for other purposes, should the stamp not materialize. He is also to continue his efforts to have the stamp authorized by the postal authorities.

34. Sheen reported that an additional 20,000 copies of You and ISA were being printed. The only change is the deletion of the listing of ISA Sections. The listing will be printed on the reverse side of the application for membership form. Five thousand applications are being printed now with an additional 15,000 copies to be printed prior to the Chicago Show.

35. J.C. Peters, new Chairman of the Intersociety Relations Committee was introduced to the Board and received suggestions for the operation of his committee.

36. Sheen reported on the results of a survey he had mailed to all Sections. The one major cause of complaint was the delay in processing memberships. Sheen also reported on a visit he had made to the National Office where he investigated the present method of processing memberships and the procedure which gives rise to most complaints. As a result, Sheen strongly supported the recommendation in Jones' letter of March 17, 1953, requesting Board approval for the purchase of Addressograph equipment, and moved that the Board authorize the purchase of the requested Addressograph machinery provided that the Finance Committee concurs in this recommendation. Wildhack seconded. Motion passed. (For information: Jones reports that Finance Chairman's concurrence has been received by telephone and equipment has been ordered. -WAW)

37. Sheen reported that the activities of the Employment Committee were being capably handled in the National Office.

38. Sheen stated that he had received no report from the Historical Committee.

39. Sheen reported that the Corporate Membership Committee is being formed.

40. Ribble read a report from Finance Committee Chairman, G.R. Felley. This Committee holds one major meeting in the spring during which the budget is prepared for submission to the Executive Board for review at its June Meeting. Suggestions for revisions are included in the final budget mailed to all Council Delegates prior to their September meeting.

41. J.T. Vollbrecht moved the following:

Resolved that the Society Manager be authorized to place \$50,000.00 of Society funds in a time deposit account at Potter Bank & Trust Company, Pittsburgh, PA., subject to six months written notice to withdraw, at 21/2 percent interest. Wildhack seconded. Motion passed.

42. Board requests the Finance Committee to contact the Constitution Rules and Procedures Committee and cooperate with them in preparing a draft of an appropriate amendment to the By-laws to limit the liability of Society officers and employees.

43. C.W. Covey, Chairman of the Publications Committee reported on a joint meeting with the Technical Committee Chairman held in New York in January during which overall policy of ISA Publications was discussed. As a result of two days of conferences definite plans were made for preparing necessary bulletins and forms required to handle Conference Papers. A summary and description of each form follows:

B3-1 "A Guide for the Preparation and Presentation of a ISA Paper". This is a 20 page booklet summarizing ISA Publication policy and giving the prospective author instructions and recommendations for preparing an ISA Paper. It is anticipated that this guide will insure high quality manuscripts and illustrations and also maintain uniformity of ISA Papers.

B3-2 “Formal Intent to Present an ISA Paper.” This is a one sheet (pink) form designed to acquaint the prospective author with ISA publications policy and serve as a written record of intention to prepare and present a paper.

B3-3 “Author’s Check List for an ISA Paper”. This is a one sheet (blue) form designed as a cover sheet at the time the author submits his paper. It further itemizes all material required to be submitted.

B3-3A “Acceptance Cover Letter”. This is a recommended cover letter to authors when the Technical Committee has determined that a paper as described by author offers good possibilities of being acceptable.

B3-4 “ISA Paper Review Summary”. This is a one sheet (green) form designed for use by the reviewer and also as a form to record complete handling of an ISA Paper.

B3-5 group - Three one sheet (yellow) forms.

B3-5 “Speaker Information Form”. This is a one sheet (yellow) form for use as a cover letter in submitting speaker and paper information.

B3-5A “Paper Information Form”. This is a one sheet (yellow) form for use by the author in submitting program information.

B3-5B “Biographical Sketch of Author”. This is a one sheet (yellow) form for use by the author in submitting personal information for publicity and conference introduction.

B3-6 “ISA Paper Acceptance”. This is a one sheet (white) form for use as a recommended letter to author from Technical Committee indicating that a paper has been reviewed and accepted for presentation. (This Form not yet prepared.)

B3-7 “Sequence of Events in Processing an ISA Paper”. This is a one sheet (white) form designed for use by committeemen in following sequence of events and indicating which forms are to be used in processing an ISA Paper. (Correction on this form, item 15, line 2 --B3-5 should be B3-6.)

Copies of all forms have been printed and mailed to Technical Committee chairmen with the exception of B3-6 which is being prepared.

44. Covey made various suggestions regarding publications policy which he was asked to refer to Mr. F.H. Trapnell of the Society Structure and Planning Committee for study and recommendation to the Executive Board.

45. The Secretary was instructed to write a letter of thanks to Michigan State College for the use of their fine facilities and their gracious hospitality. (Copy attached-Appendix C).

46. Wildhack reported that P.V. Jones had been authorized by the Executive Board, on the basis of a mail ballot, to lease additional space for the National Office. (The National Office will occupy about 2500 square feet of space at a rental of \$279.50 per month.)

47. Wildhack reported that Charter applications for two new Sections of the Society had been approved by the Executive Board on the basis of a mail ballot, and that Charters had been presented as follows:

<u>Name</u>	<u>Location</u>	<u>Charter Date</u>	<u>Charter Presented</u>
Paducah Section	Paducah, KY.	1/28/53	3/10/53
Blue Ridge Section	Radford, VA	1/28/53	2/27/53

48. The next meeting of the Board will be held at the Conrad Hilton Hotel, Chicago, Illinois on June 11, 1953.

Meeting adjourned at 4:00 P.M.

Instrument Society of America
1319 Allegheny Avenue
Pittsburgh 33, Pa.

Minutes of the Meeting of Executive Board
held at Conrad Hilton Hotel, Chicago,
June 10-11, 1953

Members Present

Porter Hart, President	J.M. Ribble, Vice President
D.M. Boyd, 1st Vice President	R.T. Sheen, Vice President
Warren Brand, Vice President	J.T. Vollbrecht, Treasurer
	W.A. Wildhack, Secretary

Absent:

A.O. Beckman

Also Present

*P.V. Jones, (Society Manager)
C.W. Covey (Chairman Publications Committee)
*George Felley (Chairman Finance Committee)
Axel Peterson (Vice President, Nominee)
*E.J. Grace (Chairman Meetings Committee)
*Richard Rimbach (Exhibit Manager)
*M.D. Shriver (Member Meetings Committee)

*Part-time

Item 1: President Hart called the meeting to order at 2:00 P.M. June 10. It was agreed that business should be taken up in the order outlined in the agenda, in which items were grouped according to the board members responsible for the committee or action involved. These minutes will, therefore, be arranged in the same manner, even though some of the items had to be taken up out of order in order to meet the convenience of some members.

Hart reported that he had received a letter from A.O. Beckman who advised that he would be unable to attend the meeting since he was scheduled to give a talk before the California Institute of Technology Alumni Association in California on the evening of June 10th.

Item 2: The minutes of the preceding meeting (held at East Lansing, Michigan) were read and discussed.

Item 6 (Tax Liability) and Item 26, (Education Committee) were discussed in detail. Following discussion, the minutes were approved without amendment.

PRESIDENT'S ITEMS
President's Committees

1.1 President Hart announced that he had received the report of the Nominating Committee from Chairman Ralph Webb. The 1954 National Officer Nominees selected by this Committee are as follows:

For President:	W.A. Wildhack
For Secretary:	R.T. Sheen
For Vice President:	C.A. Hansen
For Vice President:	Axel H. Peterson

(Note: The complete report of the Nominating Committee has been published in the ISA Journal.)

1.2 President Hart presented a report of the Subcommittee on Publications Policy of the Society Structure and Planning Committee transmitted by Nelson Gildersleeve, Chairman.

1.3 Brand moved that the Executive Board recommend to the Council that ISA shall take immediate steps to establish an independent Society publication in accordance with the recommendations of the Society Structure and Planning Committee and the Publications Committee, and that the Executive Board be empowered to employ the staff necessary to produce this publication. Motion passed.

1.4 Wildhack moved that a Special Committee be appointed by the President to formulate plans, work out budget details, and report to the Board by August 1st, its commendations regarding this proposed publication. Motion passed.

1.5 Hart appointed the following members to this above mentioned Special Committee:

Chairman:	First Vice President Boyd	
Members:	Charles Covey (Secretary)	
	C.W. Eigenbrot	A.H. Peterson
	G.R. Felley	Fred Trapnell
	*H.C. Frost	R.D. Webb

(Note: *Selected by Chairman who may select further members.)

1.6 In a letter to Porter Hart, dated June 1, 1953, G.F. Akins suggested that ISA might consider producing a motion picture to be shown to executives and educational groups with the purpose of promoting the advancement of instrumentation. Mr. Akins had no firm figures on the expected cost of such a project, but expressed the opinion that it would not exceed \$8000. Mr. Akins offered to work on a proposed script and further investigate costs should ISA wish to proceed. Vice President Sheen was asked to give this question to both the Publicity and Educational Committees for comments and recommendations.

1.7 Wildhack proposed that the By-laws be amended to provide that the various national committees report to various officers as determined by the Executive Board, rather than to the specific officers as now fixed in the By-laws.

As the Board agreed with this proposal, the President instructed the Secretary to place this matter in the hands of the proper committee to draft the proposed Amendment to the By-laws for submission to the Council.

1.8 Jones had asked for a clarification of the "\$20.00 per showing" rate for the ISA film "Principles of Automatic Control". The Board agreed that "\$20.00 per day showing" is the rate to be used when several showings are arranged for a single day.

1.9 Jones was instructed to obtain legal counsel and prepare a proposed amendment to the By-laws of the Society to limit the legal liability of officers and employees of ISA.

1.10 Jones reported that he had arranged for a showing in Oslo, Norway, of the ISA film, "Principles of Automatic Control" through the cooperation of Ralph Goetzenberger of Minneapolis-Honeywell Regulator Company and the Norwegian Embassy. The Board was asked for a decision on future policy on foreign showings. The Board decided that there should be a \$50.00 charge for foreign showings provided satisfactory arrangements can be made through an embassy.

1.11 Jones asked for Board instructions with respect to a request he had received for an analysis of Society membership. The Board authorized Jones to supply the membership classification breakdown to companies upon request.

1.12 On June 5th Jones sent to President Hart, a report on the National Office activities for the period, September 15, 1952-May 15, 1953. Wildhack moved acceptance of this report and that the Manager be instructed to distribute copies of the report to all Council Delegates. Motion passed.

VICE PRESIDENT BOYD'S ITEMS

Recommended Practices

2.1 Boyd reported that Revisions to the National Electrical Code which were prepared by the National Underwriters Laboratory in cooperation with the ISA Recommended Practices Committee will be published in September, 1953.

Boyd further reported that the Recommended Practices Committee is continuing work with the National Underwriters Laboratory in developing a code on hazardous instrument installation in hazardous areas.

VICE PRESIDENT BRAND'S ITEMS

Technical Division

3.1 Brand made a summation report on the 1953 National Telemetry Conference held at the Edgewater Beach Hotel, Chicago, Illinois, May 20-22, which was jointly sponsored by AIEE, IAS, IRE, and ISA.

3.2 Jones was instructed to order for sales purposes, 100 copies of the 1953 National Telemetry Conference Record.

3.3 Wildhack moved that ISA co-sponsor the 1954 National Telemetry Conference. Motion passed. The Secretary was instructed to advise the other societies that ISA will co-sponsor the 1954 conference.

