

MUELLER RECORD



Management Notes

Why a General Office?

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

It is not uncommon for people in the shop to ask what the general office is for, and sometimes they inquire as to the duties of specific individuals in the main office.

The answer, in general terms, is to be found in the variety of our product and



A. G. Webber, Jr.

the volume of our sales. Even the smallest business has some record keeping and paper work that must be done. As sales increase and the product line grows, record keeping becomes both complex and voluminous. A moment's reflection will tell you that a lot of things happen between the time a brass ingot is unloaded and its final delivery, in the form of finished goods, to some good customer a thousand miles away. If it were not for what the Army calls "staff-work," our entire manufacturing process would be in a state of chaos, and could not continue.

To be somewhat more specific, the Sales Division is an important part of the General Office. We have a large number of outside salesmen covering their territories constantly. These activities are directed by the Sales Division. Our goods do not sell themselves and it is the unremitting effort of the sales force that keeps our plant in operation. Then too, our product line is highly competitive, so that there is a continual two-way stream of quotations, bids and other correspondence which originates and is handled in the Sales Division.

Another very important function of the Sales Division is to work in close cooperation with the factory in the matter of production. Figuratively speaking, the Sales Division buys the entire output of the factory. This means that they must work together to see that the right goods are produced in the right quantities and at the right time.

Thus, an order represents a lot of time and effort even before it gets into the Post Office. Incoming orders are of course handled by the Mailing Department which is also part of the General Office.

It would seem a relatively simple thing to give the customer what he orders in the shortest time possible. However, this is really a complicated process. As a rule each order is for different items with the result that at all times the factory is running a large number of orders for an even larger number of items over the same machines. If the order is filled from stock, the stock must be replenished. In order that each individual order will not get lost or side-tracked, it is necessary to have a system that can trace and locate each order at any time, even though, in

(Continued on page 15)

MUELLER RECORD

June, 1950



No. 157

GENE J. KUHN, 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

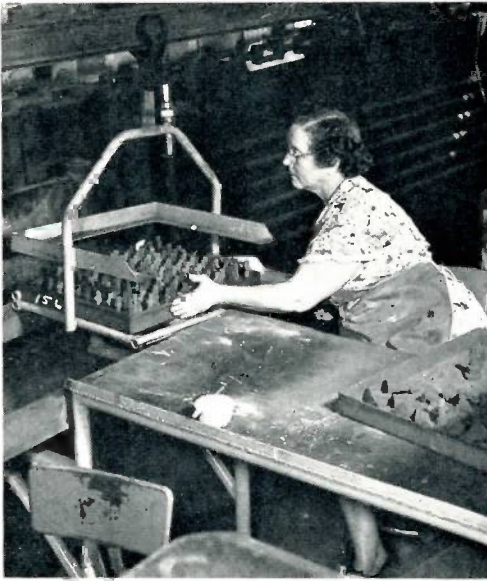
NEW YORK CITY SAN FRANCISCO

TRADE MARK

MUELLER

Reg. U. S. Pat. Off.

COVER: Joseph Crane, head galvanizer at plant No. 2, Decatur, is shown removing iron stop bodies from the galvanizing kettle. The bodies are first lowered in the kettle at the right for cleaning and pre-heating, and then transferred to the other kettle for a final dip into molten zinc, which is maintained at carefully controlled temperatures. Joe has been a Mueller Co. employee for the past four years.



Lois Harper, core cleaner and inspector, starts a pan of cores on their trip via conveyor to the brass foundry. Across the street, Earl Lewis, core storage handler, lifts off another newly arrived pan which is placed in storage until the cores are required in the foundry.

Conveyor Cuts Core Losses

Resembling a small ski lift, it provides dependable transportation along its 570-foot underground route.

DURING the past year of its operation, the conveyor system between the core room on the south side of Cerro Gordo street and core storage in the



Core storage provides a readily available supply of cores to meet the foundry demand.

foundry building on the north side has resulted in cutting core losses due to handling by an appreciable amount. At the same time it has considerably eased the task of delivering cores to their ultimate "consumers" in the brass foundry.

Formerly, the fragile cores were transported by hand trucks, and the jostling they received crossing the bricked street and the additional handling they required caused imperfections that made it necessary to discard a comparatively high percentage of them.

