

Dr. Findlay
EW

ASSOCIATED UNIVERSITIES, INC.
10 Columbus Circle
New York 19, New York

January 15, 1958

MEMO TO: L.R. Burchill C.F. Dunbar M.L. Westman
 F.J. Callender J.W. Findlay
 J.J. Carroll D.S. Heeschen

FROM: Richard M. Emberson

SUBJECT: Follow-Up on Staff Meetings

1. I have been lax in the follow-up of our staff meetings and this memo is intended to bring us up-to-date. CFD could not attend a meeting on October 7 and, therefore, he did not prepare minutes as he has for other recent meetings. I have become accustomed to depend on him, and failed to issue October 7th minutes. For the record, I enclose herewith a memo on that meeting.
2. At the December 3 meeting the following points were discussed and action was to be taken; in some cases, there may have been subsequent developments of which I am not fully informed. In any event, reports should be ready for the January 30 staff meeting.

FJC 2.1. Form of easement agreement. Purported to have been in final draft, with approval of both the Corps of Engineers and the NSF; Chuck Ruttenberg was to supply us copies. As of today, the Corps of Engineers is closing the Marlinton office, awaiting an approved easement form. FJC - please determine exact status and, if possible, obtain copies of current draft for our review.

MLW 2.2. Entrance from Route 28. LVB observed that the entrance of the new road from Route 28 was too abrupt and cars had already run off the road into the dirt. Suggested that crushed stone be added for an additional width of a foot or so. MLW - please bear in mind.

MLW 2.3. Contract for On-Site Electric Power System. After discussion of the underground system, and having in mind the cable troubles at the Harvard Agassiz Station and the conduit troubles at Bedford Airport, LVB asked JWF to check specifically with Mr. Wardrop on the quality of the cables and the guarantee (by whom), and MLW was to review the plans carefully to be sure that the conduits were laid well off the road and properly protected.

- CFD 2.4. CAA and FCC Protection. It was again agreed that we were to seek an aircraft prohibited and/or restricted zone about Green Bank as well as protection from licensed transmitters. I believe the FCC aspects are pretty well in hand. CFD and JWF please look into the CAA matter.
- JWF 2.5. Monitoring Truck. LVB decided that \$20,000 was about the limit we could put into a monitoring truck at this time. FJC JWF please ask Jansky & Bailey if they will provide specifications suitable for bidding. Also, there was a questions as to whether or not the NSF would need to approve the acquisition of the monitor truck; FJC please investigate.
- CFD 2.6. Twelve-foot Paraboloid. There was general agreement on the desirability of the purchase of a 12-foot paraboloid from a British firm discovered by JWF, provided that U.S. duty would not make the total costs excessive. CFD please look into this question.
- DSH 2.7. Radio Astronomy Research Program Summary. A draft of this summary from the October 16 meeting of the Advisory Committee had been circulated to the participants for review and comment. LVB said it should be submitted again to the Advisory Committee. DSH - I did not recall this when we talked on the telephone January 13; do you have a final draft that we could distribute at the January 18 meeting?
- LRB 2.8. Site Management. A progress report was to be made at the January staff meeting on a plan for the site management. FJC MLW
- LRB 2.9. Personnel Review. LVB asked LRB and FJC to work out a routine semi-annual personnel review. FJC
- FJC 2.10. Appointment Policy. An appointment policy was to be drafted; LVB suggested it be based on the BNL policy. FJC - please look into this while at BNL January 16-17.
- CFD 3. At the December 17 meeting with NSF, a bi-monthly report was JWF discussed and we agreed to submit one in January. JWF and DSH DSH volunteered to draft this report. CFD please send them a few copies of the monthly reports Bob Patterson prepares for the AEC. JWF and DSH - please circulate a draft prior to our January 30 meeting so that we can submit the report to the NSF at our January 31 meeting there.

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MEMO TO: Radio Astronomy File

FROM: Richard M. Emberson

SUBJECT: Notes on a Staff Meeting Held at Green Bank, October 7, 1957

1. These notes are as a matter of record, because most of the items listed herein have been completed or modified at later meetings.
2. Those attending were:
 - L.V. Berkner
 - L.R. Burchill
 - J.J. Carroll
 - R.M. Emberson
 - J.W. Findlay
 - D.S. Heeschen
 - M.L. Westman
3. With reference to the USSR satellite, it was agreed that Green Bank would attempt to monitor the passages at 20 and 40 mc/s; if Fred Whipple supplied a phototheodolite, attempts will be made to obtain photographs.
4. After discussion, LVB asked JWF to request Jansky & Bailey to prepare an estimate on the construction of a radio interference monitor truck.
5. The program for the October 17 ground-breaking ceremonies was reviewed and revised.
6. Cash requirements for the next quarter were estimated at \$200,000; including: consulting contracts with N.L. Ashton and The Franklin Institute; purchase of a receiver from A.I.L.; \$7,000 to remodel the Moro Beard house; \$85,000 for the Riggleman road contract; some orders for electronic equipment.
7. MLW reviewed the houses on the site that might be easily converted to Observatory use. MLW to prepare a summary memo.

8. It was agreed that when the Moro Beard house was remodeled, the administration offices and technical programs would separate, the tentative decision (subsequently reversed) being that the laboratory would stay at the Kessler place, and the business office would move to the Beard place.
9. The growth of the permanent staff and visiting scientists was discussed, the total estimated at 8 - 10 to the time the 140-foot telescope is ready for routine observational programs. It seemed urgent that housing and feeding arrangements be provided and these should be adequate for technician and other supporting personnel involved with the permanent and visitors' program.
10. The September 27, 1957 Financial Plan was reviewed and minor adjustments suggested.
11. A staff meeting was scheduled with the NSF on November 22. To prepare for this, we were to meet in the New York office on November 21, with the following material ready:

- Summary of on-site house and barns or sheds (MLW)
- Summary of houses possibly available near Green Bank (MLW)
- Estimates of staff growth (JWF, DSH)
- Estimates of laboratory requirements (JWF, DSH)
- Estimates of office requirements (JWF, DSH)

copies to all present + C.F. Dunbar
F.J. Callender