



GAT Management NEWSLETTER

Editor - H. McClelland

R. L. DUFFY
ENGINEERING

D-761
X-100

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NEXT WEEK, April 22-26, is National Secretaries Week. In their honor, much of this issue is devoted to information about secretaries and/or women (which seemed appropriate since most secretaries are women). Even our "Who's Who in Management" this time is a female employee.

IN THE LAST 12 MONTHS (ending about April 2), we have hired 42 female employees. This includes our first female industrial hygiene surveyor; our first female janitor in almost 16 years (she has since been transferred to the higher paid "laundry worker" classification). Our Co-op Program includes two female college students; four of the YOP's expected to work here this summer are girls. In the last 12 months, 30 female employees have received promotions. The next class of chemical operators-in-training is expected to include females for the first time.

SALARY EMPLOYEES with 20-year anniversaries before May 1 include: J. R. LEETH, D-814; T. H. MAGGARD, D-212; A. P. ROMERO, D-241; L. V. SCHUM, D-531; and J. P. VOURNAZOS, D-532; all on April 19; and W. M. CLEMENTS, D-711, on April 26.

DR. R. I. KAPLAN, DR. H. H. THOMAS, JR., and N. F. REITER served as judges for the Southeast Ohio District Science Fair sponsored by the Ohio Academy of Sciences at Ohio U. in Athens on April 6.

NEW SALARY EMPLOYEES include: SHARON KAY DWYER, clerk in D-224. She is a graduate of East Side High School in Union City, Indiana and her last employment was a private secretary for an attorney in Portsmouth. DIANA KAY RUMFIELD, stenographer in D-224, graduated from Eastern High School and has attended classes at Scioto Technical College. She lives at Rt. 1, Waverly. CLYDE E. ANGLES, engineering cost estimator, D-761, graduated from Wellston H.S. and completed his drafting apprentice training at McNally Pittsburgh Mfg. Co. He has been working for the Mead Corporation since 1954. STANLEY JAY BEDNARCZYK is an engineer in D-851. He is a graduate of Beallsville (Ohio) H.S. and received a B.S.E.E. degree from OSU. HAROLD ALFRED JOHNSON is an engineering cost estimator in D-761. He is a graduate of Marietta (Ohio) H.S. and has attended Marietta College, Miami University and O.U.-Chillicothe. He has been employed by the Mead Corporation for the past 15 years.

NEGOTIATIONS are in process between GAT and Local No 3-689 officials for an across-the-board change in base hourly rates as set forth in Appendix D of the Contract.

MANAGEMENT NEWS---ON THE NATIONAL LEVEL

AN ARTICLE in "the Secretary," official publication of The National Secretaries Association (International) calls the executive secretary the missing person on the organization chart. The author, a man, says this oversight is a result of a long-standing reluctance on the part of top managers to recognize that the executive secretary is really a top-level administrative assistant.

CHASE MANHATTAN BANK says that if women were paid for the time they are doing housework, they would earn \$250 billion a year.

DR. DIXY LEE RAY, head of the Atomic Energy Commission, arrived in Washington in August, 1972, very quietly in a house trailer with two pet dogs. According to the March (1974) issue of "Redbook" magazine, she is now the most important woman in government and her advice is sought throughout the Administration and Congress. "Redbook" says she is the most likely candidate to direct the forthcoming multibillion dollar research program aimed at making the nation self-sufficient in energy.

WORKING WOMEN earn salaries of about \$116 billion a year. Stock registered in their names totals about \$172 billion and they own an estimated \$10 billion in mutual funds. Last year they collected \$5 billion from insurance death benefits.

WOMEN TAKE OVER Zaleski, O. (population 283). The mayor, clerk, solicitor and six-member council are all women.

THE SHORTAGE of secretaries and typists in New York is so acute that one firm is offering \$10 cash bonuses to anyone who can recruit a housewife to return to work as much as 35 hours a month. The firm will help the housewife brush up on her skills, give her a choice of hours and at top wage levels.

THE PARENT CO. recently hired its first woman apprentice. The program began in 1925 (125 men and one woman are currently in the program).