The out-moded hand truck has been supplanted by a conveyor which resembles a small ski lift. However, instead of ascending the heights, it circles the north side of the core room, dips into the passageway beneath Cerro Gordo street and emerges on the other side in the core storage room adjacent to the brass foundry.

It's a simple matter for the women employees at the cleaning and inspection benches to slide a tray of readied cores into the carrier as it moves slowly along on its trolley. A line connected to a

safety switch is within easy grasp, should it be necessary to stop the conveyor for any reason. The trip to core storage takes a little less than a half hour.

At core storage the pan is lifted off and placed on the storage shelves, according to the cores' type and size. From storage the cores go to the molders who place them in the molds.

Core storage serves as a bank from which the cores are drawn as they are required in the foundry. It serves as a holdover storage to equalize the difference between the core room's output and the jobs going through the foundry. At times there may be 25 or 30 different jobs in the foundry, all requiring cores. It would be impractical to adjust the output from the core room to those varying demands if it were not for the wide variety of cores carried in core storage.

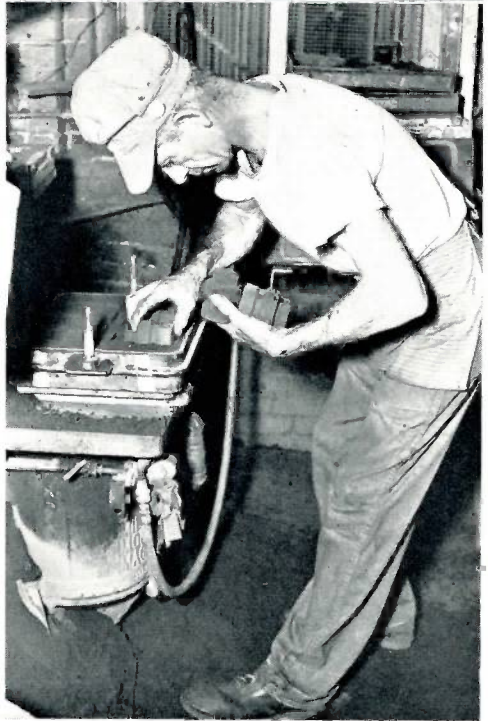
The cores are delivered to the molders in the foundry by the core storage clerk, who keeps a check on storage and maintains an inventory record of cores issued.

The conveyor system is 570 feet long. Since its speed, although variable, is kept at 10 feet a minute, each carrier therefore completes a round trip in 57 minutes. The conveyor has 60 carriers, each of which has a load limit of 200 pounds—far greater than the loads to which it is subjected in transporting cores.

Trolleys are spaced on the rail at 32-inch intervals between centers and the carriers have 128 inches between load centers.

The plant's maintenance department had the job of preparing the passageway beneath the street for the installation of the conveyor. This was a major operation in itself, for the core room's service lines—water, gas, air, steam and electrical conduits—reached the core room through the tunnel, which dates back about 30 years.

In most instances these lines had to be altered to clear the conveyor when it was installed. However, the heat duct for the foundry had to be re-routed. The foundry formerly was supplied by a bricked, underground heat duct, which was in the path of the conveyor route, and it was necessary to abandon this and install metal heat ducts for the foundry.



Carl Fleischauer, above, removes baked cores from the oven, while Floyd Walton, machine molder, is shown placing cores in a mold. The conveyor system expedites delivery between the core room and foundry.



Members of this Mueller women's team, which participated in the Sunset League, are: Virginia Benton, Betty Sy, Edna Johnston, Kathryn Kinert, and Louise Moore, the team captain.

Women's Teams In Second

Two company-sponsored teams competed in Sunset and Minor Ladies League during bowling season.

THE TWO Mueller Co. women's teams finished second in their respective leagues, the Sunset League and the Minor Ladies League. The past season marked the first time two company-sponsored women's teams competed in Decatur leagues. Increased interest in bowling led to the sponsorship of the teams.



