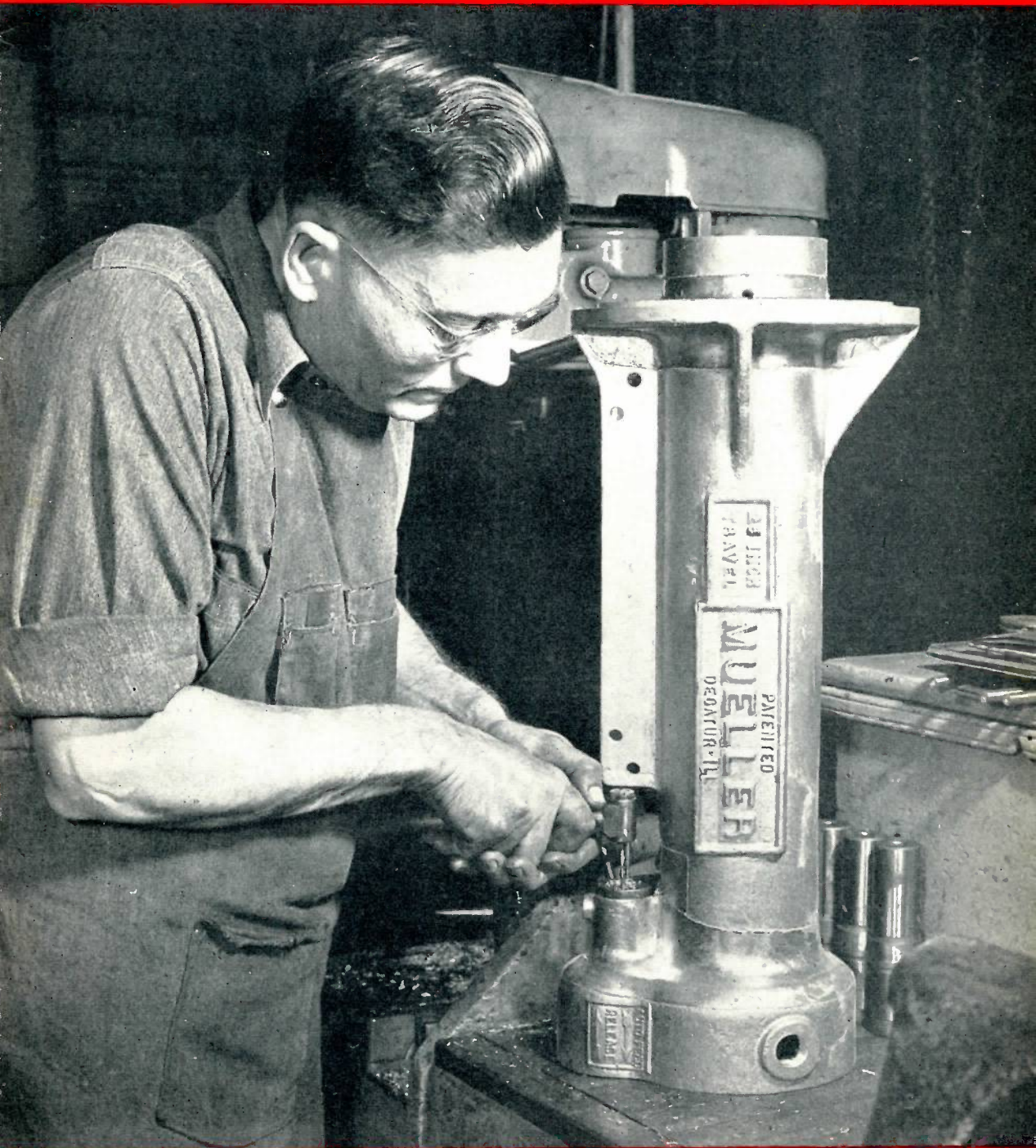


# MUELLER RECORD



## Management Notes

### Why a General Office?

By *Albert G. Webber, Jr.*  
*President, Mueller Co.*

The first article about the General Office dealt mainly with sales orders, because naturally, without such orders the need for a general office—or a factory—would disappear.

The people who work on these orders have every right to expect their pay on time and in the correct amount. This is taken care of by the Pay Roll Department which must make up the pay rolls, write all pay-checks and have them ready for distribution on pay day. All of this is not a simple task, and requires a very large number of computations which must be absolutely accurate.

In order to keep plant operations going, the Purchasing Department must provide facilities to buy anything from a box of paper clips to a car-load of brass ingot. They have the responsibility of requiring that materials and supplies meet specifications and are delivered on schedule.

Payment for purchases involves much detail. This falls to the Accounts Payable Department. Invoices from suppliers must be carefully audited and checked to establish that the goods have been received; that quantities and prices are in accordance with the purchase order; and in general, that all terms of purchase have been complied with. Some of this data is furnished by the Purchasing Department, and when everything is in order, a check is issued to pay the account.

The cost of manufacturing our goods is in a more fluid state than may be realized generally, and involves more factors than can be treated here. The Cost Department has a never ending job in keeping abreast of such matters, at all times.

These activities and problems come to



A. G. Webber, Jr.

a focus and are correlated in the General Accounting Department. It is not enough to simply have a pay roll, or a record of accounts receivable, or a record of accounts payable, or a cash book. Matters such as these, together with many others must all be combined in a complete and all-inclusive system of bookkeeping.