A UNIVERSITY of Oklahoma study early in 1970 matched men against women in managing an investment portfolio. At the end of the experiment, 72% of the women had done better than the Dow-Jones industrials; only 33% of the men had done so.

MAJOR GENERAL Jeanne M. Holm, secretary of the Air Force Personnel Council, is the first woman to attain that rank.

MISS BESSIE LYONS is probably the oldest secretary in the country. She was 87 on Valentine's Day (1974), works eight hours a day, six days a week (and even puts in some overtime) for a Los Angeles building manager. She goes out at least four of the seven nights each week, gulps vitamins by the handful. Each October, she takes the entire month off and travels around the country to see as much of it as possible. She hopes to keep working until she is at least 100.

TEN YEARS AGO, 21 percent of all women between 18 and 21 years of age were enrolled in college, 35 percent of total enrollment were women. This year the comparative percentages are 30 to 42.

WHAT DOES A SECRETARY want in her boss? A survey of 7,500 secretaries across the U.S. showed that the most important factor is a sense of humor. Other important factors were frankness, consideration for others and ability to keep his or her cool in a crisis. Secretaries' gripes include: Not knowing where the boss is, delaying decisions, mumbling while dictating and being inconsiderate.

THE DEPARTMENT of Labor says there are about six million women who are professionals, managers, or administrators--a 56 percent increase in the last 12 years.

CATHERINE B. CLEARY is president of First Wisconsin Trust Company in Milwaukee; a director of American Telephone and Telegraph Company, First Wisconsin Bankshares Corporation and Kraftco Corporation; trustee of Northwestern Mutual Life Insurance Company, the Committee for Economic Development, Lawrence University, Mount Mary College and the Johnson Foundation. She is also the only woman on the Board of Directors, General Motors Corporation (25 directors).

AT LEAST 65 corporations have women on their board of directors, but 24 of the 65 have added them since 1970.

KRAFT FOODS general office in Chicago employs slightly more than 1,000 people. A computer print-out of their payroll records for 442 women and 572 men publicized by WOMEN EMPLOYED shows that the women made an average of \$8,000 a year, the men an average of \$19,000.

MARY WELLS LAWRENCE is chairman of Wells, Rich, Greene, Inc., and probably the highest paid woman in American business. She makes \$384,000 a year.

THOUGHTS ON MANAGEMENT

I AM COMMITTED to the fullest utilization of women's talents and potential and pledge that I will use all the resources at my disposal to achieve that goal.

--Peter J. Brennan, U.S. Secretary of Labor

NO ONE can make you feel inferior without your consent.

--Eleanor Roosevelt (1884-1962)

HOW CAN TECHNICAL CHANGE be introduced with such regard to the cultural pattern that human values are preserved? It is necessary to think about these patterns.

--Margaret Mead

CHARM is the ability to make someone else think that both of you are pretty wonderful.

--Kathleen Winsor

MANY A WISE ADVISER tells us that we should do two things we dislike to do every day. This will make life meaningful and productive, they say. I think that each day we should also do at least two things we really want to do. This makes it worth living.

--Sylvia Bremer

WE FLATTER THOSE we scarcely know, we please the fleeting guest, and deal full many a thoughtless blow to those we love the best.

--Ella Wheeler Wilcox (1850-1919)

WOMEN can do most of the things men can do; in anything that requires intelligence, coordination, spirit, coolness, and willpower, women can meet men on their own ground.

--Amelia Earhart (leading aviatrix of her time)

TO A SMART GIRL, men are no problem--they're the answer

--Zsa Zsa Gabor

GIVE ME your tired, your poor, your huddled masses yearning to breathe free, the wretched refuse of your teeming shore, send these, the homeless, tempest-tossed, to me: I lift my lamp beside the golden door.

--Emma Lazarus (1849-1887) Inscription for the Statue of Liberty

IT'S AN ADVANTAGE to be pretty--you get attention without trying. But after the first five minutes you are on your own.

--Loretta Young

FROM BIRTH to age 18, a girl needs good parents. From 18 to 35, she needs good looks. From 35 to 55, she needs a good personality. From 55 on, she needs good cash.

