

*Dean Austin*

## INTER-OFFICE CORRESPONDENCE

REPLY REFER TO DATE  
SUBJECT OF THIS LETTER

DATE July 22, 1975

ECT DPMA CAP QUESTIONNAIRE

Capitol Chapter Board of Directors OFFICE

Survey Committee OFFICE

Attached is the Survey Committee's report of conclusions and recommendations to the Capitol Chapter Board of Directors based on those CAP Questionnaires that were completed and returned. A summary of responses by question is also attached.

The report deals only with those areas that need improvement and does not address the Chapter's strong points.

A total of sixty-five questionnaires were returned, fifty-eight by current dues paying members. All have been delivered to Dean Edwards.

If the Board would like to discuss any of the Committee's conclusions or recommendations, please don't hesitate to ask.

Respectfully submitted,

Bruce Barger  
George Ficke  
Larry Huitt  
Dave Kagy  
Bob Osten  
Ron See  
Gerry Wasilewski

July 22, 1975

CAP QUESTIONNAIRE/Capitol Chapter DPMA

Following are the CONCLUSIONS and RECOMMENDATIONS of the Survey Committee.

I. PROGRAM

The questionnaire reveals that 47% of those responding believe our programs are boring. In addition, many written comments in response to question III4 indicate dissatisfaction with this important area.

There is no question about it, from the members point of view, most of what they receive in return for their investment of time and money is in the monthly chapter meeting. Program is the heart of the meeting.

Therefore, the committee believes greater emphasis should be placed on program. This responsibility should not be that of the Program Vice-President alone. A total dedication on the part of the President, the International Director and every member of the board of directors is needed. Every board member should become an informal but active member of the program committee.

Board meetings should focus on program. The President should give program his top priority and take every opportunity to remind board members of their responsibility in this area. The Program VP should receive the wholehearted support and encouragement of the board.

The committee suggests a return to the idea of the monthly meeting theme such as "education night". The old "nights" should be reviewed and updated to be current with todays management concepts and technical state of the art.

The committee also recommends that the seasons' program be planned well in advance if for no other reason than good speakers are in demand and have themselves planned well into the future.

Attached is a list of "PROGRAM SUGGESTIONS" that may be helpful in setting up informative topics and capable speakers. Once again, the strongest recommendation of this committee to the Capitol Chapter board of directors is to improve program quality through the ongoing efforts of all the members of the board. Leadership for this challenging task must come from the International Director, the President and the Program Vice-President.

## II. MEMBER RELATIONS

Judging from comments on a number of questionnaires, there is room for improvement in this area. By no means is there widespread dissatisfaction, but it is evident there are those members who do not feel comfortable at chapter meetings. To what extent, if any, this effects membership and attendance cannot be determined from the survey.

Some suggestions to improve member relations follow:

1. Assign two members (one young, one old) as greeters at each meeting. Select outgoing but sincere people. Along with shaking hands, they could find name tags or print tags where needed. A "fine" system could insure that all members greet the official greeter.
2. Use different color or larger name tags for first year members, to help older members know who they are.
3. Interject humor at some point in the program. A member could be assigned the "joke of the month" or this could be handled by the President or Program VP.
4. At every meeting, name all new members approved at the last board meeting. Those present could be asked to tell something about their job and personal life. If reticent, the President could ask a leading question or two.
5. Have all members with guests rise and introduce their guests.
6. Consider establishing a bowling, softball or other organized team. Regular reports at the chapter meeting, including members' performances, could be fun.

This important area could be the responsibility of the Executive VP, the Membership VP or a special committee.

## III. OTHER CONSIDERATIONS

The committee also presents the following recommendations for consideration:

1. Consider changing the meeting place. Forty percent of the members think the food at the present establishment is less than good. Fifty-three percent rate the meeting place atmosphere less than good.
2. Consider a program to attract younger people. The survey reveals only 8 members under age 30 (of those responding, that's 14%). Specific suggestions are omitted here, however we believe this deserves the attention of the board.