Virginia Benton

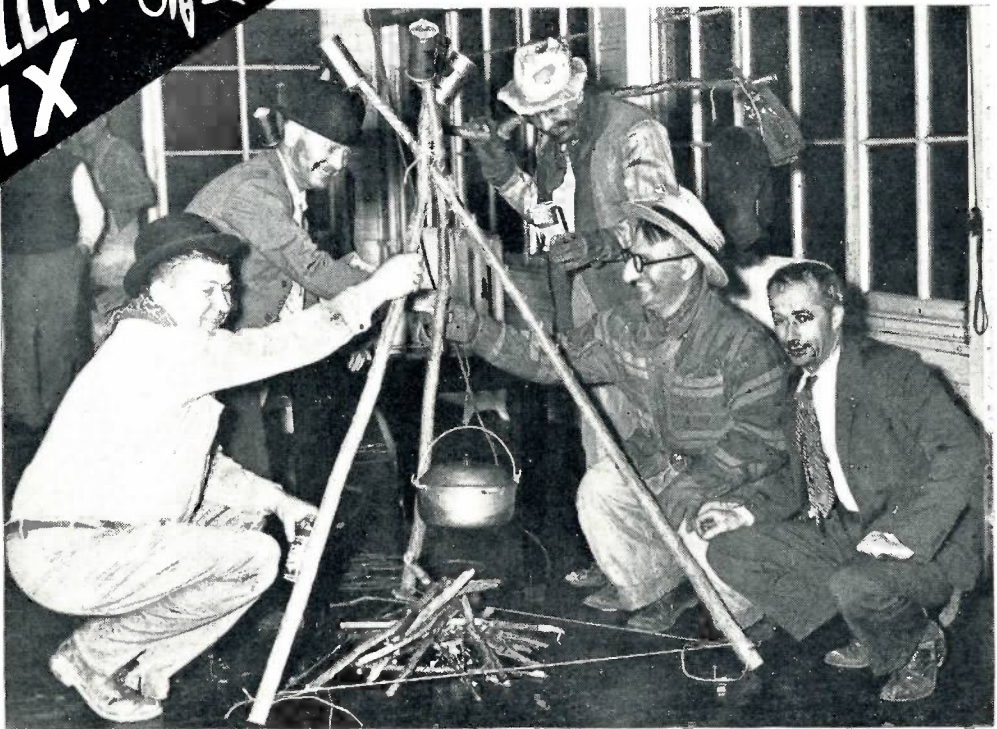
In both leagues the teams bowled a 99-game season, and each league had four teams competing.

Virginia Benton was first place winner in the sweepstakes event of the Sunset League, held May 4, and Louise

Moore, whose 140 average made her the team's high individual scorer, was third.



Members of this team, entered in the Ladies Minor League, are: Laura Hirsh, Ellen Jane Stevenson, Catherine Bauer, Aline Moore, Betty Walker, team captain, and Betty Sy.



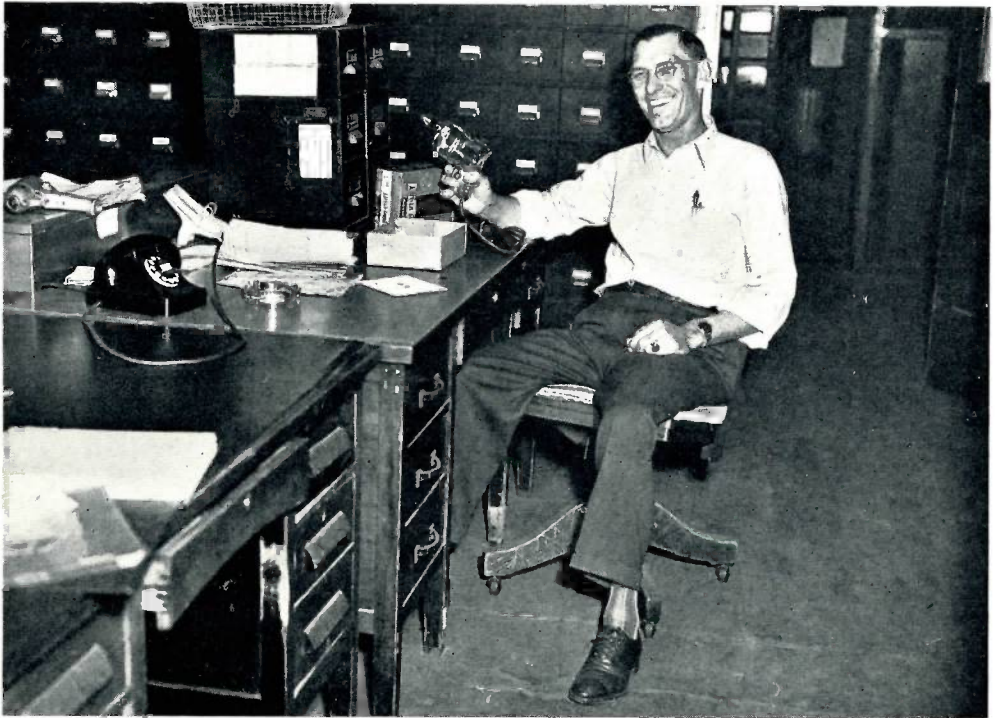
Appropriately garbed for the 4-X Club's hobo party held at Mueller Lodge April 12 are, left to right: Glen Hazen, Elwood Potts, H. B. (Heck) Whittington, Leo Wiant, and Cecil Coffin.



