

March 8, 2002

To: Ed Reedy, VP. Publications, IEEE-AESS
From: Dave Dobson, Administrative Editor
Copies to: Joel Walker, Dale Blair, Ron Schroer. Scott Goldstein
Subject: Inputs for April 2002 BoG meeting

Dave

A. Giveaway Combinations (Jubilee issue+50 yr Index CD):

5184 have been distributed (including April) to conference and symposium attendees since January 1, 2001. Thanks are due to Walt Downing for assistance in identifying to whom and the quantity to ship. With each shipment go copies of *Systems*. When the remaining stock -- now just over 2600 -- is depleted, we will send *Systems* for distribution. Feedback is excellent -- the only goofs are when the chairman relies on "others" for distribution. Our chapters should be involved; it is a way to recruit additional members; to date this effort seems minuscule at best.

B. Transactions

January (38, 1) is out; gap between date of desired and actual mailing is slowly closing. April is all out to authors for review. Mailing date estimated May 5th.

Total pages this year will be 1504 (budget = 1500), well within the error margin of 0.5%.

There is no production backlog; we are current and are putting items on the street in eight months or less after receipt from Dale's editors. Time between an editor's "OK" and all pieces on hand for publication averages six weeks. Authors are delighted with our *short* time cycles including review & revision, and do not hesitate to so state.

C. Systems

1500 copies of April have been supplied to JETS for distribution; AAES has mailed - with a cover letter - a copy to the Executive Director and to the President of each US engineering society.

Color is being used sparingly -- only when there is something that merits its use; we are not doing it just "because we can" to hold costs as low as practicable. The big cost bugaboo is art, but we are slowly closing in on an optimum (read: least costly) system. The requirements for art submittal supplied to prospective authors are helping.

Iram Weinstein's work as Assistant for Conferences is reflected in the timeliness and completeness of the listing of AESS meetings on cover four. There still is a reluctance -- ignorance? -- on the part of conferences to supply timely material for publication. Example: Radar 2002 wanted an announcement in the March issue at the end of February -- after the March issue went to press. Result? See April.

As we continue into the future we will (or not) develop sections devoted to Panels, Chapters, Divisions of AESS, etc. We are proceeding slowly with due deliberation to avoid missteps. (*Translation: We haven't gotten anything to print about these areas!!!*)