

# MEMOREXPRESS

A newspaper for Memorex employees in the Santa Clara Valley

Volume II Number 2 February 1984

## Community Relations Council formed to promote employee volunteering

A feeling of "social responsibility" and a sense of obligation to those less fortunate than ourselves helps to establish and maintain our communities as desirable places in which to work and live. Many American corporations have recently become aware of the value of supporting employee participation in community service activities to sustain a constructive and harmonious relationship with the communities in which the companies are located.

Memorex is one of the companies that has become strongly committed to supporting employee participation in community service activities. To ensure that the talents of Memorex employees who are interested in community service are well-directed, a Community Relations Council comprising Memorex employees has been organized to pursue worthwhile community service activities and projects in Santa Clara County.

The Council includes representatives from the major Memorex organizations in Santa Clara County who have been selected on the basis of personal interest, active participation in one or more community service activities, and a highly-developed sense of social responsibility. Council members were selected by Division or Group chief executives and by Ernie Tydell, manager of Community Relations and chairperson of the Council.

It is the expressed purpose of the Council to promote a stronger sense of community awareness in other employees and to successfully promote and implement employee participation in a number of community service projects designed to benefit the community.

Council members will be meeting on a regular basis to develop and implement the community assistance projects and activities selected. They will be personally responsible for communicating the activities of the

*continued on page 3*

## Suggestions bring rewards for LDDD and Louis Terra

**LOUIS TERRA**, Head and Disc Receiving and Source inspector in Memorex's Large Disc Drive Division (LDDD), has made two suggestions in the Employee Suggestion Program that are reaping fiscal benefits for the Company and for Terra, as well.

Terra's suggestions involved retesting and down-grading rigid discs which are then still acceptable and of high quality, but can be sold to customers as down-graded discs at a lower price. Previously, all those discs were rejected. Nine out of ten are of such high quality (while not 100% perfect) that they are now a profitable product, rather than scrap.

According to **JEFF BRYANT**, vice president and general manager of LDDD, "This is a perfect example of the kind of thinking we need around here. There might be some million-dollar-saving possibilities right under your nose. Look around."

At a celebration in his honor recently, Terra was presented with a check for a percentage of anticipated savings from his suggestions by **SHEILA STATON**, administrator of the Employee Suggestion Program in LDDD. Said Staton, "Congratulations on a job well done. Your interest and the effort you made to improve our operation are greatly appreciated. We look forward to receiving additional suggestions from you in the future."

Terra reports to **LANORA TUTTLE**, supervisor of Head/Disc Receiving, and **TED KELLEY**, manager for LDDD Incoming Materials, both of whom attended the presentation ceremony. Also on hand to congratulate Terra were **JERRY JULIAN**, LDDD Quality manager, and **JEFF BRYANT**.



*Congratulating Louis Terra (center) on his money-saving suggestions are, left to right, Jeff Bryant, Lanora Tuttle, Ted Kelley, and Jerry Julian.*

## Small fire in CTD proves employee readiness

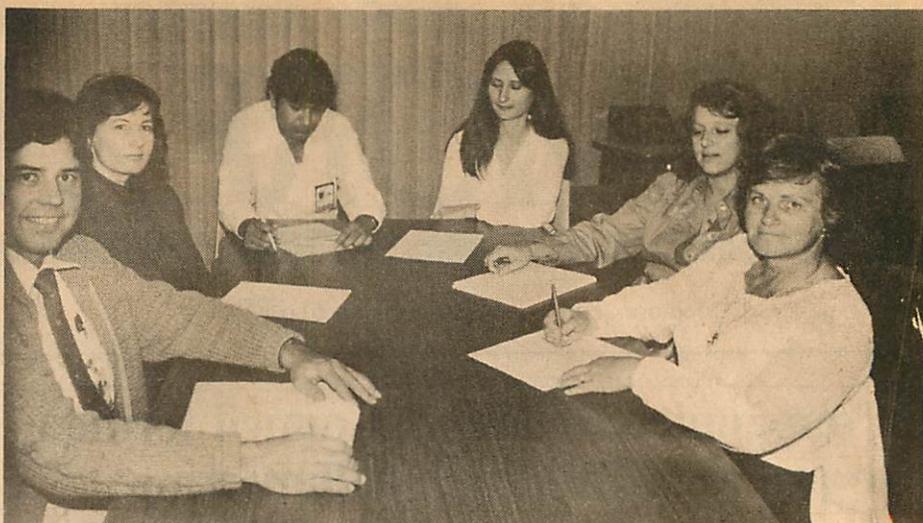
Emergency Response Training of Memorex employees proved to be very valuable recently when a small fire broke out in a back room of the Computer Tape Division. While the fire was very small and easily extinguished, employees displayed their competency and responsiveness by reacting appropriately and quickly.

