Dear Sprague Employee;

The year 1965 has been a memorable one for Sprague Electric Company in many ways. It will be remembered as the first year in which our Companywide employment figure exceeded 10,000 and our sales were over $100,000,000. These are exciting statistics for they confirm the fact that Sprague Electric is a growing, progressive concern.

Sober reflection will make it imperative that we remember other facts. Net profits are still feeling the heavy pressure of price competition, and necessary large expenditures for research and development of new semiconductor techniques require the most prudent management in every area.

During the past year we have opened two new manufacturing locations, one at Worcester, Massachusetts for the production of semiconductors, and one at Sanford, Maine to fulfill the need for added solid tantalum facilities. With these additional areas we expect to further strengthen our capabilities in both fields. Early this year we also acquired Micro Tech Manufacturing of Sunnyvale, California, a company which specializes in the manufacture of semiconductor assembly equipment. Later in the year the operation was moved to Worcester, Massachusetts.

Operating a business is very much like running your own household. Investing large sums for research and development can be considered comparable to large amounts spent by a family for children’s education. The money is invested in anticipation of future return. You know your children will be better prepared to earn their living with a good education. In business, Sprague Electric will be better prepared to meet customer demands if we can deliver the best and most advanced types of capacitors and semiconductor devices.

As we look back on 1965 we will remember a year of intense activity, highlighted by above average employment and increased sales. As we look forward to 1966 we resolve to improve our manufacturing processes to give our customers the quick deliveries they require and the company a greater and more reasonable profit for the volume of sales achieved and the net assets at work.

To the many employees who have been with us over the years, I extend my sincere thanks for your continued efforts. To the many who have joined us this year, my wish that you will find Sprague Electric a good and exciting place to work.

To all my most sincere wishes for a happy holiday season.

Cordially,

[Signature]
Of all human experience, the spirit of Christmas is the most personal... and yet, the most universal. For Christmas is the common denominator of all men everywhere.

Christmas is a wondrous time when the miraculous becomes commonplace. A time when petty differences are put aside and one and all extend their hands and hearts in a sincere wish of peace on earth and good will toward men.

Christmas is a time of thanksgiving. A time to forget what you have done for others and to dwell on what others have done for you. A time to stoop down and consider the needs and dreams of little children. A time to be considerate of the aged, and compassionate towards the poor.

Christmas is a time of meditation. A time to pause in our climb for personal success long enough to set our little watches...less they stray too far from the great clock of humanity.

Most of all, Christmas is a time of love, for it commemorates the coming of Christ— the image of eternal love.

But the spirit of Christmas is not restricted to Christmas. For there is something about it that captures the hearts of all men. Something fundamental. Something basic. Something that penetrates to the very core of one’s being.

And whether a man be Christian, Moslem or Jew, he cannot help becoming caught up in the whirl of the Christmas season, and the feeling of universal brotherhood that is so much a part of it...nor would he choose to if he could.
The largest group of Sprague Electric employees outside the home area of North Adams, Massachusetts, are those located at the three New Hampshire plants. They are a busy group, producing many of the excellent products for which the Company has gained a reputation as the producer of high reliability components.

The Plymouth Plant, located in the center of the state, is the newest of the three. It was opened in 1961 for the manufacture of tantalum capacitors, a product now in great demand for a variety of uses including computers and color television sets.

Shown on this page are just a few of the people who are on the job each day at Plymouth. They represent many different backgrounds and interests but they form an impressive team as they contribute their efforts each day.

Always interesting to meet are those with different national origins. There is always so much to be learned from them about life and customs in their homeland. The group on the left represents areas as far apart as Ireland and British Guiana.

Another group which contributes to our overall versatility are those who come to Sprague Electric from other companies. Jerry Bolton joined the Plymouth group 2½ years ago after retiring from the Draper Corporation, Beebe River. At most branch locations we also have employees who have transferred from other Sprague locations. Two examples at Plymouth are Robert Marriott and Gordon Kent, both of whom were previously employed in North Adams.