3.4 Brand moved that ISA advance up to \$500.00 as its share in underwriting the Conference on Instrumentation in Nucleonics and Medicine to be co-sponsored with AIEE and IRE, and which is expected to be a self liquidating venture. Motion passed.

3.5 President Hart was asked to instruct the Society Structure and Planning Committee to study the question of ISA cooperating in joint conferences and exhibits and to make recommendations for a long range policy in this respect. In this connection, all members of the Executive Board were requested to transmit to that body, their ideas and opinions on the subject. See also 5.1.

3.6 The National Bureau of Standards had the Library of Congress prepare a report on "Instrumentation Literature and its Use". This report is to be published by the ASME and the ISA may co-sponsor the publication with the ASME if it desires. After discussion it was decided that Vice-President Brand should consult with the Publications Committee and decide whether ISA would co-sponsor the publication of the report.

3.7 Brand reported (Thursday PM) on the technical sessions planned for September. The Technical Program Committee, meeting on June 8 and 9, had assembled all the information from the Technical Committees, and had scheduled the sessions both as to days and meeting rooms. Brand and Jones reported on their inspection of the meeting rooms at the Morrison Hotel and stated that they would be adequate in both size and number and are well equipped with comfortable chairs.

VICE PRESIDENT SHEEN'S ITEMS

General Relations Division

4.1 New Sections: Sheen reported on his visits to new sections at Savannah, Georgia (Ogelthorpe Section, approved April 8, 1953) and on the recently accepted sections at Tullahoma, Tennessee (Tullahoma Section, approved June 1, 1953) and Seattle, Wash. (Seattle Section approved March 21, 1953). A petition recently received for the formation of a section at Milwaukee, Wisconsin, to be known as the Milwaukee Section was approved by the Board on June 11th.

4.2 Sheen reported that the Tennessee Section (Kingsport, Tenn.) is changing its name to the Northeast Tennessee Section.

4.3 After further discussion of the taxable status of Society income, the Board voted to accept and be guided by the statement of the legal counsel obtained by past President Beckman that:

“Under the circumstances it appears to me that the organization’s trade show is directly related to its objective of disseminating information on scientific instruments and that this is not an “unrelated business”. Since the show is held at regular intervals, I think that the income is exempt.”

4.4 Local Section Incorporation: Some ISA sections are incorporated under laws of their respective states and others are considering the desirability of such action. Questions of liability of section officers, the requirement of filing informational tax returns, payments of corporation fees, etc. require consideration in each case. The Board reaffirmed the right of each section to incorporate if articles of incorporation are not inconsistent with the ISA Constitution and By-laws.

Vice President Sheen was requested to have a study made (together with Jones and legal counsel) of the problems, benefits, and procedures involved in incorporation for the information of the sections.

4.5 Foreign and Corporate Memberships: Vice President Sheen read the recommended change in wording of Article 1, Section 6 of the By-laws, to give Mexican members the benefits of regular membership as opposed to foreign membership. The proposed change will be submitted to the council members in advance of the September Council Meeting. A change in the wording of Section 8 will also be prepared and circulated, clarifying the qualifications for corporate membership.

4.6 National Office Addressing Equipment: Vice President Sheen and Manager Jones discussed the expected increase in effectiveness of the National Office operations to be achieved by the recently purchased addressing equipment. The question was raised as to the limit on the authority of the Board to authorize expenditures for items not specifically budgeted. The Board unanimously agreed that expenditures, properly chargeable to one or more budgeted activities, could be authorized by the Board within the limits of the total budgets for these activities, including contingency funds.

4.7 Educational Committee- The precedent established by Board action (May meeting, item 26), authorizing funds for use of the Education Committee in assisting with transportation expenses for promotional work of ISA in educational fields was discussed. The Board agreed unanimously that building up a strong and active educational committee is of such importance to the ISA that such special action is fully warranted.

4.8 Government Relations Committee- Because of the widespread concern of members of scientific and technical organizations regarding the circumstances surrounding the requested resignation of the Director of the National Bureau of Standards, the Government Relations Committee had been requested by President Hart to make recommendations as to what action, if

any, the ISA should take. Sheen reported that this committee is keeping closely in touch with actions and developments in this case, but recommends that no action should be taken at this time.

4.9 ISA History for GE Review- Jones had received a letter from E.S. Lee, Editor of the General Electric Review, relative to an article on the history and activities of ISA as one of a series on Engineering and Technical Societies. President Hart agreed to prepare this article, which is to appear in the September 1954 issue of the General Electric Review.

VICE PRESIDENT RIBBLE'S ITEMS

Operating Division

5.1 Exhibit Policy- The Board discussed at length the problems with respect to the sponsorship of additional exhibits by the ISA. It was pointed out that the ISA in joining in activity already underway by other Societies, is now sponsoring the Telemetry Conference which has an exhibit in conjunction with the conference, and that although the conference on Instrumentation in Nucleonics and Medicine is not having an exhibit this year, it has had exhibits in previous years, and may again have in the future. Wildhack mentioned the interest of the Washington members in a Government sponsored exhibit of research equipment which has attracted an attendance of several thousand persons annually for several years, and which may be expanded in scope in the future. Whether ISA nationally should take the initiative to sponsor or co-sponsor, either specialized or general, was posed as a problem, but no attempt was made to arrive at a decision. ISA national cooperation with ISA sections in sponsoring specialized or regional exhibits was mentioned as a possibility. It was agreed that the President should ask the Society Structure and Planning Committee to consider the entire problem of increased Society activity in the instrument exhibits and to submit the results of their study, with recommendations. See also 3.5

5.2 Meetings Committee- Vice President Ribble called on E.J. Grace, Chairman of the Meetings Committee for a report of this committee, which had met in Chicago on the morning of June 11. The committee recommended that the terms of the contract with the Exhibit Manager should be revised and that some payments should be made to other societies cooperating in the annual conference. The Board referred these recommendations to Vice President Ribble for his consideration. Board members agreed to submit further suggestions and recommendations to Ribble who will prepare a statement of policy and will have the Society's Counsel draw up appropriate contracts.

5.3 Exhibit Manager's Report- Rimbach summarized the status of space contracts for the September exhibit reporting that additional space has been obtained to accommodate some of the large number of exhibitors for whom space had not been available. He reported that 197 exhibitors have purchased 34,608 square feet of exhibit space consisting of 302 booths. A waiting list assures a complete sellout even if cancellations should occur. He estimated an attendance of 15,000 at the exhibit.

With respect to the First International Instrument Congress and Exposition, Rimbach reported that of the 60,000 square feet of space originally laid out that two thirds had been reserved prior to offering for general sale and that he was planning to lay out additional space.

In connection with the advance publicity for the 1954 Conference and Exhibit, President Hart and Richard Rimbach are planning to spend the month of July in Europe visiting instrument centers and exhibits, and meeting with technical and scientific groups.

5.4 Publications Committee- Vice President Ribble called on C.W. Covey, Chairman of the Publications Committee, to discuss details of his committee's recommendation on establishment of the ISA Journal as an independent publication. As noted in item 1.3 and 1.4, the Board accepted the recommendation that the publication be started but referred the proposal to the special committee headed by First Vice President Boyd.

The Board recommended to the Finance Committee that the 1954 budget should include items on estimates of cost and income for the Society publication of the ISA Journal.

5.5 Finance Committee- George R. Feeley, Chairman of this Committee, presented a summary of the tentative budget for 1954. This budget when revised in accordance with recent decisions of the Board, will be duplicated and distributed to Council members in advance of the September meeting.

At the request of the Society Manager, the Finance Committee has studied the question of providing certain employees' benefits for ISA employees. The Finance Committee recommends that group hospitalization and medical and surgical benefits be made available to Society employees. The Board agreed with this recommendation and approved the inclusion of these benefits in the 1954 budget.

TREASURER VOLLBRECHT'S ITEMS

6. Vollbrecht analyzed briefly the financial report of the fiscal condition of the Society as of March, 1953. He pointed out that, because of the large amount of prepayment for exhibit space for 1953 and 1954 and relatively small show expenditures at this time, the financial balance was misleadingly large although the prospects are for a very healthy increase in reserves as a result of 1953 operations.

SECRETARY'S ITEMS

7.1 The secretary commented that the two-day meeting of the Board had made possible a much more adequate discussion of problems and had resulted in a remarkable large number of unanimous agreements on actions taken. He felt that President Hart had acted wisely in proposing the two-day meeting and suggested that the next meeting should also provide for two days of Board meetings in advance of the conference. It was agreed that the Board would meet at 1:30 in the afternoon of Saturday, September 19, at the Morrison Hotel, Chicago, Illinois.

W.A. Wildhack, Secretary

INSTRUMENT SOCIETY OF AMERICA
1319 Allegheny Avenue
Pittsburgh 33, Pa.

Minutes of Meeting of Executive Board
held in the Morrison Hotel, Chicago, Illinois
September 24, 1953

Members Present:

Porter Hart	H.B. Freeman
Warren H. Brand	R.T. Sheen
D.M. Boyd	W.A. Wildhack
J.T. Vollbrecht	

Member Absent:

A.O. Beckman (Dr. Beckman had been delayed in Europe, arriving in Chicago on Wednesday. Business commitments made it necessary for him to leave for California on Thursday).

Others Present:

D.C. Little	P.V. Jones
Axel H. Peterson	C.W. Covey

1. President Hart called the meeting to order at 10:00 A.M.
2. The Board agreed on the following assignments for 1954:

Warren H. Brand - First Vice President
D.C. Little - Technical Division
Axel H. Peterson - Operations Division
H.B. Freeman - General Relations Division
3. Sheen moved that the Board elect Axel Peterson as a Board member for the balance of 1953 in accordance with Article VIII, Section (2) of the Constitution. Board agreed.
4. Wildhack moved that the Exhibit Manager and the Society Manager each be asked to prepare a report to the President detailing their respective activities with reference to the 1953 Conference and Exhibit. Board agreed.
5. Vollbrecht suggested that an ISA organizational chart be prepared. Sheen moved that President-elect Wildhack prepare such a chart and distribute copies to the Board members for comment prior to their next meeting. Board agreed.

6. The Board discussed the desirability of developing publicity for ISA through various service organizations. Sheen and Vollbrecht were asked to explore several possibilities in this field.
7. The Board discussed the question of public relations. Sheen agreed to ask the Public Relations Committee for a recommendation as to the feasibility and desirability of the Society employing a paid public relations counsel.
8. The Board discussed the problem of a successor to D.C. Little as Chairman of the Research Committee but agreed, as discussed at a previous meeting, that no permanent chairman would be named until the Board had had an opportunity to review the statement of scope and responsibilities to be assigned to the Committee which is to be drawn up in tentative form by Brand and Little.
9. Inasmuch as the Council had approved the Board's recommendation for the publication of the ISA Journal as an independent publication, the Society Manager was instructed to consult with the Publications Committee, Finance Committee and other committees and Board members as appropriate and prepare plans for a tentative schedule for the various phases of starting the publication. Jones and Wildhack reported on a conference they had held with Covey and Ross on Wednesday, at which suggestions, advice, and offers of further cooperation were received from Ralph Batcher, Chief Engineer, Radio-Electronics-Television Manufacturers Association (formerly Consulting Editor, Teletec) and from Wm. Dudley of Gulf Publishing Company.
10. The Board agreed in view of the fact that the present agreement with the Instruments Publishing Company would be terminated within a year, that it would be satisfactory to renew the present agreement, which expires on December 2 1953, on the present terms until the new publication issues, rather than to attempt to re negotiate more favorable financial arrangements as had been recommended by the Finance Committee.
11. The Board agreed that Hart, Wildhack, (Vollbrecht?) and Peterson would meet with the Exhibit Manager to negotiate changes in the exhibit management contract, if necessary before the next Board meeting.
12. It was agreed that the next meeting of the Board should be held in Pittsburgh on Sunday, December 6, extending if necessary into Monday, December 7.
13. Inasmuch as several members of the Board will participate in the Southeastern Instrumentation Conference at Gainesville, Florida, on February 1-3, it was decided, upon invitation of Sheen to schedule a Board meeting at St. Petersburg, Florida, for February 4-5.
14. It was recognized that the problems of launching the new publication, reviewing committee assignments, preparing the Society Handbook, launching the corporate membership campaign, and preparing for the International meeting, would probably necessitate more frequent Board meetings than usual, as well as more correspondence and reports for the Board, and more frequent reports to the Council.

