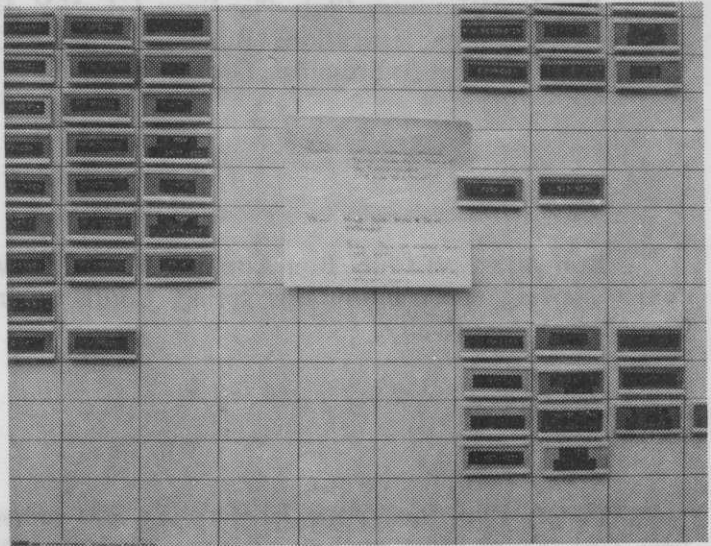


BIG NAME BOARD

Al Watson from Sparrows Point sends the following item showing how he schedules daily work for his men. The board looks good, and Al has this to say; "Here at the Point, we have been using a magnetic board in setting up our daily work schedules. If my assistant or I are not available, a man completing a job doesn't have to wait around wondering what his next job may be. He just checks the board on which his daily routine is listed. If explanations are necessary, they are written down on a piece of paper, which is folded and placed under the magnetic holder adjacent to the man's name.

The overall dimensions of the board are 25" x 19" and it comes with magnetic holders and perforated tabs as a kit. We use 3/8" tapewriter tape for the man's name and job descriptions. Descriptions are shortened in order to fit on the 1" x 2" tabs. We place the names on the left side of the board with the jobs placed to the right of the man's name. If additional space is needed, the board can be arranged accordingly.

Our board was purchased from CaddyLak Systems, Inc., 139 Linden Ave., Westbury, New York. The entire kit costs \$39.95.



EMPLOYMENT QUESTIONNAIRE

In August of 1967, the late Frank Haske reported the results of an employment survey he had undertaken. The results came back and showed that only 67% of the supers receiving the survey forms sent them back. This year we are going to report the results of the survey on a comparative basis with the one from 1967. The first figure that should be way up is the total percentage of supers sending their forms back. Let's all co-operate because it can do nothing but help us all.

The questionnaire will be kept strictly confidential. Your name or the name of your club need not be put on the form. All we ask is that it be sent back completed. We will distribute the forms in person to as many supers as is possible. For those of you who may be overlooked for one reason or another, call any of the men listed on the back of the Newsletter. Results will be published as soon as possible.