There is no better combination for a successful company than good people doing a good job!
The Concord Plant first opened its doors in 1956. With its tenth anniversary approaching it boasts an employment in the neighborhood of 1100.

As with all operations, the busy people who perform their duties each day are the Company’s most important asset. There is an old saying which goes something like this: “If you want a job done, ask a busy person.” Many Concord employes find time for activities outside the plant. Sandra Duguay, of Department 721, has assisted the orphans at St. Peter’s in Manchester and St. Vincent’s in Nashua by collecting Christmas cards. It’s a project in which her fellow employes are happy to assist.

Charles Dean, a longtime North Adams employee and for the past five years a member of the Concord group, has been active in politics in his hometown of Canterbury, and is now serving his second term as a Selectman. (Charlie was also active in politics while a resident of Williamstown, Massachusetts) Active in sports is Eliot Clemons whose prowess as a crack shot was recognized when he became New Hampshire State Runner-up and Small Bore Champion. Many employes enjoy bowling, softball and golf—and of course, skiing. For the past couple of years there has been an annual softball match between teams from the Concord and the Plymouth Plants. Team spirit has been high on both sides.

Another busy employe at Concord is Sherman Stevens, Quality Control Foreman, who spends his time away from Sprague Electric as preacher at the Evangelical Baptist Church in Gilmanton. His congregation is now building a new church, financed wholly by voluntary contributions. The basement has been constructed and services are being held there at the present.

As in any large group, many people are interested in many activities. Each contributes in his own way and brings to the group the benefit of his varied experiences. On the job they are anxious to find better ways of performing their duties and they have a smile and a pleasant word for their associates at work or away.

At Concord we have our own U.N. Seated (l. to r.): I. Johnson, Scotland; F. Hodgkins, Ireland; E. West, Australia; and V. Newman, Newfoundland. Standing: C. Cooper, England; A. D. Jones, England; U. Guettinger, Switzerland; A. Yen, China; and T. Girard, Germany.
Long service, loyal employees are the backbone of the Nashua operation - the largest Sprague Electric plant outside North Adams, and one of the oldest. Established in 1948 for the manufacture of ceramic capacitors, it is now also the home of the Resistor Division.

At the Nashua Plant there are many family groups employed. Pictured at the left is probably the largest to be found in any Sprague Electric operation. Eight members of the Petrain family are actively employed and one is on military leave. Long service employees include Herb and Shirley Dandy who both received their 15-year Service Award pins this year. Nashua also boasts two members of the Quarter Century Club - Stanley Dorst and Fred Powers - both of whom previously were employed in North Adams.

Nashua employees are also sports enthusiasts. Each year bowling and softball leagues are popular. Matches are scheduled with employees of other local industries. A healthy spirit of competition prevails throughout the season. Golf is also popular.

What better advertisement could an operation have than to boast that the first male employee and the first female employee were still on the job 17 years later. From the picture on this page they both seem pleased with their decision to be with Sprague Electric. Elizabeth Drouin, a Stamper in Department 750, also holds a record with the Nashua group. She was hired in 1948 on her present job - and is still on the job each day in the same spot. Could she have changed to some other area? Sure enough! But Elizabeth tells us, “I like this job.”

The people we have mentioned are only a small sampling of the many fine Sprague New Hampshire employees who perform their jobs with skill and devotion each day. For it is the day by day attention to detail, that little extra bit of effort, that is responsible for a superior quality product. Team spirit wins in the sports arena and it wins in the manufacturing plant as well.

We salute the good people of New Hampshire!
The fifty foot circle illustrated below outside the Filter Division's Pacific Development Center was the subject of a good many wild guesses on the part of passing motorists. Perhaps there would be roller skating facilities or pony rides in the neighborhood. Actually, the circle was an air core coil needed to test materials for the newest, and by far, the largest product in the Sprague line. You may never have heard of the Sprague Shielded Room but it promises to become one of the important products offered by the Company's rapidly growing Filter Division.

