

# A DAY IN RED BANK

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The eastern seaboard is dotted with old towns, New Jersey has more than its share of them. Some few miles west of the Atlantic Ocean, and about six miles south of that spit of sand known as Sandy



Mr. Winn

Hook, lies Red Bank. This town goes back to the seventeenth century, and it was well established when one of the major battles of the Revolutionary War was fought in its vicinity. In addition to being old, it is a pretty town, perched on the banks of the Navesink River. This river has many yacht clubs, and in the summer, its blue reflects a myriad of white sails.

Like all towns within a reasonable radius of New York City, the majority of the gainfully employed commute to Manhattan Island in the morning, and back to Red Bank every evening, five days a week. However, service industries must be available in all such towns, and shopkeepers, bankers, doctors, lawyers live and work there. In addition, the armed services have installations there. Medicine represents a large activity. There is a large modern hospital in Red Bank, which seems to be always in the condition of having a new wing underway. The largest and newest office building is some ten to twelve stories, and mostly tenanted by doctors and medical clinics.

A few doors from this building, and across the street from the hospital, is the Riverhill Building at 39 East Front Street. Front Street is an old street, but the Riverhill Building is relatively new. On the second floor of this well appointed building, the Cat Fanciers' Association, Inc., has its office. On June 10, 1966, I had the pleasure of spending the day in CFA's offices. A large room, some twenty by thirty feet was workably filled with desks, and chairs. I saw five electric typewriters — in use. A dominating and eye-catching bit of office equipment are the three Linedex. Each is a large circular bank of frames, supported by a single base, and on each readily seen plastic covered insert is the name of a registered cat. As the frames are spun around the base under the correct letter of the alphabet, some one hundred and fifty names are visible on each frame. This alphabetical index is checked for each registration to prevent duplication of names.

As the eye passes beyond the three Linedex, two large rectangular box-like tubes are seen. These are the Kard-Veyors. You may have seen Kard-Veyors behind the tellers' counters in some banks where they are kept for ready comparison of checks with signature cards. Each Kard-Veyor has twelve shelves which revolve at the push of a button. They revolve much as a ferris wheel revolves, and by pushing the correct button, the desired shelf presents itself. Each shelf holds thirteen metal boxes, with each box holding what appeared to be five to seven hundred 3x5 cards. Here are the records of each of the thousands of

cats which have been registered with CFA. The Kard-Veyor cat cards are filed numerically, and are a mutual cross reference with the names in the Linedex.

In addition to the name and number of the cat, the cards in the Kard-Veyor will show its Winner's Ribbons, and under which judges, and its progress toward its Grand Championship. At the present time the Kard-Veyor also contains an alphabetical listing of the names and addresses of some fifteen thousand breeders of cats who have and are registering with CFA. This list is kept current by frequent culling.

At the back of the large and main room are two small office rooms. In one of them is a multilith duplicator. This is the printing machine on which are produced the letterheads, registration and other blanks, show rules and standards, required data for the judging program and similar printed needs of the Association. This machine is quite large, and obviously much in use.

The other small office room has the collator. This handy device puts together the printed sheets in booklet form. Also in this room is the Pitney Bowes machine through which outgoing mail is automated — sealed and imprinted with the required postage. Also here is the electric letter opener through which incoming mail is processed.

Also in the office are files, a safe, adding machines, and a pervasive quantity of manila paper covered large packages. These packages are tucked under tables, piled high in corners, and placed in each out of the way location that can be utilized. These packages contain the envelopes and paper stock which will be put through the multilith, and shipped out across the country as CFA printed matter. Envelopes are purchased 15,000 at a time, and because of the economy involved, paper is also purchased in large quantities. Under one of the tables was a large pile of what appeared to be corrugated board. Actually, these were boxes. When unfolded, and fastened into position with masking tape, each box would hold nicely the show material each club needs from the office. Last year fifty-three of these boxes loaded with show rules, entry blanks, pages for judges' books, and other show needs went through the Red Bank post office to CFA clubs from Oregon to Texas, from Ontario, Canada, to Miami, and in Hawaii and Japan.

Reference to the Red Bank post office brings to mind the incoming mail which is delivered to the office each day. Although June is considered a slow month in the CFA office, on the day I was there over ninety letters were received. Some thirty of these were requests for information. People asked where to buy a cat, where they could find a sire to mate a cat, and how to form a cat club. Sixty-three of the letters contained money for the purchase of blanks or the registration of cats and kittens. Twelve of these letters contained exactly one dollar, for either one litter registration, or one dollar's worth of blanks. The largest check in this day's mail was thirty-two dollars. This breeder was registering one adult cat, seven litters, twenty two kittens, and purchasing one dollar's worth of blanks. All told, the money received in the mail on June 10 was two hundred forty one dollars. These receipts were meticulously recorded on forms for that purpose, the money deposited in the bank, and the forms and deposit slips put in

the files for examination by the auditor. Some applications for registration were incomplete. Birth dates were omitted, or other necessary information was not given. These situations required further correspondence in order that registration could be completed. Such correspondence necessarily delayed needed accomplishments.