According to **TOM POPEK**, vice president and general manager of CTD, "All the employees involved did a very commendable job of handling the situation." Fire Department officials also noted that the Memorex employees did everything right. All had been trained in fire-fighting techniques.

Four employees were treated for smoke inhalation and released, according to **ERNIE GENTES**, shift supervisor. There was minor damage to one pipe connected to a slurry tank and no impact on production.

## Hotline assists with stresses of raising children

If you are in an extremely stressful situation and have been tempted to or actually do take it out on your children, call the **PARENTAL STRESS HOTLINE** for help. A non-profit organization, **PARENTAL STRESS HOTLINE** provides an outlet for parents under extreme stress who may be abusing or neglecting their children as a result. **HOTLINE** answers provide referrals to parent education and support groups, information about **PARENTS ANONYMOUS**, and support to persons who are aware of child abuse or neglect in other families. If you are in this situation or know someone who is, call 292-5540 for help. The volunteers at the **HOTLINE** are there to help, not to judge. This is one of the United Way agencies supported by Memorex employees.



*LDDD's quality circle members are, left to right, Bill Eldridge, Ginger Koehler, Piyush Dave, Colleen Murphy, Candy Chaplin-Smith and Carole Kirkish.*

## LDDD Quality Circle tackles printed circuit board issues

Quality circles, by definition, are small groups of employees working together to improve their work environments, such as designing a more efficient work flow, decreasing paperwork, or re-organizing a work area.

One group, organized in March '83 in the Large Disc Drive Division, is determined to correct any printed circuit board problems before they happen, in order to create a higher quality product.

Realizing that the achievement of such a goal would have to involve representatives from various departments, group organizers Joel Filios, manager of PCB Design and Draft, and Eshaugh Malek, manager of PCB Manufacturing Engineering, invited representatives from several departments to participate. Members come from Product Design, Manufacturing Engineering, Quality Assurance, and Test Engineering, among others, and all are members of the Design/Manufacturing team in LDDD.

This inter-departmental cross-section is unique, since most quality circles comprise members from one department only. The synergy created, however, has resulted in some extraordinary accomplishments by the group. It works, according to Filios, "...because it's made up of the gut-level working people; the ones who know and understand the problems best."

An added bonus has been better communication between employees from various areas working on the same product. Filios believes that is the key to the group's success. "They're relating to each other," he says. "It's real teamwork."

While many problems relating to the manufacture of printed circuit boards have been solved by the group, they have no plans to slow down. They are currently working on alternatives to dry film solder mask coating, such as glass masters for PCB mother boards.

The results of their efforts promise to further enhance the quality of Memorex products and to save the Company an undetermined, but decidedly large, amount of money.

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Memorex Corporation is a Burroughs company.

## Dance marathon to benefit Heart Assoc.

Dancing is a pleasurable form of exercise and one of the most popular ways of working out. It has become so popular, as a matter of fact, that the "Dance Marathon" has been revived to tax the endurance of hoofers who think they can last longer than anyone else on the dance floor.

"Dance for Heart" on February 25 will offer those brave souls an opportunity to test their endurance while raising funds to benefit the American Heart Association.

The marathon, which will be led by instructors from professional dance companies, will last four hours — a challenge for even the fittest dancer. Participants will amass pledges prior to the marathon, then will multiply that amount by the duration of time danced. Prizes for endurance will be awarded, as well.

Interested athletes should register at the San Jose Convention Center between 8:30 a.m. and 10 a.m. on February 25. The marathon will begin at 10 a.m. that day. For more information, contact the American Heart Association at (408) 247-8555.

## Tommy Talbot named vice president of MFC Brokerage Services

**TOMMY TALBOT** has been promoted to vice president, Brokerage Services in the Memorex Finance Company, reporting to **JOHN SHERMAN**, executive vice president of Leasing for MFC.