The shielded room can be compared to the "clean room" familiar to many Sprague employes. The difference lies in the fact that while the clean room protects a work area from dust and dirt, the shielded room protects the area against the electrical contamination which the engineer refers to as electromagnetic interference. An increasing number of the measurements being made in today's electronics industry are of such delicacy that it is impossible to get accurate results unless the measurements are made in an electromagnetically shielded area. For this reason, there is an increasing need throughout industry for shielded enclosures. Rooms are available and have been for some time which are perfectly adequate in protecting against the relatively high frequency interference in what is called the electric field. Sprague has many such rooms, particularly in the Filter Division facilities.

These rooms are relatively ineffective in a part of the...
spectrum which has become increasingly important within recent years. This is the so-called magnetic field of frequencies ranging from a few cycles to a few kilocycles. This magnetic field is relatively unaffected by the materials used in the manufacture of the usual shielded room: galvanized steel, copper screening, and the like. The need, and a growing one, has been for a room which would shield against these magnetic fields as well as the electric field.

Systems engineers in the Sprague Pacific Development Center looked into this problem almost two years ago. Were there suitable rooms available? The apparent answer was "no" and for this reason, John Peters, Los Angeles Section Head, Systems Engineering, and others began serious investigation of the problem. What materials would be effective against the magnetic field? How could the degree of effectiveness be measured? Would the material which proved to be most effective as a magnetic shield also be mechanically suitable for shielded room purposes? How the proposed material could be evaluated and how the effectiveness of a room subsequently constructed of that material could be demonstrated were perhaps the principle questions. Calculations indicated that a uniform and relatively strong magnetic field at least 20 feet in diameter would have to be created. To obtain this it was apparent that the coil creating the field would have to be at least 50 feet in diameter and consist of 60 turns. Since military specifications describing the techniques to be used in the evaluation of shielded enclosures were obviously inappropriate to measurements in the magnetic field, it was obvious that such a coil would have to be constructed if the necessary shielding levels were ever to be demonstrated.

The Culver City coil required four days of labor, 36,000 feet of wire, 7,000 staples and approximately 4,000 feet of electrical tape. The technical minded reader may be interested to know that the inductance is 135 millihenries; flux density in the center of the coil is approximately one (1) gauss and is uniform to within .5 db throughout a circle 20 feet in diameter at the center of the coil.

The end result of this investigation, the significant new item in the Sprague Electric line, is a wrought iron shielded enclosure which provides a level of protection against magnetic fields which was not previously obtainable as well as a high level of protection against the electric field. Six such rooms have already been designed and built by Sprague personnel for a West Coast aircraft manufacturer. More recently, another such room has been delivered and constructed on the premises of a customer in Rochester, New York. Negotiations with several other customers are in progress. The prospects for substantial sales of this new "component" appear excellent. Apparently with shielded enclosures, as with mouse traps, if you can design, build and demonstrate a better one you don't have too much trouble in the market place.

Left to right: Lawrence W. Beard, Manager – Pacific Development Center, Filter Division. Frank E. Garlington, Chief Engineer, Filter Division. David Gilmore, Systems Engineering, Filter Division – and two other employees in the construction phase of a giant test coil. In the background is the Sprague building at Culver City, California.

David Gilmore, of the Filter Division, measures the magnetic flux at one of the monitor test points.
A condensed version of a comprehensive history prepared by
George Senf, a Senior Engineer in the Special Components Division

In its original state North Adams consisted of a large stand of pine timber and was not inhabited on a large scale until much later than the Eastern and Central parts of the Commonwealth. Settlers started to come in large groups from Connecticut and Rhode Island just prior to the Revolutionary War. Life in the first days was difficult at best. Most trade was carried on by barter and the commodities that were purchased had to be hand carried from Williamstown. In the process of clearing the trees from the flat and building the North Village (Adams and North Adams were originally one town) removal of stumps was neglected. To correct this oversight, a 'bee' of 50 men was organized for the express purpose of clearing stumps from Main Street.

Growth of the North Village was hindered by the lack of capital resources and the lack of transportation. Settlers were very poor and operated nearly self-sufficient farms including their own spinning and weaving. Money was scarce because of an immense war tax and because no bank existed in the Colony until one was established in Boston in 1785. Thirty-three years later, in 1818, the first 'local' bank opened in Pittsfield.