A considerable portion of the statistical data mentioned in this and in the preceding article funnels through the Tabulating Department. The end product of the punched cards and intricate machinery is a series of reports and other statistics on many phases of the business. The amount of information that can be compressed, so to speak, into these cards, and then drawn off as needed is really impressive.

Then we have a Budget Department, because all plants operate on an annual budget. If it is advisable or necessary for a householder to operate on a budget, it is even more so in case of a business. Each year, a Budget is set at the be-

(Continued on page 15)

## MUELLER RECORD

August, 1950  No. 158

HERMAN E. JACKSON, Editor

Published in the Interests of  
Employees of the

### MUELLER CO.

PLUMBING, WATER AND GAS PRODUCTS

#### FACTORIES

DECATUR, ILL.      LOS ANGELES, CALIF.  
SARNIA, ONT.      CHATTANOOGA, TENN.

#### BRANCHES

NEW YORK CITY      SAN FRANCISCO

#### TRADE MARK

**MUELLER**

Reg. U. S. Pat. Off.

**COVER:** Clarence C. Reidelberger, Department 70, Specialties division, is shown here assembling a Mueller "C-C" Drilling Machine. He has been with the Mueller Co. a little over twenty-five years.



View of the Stationery department. Note addressograph machines in operation. Here is where the MUELLER RECORD is mailed out.

## PAPER WORK is their business

Every growing business has paper work. Endless amounts of records, ledgers, and reports must be kept. But these are necessary if the business is to succeed. This month we feature a de-

partment whose business IS paper work. The Printing and Stationery department of the main office in Decatur. Here is a group whose work affects each worker in each of our plants. For from this busy division come nearly all the printed forms and other stationery that he uses.

Pay envelopes, time sheets, box tags, instruction cards, labels—all are printed in this department. There are two presses, a large assortment of type and accessories, a paper cutting machine, punch, and a padding table in the printing section. Countless bulletins, notices, job bid sheets, and so on are produced on the mimeograph and ditto machines.

This department, under the capable supervision of Miss Opal Jackson, produces an enormous amount of printed forms for your work. A count was made, and the figures reached astronomical proportions. The workers, themselves,



Opal Jackson (at left), in charge of all departmental activities, is shown reading a proof.



Mae Sencenbaugh is seen operating the Ditto duplicator. This is but one of her many duties.



Ruth Greene is running off a mimeographed bulletin for the main office.

were surprised when shown the tabulations. There were 1,607,000 forms printed in 1949. Another 110,000 sheets were run off on the ditto duplicating machine. The mimeograph accounted for an additional 293,000 sheets. To print all this

(just one year's work) 11,515 pounds of paper were required. One may see that here is "big business," only on a slightly smaller scale.

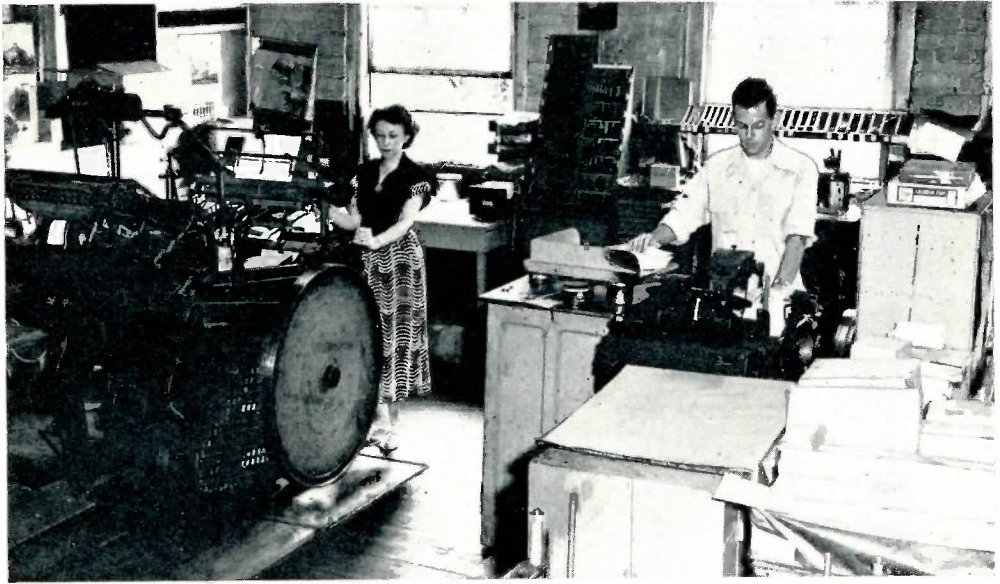
Not the least important of the many duties performed is the mailing of the MUELLER RECORD to our large list of customers. Envelopes are first addressed and then grouped by states and cities. This work requires a week. When our printer delivers the first load of RECORDS, everything else is dropped. The magazines are stuffed into the envelopes. Next they are tied in bundles which usually contain all those magazines going to the same city. These are then put into mail bags and trucked to the post office. It ordinarily takes a week to mail out the MUELLER RECORD.