Talbot joined Memorex in 1981

## Thrower is new Ireland manager

**KEITH THROWER** has been promoted to the position of Country manager, Memorex Ireland, reporting to **J.E.M. KITCHING**, vice president of Region II, Memorex International.

Thrower joined Memorex in 1978 from a project management position with British Aircraft Corporation and transferred to Engineering Services manager with Memorex U.K. Limited, after an initial period within International Headquarters as a Senior Financial analyst.

He holds a master's degree in business from Cranfield and is a Chartered Engineer with a diploma in electronic engineering.

as director of Brokerage Services for MFC and, according to Sherman, has been a major contributor to Memorex and MFC profitability. She will be responsible for monitoring the computer and peripheral marketplace and will participate directly in the acquisition and disposition of non-Memorex equipment. Prior to joining Memorex, Talbot was regional manager at Equipment Finance and Management and manager of Brokerage Services at Intel.

She holds a BA in Political Science from Pitzer College in Claremont, California.



## John Lockwood joins Memorex International

**JOHN LOCKWOOD** has been named director of Marketing, Media Products International Group, reporting to **LARS TURNDAL**, group president of Memorex International. Lockwood will be responsible for all Media marketing activities throughout Memorex International.

Lockwood joins Memorex from Vermont Research where he was responsible for European and international marketing of disc products. His previous experience encompassed overseas media products marketing with Nashua Computers and European sales and marketing of microcomputers and office systems. He holds an honors degree in International Marketing.

*continued from page 1*

## Community Relations Council

Council to other employees within their organizations and to encourage employees to volunteer their skills and spare time to the selected community causes. The Council is also developing a volunteer clearinghouse of Memorex employees interested in volunteering in the community. In addition, they will, on an ongoing basis, support the United Way campaign at Memorex by communicating information about United Way to other employees and assisting in the annual campaign.

The Council, under the leadership of **ERNIE TYDELL**, includes:

**SIDNEY DUGGAN**  
**STEVE BARRY**  
**PAULINE PFISTER**  
**ROGER WOODS**  
**EVELYN SMITH**  
**DAVE MAGINNIS**  
**PAT DUFFY**  
**SHARON KOLSTAD**  
**IAN GRAHAM**  
**JERRY SHERIDAN**  
**BETTY THOMAS**  
**DIANE BRAZIL**

**Computer Tape Division**  
**Flexible Disc Media Division**  
**RMCD**  
**LDDD**  
**LDDD Development Engineering**  
**Memorex DIC**  
**Material Recovery Operations**  
**Corporate Physical Distribution**  
**Recording Technology Center**  
**U.S. Equipment Sales & Service**  
**Communications Group**  
**Employee Communications**

Watch upcoming issues of MEMOREXPRESS for more on the Council, on Memorex volunteers, and the people and community service agencies who will benefit from the volunteering efforts of Memorex employees.

# Prevent the preventable workday hazards

In the risky business of living, hazards and potential hazards arise almost daily. They can occur anywhere, including your home, your workplace, and every place in between. Many of these catastrophies can be avoided. Below are photographs of some potential hazards at work and how to avoid them. On page 5 is a guide to properly lifting heavy objects so as not to injure your back and some general tips on taking care of your back to keep it strong and healthy.

**Hazard:** Losing your balance when sitting in a chair.



**Precautionary measures:**

1. Look before you sit.
2. Keep both feet on the floor (not on the desk or table) and avoid tipping the chair backward.



**Hazard:** Falling over or running into obstructions left in the hallway.

**Precautionary measures:**

1. Keep all boxes, chairs, and other objects out of traffic areas.
2. Watch where you're walking.

**Hazard:** Slipping in spills.



**Precautionary measures:**

1. Use care when handling liquids to prevent spills.
2. Wipe up spills immediately.
3. If area cannot be cleaned immediately, caution co-workers about the spill.
4. Report large spills or slick areas to your supervisor, Facilities, and/or Safety personnel.

**Hazard:** Colliding with another person.



**Precautionary measures:**

1. Walk. Don't run.
2. Watch where you're going.
3. Open doors slowly.
4. Keep to the right side of ways and traffic areas.
5. Approach blind corners with caution.

