

AOCS Headquarters

Few AOCS members ever get an opportunity to visit the Society's headquarters building in Champaign, IL, but the red-brick structure serves as nerve-center for maintaining AOCS records and services to members.

In 1971 the Society moved from Chicago to the structure near the University of Illinois campus. The main rectangular 1½ story office section is connected to a circular library/conference room by a short corridor. The conference room is where committees convene when meeting in Champaign.

Originally built for The National Council of Teachers of English, the office portion contains an eye-catching 12 x 12 planter area referred to affectionately by staff members as "The Jungle."

Basement storage areas are used for back issues of the AOCS publications, Official Methods manuals, and other material for AOCS members. Upper areas are partitioned by dividers into office cubicles.

AOCS members or manuscript authors may frequently converse with staff members whom they seldom see, probably during national meetings.

Executive Director Jim Lyon directs administrative activities aided by his secretary, Gretchen Baumann, and part-time staff assistant Sue Armstrong. Reception/order clerk Carol Reid is the first person most visitors meet when they arrive at the headquarters.

Evelyn Koch is bookkeeper-accountant, maintaining all AOCS financial records. Sue Heiser, her part-time assistant, handles cash flow records and maintains accounts receivable records.

Jo Nelson heads the membership records and services section, which involves keeping up-to-date computerized mailing lists, membership directory production, invoicing, and generally handles members' questions. Working in the same office area is Sandy Burr who maintains subscription records for *JAOCS* and *Lipids* as well as handles staff work on the Smalley Program.

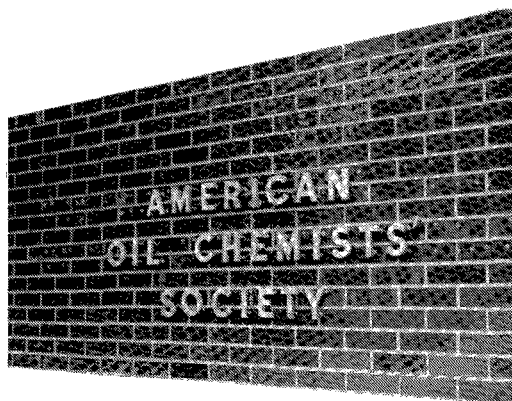
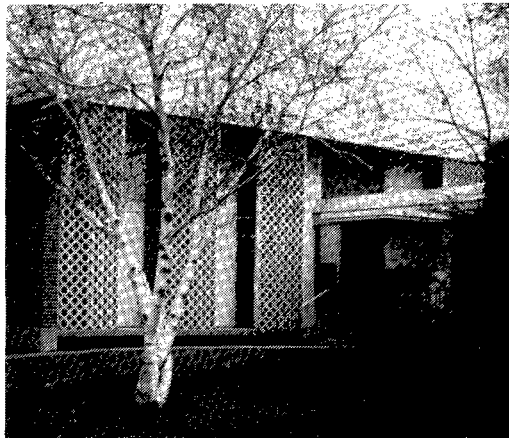
Pat Graham is director of advertising and promotions—responsible for advertising and exhibit sales as well as for promoting AOCS membership and services. His assistant, Joan Dixon, maintains advertising records and prepares monthly billings.

Denise Peters is publication production manager, coordinating production schedules and doing layouts for AOCS publications. Staff Editor Nancy Krueger copyedits *JAOCS* and *Lipids* manuscripts, *JAOCS* news, meetings and short course programs and abstracts. George Willhite, editor of *JAOCS* news, plans and produces features for *JAOCS* News, serves as reporter/writer at AOCS meetings and an editor of AOCS sponsored proceedings.

Laurel Preece is lead composer operator and with Sandy Lee produces both galley proofs and camera-ready copy for the Journal, *Lipids*, and other publications.

Chuck Cordova, mail clerk/stock clerk, and part-timer Jay Scheevel handle AOCS mail and maintain stock rooms. Part-timer Bert Brown does after-hours maintenance and cleaning.

(Pictures continued on next page.)