Here, too, are found the addressograph plates—some forty thousand of them. These are used in addressing the envelopes for mailing the MUELLER RECORD, price sheets, catalogs, and other notices to all our good customers.

Another side line, but by no means a small one, is the stocking of hundreds of stationery items. Pencils, erasers, ink, stamp pads, rubber bands, and many



Here is the printing team. John Dennis (left) prepares to plane a form while Evelyn Thompson (right) looks on.



View of Printing department. Press on left is a Kluge Automatic. Chandler & Price hand-fed job press on right.

other articles essential to the running of an efficient factory.

The matter of space is an important one in this department. The stock room is filled with rows of cabinets. Each one has shelves, and these are filled with printed forms ready for immediate delivery to any department or plant needing them. Yet there is scarcely enough room to hold all the items which must be stocked.

Paper storage is another problem. Paper is bought in large quantities for much of it is used. One entire wall is lined with bins where dozens and dozens of reams of paper are neatly stacked. Above the bins many cartons and boxes of envelopes and tags are stacked ceiling high.

All catalogs are mailed from this department, and so they are stored here for convenience. These, too, are ordered in large quantities since we have many inquiries for them. What to do with so many of them is a continuing problem, for many new products are being developed. Each of them must be suitably featured in a catalog or brochure.

Most all the items ordered by our branch factories are wrapped up and

prepared for shipment in this department. On some days this place is a veritable bee hive of activity.

Here is one spot where there is considerable variety in the day to day tasks; where, to quote Miss Jackson: "There is never a dull moment."



Marjorie Hess is wrapping up a catalog for shipment. She also takes dictation, and fills stationery orders.



Mary Wyatt of the Standards department, was guest of honor at a shower held May 31 in the cafeteria. She was married on April 22 to Grover Shonkwiler.



The CANTEENS are popular spots these warm days. Here, enjoying a coke during lunch hour, are R. Fleckenstein, Gus Edwards, and Elmer Blaylock.

# The Handy Handbox

One sees hand boxes everywhere—in racks, in stacks, speeding by on the goat—in every department. On the metal ends we see stamped the words:

MUELLER

Pat. Jan. 23, 1912

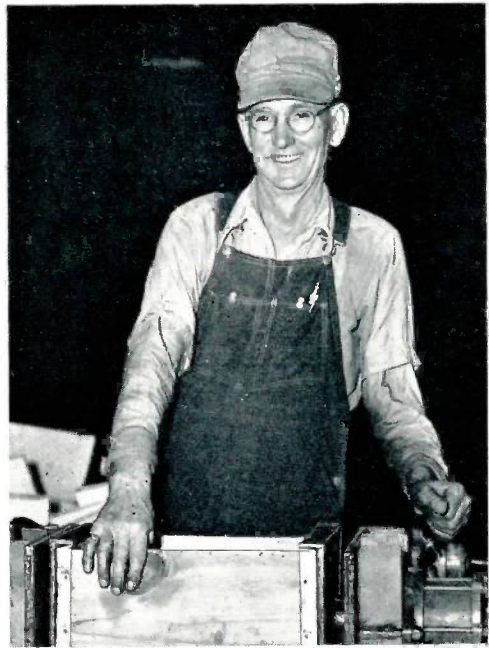
This stirred up our curiosity, and upon looking up the records in the Engineering department, we found that Philip Mueller, one of the six sons of our founder, was granted Patent No. 1,015,454. It was titled "Box Construction"; and six claims were filed.

We presumed that the boxes were made in the Decatur plant, and upon inquiry learned that they were then assembling some new ones in "Old Seven"—the maintenance department. They seem simply constructed upon first glance. Actually there are eighteen separate operations required in the making of one box.

The ends are blanked out from 16-gauge black sheet steel. Then the corners are cut out. Next, the rivet holes are punched. In the next operation, lugs are punched and formed at the same time. Two steps are necessary to punch the handle lug hole and form the lug. The final punching operation bends the four sides down and stamps the lettering. After this the end pieces are taken to Plant 2 for galvanizing.

The galvanized ends are returned to Plant 1, where under the supervision of Ernest Garver, foreman of Maintenance, the boxes are assembled. The sides and bottom are cut to size from pine lumber. These three pieces are assembled into the two end pieces and the box is clamped in a pneumatic vise. In this position the holes are drilled through the wood. Sixteen rivets are inserted into the holes from the inside of the box. The box is then removed and placed on an anvil-like form where the heads are put on the rivets with a pneumatic hammer.

About fifty-five boxes can be made in a day's time. These sturdy boxes will take quite a beating before wearing out. But as the workman who made them observed, "They would last a lot longer if the fellows in the plant didn't throw the empty ones around so much."



Upper photo

Wib Workman has just placed the assembled box in the pneumatic vise. It is now ready for drilling.

Lower photo

Here we see Jewell Smothers heading rivets with an air hammer.



# CREDIT UNION FACTS

Credit unions have come a long way over the years. In the early days the average individual thought that the credit union was organized by working people to loan money to other workers who were always in debt. When the debts grew so big and the risk became so poor that a bank would not loan him money, then the credit union would take the gamble. That it was a way to save money never entered his head. Today men and women realize that the credit union is more than just a place to borrow money.

