



SOCIETY OF PLASTICS ENGINEERS



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

Date: January 18 &19, 2016 Board of Director's
Meeting Location: Embassy Suites, Charleston, Winter Meeting

Attendance

Present:

Absent:

Table with 3 columns: Present, Absent, and empty. Rows list names of attendees and absentees, including guests like Dick Cameron and Kathy Schacht.

Upcoming Board Meetings:
Location: Indianapolis, IN
Date: May 24, 2016
8:00 am
Meeting Room 201/202 JW
Marriott

AGENDA:

Society of Plastics Engineers - Color and Appearance Division

Charleston, SC

Embassy Suites, Meeting Rooms 12 & 13

Breakfast will be served at 7:00 to 8:00 AM

Comments:

- *The meeting begins at 08:00 AM in meeting rooms 12 & 13. We are booked through 2:00PM.*
- *Lunch will be buffet style and adjusted to meet our schedule. Currently it is scheduled for 11:30AM*
- *If any changes are needed in the agenda, please contact Jeff Drusda.*

Meeting Courtesy – Please give speakers the same courtesy you would expect.

- **No sidebar conversations when others are speaking to the group.**
- **Cell phones on vibrate or silent.**
- **Laptops / Notebooks allowed for note taking**

No E-Messages via any electronic devices unless relevant to the topic being discussed.

BOARD OF DIRECTORS MEETING AGENDA

- Welcome, Introductions, Opening Remarks, Announcements – Jeff
- SPE Anti-Trust Statement – Jeff
- Secretary's report – Jim R.
- Treasurer's Report- B. Mulholland
- Councilor's report – B. Mulholland

Committee Reports:

- Technical Program
 - ANTEC Technical Program Committee –Austin
 - ANTEC 2016 (Indianapolis) – Tom Chirayl, May 23-25
 - ANTEC 2017 (Anaheim) – Jim Figaniak
 - ANTEC 2018
- RETEC Technical Program Committee – Jim F.
 - RETEC 2015 (Indianapolis) – Betty, Scott H., summary
 - RETEC 2016 (Jacksonville) – Scott Aumann, Sawgrass Marriott Florida
 - RETEC 2017 (Milwaukee or Atlanta) – Bruce
 - RETEC 2018 (Charleston)
- Communications – Ann
 - Website/Internet – Tracy /Jeff
 - Newsletter – Mark T.
 - Social media - Ann
- Education/Technical Resource – Betty
 - Book Volume 2 – Bruce
 - Endowment – Ann (on behalf of George)
- Awards – Tom R.
 - HSM / Fellow / OA - Tom

SPE BOD Winter Meeting – January 18, 19, 2016

- Pinnacle Award – Cheryl
- Membership - Jack
 - Public Interest – Betty
- International - Brian
- Color Advisory Group – Jack

Old Business – All

Action Items – All

BOD Elections for 2016-2018 Term

Announce Secretary Election for Executive Committee – Election at 2016 ANTEC Meeting.

New Business – All

Next Meeting – ANTEC 2016, Indianapolis

MINUTES of the January 18-19, 2016 CAD BOD Winter MEETING

Welcoming & Opening Remarks – Jeff Drusda

Jeff called the meeting to order at 8:08 AM, and welcomed the group.

SPE Anti-Trust Statement – Jeff Drusda

The Anti-Trust statement was read by Jeff to all BOD Members:

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 unfair competition.**

Secretary's report – J. Rediske/C. Treat

Jim asked if anyone had any revisions to the CAD-RETEC, 2015 BOD meeting minutes. No

revisions were noted. A motion was made by Austin Reid to approve the minutes and a second provided by Betty Puckerin, (all approved). The mailing list and committee membership lists were circulated for corrections.

Treasurer's report – B. Mulholland, not in attendance

Jeff provided a summary of Bruce's report. There were 482 attendees at RETEC 2015. Break costs were noted as being high. Intake was noted at \$80,987.01. The distribution to SPE was noted as 12% and the distribution to ISPE was noted as \$28,000.

As of 12/31 the tax forms had been forwarded to ISPE. Trustwave compliance had been completed, and the balance reported as \$127,438.28.

General discussion followed. Jeff Drusda to email a copy of Bruce's report to Jim R.

Austin moved and Jack L. seconded to accept the treasurers report. Approved.

Councilor's report – Jeff Drusda per Bruce Mulholland

SPE Financials

Revenue continues to drop, new revenue streams need to be identified.

More Top Cons have been suggested as one resource. ANTEC revenue was down, believed to be attributable to it being a NPE year.

The 2015 cash balance is viewed as stable but not growing.