Busily working in the office when I was there were four attractive young ladies. Jean Rose, the Executive Director, was overseeing the whole operation, answering questions, and there were many questions to be answered. For some reason the maintenance of such an office continually presents matters for which there is no precedent. Every day special situations arise, special treatment is requested, an unusual circumstance requires the invocation of judgement, one rule has been cited, but another and applicable rule prevents the result desired. All of these things Jean has to be able to answer, and give the authority for her answer.

Mrs. Ann Siciliano opens the daily mail, distributes the routine work, prepares the income sheet listing the money received and for what, and answers the mail which requires answer. She also checks out the finished work — registration certificates, for instance.

Mrs. Dorothy Nelson types registration records, and cat certificates, and does routine filing.

Mrs. Helen Booth does the checking necessary to register cats and kittens. She has the shelves in the Kard-Veyor spinning as she examines each card to verify the parents of the cat offered to be recorded for posterity. She also types records, and does routine filing.

During much of the year, the work of the office is extremely heavy. When show records pour in each week, Jean does the work on them on the basis of which former open class cats must be entered next weekend as champions, and erstwhile champions are now eligible for the grand champion class. At this time the number of registrations rapidly increases so that previously unregistered cats may be entered in shows. Mrs. Daisy Portuondo is available for some ten hours of work each week, in the evening. Daisy is a Cuban, and her knowledge of Spanish is helpful as many cat names are Spanish, or of Spanish origin. She checks registration applications, and does routine filing.

When the "masters" have been prepared ("masters" are the metal sheets which are attached to the multilith, and are, in effect, the type forms), Mike Dickens, a high school student in Red Bank, comes in in the evening, and runs the press.

Merilee Rose, Jean's daughter, works part time, when she is available. Merilee is an accomplished stenographer, and does filing in addition to typing. Jean says that her main function seems to be to heckle the Executive Director, and advise changes in the method of operation.

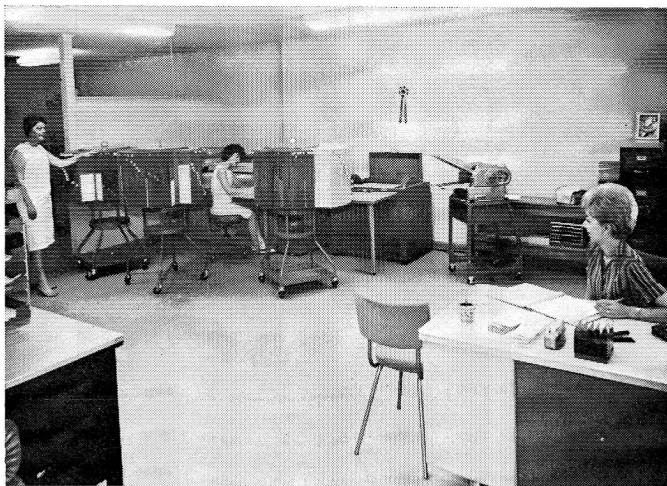
The Executive Board of CFA has authorized the rental from IBM of a new and fascinating machine. It is referred to as the IBM Magnetic Tape Selectric Typewriter. With this equipment, information typed on tape is repetitively and automatically typed on paper. I have seen these automatic typewriters, merrily and noisily lacking away, with no one near the key board. It is a little eerie to watch such a typewriter. The fact that erasers maybe dispensed with completely is interesting, for regardless of speed, the machine duplicates exactly what

is on the tape, with nary an error. One obvious use for this machine would be a tape from which could be typed the names and addresses of the 15,000 breeders on labels for mailing purposes. Further uses beggar the imagination.

My day in the office convinces me of two things. CFA can well be proud of an efficient headquarters, where the work is expeditiously handled, and properly recorded; and every person who has occasion to correspond with the office for any purpose would profit by a visit to Red Bank.

The growth of CFA over the past several years bids fair to continue. This year all functions are increasing over last year by approximately twenty per cent. As the years pass, and growth is maintained, the office set up must be such that it is not overwhelmed by increases in activity.

From the quiet color of the window drapes to the thump of the multilith, and from the clicking of the postage meter to the stuttering of the typewriters, this is indeed a business office. It is capable of doing the job that is required now, and it is a solid base on which the necessary expansion can develop. The Cat Fanciers' Association is indeed fortunate, and the cat fancy can be grateful that the present needs and future requirements for the maintenance of this phase of the avocation are so well in hand in Red Bank.



Left to right: Dorothy Nelson at Linedex, Helen Booth at Kard-veyor and Ann Sicilianao at desk.

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