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## PROGRAM SUGGESTIONS

An active and aggressive program committee, backed by an equally active board of directors, should have a large number of programs and speakers to choose from. Program selection should become a matter of deciding which program, of many, is best suited to our needs.

Here are a few suggestions that could help the effort:

1. Use the International Director's contacts around Region V as a program source.
2. Board and program committee members should keep the need for good programs in mind as they conduct their daily jobs. While communicating with fellow data processors and while reading trade and management publications, program ideas can be noted and brought to board meetings for discussion.
3. Visit DPMA chapter meetings in nearby cities. The Eastern Illinois chapter has notably good programs. Consult with the local ASM president or program chairman.
4. Continue to use the local institutions of higher learning, vendors and other management groups as program sources. Senior management personnel from local firms and State agencies have proven to be an excellent source.
5. Budget for program expense and spend for first rate speakers.
6. Be flexible: change the meeting hour, night and week if necessary to accommodate a good speaker.
7. Check with the State Department of Personnel. They regularly schedule nationally known authorities for day-long seminars. It may be possible to hold one over for an evening meeting.
8. Consider mailing a separate meeting announcement in addition to the newsletter. The announcement would be devoted completely to program and could be scheduled to arrive 4 - 5 days ahead of the meeting. The newsletter mailing could be adjusted accordingly. The newsletter could carry advance notice of all scheduled programs.

PROGRAM SUGGESTIONS (Cont)

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9. Note the interest (as indicated of the questionnaires) in 4 o'clock seminars and special one day seminars: also the preference for more management and application-oriented topics.

As one committee member noted, our average member is in his late thirties and has 16 years d.p. experience. He's heard it all before and we must use imagination and hard work to build an outstanding sequence of programs.

# SUMMARY OF 58 QUESTIONNAIRES

## CAP QUESTIONNAIRE

1

### Introduction

As a part of the continuing effort of the International Association to provide support to the local chapter organizations, this questionnaire has been developed to let you provide input to the local chapter officers, which will assist them in planning and developing chapter programs and operations that will be more meaningful to you as a member of the chapter.

In order for this effort to be successful, it is important that every member of the chapter take a few moments and complete these questions honestly and objectively.

Your local chapter officers have established a special committee to analyze the results of this questionnaire and to make recommendations to them on actions necessary to achieve the overall objective. They are giving you the opportunity to offer service, suggestions and criticism, in order to make the local chapter a more viable association for you.

CHAPTER AFFILIATION: CAPITOL - 050  
Chapter Name \_\_\_\_\_

#### 1. Personal Data

1. Age: 0 8 24 21 5 0  
Under 20 20-29 30-39 40-49 50-59 60 or Over

2. Sex: 57 1  
Male Female

3. Marital status: 1 56 1  
Single Married Widowed Divorced

4. Number dependent children: 6 36 14 2  
0 1-2 3-4 5 or More

#### 5. Present title: (Check most appropriate)

- |           |  |           |                      |
|-----------|--|-----------|----------------------|
| <u>6</u>  | Mgr/Dir.Systems or Programming           | <u>11</u> | Systems Analyst      |
| <u>7</u>  | Mgr/Dir.Data Processing Oper.            | <u>2</u>  | Programmer           |
| <u>7</u>  | Mgr/Dir.All System & Data Proc.          | <u>1</u>  | Technical Specialist |
| <u>4</u>  | Project Manager (System/<br>Programming) | <u>5</u>  | Staff/Administrative |
| <u>15</u> | Other (please specify) _____             |           |                      |

