



**SOCIETY OF PLASTICS ENGINEERS
 COLOR & APPEARANCE DIVISION
 Board of Directors Spring Board Meeting Minutes**

Date: August 3, 2016 Board of Director’s Meeting
 Location: Hyatt Hotel – Denver, CO

Attendance

Present:

Absent:

Aumann, Scott	Mullins, Brenda	Breeze Briggs
Balthazar, Earl	Prosapio, Alex	Clatworthy, Bruce
Becker, Doreen	Puckerin, Betty	Karszes, Nathan
Bodi, Alan	Rediske, Jim	Przbyliski, Jamie
Davis, Sandra	Ryan, Mark	Austin Reid
Depew, Chuck	Smeltzer, Ann	Fang Wang
Drusda, Jeff	Treat, Cheryl	
Ehr, Sharon	Tyler, Mark	
Esker, Steve	West, Brian	
Ford, Ed	Willis, Mike	
Figaniak, Jim		
Freshwater, Mark		
Heitzman, Scott		
Ladson, Jack		

Upcoming Board Meetings:

Fall Meeting	CAD RETEC 2016 Sawgrass Marriott Golf Resort & Spa Jacksonville, FL	September 14, 2016 8:00 am
--------------	---	-------------------------------

Wednesday Minutes – Centennial C

Breakfast was served at 7:00 AM

BOARD OF DIRECTORS MEETING

- Welcome, Introductions, Opening Remarks, Announcements – B. Mullins
 - Brenda welcomed the group acknowledged that 25 members were present.
- SPE Anti-Trust Statement – B. Mullins
 - Brenda reviewed the Anti-Trust statement with the participants:
 - **The meeting referenced above will be governed by the Anti-Trust Act Statement listed as follows:**

SOCIETY OF PLASTICS ENGINEERS ANTITRUST GUIDELINES

It is an SPE Policy that there can be:

1. **No discussion among members which attempts to arrive at any agreement regarding prices, terms or conditions of sale, distribution, volume, territories, or customers;**
2. **No activity or communication which might be construed as an attempt to prevent any person or business entity from gaining access to any market or customer for goods or services or any business entity from obtaining services or a supply of goods;**
3. **No activity or communication, which might be construed as an agreement to refrain from purchasing or using any materials, equipment, services or supplies of or from any supplier; or any other activity which violates antitrust or other applicable laws aimed at preventing**

■

- Secretary's report – Jim Rediske
 - **Action: No treasurer's report attached but Jim will send. He will also include the minutes to post the last minutes for the membership**
 - Jim asked if anyone had any revisions to the Spring meeting minutes of May 2016. A motion was made by Earl to approve the minutes and seconded by Brian West (all approved). The Spring 2016 Meeting minutes will be filed and a copy sent to SPE. The mailing list and committee membership lists were circulated for corrections.
- Treasurer's Report- B. Mulholland- see attached
 - **Action: Need to do the audit at the RETEC meeting (Austin Reid)**
 - A motion was made by Earl to approve the minutes and seconded by Brian West (all approved).
- Councilor's report – B. Mulholland- see attached
 - Bruce will attend the next SPE council meeting held Aug 19/20 in Quebec City.
 - Terms changed from 2 years to 3 years
 - **Action: The awards committee needs volunteers (5 categories) to develop the criteria. Still looking for volunteers if anyone is interested, please contact Bruce. Good for honored service member points**
 - A motion was made by Earl to approve the minutes and seconded by Brian West (all approved).

Committee Reports:

- **Technical Program**

- **RETEC 2016** Technical Program Committee – J. Figaniak
 - 214 registered (Bruce Mulholland)
 - Separate e-links
 - This might have helped the golf numbers?
 - Positive feedback
 - **Action: Need on-site registration help (Cathy & Sue will help)
Bruce will send out an email with time slots for signing up.**
 - 2 people registered for the tutorial (might not happen, need 6) -Bruce Mullholland
 - **Action: board members should enquire if anyone is interested in the tutorial and let Bruce know.**
 - Registration Gift: Blue tooth speaker or headphones
 - Band: Bruce will set up band on Saturday
 - **Action Scott will check with hotel that this ok**
 - Eblast coming out on Monday
 - Problems with hotel registration (no Tuesdays available)
 - Tabletops are in the 50's but have 60+ available
 - Golf- Mark Tyler
 - 34 signed up (this is high)
 - **Action: 60 spots maximum. Golfers should sign up soon**
 - Room for meeting
 - **Action Scott will get us a room for the board meeting and will let Brenda know**
 - Panel Discussion on Tuesday (Betty Puckerin)
 - Sponsorship (Cheryl Treat)
 - Most sponsors signed up again, one did not
 - 54 tables tops have committed
 - 21 groups that have committed
 - 5 silvers
 - 11 gold
 - 5 platinum for around \$60,000 .
 - Papers
 - Guest speaker from NASA
 - **Action: Looking for ideas on better/more coherent papers?**
 - Super shuttle from airport
 - **Action: Scott will reach out to Super Shuttle next week**
 - **RETEC 2017 (Millwaukee) – Bruce Mullholland**
 - No contract for convention center but it is in progress
 - Joyce is working on logos
 - Bruce is looking for committee volunteers
 - Technical program (Sandy will mentor) volunteers
 - Mike Willis and Ed Ford will do the technical committee

- RETEC 2018 (Charleston) Brenda Mullins/Fang Wang
 - **Action: design logo with Joyce: Brenda Mullins**
 - ANTEC Technical Program Committee – Scott Aumann
 - ANTEC 2017 (Anaheim) – Jim Figaniak/Ed Ford
 - ANTEC 2018 (Orlando) – D. Becker/A. Smeltzer
 - ANTEC 2019 (Detroit) 75th Anniversary
 - **Action: looking for chairs**
- **Communications** – Ann Smeltzer
 - Committee meeting yesterday
 - Linked in we have 1025 followers
 - Facebook we have 67 Likes
 - Twitter we have 132 Followers
 - Ann is going to add Instagram or Pinterest soon
 - Need to think about photo sharing for meetings
 - CAD policy: no recordings of any kind during papers
 - **Action: Bruce will talk to SPE at the council meeting to clarify recording/photography policy**
- **Website/Internet** –Jeff Drusda
 - Trying to clean it up and make it functional
 - **Antec**
 - **Retec**
 - **Elections**
 - RETEC is complete
 - Can we use E-touches (3rd party?) for elections
 - **Action Bruce will follow up with this**
 - **Action: Need an IT dept from a company to volunteer (Betty has asked Ampacet for programming help. Look at another company like word press to handle this. (Jeff Drusda trying to get for next meeting or winter)**
 - **Action: Let Jeff know if you want contact forms to drive members to a specific event.**
 - Newsfeed- trying to get it set it up for instant notifications for retec
 - **Action: Jeff will do later this week**
 - Voting Module: good for best papers, etc
 - Places of interest: POI's
 - Floor Plans: pdf (maybe something interactive?)
 - App modules
 - Mail functions- call for papers?
 - Session Readings: vote on the papers, opinions, ratings, good for best papers, etc