--Sophie Tucker, "the last of the red-hot mamas" (1884-1966)

I DON'T WAIT for moods or inspiration. You accomplish nothing if you do that. Your mind must know it has got to get down to work.

--Pearl Buck (1892-1972)

O BEAUTIFUL for spacious skies, for amber waves of grain, for purple mountain majesties above the fruited plain. America! America! God shed his grace on thee and crown thy good with brotherhood from sea to shining sea!

--Katherine Lee Bates (1859-1929) first stanza of "America the Beautiful"

EAT BREAKFAST like a king, eat lunch like a prince, but eat dinner like a pauper.

--Adelle Davis

IF WE WOULD only give the same amount of thought to what we want out of life as we do to the question of what to do with a two week's vacation, perhaps we would more efficiently use time.

--Dorothy Canfield

IN THE UNITED STATES there is more space where nobody is than where anybody is. This is what makes America what it is.

--Gertrude Stein (1874-1946)

NEVER BE AFRAID to say what is in your heart and release the spark, for sometimes it becomes a flame at which someone you love, or someone you hardly know, can warm his hands for months to come.

--Faith Baldwin (1893-1953)

THE ATTRIBUTES of a great lady may still be found in the rule of the four S's: Sincerity, Simplicity, Sympathy, and Serenity.

--Emily Post

MAKE IT A RULE of life never to regret and never to look back. Regret is an appalling waste of energy; you can't build on it; it's only good for wallowing in.

--Katherine Mansfield (1889-1923)

NO ONE worth possessing can be quite possessed.

--Sarah Teasdale (1884-1933)

WHO'S WHO IN MANAGEMENT

JUDITH A. RAY is the secretary to the general manager, D-101, In this capacity she performs not only the routine secretarial duties of filing, taking dictation, typing correspondence, welcoming visitors, and distributing mail received from the AEC and the parent company, but she also assists the general manager in scheduling and meeting his numerous appointments and conserves his time by personally handling matters in those areas delegated to her. She also performs such other secretarial and administrative duties as are necessary and says that one thing she likes about her position is that every day is different.



Mrs. Ray graduated from Point Pleasant, W.Va. High School and continued there until she had completed additional post-graduate commercial courses. She has also taken several plantsite courses on Secretarial Procedures. Work experience prior to her employment here includes several secretarial positions in Point Pleasant and one in Columbus. She joined GAT as a stenographer in February 1957; was promoted to secretary-steno in July 1957; to division manager's secretary in May 1966; was transferred to D-101 in October 1970; and promoted to her present position on August 1, 1972.

Judy and her son Danny live at 299 Huron Street in Jackson. A daughter, Mrs. Daniel (Linda) Baldwin, her husband and son Tommy (3½ yrs.) also live in Jackson. Another daughter, Mrs. Charles (Nancy) Detty, her husband and daughter, Mary (15mos.), live in Columbus. Judy likes to be home and/or with her family when she is not working. Her hobbies include solving crossword puzzles and reading.

GAT NAMES AND FACES IN THE NEWS



V. J. DeVITO



L. E. FULLER



N. H. HURT



L. K. PETTIT



B. F. MELVIN

V. J. DeVITO will speak tonight at dinner meeting of the Pike County Kiwanas at the Lake White Club. His topic will be "GAT's Role in the Energy Field."

L. E. FULLER is to be one of the speakers at a seminar sponsored by the Buckeye Chapter of the National Secretaries Association. The event is to be held at the Scioto Technical College on April 20. His topic is "Women in Industry-Worldwide."

N. H. HURT spoke last night at the Columbus and Southern Ohio Electric Company's quarterly Management and Supervisory seminar at Fort Hayes Hotel. His subject was "The Portsmouth Plant - Past, Present and Future."

LOUISE K. PETTIT, D-422, has taken a disability retirement (effective March 31) after nearly 20 years of service. She has been on a leave-of-absence since September 24, 1973.

B. F. MELVIN, D-761, received a BBA degree from Ohio University on March 17.

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