



No. 71-3

January 22, 1971

### ORGANIZATION CHANGES

WILLIAM E. DONAHUE has been appointed Supervisor of Dealer Development and Sales Training for the Outdoor Power Equipment Operation. In his new position, Bill will have responsibility for the training of new salesmen and the development of dealer and sales training programs.

Bill joined OPEO in January 1970 as a Market Development Specialist and had responsibility for dealer development and sales of the Elec-Trak in New York State and Vermont.

Bill and his wife and four children reside in Pittsfield, Massachusetts.

LOU HANEI has been appointed to Manager-Facilities reporting to Pat Palmisano, Manager-Manufacturing.

ROBERT C. DELF has joined OPEO as Accounting Specialist in General Accounting, according to an announcement by H. D. White, Manager-Financial Analysis and Planning.

A native of Greenfield, Massachusetts, Bob received his BS in Business Administration from Bryant College in 1950. He joined GE in 1951 at Pittsfield, Massachusetts, and transferred here from the Aviation Service Operation in Arkansas City, Kansas.

Bob and his wife and two children live at 8 Bellaire Drive in Scotia.



HOWARD W. CARSTENSEN has been appointed Salesman for the Outdoor Power Equipment Operation. Howard will be located in Chicago, Illinois and will have responsibility for dealer development and sales of Elec-Trak in Illinois and Eastern Iowa.

Howard has been associated with the power lawn mower garden tractor field for many years in the Chicago area representing RECO sales (Wheel House) and Plantex Lawn Equipment, Inc. (Hahn Eclipse).

Howard, his wife and two children live in Palatine, Illinois.



WINNER OF THE NAME-THE-QUALITY CONTROL PROGRAM IS VIRGINIA MASLANKA  
whose entry "Ride With Pride" was selected as the best of all those submitted. For her winning efforts Virginia will receive the \$10.00 first prize.

SAVINGS AND SECURITY PROGRAM "STOCK PRICES" AND FUND UNIT PRICES for each month of 1970 are as follows:

<u>Month</u>	<u>Stock Price</u>	<u>Fund Unit Price</u>
January	\$73.988	\$28.086
February	\$69.921	\$27.007
March	\$72.268	\$26.304
April	\$74.165	\$25.047
May	\$66.429	\$21.950
June	\$67.636	\$22.022
July	\$73.023	\$21.475
August	\$76.214	\$21.547
September	\$80.702	\$23.276
October	\$84.727	\$23.958
November	\$86.463	\$23.852
December	\$90.114	\$25.358

CURRENT FUND UNIT PRICE can now be obtained from an automatic phone unit on extension 5-9471

#### 1970 MEDICAL EXPENSE CLAIMS

Employees are reminded that claims for medical expenses incurred during 1970 must be filed with Payroll not later than 90 days after the end of 1970. Each bill submitted for claim must show the following:

1. Name of the patient.
2. A complete description of each service.
3. The date of each service.
4. The amount charged for each service.
5. The diagnosis for each illness condition, unless shown elsewhere.
6. The initials of the attending physician - if other than hospital or physician's bills or bills for drugs and medicines showing a pre-  
scription number.