No adequate means of transportation existed to the East, largely due to the inaccessible terrain, so that most business was with Albany and Troy in New York State. Road building added a heavy burden to the impoverished settlers. A stage line was started in 1814 with the anticipation of carrying passengers from Albany to Boston in 48 hours. Rail transportation was not made available until 1848 when a connecting line from North Adams joined the Boston & Albany Railroad in Pittsfield. The cost to local residents was $31,000 but it increased their property values by an estimated 300%.

The Troy and Greenfield Railroad was chartered in 1840 with the intent of digging a 43/4 mile tunnel through the Hoosac Mountains to the East. In 1875, the first train passed through the Hoosac Tunnel. During its 21 years of construction, 195 lives were lost and the estimated two million dollar cost increased to over 20 million dollars.

In 1878 Adams and North Adams became separate villages by an act of the State Legislature. The city form of government was adopted in North Adams in 1896.

The beginning of industrial growth can be traced back to 1750 when Captain Ephrem Williams received a 200-acre land grant from the Massachusetts government and agreed to build a saw and grist mill and maintain them for 20 years. By the end of the 1700's North Adams industrial pattern was taking recognizable form. In 1798-9 the first cloth dressing was started by a Rodger Wing from Connecticut. In 1800 Jeremiah Colgrove built a mill to press oil from flax seeds. With the introduction of cotton around 1829, flax lost its popularity and the mill was converted to a grist mill.

Supporting industries began to appear during this period. Giles Tinker established the first machine shop in 1811. Most of his machines were made of wood and wrought iron. In 1822 Mr. Tinker produced a power loom and a power spinning frame which helped make local cotton goods competitive with the English.

The area including the present Union Street Plant of Sprague Electric was first developed in the late 1700's when Oliver Parker took advantage of the water power flowing through the gorge in the valley and built a saw and grist mill. This and several other early business enterprises were flooded out. In the 1820's and 30's the Union Woolen Mill and the Slater Mill were built. In 1829 Oliver Arnold emerged as a partner in a group that rented an addition to the Union Mill and started to produce cotton goods with 14 looms. By 1844 three Arnold brothers were in business together, finishing and printing cotton goods. In 1861 the three brothers started to build a print works factory on Marshall Street. The print works became the center of a growing business that was to last for almost half a century and become worth more than eight million dollars.

The area between the junction of the North Branch of the Hoosac River and its tributary, Hudson Brook, lies an area known as 'the Beaver'. The name comes from stories told by early settlers who described a
huge beaver dam on the brook just below Natural Bridge.

In 1833 Lorenzo Rice, a carpenter, and George Bly, a machinist, constructed a stone mill 40 feet by 80 feet and three stories high. Its location was so inaccessible that the Union Street road had to be extended through the Beaver to Clarksburg.

Operations began with 20 looms and associated equipment necessary to make print goods. By 1844, 60 looms were in operation and later on a 50-foot L-shaped building was added and 30 more looms. Over the years the property changed hands many times, to finally be acquired by the Arnold brothers as part of their growing business.

BROWN STREET

The Brown Street Plant, located a short distance west of the present Marshall street complex was never owned by the Arnold Print Works. Two brothers-in-law, Stephen Brown and Duty Tyler, purchased the property and water rights and built their mill which opened around 1832. In 1839 it was reorganized as Brown, Harris and Company, but operations were not successful and the business closed in 1846.

Later on, in 1850, Sylvander Johnson reopened the Mill to produce cotton warps. With only minor interruptions this operation continued until around 1900.

MARSHALL STREET

The largest complex of buildings was built by the Arnold Company at the Marshall Street location. Probably an important factor in this growth was the large plot of flat land which was available. As industries grew and developed they were no longer dependent on water for power and thus other factors could be taken into consideration. The picture of Marshall Street shown above was taken in 1896 and is easily recognizable as the present Marshall Street Plant. One interesting point is the few houses in the vicinity. In the early days most businesses provided ‘mill houses’ for many of their employees.