Clarence C. Roarick, factory manager, did the honors on behalf of tool room and tool engineering employees when Charles B. Friesner retired April 15 after seven years' service.



Elvis Musgraves and Paul Hawbaker, painters, usually take their jobs where they find them, but they recently found themselves considerably up in the air in the engineering department.



James A. (Barney) Morrison, master crib and tool order clerk, retired May 12 after more than 27 years of service with Mueller Co. Barney's farewell gift was an electric drill.



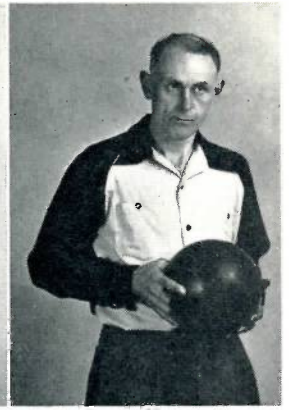
Robert Leake



Henry Stratman



Al Hill



Ben Taylor

Mueller Bowling League's Top Scorers

ED HARTWIG, Specialty Division, won high individual scoring honors in the Mueller Bowling League for the third consecutive year with an average of 184. Last year his average was 190, and the previous year it was 182. The bowlers shown on this page were among the high ten individual scorers for the season, which ended May 16. Robert Leake and Henry Stratman tied for second with averages of 180. Other averages: Al Hill, 178; Ben Taylor and Eddie Nalefski, 177; Jack Bain, 176; Anthony Grossman and Martin Riewski, 175; and Robert Salogga and Al Degand, 168.



Eddie Nalefski



Jack Bain



Anthony Grossman



Martin Riewski



Al Degand



Robert Salogga



Members of the Specialty Division team, which this year finished out front in the Mueller Bowling League, are, left to right: Al Degand, Charles Girard, Warren Frantz, Henry Stratman, Ted Suhomske, and Ed Hartwig. The team won 72 and lost 36 of its games this season.

Specialty Division Team Wins

Ground Key ends season in second place, Product Engineers third; Ed Hartwig again leads scoring.

SPECIALTY DIVISION, which last year tied for third place, ended the 1949-50 season in first place in the Mueller Bowling League. Play in the league ended May 16, and the sweepstakes were held May 23.

Department 90, last year's league winner, finished the season in the cellar, and the Ground Key team again came in second. The Specialty Division team,

paced by Ed Hartwig, won two-thirds of its games in the 108-game season. Hartwig has taken the league's top individual scoring honors for the past three consecutive years.

Hartwig then went on to win the sweepstakes, and in addition he also took high natural game with a 254 and high natural series, 637. He received \$7.50 for the sweepstakes, and \$2 each on high natural game and series. Cecil Coffin received second prize money of \$5, and Eddie Nalefski in third place received \$2.50.

Each of the following received \$1.50: Galen Jenkins, Charles Girard, Gene Davis, Bill Mueller, Lawrence Kramer, A. H. Thompson and Charles Moore. The sweepstakes event attracted 43 bowlers, and the league president, Ollie Fortschneider, Pattern Shop, finished in forty-third place.

How the teams finished:

Team	G	W	L	Pct.
Specialty Division ..	108	72	36	.667
Ground Key	108	64	44	.593
Product Engineers .	108	63	45	.583
Experimental Shop .	108	54	54	.500
Tool Engineers	108	52	56	.481
Works Mgr.'s Office.	108	50	58	.463
Main Office	108	48	60	.444
Brass Finishers	108	47	61	.435
Pattern Shop	108	46	62	.469
Department 90	108	44	64	.407



Ed Hartwig, Specialty Division, copped top individual scoring honors for the third straight year. His average for the year was 184.