Respectfully submitted,
W.A. Wildhack, Secretary

INSTRUMENT SOCIETY OF AMERICA
 1319 Allegheny Avenue
 Pittsburgh 33, Pa.

Minutes of Meeting of Executive Board
 held in the Morrison Hotel,
 Chicago, Illinois
 September 19-20, 1953

Members in Attendance:

	Sat. P.M.	Sat. Evening	Sunday A.M.	Sun. P.M.
Hart	X	X	X	X
Boyd	X	X	X	X
Ribble		X	X	X
Sheen	X	X	X	X
Brand	X	X	X	X
Vollbrecht	X	X	X	X
Wildhack	X	X	X	X

Member Absent:

Beckman

Others in Attendance:

Peterson	X	X	X	X	
Jones	X	X	X	X	
Rimbach	X				
Rieger	X				
Susany	X	X		X	
Jacobs				X	
Eigenbrot				X	
Covey				X	
Ross				X	
Head				X	
Proctor					X

NOTE: The following minutes are not in strictly chronological order, For ease of reference and for coherence, the various items are grouped according to the Society officer most directly concerned:

- (1) President Hart called the meeting to order at 2:00 P.M.

I. President Hart's Items:

(2) Hart advised the Board of the death of Vice Presidential nominee C. A. Hansen, Jr. The Board adopted the following Resolution and requested President Hart to write a letter of appreciation to the General Electric Company:

“In marking with sorrow the passing of Charles A. Hansen, Jr., the Instrument Society of America pays tribute to a member, officer, and loyal friend who gave of himself to the objectives and ideals of the Society to the very end. His death occurred while he was on an errand of service to the Society, returning from a talk given before the Cleveland Section. His friends and his colleagues on the Executive Board, and members of the Society, deeply mourn his loss and extend to his widow and family our deepest sympathy.

“Be it Resolved, that the Society Secretary be instructed to convey these sentiments to Mrs. Hansen; that a notice be published in the Journal of the Instrument Society of America and that these members of the Council of the Instrument Society of America, meeting in Chicago, Illinois, Monday, September 21, 1953, stand in meditation in memory of our departed friend.”

(3) Hart advised the Board that he had received a letter from J.M. Ribble, tendering his resignation as Vice President, effective September 25, 1953. After reviewing the Constitution, Hart agreed to request the Chairman of the Nominating Committee to make recommendation for successor to fill the unexpired term.

(4) Minutes of the Board meeting of July 9-10, 1953, were approved with the following additions:

1.13 The Board authorized an increase in the salary of the Society manager, P.V. Jones, Jr., effective January 1, 1954, in recognition of his efficient and conscientious service.

(5) The Board discussed the problem of policy involved in reporting details of compensation of Society employees, and agreed that the affairs of the Society should be conducted as in a goldfish bowl, with as much detail reported as desired by the Council.

(6) President Hart's report to the Council was presented for comment.

(7) Hart reported that no recent report had been received from the Society Structure and Planning Committee but it is holding meetings during the week.

(8) Report of Special Committee on Local Exhibit Policy --Based on background and recommendations presented by the Special Committee, consisting of Sheen and Ribble, the Board approved the following statement:

“Recognizing that the ISA is an educational society, the Board believes that local, regional, or topical displays of an educational and non-profit nature, in conjunction with symposia, conferences, or meetings, will serve to advance the aims of the Society.

“Accordingly, the Board suggests that such activities when undertaken by ISA Sections, be planned with the following objectives:

To provide the means by which local membership can become familiar with recent instrumentation developments through examination of the products exhibited and through discussions with the representatives in attendance.

To generate active interest in the Instrument Society among local instrument men with a concrete example of worthwhile, constructive activity on the part of the local section.

To acquaint the technical, scientific and industrial personnel of the area with the impressive advances made in recent years in the field of instrumentation.

To stimulate an industrial and public awareness of the present day importance of instrumentation.

“Recognizing that the ISA is a Society of Sections, the Board recommends that any Section, or group of Sections, planning such activities advise the Executive Board of their plans.”

(9) Constitution and By-laws-- The Board agreed to recommend the Council approval of the changes in By-laws as proposed in the report of the Constitution, Rules and Procedures Committee and amended by the Board as in the Secretary's letter of September 4, 1953. The amendments were concurred in by Mr. Galley, as the Constitution, Rules and Procedures Committee.

(10) Wildhack discussed the need for assembling a complete handbook of committee functions and procedures; Sheen moved that all officers assemble up-to-date statements of committee procedures from each Committee Chairman, for submission to the Board at its December meeting.

(11) Report of Special Committee on Publication Policy-- The report of this Committee will be covered under 1st Vice President Boyd's items.

(12) The Board discussed the philosophy of implied grants of authority from the governing body of the Society to the Executive Board. Since differing views have been submitted by delegates as to the extent of authority delegated by the Council members of the Board considered it desirable to record their common views on this point:

“The proper function of the Executive Board is to combine the best judgment of its members and the recommendations and advice of its committees, acting in their staff functions, and to take action on the basis of that collective judgment, being duly cognizant of its responsibilities to the Council. The Board believes that it should be allowed proper latitude by the Council to perform its duties on this basis, within the limitations explicitly set by the Council.”

II. First Vice President Boyd's Items

(1) Boyd presented his report on activities within his division.

(2) Publication Policy-- Boyd referred to the report of Special Committee on Publication Policy, which has already been approved by the Executive Board, and to the reports of the Society Structure and Planning Committee and of the Publications Committee. The Board agreed to recommend Council approval of the proposals contained in the report of the Special Committee.

(2) Publication Policy-- Boyd referred to the report of Special Committee on Publication Policy, which had already been approved by the Executive Board, and to the reports of the Society Structure and Planning Committee and of the Publications Committee. The Board agreed to recommend to Council approval of the proposals contained in the report of the Special Committee.

If these proposals are approved by Council, the Board will recommend that an initial fund of \$15,000.00 be allocated to this activity, with the understanding that the project will become self-liquidating.

III. Vice President Ribble's Items

(1) Ribble's report was accepted and approved.

(2) Recognizing the pressure of other obligations on Mr. Ribble, the Board accepted his resignation with regret, and expressed the thanks of the Society and of the Board for his valuable services.

(3) The Board discussed the reports of the Meetings Committee submitted by its chairman on June 11, and September 19. The Board agreed unanimously that in the best interest of the Society these reports could not be accepted or approved. The Board expects the present arrangement with the Exhibit Manager to continue, subject to such changes as may be agreed upon by the Board and the Exhibit Manager, subject to approval by the Council.

(4) Ribble moved that, in view of the importance of the Exhibit to the other activities of the Society, the Exhibit Manager hereafter report directly to the President, receive all reports circulated to Council delegates as well as reports circulated to the Executive Board, and be requested to attend meetings of the Council and of the Board. Board agreed.

(5) Rimbach presented copies of a request for cooperation from Council delegates in urging favorable Congressional action on two resolutions submitted by Representative Corbett at Rimbach's request, providing for free entry of Exhibit materials from foreign countries for the 1954 Instrument Exposition. This item will be added to the Council agenda for the September 21 meeting. Rimbach will also distribute copies of this request at the member's meeting on September 23.

(6) Publications Committee report-- Covey presented the report of the Publications Committee, summarizing activities of his committee and endorsing the recommendations of the Special Committee on Publication Policy. The Board accepted and approved this report. Copies of the report will be distributed at the Council meeting on September 21.

(7) Budget-- Copies of the proposed budget for 1954, prepared by the Finance Committee, was approved by the Board in essence at the June 10-11 meeting, and has already been circulated to the Council delegates.

IV. Vice President Sheen's Items

(1) Sheen's report was presented and approved.

(2) As additional information, Sheen reported that a Section is in process of formation at Lancaster, Penna., and that a inquiry had been received from a group in Lakeland, Florida. After presentation of the background of the application for a charter for the Edmonton, Alberta, Canada Section, by M.S. Jacobs, Chairman of the Sections and Membership Committee, Sheen moved acceptance of the petition. Board agreed.

(3) Sheen asked the Board to help define the assignment for the Historical Committee to Mr. E.C. Rieger, who was asked to serve as Chairman of this Committee. The Board emphasized the importance of the work of this Committee in providing background material for a paper to be prepared by President Hart for inclusion in the General Electric Review for September, 1954, for use in the corporate membership program, and for general information to Sections and members. Mr. Rieger accepted the assignment.

(4) Sheen introduced Mr. C.W. Eigenbrot, Chairman of the Public Relations Committee, who is also Chairman of Philadelphia Section's Publicity Committee for the 1954 exposition. Eigenbrot discussed opportunities for the Society to increase its reputation among technical personnel based on its achievements as a technical society. He suggested that there is a need for greater emphasis on promotional and informational activities and outlined plans for utilizing free space or time in all publicity media for the 1954 Exposition and Congress. He commended the ISA Exhibit panel developed by Manager Jones, which will be on display at the Sherman Hotel.

The Board extended a special vote of commendation to Mr. Eigenbrot, Mr. Considine, and their colleagues for their services in preparing the brochure entitled "Your Company and the ISA". Copies of this brochure have been distributed to all Council delegates.

(5) Sheen has prepared a letter to be distributed to, subject to approval by Council, of proposed By-laws changes with respect to corporate memberships.

(6) Sheen reported that he is actively laying ground-work for a Corporate Membership Committee and will request each Section to appoint a member on this committee, who will act as chairman of a sub-committee in his area.

(7) Sheen recommended that the Board approve National ISA cooperation and co-sponsored with the University of Florida in the Southeastern Instrument Conference, to be held at Gainesville, Florida, February 1-2-3, 1954. Board agreed. Several members of the Executive Board have accepted invitations to address the conference.

(8) The Society Manager was instructed to ask counsel to prepare typical articles of incorporation to send to local sections for use as they see fit.

V. Vice President Brand's Items

- (1) Brand summarized his report and discussed the growth of the Technical Committees, and plans for continuing to attract more members for committee work.
- (2) He reported that abstracts for all papers were included in the final program, as a result of continued efforts of Committee Chairmen and National office staff. Most papers are available as pre-prints. The bulletin B-31 on preparation of ISA papers has been most helpful in increasing the quality of submitting papers. The Proceedings will be published by December, 1953, orders are being taken at Registration desks, and funds for publication are provided for in the proposed budget for 1954.
- (2) Brand reported on experience in co-sponsoring the 1953 Telemetering Conference. The Committee on Computers and Data Handling will take a more active part in co-operatively formulating the program for the 1954 Conference.
- (3) Brand in summarizing a report from George Larsen, Chicago Host Committee Chairman of the Maintenance Clinic, reported an attendance in excess of 500 at the clinic. Recorded comments from those attending, the quality of display and demonstration devices, caliber of personnel conducting the clinic, and the general attitude of all concerned, indicate a very successful venture. The lack of ventilation and over-all noise level created a hardship insofar as comfort was concerned. Assignment of a smaller room instead of the Ball room originally requested, produced a crowded condition at the general meeting, which made it necessary to eliminate slide projection and to shorten the address. It is strongly recommended that ample space and adequate facilities be assured for the 1954 clinic operation.