World War II heralded the final liquidation of the Arnold Print Works on Marshall Street. Cloth suppliers were cut-off and diverted to the war effort and no wartime line could be developed. Liquidation was completed in 1943.

By contrast, the War saw the beginning of a tremendous expansion for Sprague Electric – a growth which is still continuing to this day. The original Sprague Electric plant at Beaver Street was joined by the Brown Street Plant in 1938 and after the liquidation of the Arnold Print Works, the Marshall Street property was acquired. The Union Street Plant was first opened for production in 1958.
Questions and Answers about Medicare

Q: What is Medicare?
A: Medicare is a new government-sponsored insurance program to help cover the medical costs of those over 65. There are two parts to the plan: Basic and Voluntary.

Q: What is the difference in the two plans?
A: The Basic plan is primarily for hospital expenses, plus some medical expenses if they follow hospitalization. The Voluntary plan (which costs $3 per month) will pay the major part of either a surgeon's or physician's fees and also laboratory tests.

Q: Then it is advisable to have both plans?
A: Absolutely. Older people very often have heavy medical expenses and never enter a hospital. This is why it is imperative to also have the Voluntary Plan.

Q: When do I enroll for the Voluntary plan?

Q: When will Medicare benefits begin?
A: The Plan goes into effect July 1, 1966. Almost everyone over 65 is eligible to receive Basic Medicare at that time whether they have contributed to Social Security or not.

Q: How often can I collect benefits?
A: Benefits are payable for every "spell of illness." A spell of illness starts when you enter a hospital and ends when you have not been a hospital patient for 60 days.

Q: Will nursing home care be covered?
A: Nursing home care will not become effective until January 1, 1967.

Concluded on page sixteen
The safety of Sprague Electric people on the job is a matter of vital importance. Anthony N. Sacco, Corporate Safety Supervisor, is busy each day inspecting manufacturing operations throughout the Company to see that proper safeguards are provided – and used. Literally hundreds of safety devices are located throughout the Company with each one designed and installed to do a particular job. Industrial safety has become so highly developed that employees are safer at work than at home.

All of these facts are encouraging, but there is another element which must not be forgotten – the human factor. All the safeguards, protectors and instructions are of no avail if they are not used. Safety glasses on the bench, rubber gloves in the drawer, a guard not used, provide no protection. Human beings, by nature, are often careless of their own safety. After performing the same job over a period of time we are inclined to let our minds wander or to try to hurry and not follow the recommended procedure. This is when an accident may happen!

Pictured here are only a few of the many devices in use at Sprague Electric. As you look at them remember that the prime concern of the Company is for your safety. Please help us to help you.

Alfred Pelletier, of the Nashua, New Hampshire Plant, removes a bucket of powder just processed through the crushing machine. Notice the three exhaust vents on the machine and the respirator which Mr. Pelletier is wearing to prevent any possibility of inhaling toxic dust.

Muriel Baillargeon, of the Electrochemical Manufacturing Department at Concord, New Hampshire, wears a protective lab coat, face shield, and gloves while working with chemicals.
This picture, taken at the Visalia, California Plant, clearly illustrates the labeling of materials which could be dangerous. No smoking signs must be obeyed without question.

Many accidents have been prevented by these plastic shields which prevent the operator's hair from becoming caught in the machine. This operation is located at Ashe County, North Carolina.

Willie LeBlanc, of Nashua, moves a plexiglass shield to guard a high voltage test board.

Joe Grochocki, of the Quality Control Department, Plymouth, New Hampshire, stands outside the lead-lined X-ray room. No X-ray can be taken until the door is completely closed. A cutoff switch is located at the top of the door, and Joe wears an X-ray badge which is sent in weekly to check for any radiation leaks.

As a safety precaution many machines require two-button controls. In this manner it is impossible for the operator's hand to come in contact with the operating mechanism.

At Dearborn Electronics, Orlando, Florida, the high voltage area is well shielded and clearly labeled. An interlocked safety cable across the door disconnects the current before the employe enters the room.