# Protect your one and only back!



**Hazard:** Back injury from lifting heavy objects.  
**Precautionary measures:**

1. Position the object so most of the weight is off the ground before lifting. Stand boxes on one corner to lift.



2. Rise from your knees, keeping your back straight. Hold the object close to you and grip it firmly with your hands, not your fingers.



3. Grasp heavier objects underneath rather than on the sides. Use your legs to lift the object, keeping your back straight, and lift the object only chest high.

## PROTECT YOUR ONE AND ONLY BACK...

- Lift with your legs, not your back.
- Carry only items you can handle with ease.
- Sit up straight with your lower back firmly against the back of the chair. Don't slump or slouch (Mom was right!).
- When standing for long periods of time, stand with one foot slightly elevated, if possible.
- Never twist, turn, or bend from the waist to pick up objects. Bend your knees and, keeping your back straight, lower yourself to pick up objects.
- Always practice good posture.



4. When moving your body, while carrying a heavy object, turn with your feet — not your hips or shoulders — and keep your back straight.

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY		
<b>MARCH EVENTS</b>	<b>KEY TO SYMBOLS:</b>  Earthquakes Indoor games  Warriors	<b>March is a good month to shop for:</b> <ul style="list-style-type: none"> <li>• china/glassware</li> <li>• outerware</li> <li>• housewares</li> <li>• garden supplies</li> <li>• silver</li> </ul>	<b>Be Energy Wise:</b> Clean refrigerator coils twice yearly.	1	2	Opening of "All's Fair"—Theatre Works through March 17	3	 vs. Houston 8:05  Last show of "Children of a Lesser God" — Theatre Works, Palo Alto
	4	5	6	7	8	9	10	
	 vs. Tampa 2:30		 vs. Indiana 7:35	Ash Wednesday		Self Improvement Expo '84 (in recognition of Wellness Week) - San Jose Convention Center through March 11.	San Francisco Symphony at the Flint Center  Corporate Challenge at Alpine	
	11	12	13	14	15	16	17	
	 vs. San Diego 2:30  Last showing of "One Flew Over the Cuckoo's Nest" — San Jose Stage Company		 vs. Chicago 7:35		 vs. Utah 7:35  San Francisco Ballet's "Cinderella" through March 17	 vs. Cosmos 8 pm  Jazz Tap Ensemble Contra Costa College, San Pablo	St. Patrick's Day  Last show of "All's Fair!" - Theatre-Works Opening of "Nuts" San Jose Repertory Theatre through April 1	
18	19	20	21	22	23	24		
 vs. Chicago 2:30  Purim		 vs. Seattle 7:35  First Day of Spring				 vs. Portland 8:05  Inkspots, Four Aces and The Four Freshmen at the Center for the Performing Arts  Ski trip to Kirkwood		
25	26	27	28	29	30	31		
 vs. Tulsa 2:30  Isaac Stern at Davies Hall, San Francisco					San Jose Symphony at the San Jose Center for Performing Arts through March 31			

\*For more information, contact Employee Services and Activities at 7-2357.

## February Anniversaries

### 20 Years

Merlen Krueger

### 15 Years

Lawrence Leech

Ross Foulk

Marylou Colson

### 10 Years

Martha Galaviz

Elisa Gonzalez

Tony Noriega

Phillip Coplen

Helen Davis

Sadie Beck

Dan Bueno

Jude Cordeiro

Robert Dean

Michael Cunningham

Kurt Johnson

Joshik Johnson

David Reynders

## Krueger marks 29 years with Memorex

**MERLEN KRUEGER** holds the distinction of being a 20-year Memorex employee as of this month and one of the first (and definitely the longest-term) employee in Memorex's Rigid Media and Components Division (RMCD).

Krueger joined the Company in February 1964 as the first scheduler in Memorex, scheduling production of computer tape and instrumentation tape in the original Computer Tape



## Holiday donations from employees appreciated by recipients



*The Family Living Center received a truckload of donated goods from Memorex employees, some of which is shown stacked in the Center's halls.*

Division. After 14 years with American Standard in San Leandro as a Production Control and Scheduling manager, Krueger brought a high level of expertise to Memorex. Since then, he has worked in both the Computer Tape Division and RMCD.