Brand recommended and the Board concurred that the Chairman of the Clinic Committee should serve on the following year's committee to insure continuity of experience.

- (4) The Research and Development (D-2) Technical Committee which has not been active, will be in operation as soon as a chairman can be selected. D.C. Little, proposed Chairman, has been nominated as Vice President for 1954 and will, therefore, not be available for this post as planned. The Board expressed the opinion that initial work of the committee should be to determine committee scope and to formulate a plan of operation. The Board believes that this committee can serve the Society and the Industry very beneficially. Corporate Membership representatives may well guide the Research and Development Committee by suggesting new areas of research and study.
- (5) Axel Peterson, Chairman of the Analysis Instrumentation Committee, reported that the Analytical Instrument clinic had been announced in Analytical Chemistry in detail with circulation approaching 40,000. 8 manufacturers will conduct demonstration lectures, repeating each six times. Attendance at any or all of the lectures is permissible. Changing scope of the clinic activities has suggested a change in title to Scientific Instruments Clinic. Brand reported that T.C. Wherry will take the Chairmanship of the committee.

(6) Brand reported that following a successful launching of the Technical Program Committee by S.G. Eskin, the chairmanship of this committee will be taken over by Neil Blair.

(7) Brand reviewed the plans for cooperative sponsorship with I.R.E. and A.I.E.E. of the Conference on Instrumentation and Nucleonics in Medicine, to be held in New York November 18-19, 1953.

(8) Pending formulation of recommendation on a general policy covering cooperative activities, by the Society Structure and Planning Committee, Brand recommended, and the Board agreed, that the Society should continue to cooperate with other societies in such activities.

VI. Treasurer Vollbrecht's Items

(1) The Treasurer's report has been circulated to the Council members.

(2) After discussing the controls that the Board should exercise in reviewing expenditures of Society funds, Vollbrecht moved, and the Board agreed, that the Society Manager should be requested to call to the Board's attention at each meeting those areas where expenditures appear likely to exceed the amounts estimated in preparing the original budget.

VII. Secretary Wildhack's Items

(1) The Secretary's report to the Council has been circulated to the delegates.

(2) Wildhack expresses gratification that many suggestions contained in his report were already on the way to adoption, as evidenced by the foregoing minutes. The Board agreed to continue to try to improve the business-like conduct of the Society meetings and activities.

VIII. 1953 Conference and Exhibit

(1) Host Committee Chairman, R.R. Proctor, reported that as the result of excellent work by all members of the Chicago Host Committee and National Office Staff, all details of entertainment are fully arranged, and smooth operation is confidently expected.

(2) The Board expressed the thanks of the Society to the members of the Host Committee for their valuable cooperation.

(Note: Other items listed on the agenda were covered in other parts of these minutes.)

W.A. Wildhack, Secretary

INSTRUMENT SOCIETY OF AMERICA
1319 Allegheny Avenue
Pittsburgh 33, Pa.

Minutes of Meeting of the Executive Board
of the Instrument Society of America
held in the Penn-Sherwood Hotel, Philadelphia, Pa.
December 5, 1953

Members Present:

Porter Hart	H.B. Freeman
A.O. Beckman	Axel Peterson
D.M. Boyd	R.T. Sheen
Warren Brand	J.T. Vollbrecht
C.W. Covey	W.A. Wildhack

Also present:

P.V. Jones, Jr.	D.C. Little
Richard Rimbach	

1. President Hart called the meeting to order at 1:00 P.M.
2. Minutes of the last meeting were approved.
3. An agenda previously circulated by the Secretary was approved, with the addition of new items suggested by the various members of the Board.
4. The problem of establishing a date for terminating the present procedure whereby subscriptions to Instruments Magazine are entered for new and renewal memberships was discussed.

Sheen moved:

- (1) New and renewing members of ISA whose memberships start in January will receive a subscription to the new ISA Journal starting January, as will all current members of the Society.
- (2) Subscriptions to Instruments, entered by the Society for its members up to and including those starting in December, 1953, will continue until normal expiration.
- (3) New applications received in the National Office which are postmarked in 1953 will include a subscription to Instruments magazine.
- (4) Applications and dues notices shall be accompanied by a notice that members may enter a subscription to Instruments through the National ISA Office by paying an additional \$2.00.

These motions passed with no dissent.

(5) Vollbrecht raised the question as to whether the Society should make available to the members subscriptions to other magazines.

The Board agreed that this might be done in the future if the Board considered it a desirable service to the members.

(6) The Board discussed the financial aspects of the arrangements with Instruments Magazine now being terminated.

Vollbrecht pointed out that it will cost the ISA some \$5000.00 to continue members' subscriptions to Instruments Magazine until the next anniversary of their current memberships (assuming an average overlap period of five or six months) during which the Society provides each member with Instruments as well as the ISA Journal with no added cost to the member. He also pointed out that the Society will not receive, during this termination period, any income for editorial services for which Instruments Publishing Company previously had been paying the Society at the rate of approximately \$300.00 per month.

Rimbach pointed out that Instruments Publishing Company had extended the group subscription rate to ISA members through the ISA before publication of the ISA Journal was started in Instruments Magazine, and that payments by Instruments Publishing Company to the ISA were in nowise related to these group subscriptions, but were solely for editorial services which Instruments Publishing Company will no longer receive.

The Board accepted this statement and agreed with Rimbach, as President of Instruments Publishing Company, that Instruments Publishing Company has no further financial obligations to the Instrument Society of America in connection with the termination, by Instruments Publishing Company, of the contract for publishing the ISA Journal in Instruments Magazine.

7. Wildhack, reporting for the Special Committee on Exhibit Management, summarized the points which had been discussed at the meeting of Rimbach, Sheen, Peterson, and Wildhack on December 2. (Appendix A-Attached)

8. Beckman moved that the report of the Special Committee on Exhibit Management Contract be accepted and approved by the Board and that Treasurer Vollbrecht be requested, together with the Society's legal counsel, to prepare a contract for Exhibit Management based upon the recommendations of this report.

Motion passed.

It was agreed that, pending the execution of a formal contract, the points discussed would be considered as the basis of a working arrangement on exhibit management.

9. Wildhack reported results of mail ballot taken on his motions of October 30, 1953 to appoint C.W. Covey to membership on the Executive Board in accordance with Article VIII, Section (2) of the Constitution, and to authorize Covey and Jones to expedite preparation and

publication in January, 1954 of the ISA Journal. The vote on first motion was 7 in favor and 1 opposed, and on the latter motion, 6 in favor, 1 abstaining, and 1 opposed.

10. Covey reported on activities of the Publications Committee, which had begun to revise plans for the ISA Journal in October, after the Instruments Publishing Company declined to renew the contract for inclusion of the Journal of the ISA in Instruments Magazine. The tentative plans for the Journal had to be completed in detail and drastically speeded up in order to make possible the publication of the ISA Journal in January.

Members of the committee met with the Society Manager and the printer in Paducah during the week end of November 20 to finalize plans for the new magazine, to be called the ISA JOURNAL. The format and layout were discussed. Also the various departments and editorial policy were discussed and a proposal prepared. A resume of these subjects as discussed at this meeting were given to the Executive Board.

The proposed organization of the Editorial Board, Associate Editors, Section Correspondents and other editorial positions were given. Covey was instructed to submit names of persons to serve as members of the Editorial Board for approval by the Executive Board. He was also instructed to contact possible Associate Editors. With the idea of determining the basic requirements for and duties of the editor, editorial board members and associate editors, the qualification and interests of various persons were discussed. It was agreed that the editorial board would be a policy determination group and that associate editors would contribute material. Members of the Publications Committee have agreed to function temporarily in these various capacities in order to function proceed with publication of the first issues of the ISA JOURNAL.

The success of the request for appointment of local section correspondents was reported, approximately 25 sections having reported the name of their correspondent.

11. Sheen moved that Rimbach be requested to prepare a guest editorial for the January issue of the ISA Journal. Motion passed.

12. Sheen reported that Covey should prepare a notice to be included in the Journal publicizing the opportunities for serving the Society in various editorial capacities on the Journal. Covey agreed to prepare.

13. Covey will contact prospective Editorial Board Members and Associate Editors and will report his recommendations at an early date.

14. Wildhack asked that all Executive Board Members send to Covey as promptly as possible names of individuals who might serve as Associate Editors or on the Editorial Board of the Journal.

15. Sheen suggested that Rimbach be asked to serve on the Editorial Board. Rimbach expressed his willingness to serve.

16. It was agreed that until such time as the editorial staff is determined, Society Manager Jones will act as Managing Editor.

17. Hart will prepare a letter to be sent as soon as possible to all Society Members notifying them of the termination of the Publishing agreement with Instruments Publishing Company, of the plans for launching the ISA Journal in January, of the action of the Board to provide the ISA Journal as well as Instruments Magazine to each member until his membership anniversary, and to the fact that members desiring to renew expiring subscriptions to Instruments may do so at group subscription rates through the National Office of the ISA.

18. Beckman moved that the Progress Report on the ISA Journal be accepted with thanks and that Covey and Jones be commended for their work in initiating the ISA Journal. Motion passed.

19. Wildhack reported on letters received from various ISA Sections indicating their support for the Publication of the Journal in January, and expressed the appreciation of the Board for such guidance.

20. Secretary Wildhack pointed out that circumstances had required the Board to take emergency actions and that a full report on the actions could not be given to the Council Delegates in advance of this meeting of the Board, but that every effort will be made to expedite the distribution of these minutes for the information of the Council Delegates and Sections.

21. Wildhack pointed out that relatively few suggestions for Committee members had been received in response to his letter of October 15, 1953 to all Council Delegates, Section Officers, Committee Chairmen and Board Members, and asked Board Members to urge their committees to follow up on this matter.

Sheen discussed the possibility of soliciting all members for suggestion of service.

22. Wildhack reported that revised statements of Committee directives and procedures have not all been received. It was agreed that Board Members would expedite submission of such material to Sheen as incoming Secretary.

23. Vice President Brand reported on the status of the Technical Division Committee and requested approval by the Executive Board for the following committee appointments:

D-1	Technical Program	Neil Blair
D-3	Operation and Maintenance	J.J. Kelly
D-4	Instrumentation for Testing	H. Rondeau
D-5	Analysis Instrumentation	T.C. Wherry
D-6	No recommendation at this time	
D-7	Instrumentation for the Production Processes	R.N. Pond
D-8	Instrumentation for Transportation	J.J. McDonald
D-9	Medical Instrumentation	H.J. Morowitz
D-12	Geophysical Instrumentation	S. Kaufman
D-13	Physical Properties Instrumentation	H.C. Roberts
D-14	Aeronautical Instrumentation	Orrin Greenwood
D-15	Computer-Data Handling	E.W. Burdette

These appointments were approved.

24. The recommendation submitted by the D-3 Operation and Maintenance Committee was read and discussed. This recommendation was that the sole power for finalizing the housing arrangements for all future clinics be placed upon the local clinic committee, subject to approval of the Chairman of the D-3 Committee.