With so many new people being added to our Mueller family, it seemed appropriate to give a little space to an outline of credit union benefits. So we went over to the credit union office in the gym-cafeteria building and interviewed Mrs. Grace Glenn. She is the pleasant, capable office secretary who serves you.

We learned that first, the credit union is a sound plan of systematic saving. The amount you agree upon is deducted from your pay check and added to your account. You cannot spend it foolishly because it is taken out before you receive your wages. It is surprising how quickly deposits mount with planned saving.

Second, it gives you an opportunity when necessary to borrow money for worthwhile purposes. There are no excessive interest charges. No loan shark tactics are used. The interest on your loan is one per cent a month on your unpaid balance. On all over \$1,000.00 it is one-half of one per cent. No co-signer is required on sums under \$50.00. Over that either collateral or a co-signer is needed.

Of course, if you need money you can draw it out just as in any savings bank. But many prefer to leave the money in to draw dividends and borrow the amount on a loan. We have many borrowers who use the money to make cash purchases of radios, refrigerators, and the like thus eliminating the carrying charges of installment buying.

Third, all savings draw interest. Last year the Mueller Employees Credit Union paid 3% dividends. Few banks pay that

much. Postal savings average 2%. If you plan to save something, you might just as well get a good return on your investment.

Fourth, your credit union gives you insurance protection. All the money you save before you are fifty-five is insured 100%. If you die, the amount you saved plus an equal amount is paid to your beneficiary. This insurance covers all amounts up to \$1,000.00. After you reach fifty-five the money you then save is then insured for only 75%. Every loan is insured, too. If the borrower should die before the loan is repaid the insurance company pays the balance.

One good feature is that the credit union is run entirely by your co-workers—people you know and trust, and whom you select to manage the business. All records and operations are rigidly checked by state bank examiners, and those who handle your money are heavily bonded.

Office hours are 7:30 A. M. to 12:30 P. M. and 1:00 P. M. to 4:30 P. M. If you are not now a member why not sign up? It will be a start toward financial independence.



Mrs. Grace Glenn, the lady who makes those nice, fat dividend entries in your pass book. Here she stops her bookkeeping long enough to have her picture taken for the RECORD.



# Decatur

## Record Editor Resigns

Mr. Gene J. Kuhn, former editor of the MUELLER RECORD, resigned June first to accept the post of City Editor of the Champaign-Urbana Courier. Coming from Olathe, Kansas, Mr. Kuhn had been with us since April 1947. He made a host of friends while with us, and got out a fine paper. He was a member of the famous "49 Club" which is composed of Mueller salesmen and key personnel. Gene began in newspaper work upon his graduation from the University of Kansas. When he left us, it was to return to the thing that he loved best—a newspaper. We wish him all success in his new work.

## Hole-in-One Club

The dream of every golfer is to make a hole-in-one. June first Walter Bowan, of the Engineering department, was fortunate enough to do it. He, in company with Elmer Fawley, Marshall Hobbs, and Anthony Grossman, was playing at the Scovill golf course. When the group reached the eighth hole, which is one hundred and twenty-five yards long, Walter took out his number five iron, swung, and sent the ball in a beautiful arc right onto the green and into the cup. Walter told us that this was, unfortunately, one of his bad days and he did not win the foursome. Anthony Grossman came out ahead with a ninety-five—lowest score of the group.

## Almost Made It Again

The children of Floyd (Curly) Walton have annually achieved distinction by being neither tardy nor absent during the school year. They almost made it this year but Jeanine, the youngest child in school, was home three days because of illness. The five others who were in school had perfect records. Jeanine, Kenneth, and June are in the grades. Kathleen is in junior high, while Winona is in senior high. Harold is a freshman at Millikin. Floyd is a machine molder in the Plant 1 foundry.

## Boy Scout in Valley Forge

Fred Cox of Troop 2, the Mueller Co. Scout troop, went to the Second National Jamboree of Boy Scouts as a delegate from our troop. The Scouts collected paper to raise the funds to pay the cost of the trip. Fred left for Valley Forge, Pennsylvania, with the Lincoln Trails Council unit on June 26 and returned on July 9. He saw a lot of wonderful things. Said he was close enough to President Truman to touch him. But the thing that gladdened the hearts of all of us was his statement about the cooking. "They elected me cook in my patrol," he said. "No one else in the group could cook. That proves one thing: You really learn to cook in Troop 2."

While this was THE camping experience of the summer for Fred, eight other Scouts in the troop went to Camp Robert Faries for a week of camping. Several advanced a rank while there.

William Coleman, Louis Harshbarger, and Eugene Hutson are the newest recruits to join Troop 2. Welcome, boys!

Jeane Otis Falk, File clerk, and Marilyn Davis Nelson, Order writer, were honored with a joint bridal shower July 6 in Mueller cafeteria.

Jeane was married June 10 in Westminster Presbyterian church to Donald B. Falk, while Marilyn became the bride of Garth Nelson the following day in Zion chapel church in Boody. Both weddings were attended by a number of Mueller people.

Hostesses at the shower, attended by some thirty-five women of the organization, were Imogene Sobotka, Gertrude Hedges, Jane Cranston, Shirley Spitzer, Mildred Shannon, Wilma Knorr, Bonnie Craig, Henrietta Phillips, Barbara Vaughn, Lucille Turner. A door prize was won by Evelyn Hindman.