Assigned to the Disc Pack Launch Team in 1969, Krueger played a key role in the establishment of RMCD from the beginning and has held a number of positions in Materials and, most recently, was manager of Disc Pack Assembly and Test. Since the disc pack business has been phased out in RMCD, Krueger applies his expertise and experience with Memorex to a variety of special projects for RMCD management.

When asked to name his greatest challenge at Memorex, Krueger noted, "Every day has been a challenge, involving a number of different problem-solving situations, including deliveries, production, costs, and so on. Its all been interesting."

Above all, Krueger sees himself as a team player and is proud of the progress of RMCD over the years. "As a team, I think we've been very successful. We're very proud of our accomplishments."

Holiday projects undertaken by Memorex employees this past holiday season proved to be very successful. Over 400 Memorex families attended the Children's Christmas Party, with each family donating one or more food items. All the food donated went to needy families in the area, distributed by the Elks Club of Santa Clara. The Memorex Activities Group (MAG) also donated all the leftover toys from the Christmas Party to Toys for Tots, through the Santa Clara Fire Department and the U.S. Marine Corps. Three hundred children from needy families received the toys at Christmas.

Santa Clara Memorex employees also donated food, clothing, furniture, paper supplies, and toys for the Family Living Center and Friends in Service to Humanity (FISH). Donated goods were delivered in a 27-foot truck and a pickup truck.

A group of 24 employees, led by **JACK EISENHOWER**, traveled throughout Santa Clara on the evening of December 17 singing carols to shut-ins. One serenaded family wrote to *Action Line* in the San Jose Mercury-news. "We wish to express our heartfelt appreciation to the 24 carolers who came to spread cheer at our home on Saturday, December 17. It was a real morale booster."

The Family Living Center has also expressed its deep appreciation for our display of concern for the needs of others less fortunate than ourselves.

According to **ERNIE TYDELL**, Community Relations manager, "Considering the short time period of the holiday campaign, the outpouring displayed by Memorex employees is very commendable. Our donations and concern are deeply appreciated."

Further community-service projects are now being planned by the Community Relations Council, under the leadership of Tydell. All of the planned projects will require employee assistance. If you would like more information about the Council and its activities, and how you can participate in community-service projects, contact the Council member representing your area (see page 1 for details), or call Ernie Tydell at (408) 987-2894.