- Show Surveys: makes it electronic
 - QR codes: put on badge used for contact info
 - Need to protect privacy
 - **Action: Jeff will pursue these options (timing is tight for 4-5 weeks out)**
- **Newsletter-** Mark Tyler
 - 3rd issue will be coming out in the next week or two
 - No Ads just page of logos for sponsors
 - **Motion: Joyce from Peacock will take care of advertising for \$500 per year (approved) Motion was withdrawn**
 - We will still have to do solicitation.
 - **Action: Get current sponsor info to Mark so he has it**
 - **Do we have any volunteers for invoicing?**
 - **Action: Brian West has volunteered to do newsletter, business manager.**
- **Sponsorship:** -Cheryl Treat
 - Should we do a sign right behind registration desk to thank the sponsors?
 - Sign is 16X5 feet
 - \$1400
 - Not reusable as it is
 - Can we hang another banner up there instead?
 - Make sure all logos and signage is correct
 - **Action Item: Cheryl will pursue a discount**
 - **Action Item: Scott will pursue if feasible**
- **Education/Technical Resource** – Betty Puckerin
 - Reviewed modifications to test methods presentation
 - **Action Item: Betty will send out email for reviewing the presentation to various people. Review and send back to Betty by August 22nd for a webex to review**
 - Book Volume 2 – Bruce (ongoing)
- **Endowment** – Ann Smeltzer/ Todd McHenry
 - Scholarships: 15 winners ranged from \$1250- \$4000. Some students did not reapply
 - Top 4 were memorial scholarships
 - **Motion: add George Rangos scholarship. Approved**
 - **Action: mention at RETEC and notify family (Ann Smeltzer)**
 - Should we notify family of memorial scholarships about the recipients?
 - Should we do a You Tube video of the recipients?
 - **Action: Ann will ask recipients and perhaps show at awards luncheon? Needs to get a release**
 - **Action Item: Ann will send a list of the recipients and their bios**
- **Awards** – Mark Freshwater
 - Best Paper Award: RETEC: Tad Finnegan
 - Best Paper for ANTEC: Phillip Niednzu

- Thanks for help grading
- **Action: Need graders for retect**
- Terry Golding award: looking for nominations:
 - **Bruce nominated/Motioned Mark Tyler**
- HSM / Fellow / OA – Do we have any nominations?
 - Need to do one every two years?
 - One for each
 -
- Pinnacle Award –
 - **Action Jim Rediske will do application**
- Communications Excellence Award –
 - **Action: Ann will fill out application**
- **Membership** – Jack Ladson
 - SPE to offer corporate discount?
 - 2 classes of lapsed members
 - Left the company
 - No longer in plastics
 - How does SPE update this info?
 - **Action: Jack will pursue with SPE**
 - SPE Data membership data
 - Number of members and lapsed members
 - Losing about 100 people per year
 - **Action: Jack will pursue with SPE**
 - **Action: Jack needs feedback from everyone about membership list and who is not going to renew**
- **Public Interest** – Betty Puckerin
 - Anything to add to survey?
 - Locations for conferences
 - Panel discussion topics of interest
- **International** - Brian West
 - Portuguese version of first tutorial
 - Spanish for 2nd Action:
 - **Action Item: tutorial done by winter board meeting (Brian)**
- **Color Advisory Group** – Jack Ladson
 - Din 99 updated has been revised
 - Fluorescents specs if you are measuring these contact Jack Ladson
 - ASTM looking at a standard for Byk mac at 3 angles for graniness and sparkle. They have proprietary software. This will be known in January
 - Color and appearance for gonio measurements for coatings.
 - Walmart is establishing an LED lighting standard by QMS that will be a standard for retail corporations.
- **Old Business** – All

- See Action Items below from Previous Meetings – All
- **New Business – All**
 - See Action items below captured from minutes

Action Items List from Spring 2016 Board Meeting & Current Action Items from Summer 2016 Meeting

Action Items From Spring 2016 Meeting	Assigned to	Due	Status
Membership list of expired members	Jack Ladson	Summer 2016	Closed
Develop/download for online archiving	Jeff Drusda	Summer 2016	Closed
Submit missing RETEC papers to SPE	Jeff Drusda	Winter 2017	Open
Write up for George Rangos & presented to the board	Jeff Drusda	Summer 2016	Closed
Need HSM/fellows & Terry Golding awards	ALL	Summer 2016	Closed
From Summer 2016 Meeting	Assigned to	Due	Status
Send Treasurer's report from Spring Meeting	Jim Rediske	Fall 2016	Open
Audit	Austin Reid	Fall 2016	Open
send out an email with time slots for signing up for RETEC registration	Bruce Mullholland	Fall 2016	Open
enquire if anyone is interested in the tutorial at RETEC	All	Fall 2016	Open
Check with hotel that it is ok to set up band on Saturday at RETEC	Scott Aumann	Fall 2016	Open
Get a room for the board meeting and let Brenda know	Scott Aumann	Fall 2016	Open
Contact Super Shuttle next week for RETEC	Scott Aumann	Fall 2016	Open
Feedback about expired members needed	All	Winter 2017	Open
Design logo with Joyce for RETEC 2018	Brenda Mullins	Spring 2017	Open
Contact Denver Hyatt hotel about possible rates and dates for future RETECs	Jim Figaniak	Winter 2017	Open
Look at hotels in Atlanta and offer advice	Betty Puckerin	Fall 2016	Open
Determine if E-touches (3 rd party?) can be used for elections	Bruce Mullholland	Fall 2016	Open
Contact Word press (or other) to manage website	Jeff Drusda	Fall 2016	Open
Contact Newsfeed to set up instant notifications for RETEC	Jeff Drusda	Fall 2016	Open
Obtain QR codes for badges	Jeff Drusda	Fall 2016	Open
Send current sponsor info to Mark Tyler	Cheryl Treat	Fall 2016	Open
Assume role of business manager for Newsletter	Brian West	Fall 2016	Open
Send another Eblast about Retec 2016	Ann Smeltzer	Fall 2016	Open