Elizabeth Tolladay who is our very capable switchboard operator spent her vacation in Chicago and St. Louis visiting her two daughters.

## BIRTHS

Charles W. Cribbs of the Shipping department is the proud father of a boy. The baby, named William Archie Cribbs, was born the morning of July 14, and weighed seven pounds and eleven and one-half ounces. Congratulations, Charles!



"But sleep stole on as sleep will do  
When hearts are light and hope is  
new." From "Snow Bound"

The little sleepy head pictured above is Pamela Marie Monska, daughter of Mr. and Mrs. Paul Monska. She was born May 26. She has two older brothers who are nine and five. The proud father works in the Foundry at Plant 1.

Carl Wilhelm, of Department 90, and Mrs. Wilhelm announce the birth on July 9 of a daughter. Her name is Teresa Lyn and she was born at St. Mary's hospital.

\* \* \*

Ethel Thomason spent her vacation in Colorado. On one trip she visited a Methodist Mission in an Indian village. She went inside the building and was delightfully surprised by the beautiful carvings which decorated the interior. The Indian children had made many of them. But the finest were those made by the adult Indians. A great many hours of painstaking work was spent in making these carvings for their church.

Every now and then someone has a vacation that develops into an unforgettable experience. Such was the case with Otto Dannewitz of Department Eight. He and his wife went east this summer. They were on a bus, and were entering the western section of West Virginia when the flash flood that struck West Union on June 25 got out of hand. Otto tells us that in going through Lenore the bus went through water anywhere from eight inches to several feet deep. No one really felt safe. At midnight they were marooned on high ground in Pennsboro to the west of West Union. Another bus was forced to stop there, and the B. & O. train was stranded in this town. Sleep was next to impossible, but after nine hours the bus was able to resume travel and all were greatly relieved.

\* \* \*

## West Coast Visitor

Cecil Foltz, of the Engineering department in Los Angeles, stopped over for a few days visit with friends. He, with his wife and daughter, came east by train. Their destination was Detroit where they picked up an Oldsmobile Rocket 88. They came through Decatur on the way back. Mr. Foltz worked in the Engineering department at Decatur prior to 1933. He went to the west coast when the Mueller plant in Los Angeles was built.

\* \* \*

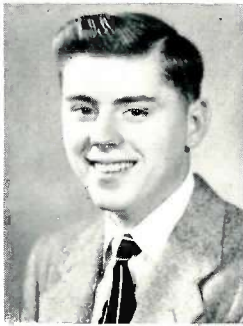
Kathryn Kinert, plant nurse, accompanied by her husband, went to northern Wisconsin on her June vacation. They spent considerable time near Chippewa Falls in fishing. She reported a very enjoyable trip.

\* \* \*

Our feminine bowling enthusiast, Aline Moore, resigned July 5. She plans to go to California to live. Miss Moore was with the Mueller organization fourteen years, worked in the main office, and at the time she left was in the Accounting department. Most MUELLER RECORD readers saw her picture in the June issue. She was a member of our team in the Ladies Minor League, and had bowled with this group for three years. Aline was a wonderful person, and we are sorry that she left us.

Evelyn Hindman, stenographer for A. O. Yonker of the Sales department, left us on July 21. She was a very capable stenographer and we are sorry to see her go. She has been with us four years. The Tool Room Office lost a good worker on the same day. Marva Moore, secretary to R. K. Duncan, resigned. She began work at Plant 3 during the war. She ran a machine at first, and later became an inspector. She was very good at this, and when Plant 3 was closed down, she was placed in the gauge room at Plant 1. From here she went to a drafting board in the tool room, eventually working up to the position of secretary.

\* \* \*



The accompanying photo is that of Robert Kileen, son of R. C. Kileen, assistant purchasing agent. Robert was graduated from Decatur High School last June. We think an apology is due him, but do not know how to go about it. When we took over as editor, the picture turned up on our desk, but we are at a loss to explain how it failed to get into the June issue along with the other graduate photos. When school opens he will enter the University of Illinois where he will major in Accounting in the school of Business Administration.

\* \* \*

### Anyone Lose a Cook Book?

Someone recently asked us about an old cook book that had been loaned to the MUELLER RECORD for an article on the Mueller folding bath tub. We have found the book, but cannot recall who it was. If this person will call at the RECORD office we will be happy to return it.

### Want to Help Us?

The MUELLER RECORD is your magazine. We mean the Inside Record that goes to all our employees. We want to feature special departments and processes as we get around to them. But the big thing we want to do is print the doings of all you Muellerites and show pictures of you and your activities.

To do this calls for a little cooperation. Your new editor cannot be in all places at all times. Neither is he a mind reader. So when something happens: a wedding, a new baby, a special trip somewhere—let us know. Are you building your own house? Have you any hobbies that are interesting to others? Raise any king-size tomatoes? It is hard to find out about these things unless you tell us.

When you come across something interesting or unusual about yourself or a fellow worker, write out the details and send to us. If you have clear photographs perhaps we can use these, too. Just put in an envelope, and mark "Mueller Record" on it. Drop in the company mail and we will get it.