Other suggestions have included the sharing of the SPE polymer database and providing more services through SPE such as help with registration.

It is noted that there is a new Governance structure being put in place. Changes appear minimal. There are a few new roles, 3 Chinese sections have been abandoned, Extrusion, Injection Molding, and Vinyl. Several provisional sections have been started. There was no discussion pertaining to CAD-China.

Technical Program Committees:

ANTEC 2016, Indianapolis: Jeff D. from Brian W. and Tom C.

The program has been filled for morning and afternoon. Papers are being received and are in need of review. A business meeting will be conducted following the completion of the technical papers.

ANTEC 2017, Anaheim: Jim F.

Due to the resignation of Pete Zillitto, a replacement is needed to co-chair. Ed Ford has agreed to take on this task.

ANTEC 2018, Orlando:

Doreen B. and Ann S. to chair.

RETEC, Jim F.

RETEC 2015, Betty

Costs were found to be higher than expected. We need to develop an effective method of tracking costs as we go into these events to improve our understanding and control. It was suggested that we need to put into place a "Housing Co-chair" to help facilitate getting all accomplished, a division of labor so to speak.

RETEC 2016, Scott and Mark

The first preparatory face to face has been held. Arrangements are going well. Alternate arrangements for golf were being looked into given the closure of the facility course while we are there.

Transportation from the airport are being investigated considering that the facility is about a 40 minute drive from the airport. We are seeking quotes from local providers for two shuttles to provide 4 hours of shuttle service. Cost is currently estimated at about \$1,000 per bus. This could provide a sponsorship opportunity.

Sponsorships, there are numerous potential opportunities available at this site given the design of the facility. The opportunity for placement of banners and possible overhead signs indoors and out of doors is good. Hi resolution graphics will be required. There may also be opportunities for sponsorships on web based communications. Cheryl T. to follow up with Scott.

There will be a New Technology Forum, Sandy D. will co-ordinate.

It was suggested that there should be an "Audio Visual" chair added to the RETEC committee to facilitate and improve our efforts at presenting papers and making sure that everything of importance is communicated. **Alex P.** indicated a willingness to take this on.

RETEC 2017, Milwaukee, Bruce M. September 17-20, 2017.

RETEC 2018, Charleston, SC. Brenda M. and Fang W. Week of 10/18/2018.

The local convention center where the BOD meeting was held is really about the only facility practical for a meeting of our kind. No one hotel of the 3-4 in immediate area are large enough to accommodate the total RETEC. It is recommended that a second hotel be contracted as an overflow hotel. This should be investigated from the outset. It is worth noting that the convention center is located about 30 minutes outside of the city itself.

It must be investigated but this may coincide with the local "restaurant week". It may be possible to organize tours and group events. It may also be possible to schedule "sponsored" shuttles to the city for the purpose of participating in events or visiting the city.

Sharon moved and Earl seconded to have RETEC 2018 in Charleston SC.

Communications: Ann S. for Tracy

Tracy not running for BOD. Ann will take over leadership of the committee, the other members of the committee will continue to step up and handle the individual subsegments.

Website – Jeff D. and Betty, we are just about ready to transition to the new website. The old site is still operational but no longer being updated. Getting the new site functional is our priority. Ann

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will arrange for the new web address to be forwarded for all to review.

Archiving of papers, there is still much to consider. SPE currently holds all copyrights. The current system is being maintained but there is no advancement. Metrics of site usage are available but the papers are no newer than 2007.

Newsletter, Mark Tyler is the new editor. The February issue is due soon in electronic format. At this time only the summer issue is planned to be hard copy. Discussion took place with regard to moving away from hard copy altogether.

Social Media, we currently have about 1000 contacts on LinkedIn, about 100 on Facebook, and <100 on Twitter.

The Chain – There is a secure CAD site in the Chain for internal communications. The Chain is aimed at e-Members. There are analytics reported to be available as to who is using the site. Discussion took place regarding whether or not our calls for papers could be incorporated into the site. It would be necessary to know in advance as to what topics or themes for papers were being sought.

Education and Technical Services: Betty

We are trying to clean up the Test Method presentation relative to format and extensive verbage on some slides. In general just trying to make it cleaner. Plans are to offer at an upcoming RETEC or ANTEC.

Book Volume II – NO REPORT

Endowment: Ann S. for George

No specific update available from George. We need to get the scholarship information out. The question was asked if the information could be placed on the SPE web site. No answer was immediately available. It will be attempted to give the information out at ANTEC with a postcard. It was noted that the application deadline is June 1. **An Action Item was taken for Ann S. to officially request availability of funds from the the Endowment at the ANTEC meeting.**

Discussion took place regarding the criteria for awarding the scholarships. It is felt that some form of official weighting be given in the decision process for those actually majoring in the STEMs relating to CAD.