Our operator at Vandalia, Ohio is following good safety practices. The shield is in place over the machine, and in addition he is wearing safety glasses. Fire extinguishers are a common sight at all operations. They are checked regularly to make sure they are in top operating condition. Note the chart behind the extinguisher to register testing dates.
AVIATION DEPARTMENT HONORED BY
NATIONAL BUSINESS AIRCRAFT ASSOCIATION

The Sprague Electric Aviation Department was recently honored by the National Business Aircraft Association for their accident-free record in business aviation only. Time not flown in strictly business transportation does not count. Thus some pilots who had other accident-free times do not have this time credited towards NBAA figures. Sprague pilots have flown a total of 4,055,799 miles in business passenger carrying flights without injury to passengers. This outstanding record has been accumulated since the Company joined NBAA in April 1952.

In addition to the Company award, three Sprague pilots received individual awards. Robert Reynes was presented an award for 1,149,927 miles of accident-free operation of business aircraft and William Benedetti received an award for 828,099 miles of accident-free operation. Also receiving a certificate was Robert C. Sprague, Jr., Senior Vice President of Corporate Relations and Aviation, for his 594,478 miles of accident-free flight.

Sprague Electric Company received their first award from NBAA in 1958. Almost 600 companies, representing most of the businesses in the country employing aircraft in their operations are members of NBAA.

MEET SPRAGUE WIVES, Joan Brant and Lee Miner

Lee Miner, wife of R. David Miner of the Los Angeles Sales Office, is gaining recognition on the West Coast as a member of a folk singing group, The Heritage Singers. The group specializes in songs dealing with the history of America.

Originally organized as a hobby, the girls now have an agent and have appeared on television and also made a recording. They have had night club and banquet engagements and hope to break into the ‘big time’ via records or television. Lee Miner also serves as business manager for the group.

A former West Coast resident, Joan Brant, wife of Roy Brant, Labor Relations Manager, was employed as a model in San Francisco. Jim Grimme, well known San Francisco modeling agent, tutored Mrs. Brant in preparation for her work. Her assignments consisted mostly of fashion shows.

Considered by many young girls as the ideal career, Mrs. Brant found that modeling was hard work and extremely demanding of her time and as such was not compatible with raising a family. Her career was halted by the birth of her fifth child and the family’s decision to move East.

Mrs. Brant in a typical fashion pose.

Mrs. Brant and daughter, Barbara.
ack in the days of Alexander the Great, a secretary was really a secretary. To hold a secretarial job in 300 B.C., you would have had to stay up all night hacking at a tablet, and spend the next day hacking away at the enemy with a sword.

Sword or stylus, it was a prestige job—but dangerous. Alexander lost 43 different secretaries during the Asian campaign alone.

By the zenith of the Roman empire, the secretary had managed to discard the sword for full-time assignment as a scribe to the man of the house. Most secretaries were slaves, and working conditions were far from ideal.

During the Middle Ages, a secretary was once again forced to work with both pen and sword. A group of astute scribes of the day beat the rap by donning the cloth of the clergy. By mid-14th Century, fully 70 per cent of the secretarial work force operated out of monasteries.

That's not unusual; secretaries were men in those days.

It wasn't until Napoleon that history records the first female secretary. Napoleon brought a female secretary along on each of his campaigns to record details of his battles. He hired a different secretary for each campaign. Josephine stoutly denounced her husband's radical practice, adding that "...young girls are not used to the rigors of a long campaign."

Napoleon finally hired a male scribe for the fateful invasion of Russia, but fired him after the siege of Moscow. The man blew his top, ranted, raved, asked what the world was coming to, and reached for his new phone to enlist a male secretary.

It was then that the first blow was struck for women suffrage. The girl cried; the boss relented; and the first American woman secretary carried the day.

By 1902 there were 150,000 female secretaries. Great changes were wrought. The unsightly washroom gleamed, the cuspidor mysteriously disappeared, cigar smoke subsided, curtains appeared on office windows, and many a stout cuss word was swallowed by red-faced executives.

Women were moving into offices all over the land—lock, stock and flower pot. But the fight was far from over. Many men, including prominent journalists of the day, continued to fight a rear-guard action.

