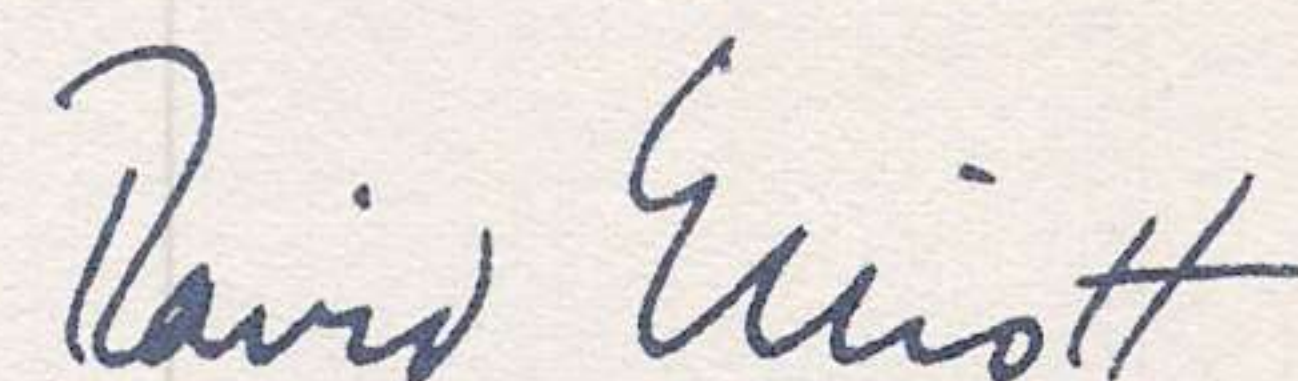


An introduction...

As our Company grows, so does the need for expanding our communications media. **Update** is designed to provide timely and valuable information to all Memorex employees in the Santa Clara area. Initially, **Update** will be distributed during the second and fourth weeks of each month.

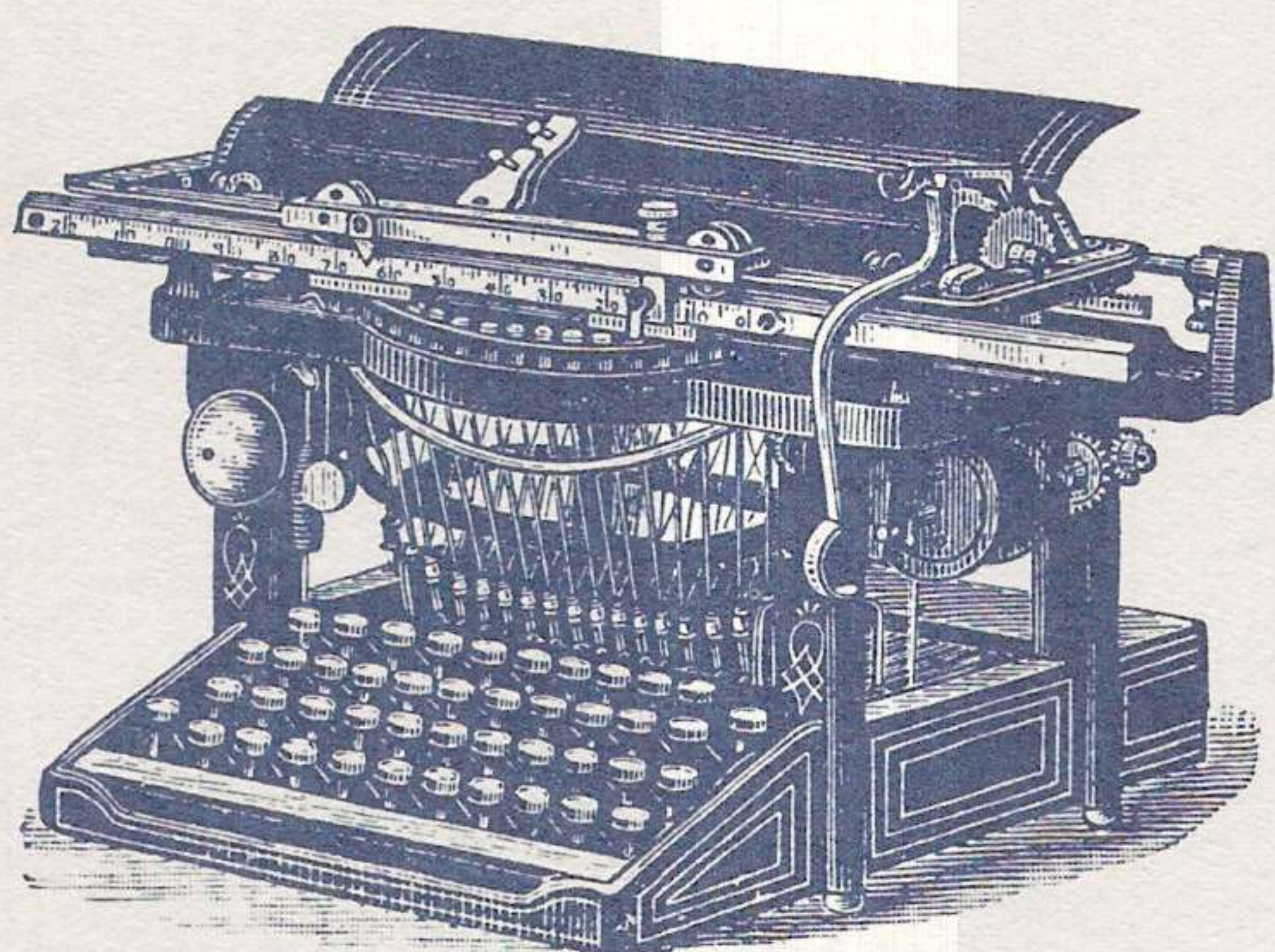
Update will publish a variety of employee announcements, and will report on Memorex people on the move, changes in personnel policies, organization changes, training course programs, and MAG and community activities. As a result, more space will be available in the monthly **Intercom** for in-depth reports on our new products, facilities, employee benefits, and other significant Memorex developments of employee interest.