All four named scholarships will be awarded.

Awards: Tom R.

We are in need of a new Awards Chair as Tom is stepping down. Mark Freshwater has agreed to step in.

RETEC 2015, results not completed yet. If you were a grader, please get your results to Tom. We are in need of paper graders!

Fellow of the Society is in progress for Roger Reinicker.

We are in need of nominees for our own awards, Terry Golding, Honored Svc. Member, etc;.

Pinnacle Award, Cheryl T., we have the forms and this is in progress.

Communications Excellence – Brenda M. we have the forms, deadline for submission is 2/12.

Membership: Jack L.

No HQ personnel are currently assigned to membership specifically. There are currently between 16-18,000 members. CAD membership is currently in the low 800's to hi 700's. There is no explanation currently available for the reason to the drop in overall membership. SPE is trying to increase non-revenue membership. Some of the problem may simply be due to SPE database anomalies. Jack is trying to obtain a current mailing list of CAD members in an effort to identify duplicates or obvious errors.

Public Interest: Betty

Survey results; About 40% of membership respondents list themselves as Technical, about 52% list themselves as sales and marketing. Respondents indicated an interest in having the list of attendees published in advance of the event, discussion followed as to whether this would help or might actually hurt attendance based on potential target markets and personnel. Respondents also indicated an interest to having papers available on line, and the possibility of having a marketing driven section of the program. Bruce C. agreed to take on assembly of a series of survey questions to determine topics for a Marketing Section.

Foreign:

No foreign RETEC this year. The planned tutorial is being completed but not yet translated.

Color Advisory: Jack L.

No major activity since RETEC. There is discussion of establishing LED Illuminant standard. This is being driven by major retailers switching to LED lighting.

Old Business:

Online archiving for the process of review and collection of papers was brought up and discussed.

The CAD – News has been copyrighted. The next step is to obtain copyright on “Coloring the World of Plastics”.

Next action item is to obtain Copyright on “CAD – RETEC”.

We need to develop an expired members list.

BOD elections, please get nominations to Brenda. Information to be put on LinkedIn, Facebook, and the Chain.

Secretary Election to be conducted at ANTEC meeting. Please get nominations for secretary to Jeff D.

We need to modify our operating rules to support conducting the Secretary election at ANTEC.

Kathy S. contact information to be included in the BOD list and meeting minutes.

New BOD members Todd McHenry, Fang Wang, and Ed Ford were welcomed.

Austin moved and Earl seconded to adjourn at about 11:30AM. Approved.

Minutes respectfully submitted,

Jim Rediske
Secretary, CAD BOD

Action Item List

From August 5, 2015 Meeting	Assigned to	Due	Status
Education Committee chair replacement	J. Drusda	RETEC 2015	Open
From March 24, 2015 Meeting	Assigned to	Due	Status
Provide Expired Membership list to Board Members	J. Ladson	Fall 2015	Open
Review list from the Color Advisory Committee and decide what should be recorded	All Board Members	Fall 2015	Open
Translate Specifications and Test Methods Presentation	B. West	Winter 2015	Open
Legal Document for Copy Right Protection	B. Mulholland	Fall 2015	Open
From September 2014 Meeting	Assigned to	Due	Status
Process for reviewing and collecting papers	J. Figaniak and committee chairs	Summer 2015	Open
Contact Bob Charvet's family to gather any information about plastics book	B. Mulholland	Summer 2015	Open
From Spring 2014 Meeting	Assigned to	Due	Status
Tom and Scott Aumann will coordinate HSM application process with Aram Terzian	T. Rachal	Summer 2016	Open
From Summer 2013 Meeting	Assigned to	Due	Status
Develop detailed proposal for online archiving	Archive Subcommittee	Fall 2014	Hold