One lashed out saying "...incompetent females...no physical endurance...unreliable due to physical considerations." Another, in answer to secretarial moans that $10 a week was hardly a living wage, answered "...they have no brief, they are usually paid all they earn. Their ignorance and general inability is appalling."

The rapid growth in the number of female secretaries was due to the fact they worked so cheaply. Male sec-

The first of a new breed marched into a New York office in 1877 and proudly announced she was the boss's new "typewriter." ("Typewriters" weren't called secretaries until much later, and the old name came to apply only to the machine.)

A Short History of Secretaries

From Alexander the Great to the 21st Century
Secretaries demanded and received wages from $30 a week and up. The female would work for less than one-third of this total.

Secretaries put the pin to the bosses' balloon soon enough. By 1911 there were enough secretaries in business to band together for more wages, better working conditions and fringe benefits. Through the efforts of these female pathfinders, wages shot up to an average of $20 a week; and most secretaries were able to squeeze a week's vacation (without pay) from the boss.

The major fringe benefit boiled down to using the office as a happy hunting ground for eligible males. The shock to the American male was enormous. If he wasn't safe in the office, what sanctuary remained? The answer came home with the force of a jackhammer. Not only did female secretaries step up the hunting pace, but secretarial associations and women's suffrage groups of the day added their weight to the effort. Article after article appeared in print heralding the virtues of the working girl as a wife.

A Newark lawyer of the day, Edward Black, struck back. He ran an ad in the Newark, N.J., newspaper asking for a secretary with the following qualifications: "...young woman stenographer who will sign a contract not to get married...shall not attend dances...shall refrain from entertaining the company of gentlemen...and shall in all ways discourage marriageable men from seeking her company." In return he promised a "lifetime position with the best possible salary."

Lawyer Black received no replies to his ad.

The major stimulant for acceptance of female secretaries was World War I. The Great War drained American manpower, and the woman came into her own as a secretary, working with the Red Cross or the Armed Forces, even in executive capacities and the professions. There was a need, and women rose to the challenge.

That was one way of looking at it. An oil company executive returning from wartime service put it another way "...we won one war and lost another. This period will go down as the greatest ambush of the male in history."

When the Great War was over, the female held her hard-won ground. By 1920, there were 1.2 million women in secretarial and stenographic work. Other drastic changes also were taking place, bringing more women into the working force.

Smaller houses and apartments—both requiring less care—were being built by the 1920s. The innovations of canned foods, washing machines, electric irons and ready-made clothes left women with time on their hands. By the 1920s, bosses had accepted the female secretary as a fact of life—prodded by dramatic victories in suffrage and the growing strength of the Women's Bureau of Labor.

By the early 1930s there were 3 million secretaries, and employment continued to rise even during the depression years. The young secretary of the 1920s emerged from the depression as a dignified young lady, active in everything from tennis to politics. The first of the "executive secretaries," appeared on the scene, job functions were split (secretaries, typists, stenographers), and the coffee break first appeared.

World War II, like World War I, made heavy demands on manpower; and the demand for secretaries increased rapidly as business boomed.

Prosperity continued after the end of the war, and by 1945 the entire female labor force had risen from the 14 million of 1940 to a peak of 20 million. The figure for 1960 was 22 million, with an estimated female labor force today of 26 million.

The pattern of the female labor force also changed. While secretaries in the 1930s were mostly single, and considered work a temporary thing, today's secretarial force includes growing numbers of working wives and mothers in the early thirties and the late and middle twenties.

And the role of the secretary changed. To the traditional tasks of shorthand and typing were added others—handling and answering mail, making appointments, booking travel reservations, operating modern office equipment such as copying machines, electric typewriters, and dictating machines, going along on trips, meeting, warding off and rerouting callers, and handling a variety of miscellaneous chores from writing advertising copy to shopping for an anniversary gift for the boss's wife. Secretaries have become an important cog in the operation of business.

What of the secretary of the future?

"The secretary of the year 2000 won't have to take dictation or type," said Richard L. Sheppard, vice president of 3M Company's Duplicating Products Division. "Her boss probably will do all of his dictating into a microphone connected to a computer which takes down his words, then transcribes them and types them onto a letter."