It was agreed that the Technical Vice President would receive D-3 Committee Clinic housing recommendations and negotiate with the Exhibit Manager and National Office to make satisfactory and adequate housing arrangements.

It was agreed that the Analysis Instrumentation Clinic would be an operation of a sub-committee of the D-5 Analysis Instrumentation Committee. Appointment of a Clinic Chairman and local conference clinic staff will be the responsibility of the D-5 Committee.

It was agreed that there would be pre-registration for both the Maintenance and Analysis Instrumentation Clinics and that the National Office shall perform such advance registration services in coordination with the D-3 and D-5 Committees.

Tentative clinic dates were proposed:

Analysis Instrumentation Clinic	September 13, 14 and 15
Instrument Maintenance Clinic	September 17, 18 and 19

25. Mr. Little reported on plans for activation of the D-2 Research and Development Committee. Recommended changes in organization will be included in a written proposal to the members of the Executive Board.

26. Brand moved that a President's Committee consisting of Corporate Members be formed. Motion passed.

27. Peterson reported on the Analytical Clinic as Chairman of the Analysis Instrumentation Committee. There was no pre-registration or registration for this Clinic and that fact plus insufficient promotion resulted in rather poor attendance for this activity. Peterson, who will again handle the Analytical Clinic in 1954, plans to have a registration and improved promotion to assure its success.

28. Brand announced that the Technical Chairmen expect to meet with Little on January 17th at which time information concerning the member of technical sessions and when they will be held, will be discussed and program plans developed.

29. Sheen reported that the Sections and Membership Committee recommended that the Board grant ISA Section Charters to the following petitioning groups:

Birmingham, Alabama	Birmingham Section
Shreveport, Louisiana	Ark-La-Tex Section

Sheen moved that these Charters be granted. Motion passed.

30. Sheen reported that H.C. (Jack) Frost had agreed to accept the Chairmanship of the new Corporate Membership Committee. This appointment received Board approval.

Sheen further reported that solicitation of Corporate Memberships is going forward, that a revised and improved Corporate membership application form is nearing completion, and that a Corporate membership certificate will soon be prepared and forwarded to all Chicago exhibitors.

31. Sheen announced the Historical Committee (E.C. Rieger, Chairman) will meet in the National ISA Office in Pittsburgh on December 11th.

32. Sheen reported on correspondence from Mr. C. Hanfi, Instrument Supervisor, F.M. Shaeffer Brewing Co., which contained questions on labor relations. The Board expressed the view that the Society should not take a stand in such matters.

33. Freeman reported on the following appointments of Committee Chairmen for 1954 in the General Relations Division.

C-2	Employment	P.V. Jones
C-4	Public Relations	C.W. Eigenbrot
C-5	Government Relations	Ralph Goetzenberger
C-6	Educational	Prof. R.W. Jeffries
C-7	Historical	E.C. Rieger
C-8	Corporate Membership	H.C. Frost

These appointments met with Board approval. (Appointments for C-1, Sections and Membership and C-3, Intersociety Relations will be made later.)

34. Sheen announced that the Educational Committee is planning several sessions to be held at the 1954 conference. Chairman Jeffries is also formulating suggested plans for fellowships or foundations which will be submitted later.

35. Peterson in reporting on the Operations Division announced that he will submit for Board approval his recommendation for new Committee Chairmen which will provide for rotation of office.

36. Peterson pointed out the inconsistency of having Covey, now a Board Member, reporting, as Chairman of the Publications Committee, to another Board Member. After discussion, Beckman moved that the Publications Committee be assigned to Board Member Covey for 1954. Peterson seconded. Motion passed with no dissent.

“(Newly adopted Section 5 of Article IX of the By-Laws, which was adopted by vote of Council September 21, 1953, provides: “At the discretion of the Executive Board, any Committee may be assigned to any Division or Board Member, other than those indicated under Section (4) above, but such assignments shall be reviewed each year by the Executive Board.”)

38. Exhibit Manager Rimbach distributed space contract forms being used for the ISA sponsored First International Instrument Congress and Exposition and reported on the sale of space and plans for that activity. At the present time only 62 booths are open of the 628 originally laid out in the large exhibit hall. Rimbach reported plans to lay out an 120 additional booths.

39. Rimbach discussed the Exhibitors Luncheon, which will be held in the Arena of the Convention Hall, on Tuesday, September 14, 1954. The Social function can also be held in the large Arena, which will accommodate at least 4000 people.
40. Rimbach discussed the Exhibitors Advisory Committee would poll the Exhibitors for a vote on suggested Exhibit hours. The Board expressed the opinion that it would be desirable to have the Exhibit open one evening each week, suggesting Thursday of the first week and Tuesday of the second week.
41. Beckman moved that Philadelphia be tentatively selected as the site for the 959 Annual ISA Instrument Conference and Exhibit. Motion passed, Sheen abstaining.
42. In discussing tentative plans for functions to be held during the 1954 Annual Meeting, the Board suggested that the Board meeting might be held on Monday, September 13th, the Council Meeting on Tuesday, September 14th, the Annual ISA Meeting and Members Luncheon on Thursday, September 16th; and a Foreign Visitors Luncheon on Monday, September 20th.
43. Wildhack reported that Dr. W.G. Brombacher had accepted the Chairmanship of the Society Structure and Planning Committee for 1954.
44. Wildhack reported that Ralph Webb, 1953 Nominating Committee Chairman, had been asked and agreed to serve as 1954 Chairman, since the procedures of that Committee are under review by a subcommittee of the Society Structure and Planning Committee of which he is a member.
45. It was noted that Jones has submitted his report on National Office Activity with respect to the 1953 National Instrument Conference and Exhibit.
46. Wildhack discussed the tentative ISA Organizational Chart which he had prepared and distributed to Board members for comment. He will work further on this, incorporating suggestions submitted by the Board which he will give to the Society Structure and Planning Committee for their considerations.
47. As directed at a previous meeting, Jones brought the attention of the Board to the latest financial report as well as his projected estimates of income and expense for the balance of 1953.
48. Operations Vice President Peterson was requested to consult with his Committee and the Society Manager and to report to the Board at the next meeting with recommendations for controlling expenditures in excess of budgeted amounts, and for better budgeting.
49. The Board passed the following resolution: "Resolved that Peoples First National Bank and Trust Company of Pittsburgh, Pennsylvania, is hereby approved as a depository for funds of the Instrument Society of America subject to withdrawal as provided in Article VIII, sections (8), (9) and (10) of the By-Laws to the Constitution of the Instrument Society of America.
50. Wildhack presented a letter received from Micro-New Hampshire Ball Bearings, Inc., of Petersborough, New Hampshire, which company wishes an annual award with the assistance of ISA.

After discussion Sheen moved that the President appoint a Special Committee to investigate the desirability of forming an ISA Committee on Honors and Awards. Motion passed.

51. At the suggestion of President-elect Wildhack, Hart named the following to serve on this Special Committee: A.O. Beckman, Chairman, Porter Hart and J.B. McMahan.

52. Little advised the Board that the Louisville Section plans to hold its bi-annual exhibit on February 24, 25, 1954.

53. The Board expressed its appreciation for the services of Dr. A.O. Beckman and D.M. Boyd and directed the Secretary to write a letter to each expressing this appreciation.

Meeting adjourned at 12:30 A.M.

MINUTES
ISA EXECUTIVE BOARD MEETING
NATIONAL OFFICE, PITTSBURGH, PA.
November 19, 1955

Members Present:

R.T. Sheen	A.A. Anderson
W.H. Brand	R.N. Pond
J.T. Vollbrecht	W.G. Brombacher
J.W. Percy	

Member absent: W.H. Fortney (illness in family)

Staff Members Present:

Wm. H. Kushnick
C.W. Covey

Visitors Present:

H.R. Bristol, Co-Chairman, New York Host Committee

1. The meeting was called to order at 9:30 A.M. by President Sheen.
2. The following correction of the Minutes of September 11, 1955 was made by A.A. Anderson:

Substitute for paragraph 23, page 8:

"Mr. Anderson reported that the final details of dissolving the China Lake Section had been completed and that monies remaining in the treasury were used for local scholarships. Mr. Sheen presented the Charter to the San Diego Section, and the Mojave Desert Section's Charter will be presented at the November 8 meeting."

Other corrections:

September 11: Change on page 1 - "W.J. Brombacher" to "W.G. Brombacher"

September 15: Add:

Board Nominees Present:

J.W. Percy	W.G. Brombacher	R.N. Pond
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Visitors Present: (on business)

R.A. Bristol	Howard Hudson
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The minutes for the two meetings, as corrected, were approved.

EXECUTIVE DIRECTOR'S ITEMS

3. Mr. Kushnick presented his written report to the President which is briefed below, together with any action taken by the Board.
4. Los Angeles Meeting - The final returns on the registration for technical activities were \$7947 from 1761 individuals. This result was favorably commented upon by the Board. Thank-you letters have been sent to key personnel involved in all operations. Membership cards have been issued to representatives of Exhibitors when requested. None will be issued in 1956. Exhibit attendance statistics are being prepared by Mr. Tabery.
5. 1956 Exhibition - Space contracts have been mailed to previous ISA Exhibitors. Rules and regulations have been modified. The first meeting held with the Joint Host Committee to get started on setting up the necessary Sub-committees. Efforts continue to get General Sarnoff to accept the General Chairmanship, and Mr. Tabery will open an office in New York on December 15th at 250 W. 57th Street.
6. Future Exhibitions - A lease has been signed for the Exhibit in Cleveland in 1957, reservations firmed up for Philadelphia in 1958 and tentative reservations made for Los Angeles in 1959 and Chicago in 1960.
7. Membership - The Sections will be kept more closely informed on their members delinquent in dues and other steps will be taken in an effort to reduce the substantial annual loss in Members.
8. Section Charter Presentations - During the past year the following new Sections have been officially presented with Charters: Memphis (Brand), Mojave Desert (Anderson), Pensacola (Sheen), Richmond-Hopewell (Brand) and San Diego (Sheen). These will be presented shortly: Chattanooga (Brombacher, 12/1/55) and Oklahoma City (Fortney, 12/14/55).
9. Roster of Members - Estimates of costs and means of subsidizing are being investigated.
10. Speakers List - A new list has been prepared and circulated to the Sections.
11. Slogan - For 1956 the slogan is "Instrumentation Speeds Automation," the initials of which are ISA.
12. Operations Manual - In view of the impending change to a divisional structure of ISA, it was recommended in effect that its preparation be held up until a decision on the reorganization is made.
13. Group Life Insurance - Application for group Life Insurance for ISA employees was made to the American Trade Association Executives, since ISA's status as a non-profit organization is not effected. ISA will pay the premiums. (M-2, September 15, 1955).
14. New Constitution & By-Laws - Mr. Kushnick reported that the membership voted 2053 to 25 in favor. Brand moved, seconded and carried that the new Constitution & By-Laws be declared in force.