This Year's High School Graduates



Evelyn Waddell



Paul Fleckenstein



Winona Walton



Wayne Jones



Doris Allison



W. A. Brunner, Jr.



A. Mae Wall



E. W. Wallace



Norma J. LeHew



Billy Paslay



Bobby Sefton



Patricia Roush



Louis Clark



Cora M. Nash



Gerald M. Brilley



Richard German



Cath. Bateman



R. K. Levey, Jr.



Jean Carter



Donald W. Bowan

Among the high school graduates in the Decatur area this spring are 21 sons and daughters of Mueller Co. employees.

These include:



Richard Athey, daughter of Donald Bateman, department 90.

Donald W. Bowan, Decatur high school, son of Walter Bowan, engineering department.

Gerald M. Brilley, Decatur high school, son of Mike Brilley, department 70.

William A. Brunner, Jr., Cerro Gordo high school, son of William Brunner, department 36.

Jean Carter, Blue Mound high school, daughter of Artie Carter, time study engineer.

Louis L. Clark, Niantic-Harristown high school, son of Bonnie B. Clark, department 70.

Paul Fleckenstein, St. Teresa high school, son of Arthur L. Fleckenstein, department 8 foreman.

Richard German, Decatur high school, son of Orvall German, department 47.

Wayne Jones, Atwood high school, son of Troy Jones, department 90.

Norma Jean LeHew, Argenta community high school, daughter of Charles LeHew, department 80.

Robert K. Levey, Jr., Moweaqua high school, son of Robert Levey, assistant sales manager.

Cora Mae Nash, Macon high school, daughter of Mr. and Mrs. Willie Nash. Her father is in department 10, plant No. 2, and her mother is in department 50.

Billy Paslay, Decatur high school, son of Burril Paslay, department 32.

Patricia Roush, Decatur high school, daughter of Troy Roush, billing department.

Bobby Sefton, Warrensburg high school, son of Archie L. Sefton, production superintendent.

Evelyn Waddell, Decatur high school, daughter of Mrs. Ernest L. Waddell, core room.

Roberta Mae Wall, Mt. Zion high school, daughter of Mrs. Vernie Wall, core room.



Mueller cafeteria was the scene of two showers recently. The first was held in honor of Nola Lowry, core room, whose marriage to Lester Duncan, tool room, took place April 8. Ruth Jeschawitz (right), stationery department, was married to Harold W. Greene on May 14.

Edward W. Wallace, Decatur high school, son of Lester Wallace, department 64.

Winona Walton, Niantic-Harristown high school, daughter of Floyd Walton, department 60. Winona was elected to membership in the National Honor Society, honorary scholastic organization. Her sister, Donna Mae, who was graduated in 1947, and her brother, Harold, who was graduated last year, also were honor students.

* * *



Robert W. Garver, son of Mr. and Mrs. E. M. Garver, will receive his degree in business administration from James Milikin University at commencement exercises June 5. Bob served three years in the Navy as a storekeeper, second class, and then entered the university. He is married and the couple has two children. His father is carpenter and labor foreman.

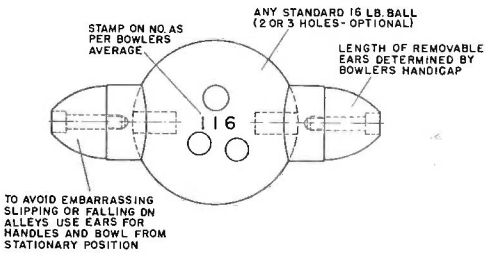
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Newly elected officers of the 4-X Club, composed of foremen and executives, were announced at the organization's business meeting May 10. The officers

for 1950-51 are Howard Gragg, president; Marshall Hobbs, vice-president; Harley Himstead, secretary; Harry Martin, treasurer; and Carleton Hackman, program chairman.

* * *

Right at the time Clarence C. Roarick, factory manager, was having difficulty in trying to alibi the 116 he rolled at the American Bowling Congress at Cleveland May 7, a purchase requisition, accompanied by a blueprint, crossed his desk for the model bowling ball illus-



PATENT PENDING

trated herewith. O. J. Hawkins, purchasing agent, volunteered the full facilities of his office in obtaining immediate delivery, but at press time the order had not been placed.

* * *

John Taylor and Dale Wilkins recently completed a two-week tour of Naval Reserve duty at Green Cove Springs, Florida, with the Atlantic Reserve (or mothball) Fleet.