6. Type of business: (Check most appropriate)

<u>4</u>	Banking	<u>2</u>	D.P. Equipment Mfgr/Sales
<u>16</u>	Insurance	<u>0</u>	D.P. Associated Mfgr/Sales
<u>20</u>	Government	<u>5</u>	D.P. Services
<u>4</u>	Manufacturing	<u>4</u>	Public Utilities
<u>2</u>	Retail/Wholesale	<u>0</u>	Medical/Hospital
<u>0</u>	Education	<u>1</u>	Other: _____

7. Additional compensated positions (or jobs) held, if any: 5  
No. hours/mo. \_\_\_\_\_

8. Number of years in data processing field: Avg. 16 yrs

9. Number of years a member of DPMA: Avg. 6.83 yrs

10. Other professional organizations of which you are a member:

12 BELONG TO OTHER PROF ORGANIZATIONS (6 ASM)

11. Other personal involvement (Civic, church, fraternal, etc.):

34 HAVE

12. Are you a student in a regular university or community college: 11  
If yes: \_\_\_\_\_ Yes No  
Day student \_\_\_\_\_ Night student \_\_\_\_\_

13. Educational achievement:

13 High School  
1 Technical school  
7 Data processing school  
0 Other (specify) \_\_\_\_\_

33 College  
4 Graduate degree  
0 Computer sciences degree

14. Degrees and year attained:

Degree	Year	Degree	Year	Degree	Year	Degree	Year
--------	------	--------	------	--------	------	--------	------

15. Are you a:

CDP holder \_\_\_\_\_  
RBP holder \_\_\_\_\_  
CPA \_\_\_\_\_  
Registered Engr. \_\_\_\_\_  
Other \_\_\_\_\_  
(Indicate what type) \_\_\_\_\_

YES

18

0

0

2

2

16. What type of equipment are you working with?

<u>BURROUGHS</u>	- 1	<u>UNIVAC</u>	- 2
<u>HONEYWELL</u>	- 5	<u>MISC-NON COMPUTER</u>	- 2
<u>IBM</u>	- 42	<u>NONE</u>	- 3
<u>MCR</u>	- 3		

## II. DPMA Participation

### 1. Attendance at meetings:

- |           |   |          |                                |
|-----------|---|----------|--------------------------------|
| <u>20</u> | <u>Every meeting</u>  | <u>1</u> | Only when you need a night out |
| <u>2</u>  | Only when nothing else to do                                    | <u>0</u> | When door prize is attractive  |
| <u>15</u> | Only when program interests you                                 | <u>5</u> | Almost never                   |
| <u>15</u> | Other (specify) "when time" "if no conflict" "try to make most" |          |                                |

### 2. Would you attend more DPMA meetings if there were: RESPONSES SEPARATED PER QUES II. 1.

EVERY      ALLOTHERS

	<u>EVERY</u>	<u>ALLOTHERS</u>	
<u>3</u>	<u>4</u>	<u>18</u>	<u>12</u> More management topics
<u>1</u>	<u>4</u>	<u>10</u>	<u>6</u> More technical topics
<u>0</u>	<u>0</u>	<u>13</u>	<u>9</u> More application-oriented topics
<u>6</u>	<u>6</u>	<u>0</u>	<u>0</u> More social programs
<u>0</u>	<u>0</u>	<u>1</u>	<u>1</u> More sports programs
<u>1</u>	<u>0</u>	<u>2</u>	<u>5</u> Round table discussions
<u>0</u>	<u>1</u>	<u>3</u>	<u>9</u> <u>6</u> More special interest group sessions
<u>2</u>	<u>1</u>	<u>2</u>	<u>2</u> More visual aids
<u>3</u>	<u>4</u>	<u>0</u>	<u>0</u> More prizes or awards
<u>2</u>	<u>5</u>	<u>0</u>	Awards for perfect attendance

3. Have you ever served on a DPMA Committee? 34 24  
If yes, latest year 7 Yes 59% No 41%

4. Have you ever served as a DPMA officer or Board member? 27 31  
If yes, latest year 7 Yes 59% No 41%

5. If you were asked to serve on a committee, do you have a Committee preference: (indicate 1 = first preference, 2 = second, etc.)