15. Service Certificates - A draft of the Certificate to be issued to retiring Presidents of Sections, National Officers and Chairmen of National Committees was submitted by Mr. Kushnick for comment. (M-18, April 1, 1955).
16. Sustaining Members - The Dow Chemical Company, Monsanto Chemical Company, Foster Wheeler Corporation and Esso Research & Engr. Co. have renewed their membership and Sprague Electric Company has recently been admitted. DuPont's renewal is being solicited. A new brochure is needed, but it was agreed to defer its preparation until a program of activity worthy of support was clarified, which at the moment depends upon progress made on the program of the Educational Commission. It was moved by Brombacher, seconded by Percy and carried that an active canvass for new Sustaining Members be delayed until a program of activity for support is developed.
17. Prospective Sections - Groups apparently headed toward petitions for a Section Charter are located in Fairfield, Connecticut, Hartford, Connecticut, Idaho Falls, Idaho, Lehigh Valley, Pennsylvania and Omaha, Nebraska. Other groups showing interest, but still indefinite, are located in Henderson, Nevada, Mobile, Alabama, Randolph, New Hampshire, Scranton, Pennsylvania and Youngstown, Ohio.
18. J.M. Perry Institute Petition - This Institute, located in Yakima, Washington, petitioned for a Charter as a Student Section, stating that the initial membership would be 33. Such other ISA requirements as exist were met. Vollbrecht moved, Brand seconded and carried that the J.M. Perry Institute petition for a Charter as a Student Section be granted. Since ground rules for Student Sections are largely lacking and are needed now, and since these are now under consideration by the Society Structure & Planning Committee, Sheen as President will urge the Society Structure & Planning Committee to report by the end of February on rules for Student Sections.
19. National Telemetering Conference - The 1956 Conference, sponsored by ISA, IAS, IRE and AIEE, will be held in Los Angeles. No Exhibit is planned but NTC will tie in with the WESCON Show. Gardenshire, Wendt and Kushnick are the ISA representatives. ISA cooperation with this group was discussed at some length by Brand and others with some doubt as to the value of future cooperation, but without the Board reaching a final conclusion. President Sheen will request recommendations from Pond on our future policy on NTC cooperation, considering the value of our members and the impact on our technical and Conference Program, our Exhibit and on our Data Handling and Computer program.
20. Cooperating Society Refunds - Registrations at the Los Angeles meeting by purely cooperating society members were insignificant. Refunds were made by the Executive Director in accordance with the action of the Board last year. Vollbrecht moved, Brand seconded and carried that no refunds be made to the cooperating societies in the future.
21. At this point, the regular order of the Agenda was deviated from.

FIRST VICE PRESIDENT FORTNEY'S ITEMS

22. 1956 Exhibit - Host Committee Meeting - As Vice President Fortney's representative, Vollbrecht approved the following appointments as Committee Chairmen:

Mrs. J.B. Price - tentative - Ladies Activities
Jack Kelly - Banquet
Jim Gambriel - President's Reception
H. Irving - Transportation
F. Crabbe - suggested for Vice Chairman, Transportation
Chet Beard - Reception and Hospitality
Al Shore - suggested for Members Relations
Open - Conference Registration
Open - Publicity
Al Joecks - Session Properties

A meeting is planned in New York with Kushnick to finalize arrangements.

Brand moved, seconded and carried that the Chairman of the Cleveland (1957) Host Committee be appointed to the New York (1956) Host Committee in order to acquire experience.

23. 1956 Exhibit Admission Fee - It was recommended by the Exhibitors Advisory Committee that a registration fee of \$1.00 be charged all visitors to the ISA Exhibition, except those with admission tickets issued by the Exhibitors and by ISA. This practice, it was brought out, would in effect give a controlled attendance.

Brand moved that an admission of \$1.00 be charged for the Exhibition, with Exhibitors to receive from ISA as many tickets for distribution as desired on a cost basis - 5 to 10 cents. Percy seconded, motion carried.

Brand moved, seconded and carried that two tickets of admission to the Exhibit be sent free to each member of ISA.

Kushnick was instructed to send each Exhibitor notice of these actions.

24. 1956 Exhibit, General Chairman - The selection of a General Chairman of the Host Committee was discussed and a line of action adopted to secure a man of prominence.

25. Reversion was now made to the regular order.

26. Foreign Membership Dues - It was pointed out that dues of \$20 for foreign members is not warranted by the extra mailing costs to the Society and that the National treasury profits still further, since no Section turnback is normally required. It was the feeling that dues of \$12 were ample. Vollbrecht moved, Brombacher seconded and carried that United States citizens abroad be classified as Members-at-Large and that lowering the dues of foreign members be referred to the Constitution Rules & Procedures Committee for their recommendations for revisions in the By-Laws.

27. Frequency Response Film - The Education Committee recommended favorably on the preparation of this film by the Chicago Section. ISA will pay all invoices as approved by Dave Boyd, within the \$5000 budget previously accepted.

28. Members Party at New York Annual Meeting - The need for a membership get-together on an informal basis at the Annual Meeting was brought up and discussed. The difficulty of finding an open night was brought out. Action was deferred.

PRESIDENT SHEEN'S ITEMS

29. Committee Appointments - The President appointed the following Committee Chairmen with the approval of the Board:

Robert A. Trenner - Constitution Rules & Procedures

Henry F. Dever - Instrument Industry

30. Instrument Users Committee Authorized - It was brought out that a Users Advisory Committee would be helpful to the Society. Accordingly, Percy moved and Brand seconded and carried that a Committee to be called the Instrument Users Committee be formed. It shall report to the President and shall advise the President and the Board on Society activities and problems affecting or involving instrument users. A number of names were given the President to assist him in selecting a Chairman.

31. SS&P Report - Objectives of ISA - Sheen reviewed the results of the questionnaire circulated by Chairman Sprague of the Society Structure & Planning Committee on specific objectives of ISA activity and the organization to carry them out. This questionnaire was the subject of the SS&P meeting in Chicago on November 16th. The SS&P report will be circulated when issued.

32. Name of Society - Proposals have been made to change the name of the Society to include the word "Automation." This subject is under consideration by SS&P and was part of their questionnaire referred to in paragraph 31, which will be available for the Board Meeting in February.

33. Automation - Shall ISA enter into the present agitation on Automation and upon what basis? This was discussed. Percy moved, seconded and carried that the Public Relations Committee be requested to prepare a program for putting ISA in the forefront of those organizations advocating the benefits to be derived from Automation.

34. Directory - Kushnick supplied the Board with copies of the current list of names and addresses of ISA Officers and Committee Chairmen. Some felt that they would also like a similar list for Committee personnel and Section Officers. Kushnick agreed to prepare and issue as early as possible a list of Committee personnel, Section Officers and Council Delegates.

35. Symposia Jointly Sponsored by Sections & National ISA - After some discussion on Motion 5 - Board Minutes 9/15/55, the following motion was made by Brombacher, seconded by Percy and carried:

That Sections will be encouraged to conduct their own special conferences and symposia and the National Office will assist with publicity. However, Sections which wish to conduct symposia or other conferences under joint sponsorship of the National Society may request Executive Board consideration which if approved, will require these conditions:

1. It will be the Section's responsibility, assisted by the National Technical Committee primarily concerned, to develop the program, obtain the speakers, arrange for the facilities, design the promotional pieces, provide the general publicity, provide the registration and other personnel for conducting the meeting, secure the speaker's manuscripts for publication and arrange for such other facilities and services necessary for the proper conduct of the meeting.

2. The National Office will have complete publication rights to all papers for use in the ISA Journal or in Proceedings of the meeting. Papers which will not be published in the ISA Journal will be released to other publications upon request of the author.

3. It will be the Section's responsibility to submit a detailed budget of expected income and expenses for prior approval by the Executive Director.

4. All invoices will be paid by the National Office upon approval of the individual from the Section who has been appointed to serve as Treasurer of the meeting.

5. The National Office will finance the entire project, retaining the surplus or taking the loss.

6. Surpluses will be earmarked in a special revolving fund for the purposes of subsidizing such joint projects.

36. Mexican Section Proposal - The status of plans a) a Mexican Section of ISA or b) a Mexican Instrument Society was stated to be still indefinite by Sheen. Complete information on the situation is lacking.

37. Notification of Appointments - The President urged again that the Vice Presidents notify in writing all Chairmen of Committees of their appointment or termination and that the Chairmen do the same for members of their Committees. Copies of letters should go to the National Office.

38. Visits to Sections - The President urges as a policy that National Officers plan to visit Sections during their term of office and that all requests by Sections be honored if possible. Kushnick presented a list of the smaller Sections which it was agreed would be beneficial to visit. Preliminary assignments are these:

Birmingham - Percy

Blue Ridge - Brombacher

Central New York - Vollbrecht

Louisville - Sheen

Oglethorpe - Brombacher (if meeting day can be shifted)

Twin City - Sheen - 1/27/56

Visits to promote new Sections will be made as follows: (see paragraph 17):

Idaho Falls, Idaho - Anderson 1/18/56
Hartford, Connecticut - Percy - 1/12/56
Lehigh Valley, Pennsylvania - Percy & Vollbrecht - 11/22/55

39. Section Membership Promotion - Anderson moved, seconded and carried these motions:
- a. That the President request these Sections to submit by January 1st a specific plan of membership increase for the period ending June 30, 1956.
 - b. That the National Office subsidize their promotion expense up to \$25 to assure an aggressive campaign.
 - c. That these campaigns include one Section Meeting at which time a National Officer will speak to assist in getting the ISA story over.
 - d. That the Sections & Membership Committee District Chairmen be requested to visit these sections immediately and to help in planning the membership campaign and in developing a compelling technical speakers program for the remaining meetings of the year.
 - e. That failing Section initiative in this program and failing to reverse the downward trend of membership, the Board may revoke the Charters of those Sections having fewer than twenty-five members by June 30, 1956.

<u>SECTION</u>	<u>ACTIVE MEMBERS</u>		
	<u>12/21/54</u>	<u>12/31/55</u>	<u>10 MONTH LOSS</u>
Akron	35	31	4
Birmingham	52	36	16
Blue Ridge	36	24	12
Central New York	39	31	8
Central Ohio Valley	25	22	3
Cumberland	47	40	7
Edmonton	42	24	18
Kalamazoo Valley	31	17	14
Lake Charles	19	16	3
Muscle Shoals	44	25	19
New Orleans	62	43	19
Oglethorpe	25	15	10
Paducah	64	27	37
Panhandle	31	28	3
Permian Basin*	22	30	8
Tampa Bay	61	35	31
Toronto	38	33	5
Tulahoma	37	31	6

40. Objectives and Programs - President Sheen reviewed briefly his memo to National Officers, Committee Chairmen, Committee Members and Section Presidents, Secretaries and Delegates on this subject.

41. General Policies and Procedures - President Sheen reviewed his memo on this subject.

42. National Committee Members from Sections - President Sheen reviewed his letter to the Sections requesting nominees to National Committees. Vollbrecht dissented from the procedure, suggesting instead that the National Office outline a specific procedure of selection for the Sections to follow.

43. Editorial Board - The President received suggestions for appointments to the Editorial Board. It was agreed that the term of office for all members of the Board shall be one year, subject to reappointment, as prevails for other Committees.

44. Relations with SAMA - President reports that relations with SAMA are most cordial. With respect to Motion 20, September 11, 1955 Minutes, modification was agreed upon to facilitate relations with management through the Instrument Industry Committee and not through a special committee. Kushnick stated that he was expecting to hear soon about a joint public relations program with SAMA.

November 29, 1955

COUNCIL OF NATIONAL DELEGATES

cc EXECUTIVE BOARD

cc SECTION PRESIDENTS

cc SECTION SECRETARIES

NEW CONSTITUTION & BY-LAWS

In accordance with the required procedures, I am pleased to notify you that the new Constitution & By-Laws were approved by the membership. The total ballots cast were 2078; 2055 voting for and 23 voting against. Accordingly, the new Constitution & By-Laws became effective on November 11, 1955, which was thirty days after the date on which the ballots were mailed to the members.