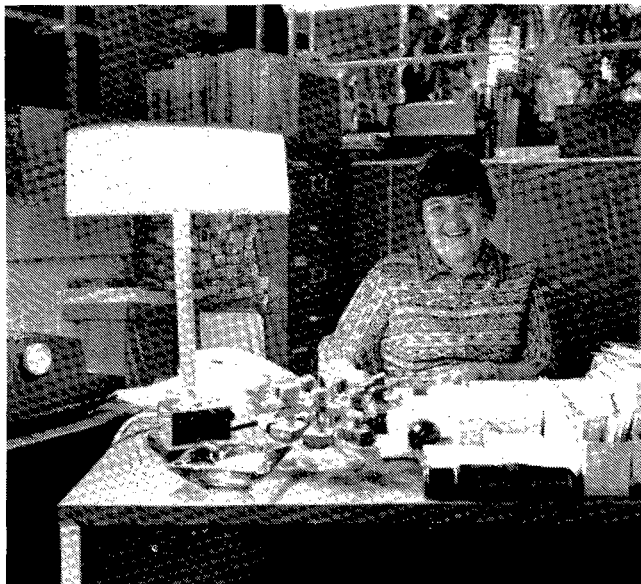




Executive Director Jim Lyon and secretary Gretchen Baumann



Bookkeeper-Accountant Evelyn Koch at new electronic accounting system



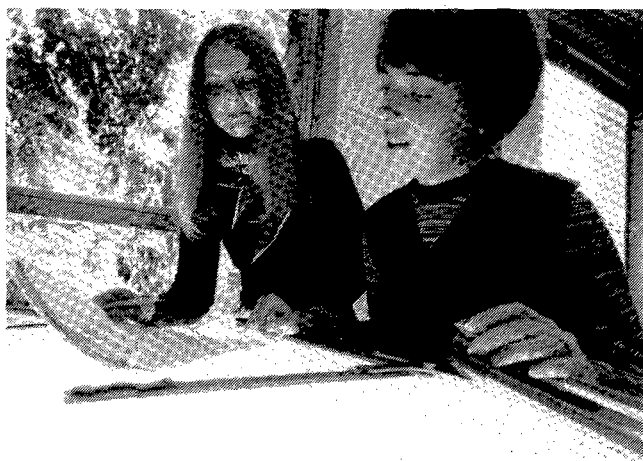
Carol Reid is receptionist and order clerk



Sandy Burr, left, is Subscription/Smalley clerk; Jo Nelson, right is Head of Membership Records and Services



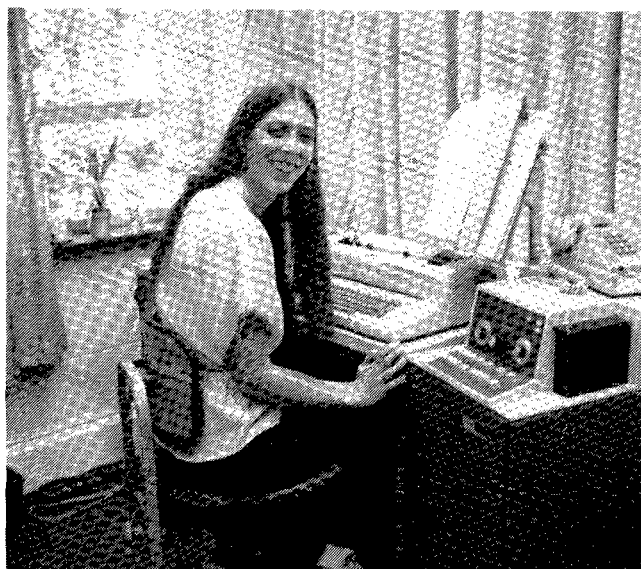
Director of Advertising and Promotions Pat Graham confers with secretary Joan Dixon



Staff Editor Nancy Krueger, left, and Publications Production Manager Denise Peters



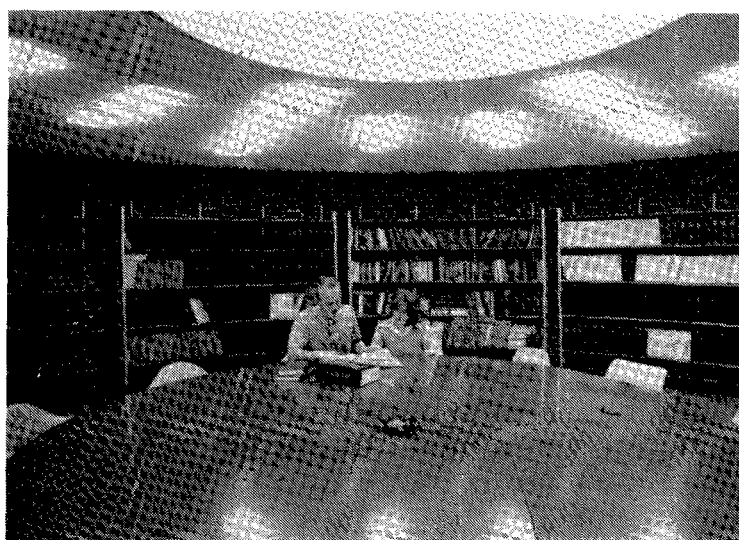
Mail Clerk/Stock Clerk Chuck Cordova, foreground, and assistant Jay Scheevel



Lead Composer Operator Laurel Preece at Magnetic Tape Selectric Typewriter



Accounting Assistant Sue Heiser, left, and Composer Operator Sandy Lee



Staff Assistant Sue Armstrong and JAOCS news editor George Willhite