I personally look forward to receiving your suggestions and comments on how we can make **Update** a more useful and helpful publication.



David Elliott
Vice President, Administration

From the Editor's Desk



New MAG Board Members

So that you may fully understand and appreciate the purpose and intent of **Update**, we're taking this opportunity to explain exactly how the new program works.

First, we'll be reporting on changes in the organization (Equipment, International, and Information Media), promotions, medical services, manpower development, etc.—in short—all types of news in one capsulated bi-weekly.

Any items you wish published should be sent to Jane Lockwood at the Shulman Avenue facility. There's no need to be formal; simply note the essentials on a piece of paper, mail it in, and we'll do the rest. It would be a good idea to include your name and phone extension in case we need more information.

You should keep in mind, too, that the deadline for a particular issue is one full week before publication. That means that information should be in during the first and third weeks of the month.

We have devised a special distribution system which will assure everyone of getting a copy. If you don't receive **Update** from your supervisor or foreman, please let us know (ext. 853). Extra copies are available in the lunch rooms and lobbies.

Naturally, we're very interested in any comments you have about the paper. We're young and pliable and open to suggestions.

Six new MAG Board Members and three new Alternates were elected last week to serve in the coming year. The new members:

John Bachick (Disc Pack)
Bill Budisch (Disc Pack)
Sharon Koger (Tape)
Judy O'Brien (Equipment - Payroll)
Sue Smith (Disc Pack)
Pat Tumey (Tape)

... and Alternates:

1st — Nora Bucks (Tape)
2nd — Verlene Stasick (Equipment)
3rd — Don Louie (Tape)

Four members each from the old PAC and MAG Boards continue on the new combined Board for six months.

From PAC:
Roger Elmstrand
Jane Yerger
Woody Smith
Frank Hanely

From MAG:
Darlene Williams
Bill Anderson
Bill Fullendorf
Linda Workman

Under the new constitution, all are considered "representatives-at-large" rather than representatives of a particular area. The January **Intercom** has all the details on the new constitution and organization.

Corporate Facilities Organization Established

A Corporate Facilities organization was recently formed and has resulted in the following personnel changes:

Charlie Nichols will assume management responsibility for Corporate Facilities Engineering Activities and will report to Corporate Facilities Director Jim Nelson.

Steve Dunn has been promoted to Manager, Facilities Engineering, Information Media Group, reporting to Engineering Director Bob Bertrand.

Reporting to Charlie Nichols will be Jan Jansen, Ishmael (Mike) Buyco, and Trevor Nelson. Jan will assume Project Management responsibilities; Mike will be responsible for arranging for the overall power

needs of the Corporation and will be available as a consultant on power problems of each plant. Trevor will be responsible for coordination of architectural planning and design. Also, Reg Simpson will be reporting to Charlie Nichols, and continuing in his present capacity of Project Superintendent for the Memorex construction on the 54-acre San Tomas site.

This organization change reflects the decision to divide facilities projects between Corporate, Information Media, and Equipment Group. In general, Corporate Facilities Engineering will handle the larger facilities projects or those which are entirely concerned with corporate as opposed to a group or division function.

Winter Classes



Manpower Development has announced that the following courses will be offered during the first quarter of 1970:

Leadership & Supervision Certificate — Group Psychology (Tuesdays, 7 to 10 PM) and Dynamics of Leadership (Wednesdays, 7 to 10 PM)

Secretarial Skills — Spelling and Vocabulary (Mondays, 5:30 to 8:30 PM) and Shorthand (Thursdays, 7 to 10 PM)

Introduction to Computers (Fridays, 5 to 7 PM)

Tape Chemistry for Non-Chemists (Mondays, 5 to 7 PM)

All classes will be held in the Training Center, Building J (on the corner of Shulman and Ronald). Starting dates for the courses vary; call the Training Center, x535, for details.

Run for Your Life and More

The YMCA has written us a note inviting all our male employees to join their Physical Fitness Program—which is actually a more complete version of their Run For Your Life (Jogging) Program. The next eight-week session begins on January 12th, with a new class beginning each eight weeks thereafter. Volleyball, exercises, jogging and weight lifting are all included, and the classes are on a progressive basis starting at a speed you can conveniently handle and working

up to weight lifting, running a mile, etc. Classes are scheduled on Monday, Wednesday, and Friday from 5:00 to 6:30 PM. There's a nominal charge.

For more information, call or see Ray McPhillips (who is the YMCA Physical Director) at 1717 The Alameda in San Jose, 298-1717.

Supplies Division Reorganized

The Supplies Division has been reorganized into the Information Media Group. There will be four divisions within this group: Precision Magnetic Products Division, Information Media Marketing Division, Consumer Products Division, and Micrographics Division. The January **Intercom** describes the new organization and the resulting personnel changes.

222, for Medical Emergencies

Effective immediately, the Dispensary in the Information Media Group can be reached in any emergency by dialing extension 222. The new number is easier to remember than the old, and can be dialed quickly in a crisis. The Dispensary is open between 7:15 AM and 8 PM.