Contact SPE at the council meeting to clarify recording/photography policy	Bruce Mullholland	Fall 2016	Open
Pursue a discount for registration sign	Cheryl Treat	Fall 2016	Open
Ensure all logos and signage is correct for banner	Cheryl Treat	Fall 2016	Open
Check feasibility of sign reuse	Scott Aumann	Fall 2016	Open
Announce George Rangos Scholarship at RETEC	Ann Smeltzer	Fall 2016	Open
Notify George's family about the scholarship	Ann Smeltzer	Fall 2016	Open
Ask Scholarship attendees for a video	Ann Smeltzer	Fall 2016	Open
Obtain release for videos	Ann Smeltzer	Fall 2016	Open
Show video at awards luncheon at RETEC	Ann Smeltzer	Fall 2016	Open
Send a list of the scholarship recipients and their bios to Brenda	Ann Smeltzer	Fall 2016	Open
Send in application for Pinnacle Award	Jim Rediske	Fall 2016	Open
Send in application for Communications Excellence Award	Ann Smeltzer	Fall 2016	Open
Determine how SPE calculates membership numbers	Jack Ladson	Fall 2016	Open
Contact Jamie P to see if he wants to remain on the board	Steve Esker	Fall 2016	Open
Translate Spanish/Portuguese items	Brian West	Winter 2017	Open
Send pix of George Rangos to Jeff Drusda	All	Fall 2016	Open
Put Pictures of George in Newsletter	Mark Tyler	Fall 2016	Open
Write ups for committee chair best practices, no standard format	All committee chairs	Winter 2017	Open
Send out operating rules to everyone	Bruce Mullholland	Fall 2016	Open
Create new By Laws document	Bruce Mullholland	Spring 2017	Open
Develop Guidelines for Sponsorship	Jim Figaniak Cheryl Treat	Winter 2017	Open

- **Next Meeting – Brenda Mullins**

CAD RETEC 2016
September 14, 2016
Sawgrass Marriott Golf Resort & Spa
Jacksonville, FL
8:00 am

A motion to adjourn the meeting was made by Cheryl with Jim seconding. All approved and the meeting was closed by Brenda Mullins.

Minutes respectfully submitted,

Doreen Becker
Secretary, CAD BOD

Attachments:

SOCIETY OF PLASTICS ENGINEERS ANNUAL FINANCIAL REPORT

* BOD Only Money Information Only *

Annual Financial Report for Period Beginning July 1, 2015 to June 30, 2016

Starting Balance on July 1st	(1)	\$127,438.28		\$127,438.28
(cash, checking, savings, investments)				
INCOME		Actual	Budget	Variance
SPE Rebate	(2)	1,107.50	2,600.00	(1,492.50)
Interest & Dividends	(3)	772.32	1,200.00	(427.68)
Monthly Meetings	(4)		0.00	0.00
Board Meetings	(5)		0.00	0.00
RETEC Receipts	(6)	49,211.49	55,000.00	(5,788.51)
Educational Programs	(7)		0.00	0.00
Newsletter/Web-site	(8)	0.00	4,100.00	(4,100.00)
Sponsorships				
Holiday Party	(9)		0.00	0.00
Golf Outing	(10)		0.00	0.00
Spouses Night	(11)		0.00	0.00
Contributions	(12)		0.00	0.00
Other: Miscellaneous	(13)		0.00	0.00
Other: Endowment fund	(14)		0.00	0.00
gain/loss				
Other: CAD Store	(15)	900.00	0.00	900.00
Total Income (add lines 2-15)	(16)	\$51,991.31	\$62,900.00	(\$10,908.69)
Total Funds Available (1 + 16)	(17)	\$179,429.59	\$190,338.28	(\$10,908.69)
EXPENSES				
General Office Expenses	(18)	496.80	400.00	(96.80)
Monthly Meetings	(19)		0.00	0.00
Board Meetings	(20)	16,706.22	20,000.00	3,293.78
RETEC (seed money)	(21)		0.00	0.00
Educational Programs (Internet)	(22)	4,420.05	5,000.00	579.95
Newsletter Printing/Mailing (4 issues)	(23)	7,575.18	10,000.00	2,424.82
Holiday Party	(24)		0.00	0.00
Golf Outing (non-RETEC)	(25)		0.00	0.00
Awards	(27)	2,369.37	3,000.00	630.63
Scholarships/Grants	(28)	33,000.00	18,000.00	(15,000.00)
Donation to Endowment Fund	(28a)		0.00	0.00
ANTEC Expenses	(29)		1,500.00	1,500.00
Councilor Travel	(30)	1,027.43	1,500.00	472.57
Other: Student Travel	(31)	2,500.00	2,500.00	0.00
Other: Chairperson's Discretionary Fund	(32)		500.00	500.00
Other: Miscellaneous	(33)		500.00	500.00
Total Expenses (add lines 18 - 33)	(34)	\$68,095.05	\$62,900.00	(\$5,195.05)
Ending Balance (Line 17 minus Line 34)	(35)	\$111,334.54	\$127,438.28	(\$16,103.74)

Allocation of Funds on Line 35		
Section/Division	Checking acct (A)	11,843.46\$
Treasurer's Signature:	Savings acct (B)	49,881.40\$
(C)		
Audit Committee Attest:	Investments (D)	49,609.68\$
Endowment (E)		
(F)		
TOTAL (G)		\$111,334.54
Distribution: Copy to SPE Executive Office by November 15th		(Amount on Line G should equal
Copy to Section/Division Board of Directors		amount reported on Line 35)

Color and Appearance / SPE

Treasurer's Report

June 30, 2016

TOTAL BEGINNING BALANCE as of 04/30/16		167,564.77\$	
Deposits:			
Source	Type		Amount
FifthThird Bank	May interest		3.96\$
FifthThird Bank	June interest		3.83\$
Vanguard	Q1		366.58\$
Vanguard	Q2		366.57\$
CAD RETEC 2015 split	ISCC payment		(3,000.00)\$
TOTAL DEPOSITS		(2,259.06)\$	
Expenses:			
Check#	Assignee	Purpose	Amount
740	SPE	Student Activities	2,500.00\$
743	Peacock Graphics	Newsletters	7,575.18\$
744	Jeremy Hodge	2015 web hosting	2,388.05\$
745	Bruce Mulholland	Councilor Travel	493.96\$
CC	Payflow/Paypal	Gateway setup	99.00\$
CC	The Rathskeller	Councilor Travel	42.12\$
CC	TGI Fridays	Councilor Travel	36.37\$
CC	Fifth Third Bank	fee	39.00\$
CC	JW Marriott	BOD meeting	2,889.20\$
747-761	Various Colleges	Scholarships	33,000.00\$
Fifth Third Bank	Merchant fees		86.95\$
DC	Bonefish Grill	Winter BOD Meeting	1,376.11\$
DC	Westin Indianapolis	RETEC BOD meeting	3,445.23\$
TOTAL EXPENSES:		53,971.17\$	
TOTAL ENDING BALANCE:		111,334.54\$	
PENDING EXPENSES:			
None		-\$	
BALANCE AFTER PENDING EXPENSES:		111,334.54\$	
Endowment Fund Balance	467,627.65\$		as of 06/30/2016
Respectfully submitted by Bruce Mulholland	Total assets:	578,962.19\$	