Los Angeles

William Baker, Correspondent

GRADUATE

The accompanying photo is that of Louis Baber, son of Myrtle Baber. Louis is graduating from Montebello High where he established himself as quite an athlete. In addition to playing football, he won a relay medal and holds the "B" record for the pole vault. Bob is going on to college but is not yet decided on which one.

Congratulations, Myrtle and Bob, and good luck.



CANDIDATE FOR FAME

Bob Hughes, former employee in our shipping room, has departed from the fold to resume his baseball career.

Before joining us last year, Bob completed a season with a Brooklyn Dodger farm club, where he pitched 24 games, winning 11 of them. This year he is with a Cincinnati Red club and will play for Charleston, South Carolina.

We all hope that Bob has a good season and send our best wishes for a successful career.

* * *

DECATUR MEETING

Emmett Reedy, factory manager, recently attended the factory managers'

meeting in Decatur, combining the trip with a vacation. With Mrs. Reedy he is spending his vacation in Decatur, and the couple plans to return to Los Angeles about the middle of June. Others attending the Decatur meeting included C. C. Roarick, Decatur factory; O. E. Walker, Columbian Iron Works, Chattanooga; and G. W. Parker and R. J.

Skippon, Mueller, Limited, Sarnia, Ontario.

* * *

TRANSPORTATION

The new cars continue to bloom in profusion. Added to the ever-increasing list is Doc Oglesby's black Mercury, and three convertibles: Fantuzzi's red Ford, Barney's chartreuse Ford, and Bob Bonham's green Studebaker.

Sarnia, Ontario

Almeda Reeve, Correspondent

Jacob A. Vollmer, an employee of Mueller, Limited, since February 15, 1915, retired May 1. Mr. Vollmer was first employed as a millwright, and his first work was moving machinery in the



plant, preparatory to the manufacture of munitions for World War I. In November, 1919, he was promoted to chief stationary engineer and millwright. He holds papers as a second class stationary engineer. Mr. Vollmer was born at Hesson, Ontario, and came to Sarnia in 1900. He served his apprenticeship as a sawyer and millwright during the twelve years he was employed at the

Cleveland Saw Mills. He was then employed by Lawrence Lumber Co., Canonto, Ontario, as head sawyer, before joining Mueller, Limited. Mr. Vollmer has two married daughters who are living in Detroit and Toronto and a son who is teaching at a Maryland university. He claims that he has no definite plans at present, but that he is going to enjoy a well-earned holiday.

* * *

We extend our congratulations to:

Mr. and Mrs. Alex Bogart on the birth of a son, Alfred Albert, on March 27. Alex is employed in department 6.

Mr. and Mrs. Phillip Kerrigan on the birth of a son on April 24. Phillip is employed in department 15.

* * *

Cupid seems to be around again. Shirley M. Scott, purchasing department, is the proud possessor of a ring. Congratulations, Shirley and Allen.

* * *

Bert Prince and George Halaburda, both of department 11, recently retired, and we hope they are enjoying their vacations.

* * *

We are pleased to report that Thomas Muxlow, department 1, has returned home following a sojourn in the Sarnia General hospital. We understand that he will be confined to his home for a while.

* * *

We should like to extend our sympathy to:

Graydon Brock, department 3, in the passing of his father, Frederick J. Brock of Craik, Sask., on April 24.

Orval McClemens, department 11, in the recent death of his father, John McClemens, Mooretown, Ont.

William Topliffe, pensioner in the loss of his wife.

* * *

On Thursday, March 30, the workers of department 9 said goodbye to their fellow employee, William J. Smith, on the eve of his departure from Mueller, Limited, to join the Ontario Provincial Police force. A presentation was made by W. J. Aitchison, to which Bill replied: "Dear fellow-workers, this sure is a tough time for me. To say goodbye to you all is just like breaking away from

a solid block of friendship which I have enjoyed for a long time. I will always remember the pleasant and good times we have had together, and I only hope I make such good friends on my new job."

Bill is now stationed at Dundas, Ont.

* * *

John Milne, manager of the utilities division, and Mrs. Milne were in Toronto recently to attend the marriage of their son, Dr. George T. Milne, to Miss Greta McVanel at Epworth United Church. The groom is a recent graduate of the University of Toronto, and has opened a dental office on Russell street, Sarnia.

Chattanooga

Marcella Lykins, Correspondent

Vacation season is just beginning for us at Columbian Iron Works, so we'll be reporting on sun tans and fishing trips for quite a while. One of our early birds to vacation, Mary O'Kelley, of the engineering department, has just returned from a wonderful trip visiting friends in El Paso, Texas. Beautiful country and handsome cowboys, she reports.