"Her duties will consist largely of human relations, public relations and machine relations responsibilities. She'll need greater training to delegate work to highly sophisticated office machines, so her main function can be more of an executive assistant, less that of a clerical worker."

As a company representative, this secretary undoubtedly struck out. Slovenly habits, just as distasteful to bosses today as they were in 1900, rank high on the boss's "gripe list."
Q: What services are not provided under Medicare?
A: A private room (unless required because of the nature of the illness); private nurse; dental work; TV in the hospital; medication at home; glasses; hearing aids; and some others in the same category.

Q: How will Voluntary Plan benefits be paid?
A: Insurance companies will be named by the Government to operate the plan. After you pay the doctor, the insurance company will reimburse you for 80% of the charge. There is also a $50 yearly deductible fee which must be paid by the patient.

Q: Is there a limit on what a doctor may charge?
A: There is no limit, but the patient will be paid only 80% of the reasonable charge. The insurance company will decide what is reasonable.

Q: If I am now 65 and have a health insurance plan what should I do?
A: Do nothing until the Medicare plan goes into effect on July 1, 1966. After that you may wish to review your present insurance coverage or switch to a supplementary plan covering the benefits not furnished under Medicare.

Q: Under Medicare will I be able to choose my own doctor?
A: Yes. You will have complete freedom of choice.

Q: How will Medicare be financed?
A: Medicare will be financed through the Social Security system.

Q: Will my tax be increased?
A: Yes. It will be increased two ways. First the rate of deduction will increase, and the amount of income taxed will be increased. Presently you are taxed on $4,800 of income. Beginning in 1966 you will be taxed on $6,600 of income. Check the table below for the tax rate and total tax.

### Social Security

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<td>4.2%</td>
<td>$277.20</td>
</tr>
<tr>
<td>1967-1968</td>
<td>3.9%</td>
<td>.5%</td>
<td>4.4%</td>
<td>290.40</td>
</tr>
<tr>
<td>1969-1972</td>
<td>4.4%</td>
<td>.5%</td>
<td>4.9%</td>
<td>323.40</td>
</tr>
<tr>
<td>1973-1975</td>
<td>4.85%</td>
<td>.55%</td>
<td>5.4%</td>
<td>356.40</td>
</tr>
<tr>
<td>1976-1979</td>
<td>4.85%</td>
<td>.6%</td>
<td>5.45%</td>
<td>359.70</td>
</tr>
<tr>
<td>1980-1986</td>
<td>4.85%</td>
<td>.7%</td>
<td>5.55%</td>
<td>366.30</td>
</tr>
<tr>
<td>1987 &amp; after</td>
<td>4.85%</td>
<td>.8%</td>
<td>5.65%</td>
<td>372.90</td>
</tr>
</tbody>
</table>

Q: What contribution does Sprague Electric make toward Social Security and Medicare?
A: Sprague Electric, and every other employer, makes a contribution equal to that which the employee pays. Your Company matches your contribution dollar for dollar.

Q: Why should I be concerned about Medicare? It will be many years before I retire.
A: No matter what your age, when you get your first paycheck in 1966 and see the increased deduction, you will certainly wonder where the money went. You should also be aware of what services are going to be available for our older citizens. If you have parents or grandparents able to benefit from Medicare, you should explain the system to them and help them get any assistance they may need.

Q: If I have a question about either the Basic or Voluntary program, where do I go for assistance?
A: Your local Social Security office has people qualified to answer any questions you may have. Contact them for any assistance you may need.
For Christmas with its lots an' lots of candles, cakes an' toys,
Was made, they say, for proper kids, an' not for naughty boys;
So wash yer face an' bresh yer hair, an' mind yer p's an' q's,
An' don't bust out yer pantaloons, and don't wear out yer shoes;
Say "yessum" to the ladies, an' "yessur" to the men,
An' when they's company, don't pass your plate for pie again;
But thinking of the things yer'd like to see upon that tree,
Jest 'fore Christmas be as good as yer can be!

—Eugene Field