SOCIETY OF PLASTICS ENGINEERS ANNUAL FINANCIAL REPORT COLOR AND APPEARANCE DIVISION

Annual Financial Report for Period Beginning July 1, 2015 to June 30, 2016

Starting Balance on July 1st (1)	\$594,074.34	\$594,074.34
(cash, checking, savings, investments)		

INCOME		Actual		Budget		Variance
SPE Rebate	(2)	1,107.50		2,600.00		(1,492.50)
Interest & Dividends	(3)	772.32		1,200.00		(427.68)
Monthly Meetings	(4)		0.00			0.00
Board Meetings	(5)		0.00			0.00
RETEC Receipts	(6)	49,211.49		55,000.00		(5,788.51)
Educational Programs	(7)		0.00			0.00
Newsletter/Web-site	(8)	0.00		4,100.00		(4,100.00)
Sponsorships						
Holiday Party	(9)		0.00			0.00
Golf Outing	(10)		0.00			0.00
Spouses Night	(11)		0.00			0.00
Contributions	(12)		0.00			0.00
Other: Miscellaneous	(13)		0.00			0.00
Other: Endowment fund gain/loss	(14)	991.59		0.00		991.59
Other: CAD Store	(15)	900.00		0.00		900.00
Total Income (add lines 2-15)	(16)	\$52,982.90		\$62,900.00		(\$9,917.10)
Total Funds Available (1 + 16)	(17)	\$647,057.24		\$656,974.34		(\$9,917.10)
EXPENSES						
General Office Expenses	(18)	496.80		400.00		(96.80)
Monthly Meetings	(19)		0.00			0.00
Board Meetings	(20)	16,706.22		20,000.00		3,293.78
RETEC (seed money)	(21)		0.00			0.00
Educational Programs (Internet)	(22)	4,420.05		5,000.00		579.95
Newsletter	(23)	7,575.18		10,000.00		2,424.82
Printing/Mailing (4 issues)						
Holiday Party	(24)		0.00			0.00
Golf Outing (non-RETEC)	(25)		0.00			0.00
Awards	(27)	2,369.37		3,000.00		630.63
Scholarships/Grants	(28)	33,000.00		18,000.00		(15,000.00)
Donation to Endowment Fund	(28a)		0.00			0.00
ANTEC Expenses	(29)		1,500.00			1,500.00
Councilor Travel	(30)	1,027.43		1,500.00		472.57
Other: Student Travel	(31)	2,500.00		2,500.00		0.00
Other: Chairperson's Discretionary Fund	(32)		500.00			500.00
Other: Miscellaneous	(33)		500.00			500.00
Total Expenses (add lines 18 - 33)	(34)	\$68,095.05		\$62,900.00		(\$5,195.05)
Ending Balance (Line 17 minus Line 34)	(35)	\$578,962.19		\$594,074.34		(\$15,112.15)
Allocation of Funds on Line 35						
Section/Division		Checking acct (A)		11,843.46\$		
Treasurer's Signature: (C)		Savings acct (B)		49,881.40\$		
Audit Committee Attest: Endowment (E) (F)		Investments (D)		49,609.68\$		
			467,627.65\$			
TOTAL (G)			\$578,962.19			
Distribution: Copy to SPE Executive Office by November			(Amount on Line G should equal			

2016 total

Cabot	silver
Cappelle Inc	silver
Lanxess	silver
Silberline	silver
Spectra	silver
A. Schulman	Gold
Clariant	Gold
Dominion Colour	Gold
The Chemours Company	Gold
EMD	Gold
Kronos	Gold
Nubiola/Ferro	Gold
Sun Chemical	Gold
TOMATEC America, Inc.	Gold
Trust Chem	Gold
Tronox	Gold
Aakash Chemical	Platinum
BASF Corp.	Platinum
Lansco Colors	Platinum
Shepherd Color	Platinum
Steer America	Platinum

Silver = 5	6,250
Gold = 11	27500
Platinum = 5	25000
	\$58,750.00