APPENDIX A Treasure's Report

Color and Appearance / SPE				
Treasurer's Report				
December 31, 2015				
TOTAL BEGINNING BALANCE as of 06/30/15				\$ 127,438.28
Deposits:				
	Source	Type	Amount	
	Fifth Third Bank	Jul -Dec Interest	\$ 16.00	
	Vanguard	Q3 interest		
	Vanguard	Q4 interest		
	CAD Store	DVDs/misc	\$ 900.00	
	SPE	Q3 rebate	\$ 720.00	
	CAD RETEC 2015 Split	RETEC share	\$ 52,211.49	
TOTAL DEPOSITS				\$ 53,847.49
Expenses:				
Check#	Assignee	Purpose	Amount	
DC	Karl Ratzschs	Summer BOD meeting	\$ 100.00	
	Fifth Third Bank	Fee	\$ 5.00	
DC	Karl Ratzschs	Summer BOD meeting	\$ 1,772.38	
DC	Hilton Milwaukee	Summer BOD meeting	\$ 1,000.00	
DC	Hilton Milwaukee	Summer BOD meeting	\$ 1,000.00	
DC	Hilton Milwaukee	Summer BOD meeting	\$ 1,529.30	
	Fifth Third Bank	Fee	\$ 5.00	
	Fifth Third Bank	Fee	\$ 5.00	
DC	Ann's Hallmark	Thank you cards	\$ 7.37	
DC	Kroger	Gift Cards	\$ 659.40	
DC	Bar Louie	Councilor Travel	\$ 36.78	
DC	Ampco Parking	Councilor Travel	\$ 42.00	
DC	Station Square Hotel	Councilor Travel	\$ 376.20	
722	Mark Ryan	Best Paper Award	\$ 500.00	
723	Steve Blazey	Best Paper Award	\$ 500.00	
733	PS Awards	Awards	\$ 702.60	
TOTAL EXPENSES:				\$ 8,241.03
TOTAL ENDING BALANCE:				\$ 173,044.74
PENDING EXPENSES:		Dropped CAD RETEC 2014 Acteva \$1185		
				\$ -
BOD BALANCE AFTER PENDING EXPENSES:				\$ 173,044.74
Endowment Fund Balanc		\$ 457,698.76	as of 12/31/15	
Respectfully submitted by Bruce Mulholland			Total assets:	\$630,743.50

SOCIETY OF PLASTICS ENGINEERS FINANCIAL REPORT

COLOR AND APPEARANCE DIVISION

CAD RETEC 2015 -- Indianapolis, IN Report Date: 01/19/16

INCOME		Total	Number
Advanced Registration - Member	(1)	53,380.00	157
On-site Registration - Member	(2)	24,200.00	55
Advanced Reg. - Non-member w/ SPE	(3)	24,500.00	50
Advanced Reg. - Non-member w/o SPE	(4)	3,850.00	7
On-site Reg. - Non-member w/ SPE	(5)	17,700.00	30
On-site Reg. - Non-member w/o SPE	(6)	650.00	1
Speaker / Moderator	(7)	3,230.00	19
RETEC Committee Member	(7a)	1,700.00	10
Terra Faculty/Students	(7b)	0.00	0
SPE Guests	(7c)	0.00	5
Exhibit Only/One-day/Other on-site	(7e)	5,010.00	21
Student	(8)	50.00	1
Emeritus	(9)	100.00	1
Tabletop	(10)	61,025.00	125
Extra CD	(11)	230.00	2
SPE Membership Renewal	(12)	4,994.00	46
5K Fun Walk	(13)	940.00	47
Golf Outing	(14)	3,675.00	35
Outing #2	(15)	0.00	0
Sponsorships (general)	(16)	53,000.00	22
Miscellaneous (CAD Store)	(17)	0.00	
Color Seminar	(17.2)	5,390.00	11
Total Income (add lines 1-17)	(18)	\$263,624.00	
EXPENSES			
Printing	(19)	9,147.30	
Mailing/Postage	(20)	0.00	
Signage	(21)	1,606.04	
Office Supplies/Name Tags/Copies	(22)	203.53	
Speaker/Moderator/Committee Gifts	(23)	770.40	
Sponsor Gifts	(24)	2,150.00	
Registration Give-aways	(25)	8,944.79	
Student travel	(26)	0.00	
Table Top Expenses	(27)	8,076.16	
Membership Fees to SPE	(28)	13,823.00	
Speaker fees	(29)	0.00	
Refunds	(30)	2,340.03	
Merchant Fees	(31)	11,312.45	4.51%
Advertising	(32)	0.00	
Audio Visual	(33)	14,045.08	
Monday Reception	(34)	13,733.22	
Opening Reception	(35)	16,803.88	
Breaks -- Day 1	(36)	28,655.27	
Lunch -- Day 1	(37)	0.00	
Breaks -- Day 2	(38)	14,458.06	
Lunch -- Day 2	(39)	16,585.48	
Miscellaneous Hotel	(40)	9,056.93	
Activity 1 (Fun Walk - to Habitat)	(41)	1,880.00	
Activity 2 (Golf Outing)	(42)	3,655.37	
Activity 3 (Tutorial)	(43)	5,390.00	
Total Expenses (add lines 19 - 43)	(44)	\$182,636.99	
Ending Balance (Line 18 minus Line 44)		\$80,987.01	
Attendance (sum 1 - 10) - 30			482