For you folks working in Sarnia, Los Angeles, or Chattanooga, turn in your contributions to your correspondent. We are in frequent contact with them, and we are glad to get anything that you hand them. We really want to print more about the branches, but cannot do so if you do not supply your correspondent with the news and the pictures.

### JEST IN FUN

Money doesn't always bring happiness. A man with ten million dollars is no happier than a man with nine million dollars.

\* \* \*

The two men had not met for years. "And is your wife still as pretty as she used to be?" asked the first.

"Oh, yes," replied the second, "but it takes her much longer."

\* \* \*

If a buttercup is yellow—what color is a hiccup? . . . Purple.

\* \* \*

A young theologian named Fiddle Refused to accept his degree, For, said he, it's enough to be Fiddle without being Fiddle D. D.

# Chattanooga

Marcella Lykins, Correspondent

## Recent Weddings

Miss Grace Critchfield and Curtis Lee Bartlett of Apison, Tennessee, were married recently at the Apison Baptist Church. Miss Critchfield wore an informal ankle length wedding dress. She was given in marriage by her brother, Joe Critchfield, and the bridegroom's sister, Miss Jimmie Bartlett, was maid of honor, with Mrs. J. O. Lassiter and Miss Ruby Thurman acting as bridesmaids. Charles Seaymore of Detroit, Mich., served as best man to the bridegroom. After a wedding trip to Daytona Beach, Florida, the couple is residing in Apison, Tennessee. Curtis is employed in our Machine Shop.



The smiling couple shown above is Mildred White of the Payroll department and Ralph White. They were married July 1 at the First Cumberland Presbyterian Church.

Congratulations are in order for two of our other men in the Machine Shop.

Patsy Morton of Rossville, Georgia, and Harold Prescott of Chattanooga Valley, Tennessee, were married recently.

Jane Sutton of Chattanooga and Robert Bush of Chattanooga also chose June as the month for their wedding.

Both Harold and Robert are employed in our Machine Shop.

We want to introduce our new voice on the switchboard. Marie DeArmond, our former switchboard operator and receptionist, left us to become a housewife and DeAlva Goddard has taken up these duties. We wish to extend to her a sincere welcome.

We have had several visitors from the Decatur Plant recently — Mr. and Mrs. Floyd Walton and children; Mr. and Mrs. Allen Ridgeway and Mr. and Mrs. Richard Dannewitz and Gene Dannewitz. More recent visitors were Mr. Hugh Baker, L. W. Woodson, Ray Roarick and F. R. SeEVERS.

We wish to extend our congratulations to Mr. and Mrs. Ben F. Long on the birth of a daughter, Marilyn Victoria, born June 25th. Ben is employed in our Assembly department.

Congratulations to Mr. and Mrs. Hugh White who celebrated their 25th wedding anniversary recently. Mr. White is employed in our Maintenance department.

We are glad to have Marilyn Davis of the Sales department back with us after several weeks of illness. Elizabeth Gardner, a former employee, is back with us again in the Sales department. We are very glad to have Ione Mulkey with us for a while.

Some of our fellows who are on the sick list now are Claude Hawthorne and Charles Turner of the Machine Shop, and Arch Guth of the Cost department. We certainly miss you fellows, and hope that you'll be back with us soon.

Mr. and Mrs. Walter Coventry and Johnnie vacationed recently in Washington, D. C., and Virginia. Mr. Coventry said they had a wonderful time.

# Sarnia, Ontario

Almeda Reeve, Correspondent



A. F. Hutchingame

We are glad to welcome A. F. (Art) Hutchingame to our midst. As of the 1st of August he will be located in Montreal covering the Plumbing Jobber Accounts. Before coming with us he was with the W. H. Cunningham & Hill Company of Toronto for eleven years, two years as manager of the Montreal Branch. He also served three years in the Army with an Overseas record of thirty-one months. Art is interested in all sports, particularly golf. He is married and has a family of two girls and one boy.

On June 12, Herbert George Harris passed away after a brief illness. Since 1946, Herbert had been a faithful employee in our Brass Foundry. To his family we extend our sincere sympathy. We also wish to extend our sympathy to Ralph Turnbull of the Brass Shop and William Turnbull of the Assembling Department in the death of their father; Doris McLaughlin of the Payroll De-

partment and Alfred Kemp of the Core Room in the death of their mother; Norman Gilbert of the polishing and buffing department in the sudden passing of his mother, who died while on a visit to England.

Bob Bannister of the Time Study Department is the proud father of a baby boy, Paul Douglas, born May 22.

Dennis Tilley, First Aid Attendant, recently passed his examinations in Toronto for Male Nurses.

We wish a speedy recovery to Claude (Curly) Chappell of the Brass Shop on his recent operation and also to Jim Keys of the Iron & Steel Department who is confined to his home because of illness.

Alfred Nelson and Thomas Brydges have recently returned after their illnesses.

All the clanging and banging you hear is the Maintenance staff installing the new heating unit. Ironically, the hottest day of the year was chosen for testing the new equipment. We think enough heat was generated to last the whole winter.

There has been a lot of talk concerning the change-over which has been underway for some time. Since we don't know what there is to be converted around here, with all this talk of 25-cycle and 60-cycle, it must be something to do with these machine contraptions you see down the street.