# WANTADS

# WANTADS

# WANTADS

<p><b>MOBILE HOME</b> 1980 Canyoncrest, 24' X 60', 2 bdm., 2 ba., living room, dining room, den; set up for gas or electric dryer. Adult park. Easy commute to Memorex. \$48,500. Available 30-60 days after firm deal. Call Gene at (408) 272-4866.</p>	<p><b>BABY FURNITURE</b> Large playpen, crib, carry bed, security gates, etc.; all is almost new. Call Frank at (408) 259-6732.</p>	<p><b>DISC DRIVE</b> Shugart disc drive, Apple-compatible, single-sided, single-density, 5¼-inch. Never used. \$150 firm. Call Scott at (415) 490-0756.</p>
<p><b>WINCHESTER 30-30 COLLECTIBLE</b> Collector's special Winchester 30-30 Canadian Centennial 1867-1967; never been fired, still in box. Includes a box of shells. Value still climbing. \$500. Call Ernie at (408) 378-7786.</p>	<p><b>MOBILE HOME</b> 1980 Candlewood, 24X48; 1150 sq. ft.; 2 bdm., 2 ba.; laundry room with washer/dryer; beautiful kitchen with all appliances; 8X8 storage shed. Low maintenance yard. Perfect for single or young couple. Adult park. \$39,950 firm. Call Susan or Joe at (408) 258-6124.</p>	<p><b>'71 PINTO</b> Good work car, new brakes. \$350. Call Lee at (408) 272-5302.</p>
<p><b>PUPS</b> Basenji pups. AKC, shots. Born 1/9/84. Available early March. \$50 deposit required to held. Call Phyllis at (408) 258-6400.</p>	<p><b>'74 NOVA COUPE</b> 2 dr.coupe, automatic, 6 cyl., new tires, many new parts. Mint condition. Call Walter at (408) 265-5814.</p>	<p><b>260Z MOTOR</b> Assembled complete lower end with pan and aluminum front cover. \$250. Aluminum head with cam, chain, and sprocket, misc. parts. \$100. Call John at (408) 996-1387.</p>
<p><b>'77 FORD F100 PICKUP</b> Half-ton large red pickup, cab-high camper, pop-up tent with carpet kit; 55,000 miles; standard transmission; in-dash AM/FM and separate 8-track unit. Excellent condition. \$5000. Call Phyllis at (408) 258-6400.</p>	<p><b>ANTIQUE</b> Beautiful solid mahogany secretary, era 1920 with glass-fronted cabinet above and four wide drawers below. 36" wide, 6-½' high. \$500 firm. Call Sidney at (408) 247-4591.</p>	<p><b>CAMPER SHELLS</b> Two camper shells; one fits step side truck. \$50; one fits '66 El Camino or later model. \$175. Call Ernie at (408) 378-7786.</p>
<p><b>'73 CHEVY IMPALA</b> Two-door hardtop. AM/FM stereo, great condition. \$1200 or best offer. Call Davar at (408) 730-2344.</p>	<p><b>'72 OLDS TORONADO</b> 82,000 original miles, 455 engine, needs minor body work. \$1,100 or best offer. <b>CONN ORGAN</b>, double keyboard, full peddleboard, excellent condition. New \$5000, sell for \$3900 or best offer. Call Clara at (408) 241-5594.</p>	<p><b>BUNNY RABBIT</b> Bunny with adorable big brown eyes; free with cage. Call Jackie at (408) 448-4031.</p>
<p><b>WANTED</b> Yamaha 50 "Yzinger". Price negotiable. Call Kathe at (408) 275-8925.</p>	<p><b>STEREO TURNTABLE</b> Pioneer Model 12D, semi-automatic, wood base with dust cover. Audia-Technica cartridge, adjustable 0-2.5 weight, adjustable speeds, excellent condition. \$35. Call John at (408) 262-7237.</p>	<p><b>'78 BUICK SKYHAWK</b> Hatchback, A/C, automatic trans., 6 cyl., AM/FM radio, sporty. Looks great, excellent condition. \$2600/ best offer. Call (408) 286-1057.</p>
<p><b>TABLE</b> Butcher block Formica kitchen table with pedestal stands. Seats 10 comfortably. Comes with 10 swivel chairs. Table in excellent condition, can be used as a desk or work table. \$325 or best offer. Call Lynn at (415) 964-8539.</p>	<p><b>SPEAKERS</b> Two Sunn Magna 15" base reflex speakers, 150-300 watts peak, hardly used. \$50. Call John at (408) 262-7237.</p>	<p><b>BOOTS</b> Women's size 10 narrow; black leather boots; never worn (too narrow). Paid \$30 on sale (\$80 value). Sell for \$30. Call Diane at (408) 263-2278.</p>
<p><b>MOTORCYLCE</b> 1974 Honda 450 cc, excellent condition. \$450 or best offer. <b>WINDSURFER</b>, two sails, \$350 firm. Call Bill at (408) 779-3340.</p>	<p><b>GUITAR</b> Gibson Les Paul Custom Deluxe electric guitar, has two large shielded humbucking pickups; ground-polished fretboard; natural finish; one of two special made; excellent condition. Hardshell case included. Call John at (408) 262-7237.</p>	<p><b>AUTO PARTS</b> Flywheel and pressure plate for '75 Chevy Luv pickup truck, \$50. Cylinder heads for 1300cc VW engine, \$40. Call Aaron at (408) 736-6179.</p>
<p><b>ROOMMATE WANTED</b> To share beautiful 3 bdm., 2 ba., with double garage in Warm Springs area of Fremont. \$300 includes utilities. Call Jeanette at (415) 657-6041.</p>	<p><b>MOBILE HOME</b> '72 Broadmore, 20' X 60' expanded, large living room, large all gas kitchen, 2 bdm., 1 ba., complete with washer, cooler, screened-in patio and two storage sheds. Must see. Located in quiet adult park, residents must be 40 or older. \$33,500 negotiable. Assumable loan. Must sell. Call John at (408) 262-7237.</p>	<div style="border: 2px solid black; padding: 10px; text-align: center;">  <p>Employee Services and Activities, the MAG store, and the Credit Union are moving to a new location soon. See the March PRESS for more details and a map.</p>  </div>