REVIEW QUESTIONNAIRES INDIVIDUALLY.

<u>Research &amp; Development</u>	<u>Chapter Education</u>
<u>Publicity &amp; Awards</u>	<u>Hospitality</u>
<u>Publication</u>	<u>Membership</u>
<u>Public Education</u>	<u>Program</u>
<u>Special Activities</u>	<u>Bylaws</u>

3. YES RESPONSES 4. YES RESPONSES

'74-'75 17  
'72-'73 9  
'70-'71 2  
→ '69 6

10  
4  
1  
12

6. Do you attend regional and/or International Conferences?

Regional Conference

<u>10</u>	<u>48</u>
Yes	No

International Conference

<u>12</u>	<u>46</u>
Yes	No

7. Does your company underwrite your expenses for:

<u>Membership Fee</u>	<u>Monthly Meetings</u>	<u>Region Confr.</u>	<u>Intn'l Confr.</u>
<u>45</u>	<u>13</u>	<u>24</u>	<u>34</u>
Yes	No	Yes	No
		<u>12</u>	<u>34</u>
		Yes	No
		<u>10</u>	<u>16</u>
		NA	Yes
			No
		<u>12</u>	<u>30</u>
		NA	NA

8. Are you interested in:

<u>17</u>	4 o'clock Seminars
<u>21</u>	Special one-day Seminars
<u>4</u>	Speakers Bureau
<u>0</u>	Other (specify)

<u>1</u>	Being a seminar leader
<u>7</u>	CDP review course
<u>9</u>	Special interest groups
<u>14</u>	NO ANSWER

### III. Opinion Data

1. Have you stayed away because you did not want to spend the money for dinner? 1 57 If yes, why: \_\_\_\_\_

2. Are the other members friendly? 54 4  
Yes No

If no, explain: \_\_\_\_\_

3. Do you feel left out at your local meetings? 5 53  
Yes No

If yes, in what way? \_\_\_\_\_

4. Are the programs boring? 30 27 1  
Yes No NA

If yes, why: \_\_\_\_\_

5. How is the meeting place atmosphere? 26 27 4 1  
Good Fair Poor NA

Comments: \_\_\_\_\_

6. How is the food and service? 33 20 3 2  
Good Fair Poor No Ans

Comments: \_\_\_\_\_

7. Are the drinks too expensive for what you get? 1 50  
Yes No

Comments: \_\_\_\_\_

DONT DRINK - 4  
NO ANS - 3

✓ 8. Is the Chapter run by a clique? 7 48 3  
127 Yes No NA

If yes, explain: \_\_\_\_\_

9. Are the officers and Board members interested in opinions for improving the chapter? 45 5 8  
Yes No NA

If no, please comment: \_\_\_\_\_

✓ 10. Have you ever been asked to serve on a Committee or run for the Board of Directors? 35 23  
Yes No

11. Have you ever volunteered to serve on a committee or run for the Board of Directors? 29 29  
Yes No

12. What type program would cause you to want to bring guests along with you to a meeting?

GOOD TOPIC OR GOOD SPEAKER 24

MANAGEMENT TOPICS 5

13. Are meetings too long before program starts? 2 52 4  
Yes No NO ANS

14. What in your opinion should be the purpose of chapter meetings?  
(Rank in order of importance: 1 = most important; 5 = least important)

<u>RESPONSES</u>	<u>POINTS</u>	<u>RESPONSES</u>	<u>POINTS</u>
58	81	Educational	51
52	130	Social	52
18	76	Other	131

RANKING BASED ON AVERAGE NUMBER OF POINTS PER RESPONSE,  
LOWEST AVERAGE EQUALS TOP PRIORITY:

EDUCATIONAL	1.4
PROB DISC	2.3
ASSOC BUSN	3.0
SOCIAL	3.5
OTHER	4.2