* * *

On May 10 the members of the Foreman's Club met for the monthly meeting at the Maypole dining room. This was the annual yearly dinner meeting and the election of officers for the coming year was held. Five new members, Frank Kellett, Bernia Fischer, Roy Hollingsworth, Dorsey White, Autra Fant, and Edgar Bryant were voted in. The new officers for the coming year are Don Andrews, president; Odie Walker Jr., vice-president; Jack Malone, secretary; and Homer Van Vleet, assistant secretary and treasurer.

* * *

The Columbian Iron Works Division of Mueller Co. sponsored the May meeting of the Chattanooga Industrial Personnel Club. These meetings are a monthly occurrence and are sponsored by different industries in this area. This was our first time to sponsor a meeting of the club and it was very interesting. Mr. Walker gave a brief history of Muel-



Richard W. Lusk

Edwin Jackson

Among the high school graduates at Chattanooga are Richard W. Lusk, son of Robert W. Lusk, tool engineer, and Edwin Jackson, son of Ray Jackson of the maintenance department. Richard will graduate from Central high school, and Edwin will graduate from Soddy Daisy high school.

ler Co. in order to familiarize everyone with our company. Following this our speaker for the evening, J. Homer Hardy, certified public accountant and tax consultant, intrigued us with his speech, "What Do We Want?"

* * *

Marion Eckman, Joe Wall, Hugh Churchill, and Don Andrews recently attended

the Foundrymen's Convention in Cleveland, Ohio.

* * *

We have with us as first aid attendant, Miss Ora Hollingsworth, who was formerly with Dr. Simonton in his hospital in Chickamauga, Georgia. Before that she had eight years industrial nursing with the Chattanooga branch of Combustion Engineering Company. We extend to her a warm welcome and hope that she likes us very much.

* * *

Although we had no Mueller Co. bowling team this season, our boys have made quite a name for themselves bowling with other teams. Jim Walker continues to be an outstanding high man with an 184 average. Coy Jones and Chuck Coventry ended up in second place for the doubles in the Tennessee State Bowling Tournament. The team on which

Joe Wall, Chuck Coventry, Jim Walker and Coy Jones bowled also ended up in second place in the second half of the American Bowling League. This happens to be the fastest league in town.

* * *

On April 27, Joe Roberts of the foundry passed away suddenly. Joe had been a most conscientious worker in our foundry since 1941. On April 12, Leroy Williams of the core room passed away at Newell Hospital after several months' illness. Since 1944 Leroy had been a most faithful employee in our core room. To the families of both of these men we wish to extend our sincere sympathy. We also wish to extend our sympathy to Dave Smith of the machine shop in the death of his sister; Joe Davis of the foundry in the death of his father; and Kyle Hardy of the foundry in the death of his father.

Management Notes

(Continued from page 2)

the manufacturing process, it may be mingled with hundreds of others.

The Credit Department passes on incoming orders. This is essential because if we are to meet payrolls and pay bills, we must collect for what we sell. Then each incoming order must pass the scrutiny of an Order Interpreter. This is to avoid possible errors or misunderstandings on the part of the customer or ourselves in the placing and booking of the order.

It is necessary that several departments have a copy of each incoming order and it falls to the lot of the Order Writing Department to prepare manifold copies to be distributed as needed. The Upkeep Stock Department processes each order to keep the requisite information as to the effect of the order on inventory.

At about this stage, the order becomes a production order to the factory and for the present is out of the General Office. Perhaps the customer may request an earlier delivery date, and if so, the General Office locates the order in the factory to find out if the customer's request can be carried out.

When the order is shipped, the General Office is advised and an Invoice is sent out by the Billing Department. This is followed by proper entries being made in the Accounts Receivable Department, and in due time a statement is rendered. Occasionally a customer will ask for an adjustment of some type and this follows a regular procedure for handling claims.