We hope Almeda Reeve of the Accounting Department is enjoying her vacation. Almeda is motoring through the Northern States and the Canadian West.

The main topic these days is the vacation period. The plant and office of Mueller, Limited closed for the summer vacation period from Monday, July 24 to Friday, August 4 inclusive. Monday, August 7, being a Civic Holiday the plant did not re-open until August 8. We hope the employees who worked during this period did not feel too bad when they thought of us on our holidays.

# Los Angeles

William Baker, Correspondent

## Isaac Walton League

A bunch of the boys were whooping it up one recent morning, off Catalina Island, in pursuit of the tasty white sea bass. The hours wore on and after many hookups and misses, they untangled their lines, weighed anchor and headed home. When the final score was tallied, the results were as follows:

Paul and Warren Packer, along with Bill Stach, had no luck. Chuck Musmecci took three, Bill Michl, Fred Dunn and Lloyd Sutton took two each, Paul Calio and Ben Price each took one and Cy Wolfe took — er, well Cy got one too.

Of course, on all boats, there is a little game the boys play, wherein he who catches the most fish in one piece takes possession of a sum of money called the "jackpot." Oddly enough, from reports received here, the skipper of the boat stole the show with a 28 pounder but was disqualified on a technicality. It seems he was tutoring Mr. Wolfe on the art of landing the wily fish when he got a strike and passed the pole to Cy. You guessed it, this fish turned out to be the prize winner.

The menfolk haven't a corner on the fishing sport. Paymistress Orphia Borz took two luscious Albacore averaging 22 pounds each, on a recent trip. Of course, husband George took four but we won't discuss that.

\* \* \*

## Vacation Anticipation

For most of us, the experience has just passed, but it is a safe bet that many of us followed the same usual procedure. The day finally arrives when we gather our gear, overload the car, stuff the wife and kids in, and head for hills. We put up with car trouble, traffic and heat to reach a favored spot. Upon reaching our destination, we are immediately pounced upon by forty-seven thousand diabolical insects of the forest that have been starving themselves all winter in anticipation

of our visit. We eat sand and leaves along with the hash, toss all night on a hard cot, breathe smoke from the campfire and coat our weary little bodies with dust from the trail and scent of the trout. To the uninitiated, this sounds akin to Medieval torture—but we love it.

Several have taken their vacations, as of early July. Bill and Alice English took an extended tour through Phoenix, El Paso and New Orleans to Florida. Spending ten days fishing, swimming and visiting the Everglades they took off for Arkansas to visit relatives. Of course a stop at Reno was in order, those lights and malt shops are fascinating.

\* \* \*

Leonard Johnson and Claude Beckham each took a trip to Oklahoma. In fact, 'Beck' called Lacy Mayfield from there and didn't reverse the charges.

Bob Hamlin and family spent a week at Sunset Beach just taking it easy.

\* \* \*

'Happy' Killee took his wife and daughter to the Grand Canyon and returned by Bryce and Zion National Parks. They had a good time in spite of timing gear trouble.

\* \* \*

Herman Dash and family motored to central Illinois where they enjoyed a stay with their folks. As this was the first visit in four years, there were many acquaintances to renew. Herman cannot report on any side trips due to driving fatigue. To save time, he drove straight back and wound up with a numb right leg. Better install a hand throttle on the dashboard Herman.

\* \* \*

Cecil Foltz and his family trained east where they visited relatives in Decatur and Detroit. Several points of interest in the eastern states were covered including Lansing, Michigan. The latter city happened to be the birthplace of a certain brand new Olds 88 that Cec

picked up by pre-arrangement. By the way Cec, is a pilot's license required to operate that Rocket?

#### Extracurricular Activity

By a little digging here and there, it has come to light that some of our people are engaged in interesting and varied activities after working hours.

Hank Thomson, for example is co-manager of the El Monte Merchantes, a girl's softball team that led their league in the first half of the schedule.

Johnny Gonzales plays "doghouse" (bass viol) with Joe May's 16-piece band, on weekend engagements and one night stands.

Leo Gamas is an active member of a

motorcycle club, participating in hill climbs, hare and hounds, and drag races, with his full house B.S.A.

#### Birthdays

Congratulations are extended to the following:

August—Ben Piott, Floyd Sutton, Marshall Cook, Bill Young, Thomas Felde, Bill Cosman, Cyril Wolfe Jr., Clinton Stewart, Hal Murray, Eulayla Pre-wett.

September—Paul Caho, Sheldon Haden, Larry Fantuzzi, Ralph Hall, Anna Green, Hazel Rice, Jack Tomlinson, Kay Worley, John Cybulski, Ray Ballesteros, Ed Vogel, Warren Wunderlich, Bill Michl, Bill Jacob.

## Management Notes

(Continued)

ginning of the year and the Budget Department is in daily contact with it thereafter. Anyone who has a personal budget should understand the duties and responsibilities of the Budget Department.

The Internal Audit Department is continually testing and checking the accuracy of all clerical operations. It should be understood that Internal Auditing is necessary for the same reason that lead pencils have erasers. Auditing should not be misconstrued as implying a lack of integrity on the part of anyone. It is simply an inspection of the finished product.