Wm. H. Kushnick,
Executive Director

WHK:

E\eb

October 12, 1955

REVISED CONSTITUTION AND BY-LAWS

Dear ISA Member:

By resolution of the ISA Council passed without dissent at their meeting in Los Angeles on September 13, 1955 I am pleased to submit to you the complete Constitution and By-Laws as revised and approved by the Council. In accordance with Article X of the current Constitution, amendments approved by the Council are required to be submitted to all the ISA Members eligible to vote before they can be adopted. A voting period of thirty days from the date of this letter is provided. Adoption of the amendment requires a majority of the votes cast.

For your convenience in recording your vote a reply card is enclosed. Please return it promptly and no later than 30 days after the date of this letter.

Enclosed also is a reprint of President Brand's article which appeared in the May 1955 ISA JOURNAL. It explains the principal changes which were then proposed for the Constitution and By-Laws. The Council reviewed all the changes offered since the basic proposals were made by the Council, except to clarify the language and intent of the amendments. A comparison of the enclosed Constitution and By-Laws with that which appeared in the 1955 May ISA JOURNAL can be made by observing these Articles and paragraphs which the Council altered:

CONSTITUTION - Article II, (1); Article III, (2); and Article VII, (3).

BY-LAWS - Article I, (5), (6) and (9); Article II, (1); Article III, (1); Article IV, (1); Article IX, (1); and Article XII, (1).

Please declare your vote by filling out and returning the reply card enclosed before November 11, 1955.

Respectfully submitted,

INSTRUMENT SOCIETY OF AMERICA

Robert T. Sheen
Secretary

RTS:EHJ
Encl.

45. Satellite Exhibit - President Sheen reported that overtures have been made to the American Rocket Society to show their model of an earth satellite at the 1956 Exhibit. ARS is favorably disposed but has a meeting conflict which may be resolved within a week. In general, arrangements for a technical program on the International Geophysical Year, including papers on satellites, are in the hands of W.A. Wildhack who may also be able to arrange for a model, if ARS is unable to do this.

46. President's Conference - President Sheen announced the following meetings to be held in St. Petersburg, Florida:

Feb. 27 - Society Structure & Planning Committee

Feb. 27 - Finance Committee

Feb. 28 - Educational Commission

Feb. 29 - Executive Board

47. Frontiers of Instrumentation Booth - President Sheen proposed that a booth be operated by ISA at the 1956 Exhibit in which contests be held for the best ideas, including models, for new instruments not yet manufactured. Brombacher moved, seconded and carried that a Committee be appointed to outline a program for a Frontiers of Instrumentation booth at the 1956 Show and after approval by the President, be empowered to put the program into action.

PAST PRESIDENT BRAND'S ITEMS

48. Regional Districts - Brand gave the report of his committee on the seven geographical districts into which the Society is to be divided, in accordance with the revised Constitution & By-Laws. Gildersleeve had suggested a revision of his committee's recommendation. Accordingly, Brand moved and Vollbrecht seconded that the Society be divided into seven geographical districts as proposed by Gildersleeve. In the discussion it was stated that it was desirable that each district contain at least one strong section for leadership and that nine districts would be better from the standpoint of visitation of Sections by District Vice Presidents. The motion was lost and Brand, with others, was instructed to revise the Districts.

After an interval, during which other business was transacted, Brand proposed nine districts. Anderson moved that nine districts as proposed by Brand be adopted. This motion was seconded and carried. (The list of Districts and Sections is attached to these MINUTES).

49. Publication of Symposia - Kushnick and Brand stated that the National Office has offered to preprint and bind the symposia papers for the Philadelphia Section, ISA retaining sole publication rights, in order to meet a similar offer by Instruments and Automation. Brand moved that the Board authorize the Executive Director to publish Section symposia papers of wide coverage for distribution to those in attendance, reserving thereby the exclusive right of publication by ISA. Motion seconded and carried. Kushnick is to prepare rules and regulations governing such publication.

50. ISA Journal Distribution to Colleges - The New York Section proposed that engineering colleges be sent free the ISA Journal. Brand moved that starting January 1, 1956 the ISA distribute free copies of the Journal to colleges and universities in the United States and Canada which give an engineering degree. Motion was seconded. Brand then accepted an amendment that the ISA Journal be sent free for one year to engineering colleges in the United States and Canada, after which time the group subscription rate of \$2.50 will apply. The amendment was seconded and carried and the amended motion carried.

51. Educational Commission - Brand reported that the following had accepted appointment on the Educational Commission: J.T. Vollbrecht, ex officio; A.O. Beckman; W.A. Wildhack; Porter Hart; A. F. Sperry; R. J. Jeffries and T. R. Jones. Other names were suggested.

VICE PRESIDENT FORTNEY'S ITEMS

52. Committee Appointments - In Fortney's absence, Kushnick reported that Fortney recommended the reappointment of Dave Ross as Chairman, Publications Committee. The Board approved.

53. Clinic for Section Program Chairmen - Vollbrecht moved that in principle a clinic for Section Program Chairmen be set up and that Fortney work up the details. Motion seconded and carried.

54. Allocation Committee - Pond moved that a standing committee be formed on Exhibit space allocation, all members of which shall be non-exhibitors and the chairman to be selected from the area of the Exhibit location. The committee shall report to the Vice President in charge of the Operations Division. Motion seconded and carried. Vollbrecht, acting for Fortney, was authorized by the Board to appoint the chairman for 1956 and member from each of the two next host cities.

55. Exhibit Rules Committee - The need for such a committee to inspect the Exhibit and have power to enforce rules and regulations was pointed out by Kushnick. Brombacher moved, Vollbrecht seconded and carried that a Rules Committee for Exhibits be made a standing committee, reporting to the Vice President in charge of the Operations Division, consisting of two exhibitors and three non-exhibitors. Fortney is to appoint the committee.

56. Intersociety Relations Policies and Procedures - Kushnick pointed out that policy and procedures on Section and National cooperation with other societies in National meetings are indefinite and undefined, including lack of clarity as to the responsibilities of the ISA committees. The Boston ISA Section is cooperating in a Conference in April, 1956, conducted by the AIEE National, raising the question of the function of the ISA National in the operation. Also, other illustrations were mentioned. Pond moved that the President appoint Brand to head a special committee consisting of the Chairmen of the Intersociety Relations, Meetings, and Technical Division Steering Committee to make recommendations on policy governing ISA relations with other societies and on the functions of each of the ISA committees concerned. Motion seconded and carried.

VICE PRESIDENT ANDERSON'S ITEMS

57. Committee Appointments - The following appointments as Committee Chairmen were approved by the Board:

T. W. Waldrop - Sections & Membership
A. J. Waldron - Employment
H. H. Johnson - Intersociety Relations

John Procopi - Public Relations
R. L. Goetzenberger - Government Relations
M. F. Behar - Historical

58. Sections & Membership Committee - Anderson reported briefly on the meeting of this committee held on November 15th in Chicago.

59. Ashtabula Section - Anderson moved that a Section Charter be given Ashtabula, Ohio. This will be the 80th ISA Section and starts with 33 members. Motion seconded and carried.

60. New Sections - Anderson reviewed the prospects of new sections as outlined in paragraph 17.

61. Los Angeles Section - President Sheen pointed out that the Los Angeles Section had an increase in membership of 129 in 1955, principally during the ISA Annual Meeting, thus fulfilling the prediction of the Executive Board of benefits which would be derived from their work on the ISA Annual Meeting. Los Angeles now is the largest ISA Section, with 546 active members.

62. Cooperating Societies in 1956 - The situation was discussed at some length, that the cooperating societies were not really interested - the poor record made at Los Angeles in quality of papers and attendance - the added expense to ISA. On the other hand, the value of the cooperation to ISA in the past was pointed out and the present value of such cooperation to ISA in our effort to cover instrumentation in all fields of engineering and science. The matter had been referred to the Intersociety Relations Committee (M-29, Sept. 11, 1955) for recommendations of a policy, but failing in their report some action was needed now.

Pond moved that no cooperating societies be routinely invited to the 1956 Annual Meeting and that the Executive Director discuss with each past cooperating society whether they are seriously interested in continuing with a more active degree of cooperation. Motion seconded by Percy and carried.

63. Membership Drive - Chairman Waldrop's attention is to be called to M-20 September 15, 1955, requesting the plans of his committee for a membership drive at the Annual Meeting in New York.

65. Education Committee Statement - This is a proposed ISA statement on promoting the education of scientific and engineering subjects. Anderson moved, Percy seconded and carried that the Board approve the statement on Education prepared by the Education Committee. It will be published in the December issue of the ISA Journal. A copy of this statement is attached to these MINUTES.

65. Public Relations Program - This program, dated November 17, 1955, was prepared by the Executive Director. Brombacher moved that the Board approve the Public Relations program and refer it for study and action to the Public Relations Committee and to other committees concerned. Motion seconded and carried. Copy of this Program is attached to these MINUTES.

66. Speakers Committee - Kushnick in a memo to Sheen, dated October 24, 1955, pointed out the need for help by new and small Sections in selecting and securing speakers on technical

subjects. Pond agreed to set up a Speakers Committee to meet the needs outlined in Kushnick's memo.

67. Kick-off Speaker at 1956 Meeting - Kushnick pointed out the desirability of starting the 1956 Annual Meeting with prominent speakers on the broad aspects of instrumentation and automation. See his memo on "Speakers Committee," dated October 24, 1955. Pond agreed to place responsibility for this program in the Speakers Committee, subject to final determination by President Sheen of the nature of the Session.

68. Committee Appointments - None made on Chairmanship of either Nuclear Radiation Instrumentation (D-11) or Geophysical Instrumentation (D-12).

69. Continuity of Clinic Committees - Nothing special to report.

70. Relationship to Florida Symposium - Sheen and Pond will develop a plan to bring this activity under the jurisdiction of the Technical Division.

71. Charles Hansen Award - Action on this was referred to the Honors and Awards Committee, and Brand was asked to prepare criteria and details.

VICE PRESIDENT PERCY'S ITEMS

72. Price of Recommended Practices - The question of the prices to new members of the recommended practices issued prior to their joining and to others, particularly R.P. 1.6, was brought up by Percy. This will be worked out by Percy and Kushnick.

TREASURER VOLLBRECHT'S ITEMS

73. Financial Report - Vollbrecht presented a report covering the period from January 1, 1955 to October 31, 1955. The amount added to surplus was \$29,620.52 during the year, compared to a deficit of about \$25,000 in 1954.

74. Commendation - Vollbrecht moved, seconded and carried that Executive Director Kushnick be commended for his fine control of Society expenditures.

OTHER BUSINESS

75. Section Collection of Dues - Anderson stated that the Los Angeles Section desired to collect the ISA dues of its members in order to keep closer control over delinquent dues. No action was taken.

76. Joint Symposium - Pond stated that the Chicago Section desires to hold a nationally sponsored symposium on Methods of Instrument Analysis and inquired as to policy on the matter. Sheen asked Pond to develop a policy for Board consideration and to so advise Chicago.

77. Adjournment was at 5:23 P.M.

Respectfully submitted,

s/ W.G. Brombacher, Secretary

eb

November 17, 1955

EXECUTIVE BOARD

PUBLIC RELATIONS

These elements of our 1956 public relations program are proposed for Board approval:

To increase Management's Knowledge of ISA

1. New booklet for Chief Executives of selected companies featuring ISA activities and pointing out advantages of encouraging their employees to join ISA and attend our meetings. (This is not for Sustaining Memberships but copy of both booklets might substantially be the same).
2. A Management session at our 1956 Conference devoted to management problems of the instrument industry, sponsored by our Industry Advisory Committee.