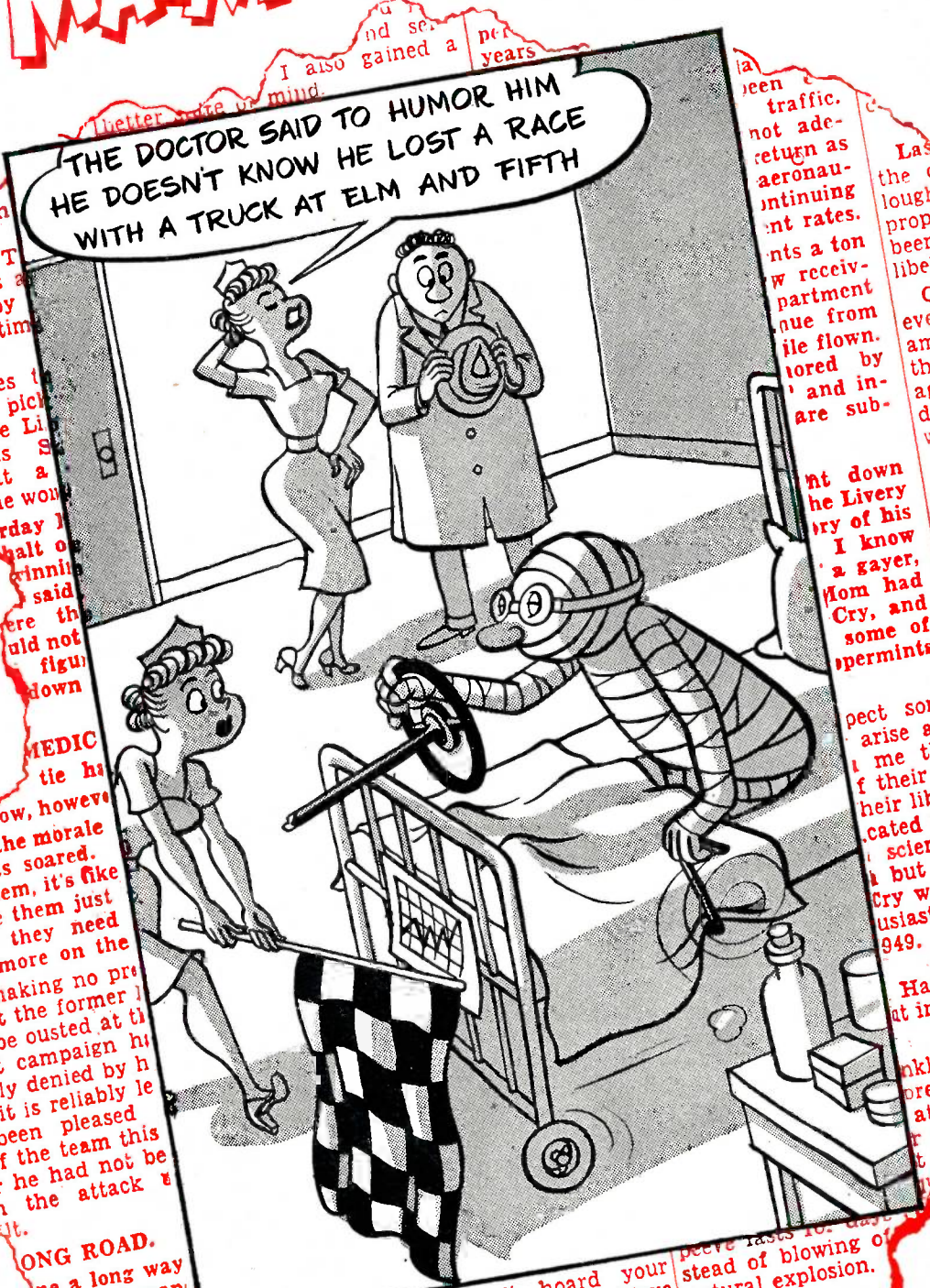
The end of the trail for an order is when the customer pays his account. Payment is received by the Cashier. The Accounts Receivable Department enters proper credit and the remittance goes to the bank as a deposit.

During the entire period that an order is in the plant it is, in addition to the procedures described above, an integral part of statistical and fiscal data assembled, chiefly by the Cost Department and the General Accounting Department. Most of this goes through the Tabulating Department and becomes part of the company's operating statement, and other types of reports that are of vital importance in keeping Management posted on the condition of the company's business and affairs from day to day.

Without intelligent and comprehensive planning, both long range and short range, by Management, any business is doomed. The activities in the General Office all contribute to giving Management its working tools.

MAIM STREET

THE DOCTOR SAID TO HUMOR HIM
HE DOESN'T KNOW HE LOST A RACE
WITH A TRUCK AT ELM AND FIFTH



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