The General Office takes care of miscellaneous activities, such as Taxes, Insurance, Retirement Trust, Public Contacts and the like.

The subject of Taxes would easily make a complete article. For the purpose of this one, it is sufficient to say that we must deal with all Federal Taxes and Local Taxes; including many taxes in States where our other plants are located, or where we do business. It all adds up to an exacting and time consuming activity.

Insurance is an important item requiring constant care and attention. All the customary and conventional risks are covered, with the result that the daily application of coverage is a con-

tinual process and the subject of negotiation and conferences.

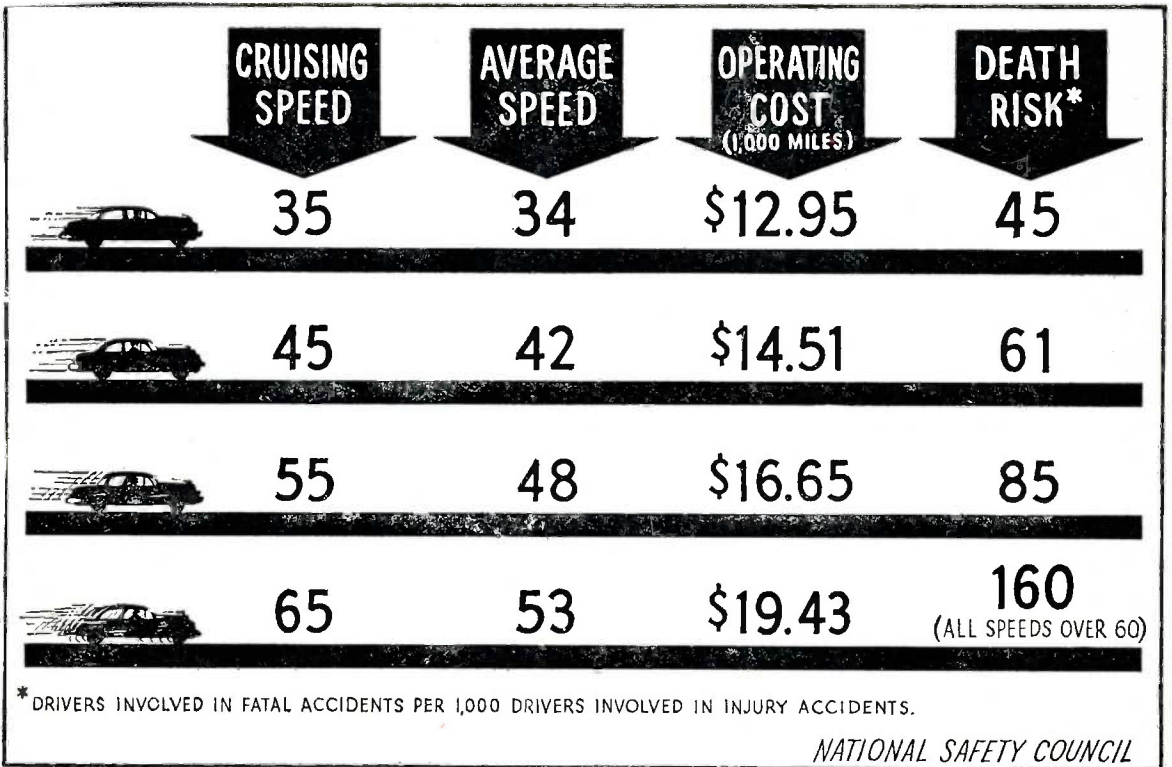
The proper administration of the Retirement Trust requires service. It involves the handling and processing of retirements, meeting the cost of benefit payments, as well as other matters that come up from time to time.

Public contacts cover a variety of topics outside the scope of the usual business routine. Anything is apt to come up; perhaps a complaint that someone's car is blocking a driveway or a chance to buy an entire business; or a request to answer a Government Questionnaire. The aggregate of such matters is surprisingly large.

Finally, the Main Office is in continual contact with all other plants and divisions in our organization. While all of these maintain their own general offices and enjoy a large degree of independence, yet the Main Office here acts as a sort of clearing house, and in an advisory capacity.

All this adds up to the fact that each person in the general office has his individual job to perform. His duties and responsibilities are defined to the point where a job pattern can be drawn, the same as for production jobs in the factory. Lines of authority are set up, similar to those in the shop.

In the final analysis, the office and the shop supplement each other and are mutually dependent. Neither one could operate to advantage over any considerable period without the other.



## Mathematics Prove Folly of Fast Driving

**CRUISING SPEED** is never your average speed, especially if you drive fast, as shown by this chart from the National Safety Council based on actual road tests on rural Iowa highways. It proves how average speed lags behind as you step on the gas. Cost (only gas and oil were included) shoots up—and so does the risk of death. Here is a lesson in speed math-

ematics: At the 42 m.p.h. average you can go 20 miles in 29 minutes at little risk. Speed up 10 m.p.h. to the 48 average and the 20 miles takes 25 minutes, a gain of four minutes. But when you hit the very risky top speed of 65 for a 53 m.p.h. average you cover 20 miles in 23 minutes—a gain of only two minutes at almost twice the death risk!



**BE CAREFUL . . . !**

**the life you save may be your own!**