To increase Industry's Knowledge of ISA

1. Participate in other selected industrial exhibits with an ISA booth, manned by ISA National Office personnel.

To increase Public Knowledge of ISA

1. Participation by officers and other members in radio, television and association meetings dealing with automation.
2. Specially prepared articles on automation for popular press and magazines typing in ISA's part in fostering automation.
3. Organized publicity drive to get to public the significance of our 1956 Conference & Exhibit.
4. Work with Sections which put on symposia and other major events to assure wider publicity in newspapers.

To increase knowledge of other engineers about ISA

1. Advertising in Journals of the professional societies.
2. Letters to Chief Engineers of selected companies using similar materials as for Chief Executives.

To increase Student Knowledge of ISA

1. Offer prizes of \$50, \$25 and \$15 for best papers on instrumentation for engineering students.
2. Extensive use of Cleveland film at technical high schools and possibly engineering colleges.
3. New booklet on instrument engineering as a profession to be used by ISA Sections in talking to senior high school classes during their occupation guidance lectures.
4. New booklet to heads of college engineering departments and of technical schools calling attention to ISA Student Section possibilities.

Wm. H. Kushnick,
Executive Director

cc: J. Procopi

INSTRUMENT SOCIETY OF AMERICA APPENDIX A

NINE ELECTORAL DISTRICTS

79 Sections:

7709 Members)

As of August 31, 1955 (See Paragraph 48 MINUTES)
Minimum Members - 428
Maximum Members - 1284

DISTRICT I - NORTH ATLANTIC 5 Sections 1237 Members

Boston	209	Massachusetts
New York	388	Connecticut
Eastern New York	115	Rhode Island
Central New York	30	New Jersey
New Jersey	<u>495</u>	New York (E. of 77 Parallel)
	1237	

DISTRICT II - MIDDLE ATLANTIC 7 Sections 1117 Members

Philadelphia	529	Pennsylvania
Central Keystone	65	(E. of 78 Parallel)
Washington	167	Delaware
Baltimore	127	Maryland (E. of 78 Parallel)
Wilmington	164	Washington, D.C.
Richmond-Hopewell	39	Virginia
Blue Ridge	<u>26</u>	

DISTRICT III - SOUTH ATLANTIC 13 Sections 660 Members

Aruba	15	North Carolina
Tullahoma	39	South Carolina
Chattanooga	28	Tennessee (E. of 89 Parallel)
Oak Ridge	97	Alabama
North East Tenn.	48	Georgia
Muscle Shoals	34	
Birmingham	36	
Pensacola	72	
Tampa Bay	41	
Atlanta	56	
Savannah River	128	
Oglethorpe	19	
Carolina Piedmont	<u>47</u>	

DISTRICT IV - NORTHEAST6 Sections 726 Members

Montreal	117	Eastern Canada
Toronto	36	New York (W. of 77 Parallel)
Rochester	91	Pennsylvania (W. of 78 Parallel)
Niagara Frontier	157	
Presque Isle	40	
Pittsburgh	<u>285</u>	
	726	

DISTRICT V - EAST CENTRAL9 Sections 661 Members

Cleveland	175	Ohio
Toledo	47	West Virginia
Akron	31	Maryland (W. of 78 Parallel)
Columbus	70	
Central Ohio Valley	23	NOTE: Ashtabula Section
Scioto Valley	57	chartered on November 19
Cincinnati	113	1955 with 33 members is
Charleston	106	to be added to this
Cumberland	<u>39</u>	District.
	661	

DISTRICT VI - CENTRAL13 Sections 1112 Members

Twin City	62	Minnesota
Fox River Valley	48	Wisconsin
Milwaukee	60	Illinois
Chicago	401	Indiana
Central Illinois	41	Michigan
Northern Indiana	58	Kentucky
Indianapolis	97	Central Canada
Wayne County	109	
Detroit	77	
Sarnia	59	
Kalamazoo Valley	23	
Paducah	29	
Louisville	<u>48</u>	
	<u>1112</u>	

DISTRICT VII - GULF9 Sections 585 Members

Houston	240	Texas (E. of 99 Parallel)
South Texas	54	Louisiana
Sabine Neches	57	Arkansas

Ark-La-Tex	57	Tennessee (W. of 89th Parallel)
Lake Charles	13	
Baton Rouge	26	
New Orleans	41	
Memphis	60	
North Texas	<u>37</u>	
	585	

DISTRICT VIII - SOUTHWEST 9 Sections 590 Members

Denver	73	Colorado
Albuquerque	53	New Mexico
Panhandle	27	Kansas
Permian Basin	27	Oklahoma
Oklahoma City	26	Missouri
Tulsa	121	Texas (W. of 99 Parallel)
Wichita	47	
Kansas City	83	
St. Louis	<u>133</u>	
	590	

DISTRICT IX - PACIFIC 8 Sections 1021 Members

Edmonton	29	California
Los Angeles	478	Washington
Mojave Desert	64	Oregon
Northern Calif.	169	Western Canada
Portland	50	
Richland	72	
San Diego	43	
Seattle	<u>116</u>	
	1021	

MOTIONS PASSED

(Numbers refer to paragraphs written in MINUTES)

MOTION

ASSIGNMENTS

M-14 - Brand	That the new Constitution & By-Laws be declared in force.	Kushnick
M-16 - Brombacher	That an active canvass for new Sustaining Members be delayed until a program of activity for support is developed.	Kushnick
M-18 - Vollbrecht	That the J.M. Perry Institute petition for a Charter as a	

	Student Section be granted.	Sheen
M-20 - Vollbrecht	That no refunds be made to the cooperating societies in the future.	Kushnick
M-22 - Brand	That the Chairman of the Cleveland (1957) Host Committee be appointed to the New York (1956) Host Committee in order to acquire experience.	Fortney
M-23-a - Brand	That an admission fee of \$1.00 be charged for the Exhibition, with Exhibitors to receive from ISA as many tickets for distribution as desired on a cost basis - 5 to 10 cents.	Fortney and Kushnick
M-23-b - Brand	That two tickets of admission to the Exhibit be sent to each member of ISA.	Kushnick
M-26 - Vollbrecht	That United States citizens abroad be classified as Members-at-Large and that lowering the dues of foreign members be referred to the Constitution Rules & Procedures Committee for their recommendation for revisions in the By-Laws.	Kushnick Sheen
M-30 - Percy	That a committee to be called the Instrument Users Committee be formed. It shall report to the President and shall advise the President and the Board on Society activities and problems affecting or involving instrument users.	Sheen
M-33 - Percy	That the Public Relations Committee be requested to prepare a program for putting ISA in the forefront of those organizations advocating the benefits to be derived from Automation.	Anderson
M-35 - Brombacher	That Sections will be encouraged	

to conduct their own special conferences and symposia and the National Office will assist with publicity. However, Sections which wish to conduct symposia or other conferences under joint sponsorship of the National Society may request Executive Board consideration which, if approved, will require these conditions:

(see paragraph 35 of MINUTES - Sections - National Symposia)

Kushnick

M-39-a - Anderson

That the President request these Sections to submit by January 1st a specific plan of membership increase for the period ending June 30, 1956.

Sheen

M-39-b - Anderson

That the National Office subsidize their promotion expense up to \$25 to assure an aggressive campaign.

Kushnick

M-39-c - Anderson

That these campaigns include one Section Meeting at which a National Officer will speak to assist in getting the ISA story over.

All Officers

M-39-d - Anderson

That the Sections & Membership Committee District Chairmen be requested to visit these sections immediately and to help in planning the membership campaign and in developing a compelling technical speakers program for the remaining meetings of the year.

Anderson

M-39-e - Anderson

That failing Section initiative in this program and failing to reverse the downward trend of membership, the Board may revoke the Charters of those sections having fewer than twenty-five members by June 30, 1956.

Sheen

(For the list of Sections referred

to in Motions 39-a to 39-e, inclusive, see paragraph 39 of MINUTES - Section Membership Promotion).

M-47 - Brombacher	That a Committee be appointed to outline a program for a Frontiers of Instrumentation booth at the 1956 Show and, after approval by the President, be empowered to put the program into action.	Sheen
M-48 - Anderson	That <u>nine</u> districts as proposed by Brand be adopted. (Please note again the list of Districts and Sections is attached to the MINUTES).	Sheen
M-49 - Brand	That the Board authorize the Executive Director to publish Section symposia papers of wide coverage for distribution to those in attendance, reserving thereby the exclusive right of publication by ISA.	Kushnick
M-50 - Brand	(As amended) - That the ISA Journal be sent free for one year to engineering colleges in the United States and Canada, after which time the group subscription rate of \$2.50 will apply.	Kushnick
M-53 - Vollbrecht	That in principle a clinic for Section Program Chairmen be set up and that Fortney work up the details.	Fortney
M-54 - Pond	That a standing committee be formed on Exhibit space allocation, all members of which shall be non-exhibitors and the Chairman to be selected from the area of the Exhibit location. The committee shall report to the Vice President in charge of the Operations Division.	Fortney and Vollbrecht

M-55 - Vollbrecht	That a Rules Committee for Exhibits be made a standing committee, reporting to the Vice President in charge of the Operations Division, consisting of two exhibitors and three non-exhibitors.	Fortney
M-56 - Pond	That the President appoint Brand to head a special committee consisting of the Chairmen of the Intersociety Relations, Meetings, and Technical Division Steering Committee to make recommendations on policy governing ISA relations with other societies and on the functions of each of the ISA committees concerned.	Sheen and Brand
M-59 - Anderson	That a Section Charter be given Ashtabula, Ohio.	Kushnick
M-62 - Pond	That no cooperating societies be routinely invited to the 1956 Annual Meeting until it is determined whether they seriously wish to cooperate.	Kushnick
M-64 - Anderson	That the Board approve the statement on Education prepared by the Education Committee. (Please note again that a copy of this statement is attached to the MINUTES.)	Kushnick and Anderson
M-65 - Brombacher	That the Board approve the Public Relations program and refer it for study and action to the Public Relations Committee and to other committees concerned. (Please note again that a copy of this statement is attached to the MINUTES).	Kushnick
M-74 - Vollbrecht	That Executive Director Kushnick be commended for his fine control of Society expenditures.	Kushnick

OTHER ASSIGNMENTS

(Numbers refer to paragraphs written in MINUTES)

- | | | |
|--------|---|----------------|
| A - 18 | President to urge the Society Structure & Planning Committee to report by the end of February on rules for Student Sections. | Sheen |
| A - 19 | President to request recommendations from Pond on our future policy on NTC cooperation. | Sheen and Pond |
| A - 63 | T.W. Waldrop's attention is to be called to M-20, 9/15/55 requesting the plans of his committee for a membership drive at the Annual Meeting in New York. | Anderson |
| A - 66 | Speakers Committee to be set up to meet the needs outlined in Kushnick's memo to Sheen, dated October 24, 1955, in connection with help to be given to new and small Sections in selecting and securing speakers on technical subjects. | Pond |
| A - 70 | To develop a plan to bring relationship to Florida Symposium under jurisdiction of the Technical Division. | Sheen and Pond |
| A - 71 | Brand to prepare criteria and details in connection with Charles Hansen Award for consideration of Honors and Awards Committee. | Brand |
| A - 72 | To work out the question of the prices to new members of the recommended practices issued prior to their joining and to others, particularly R.P. 1.6. | Percy Kushnick |
| A - 76 | To develop a policy on the Chicago Section's desire to hold a nationally sponsored symposium on Methods of Instrument Analysis. | Pond |