

Society of Plastics Engineers - Color and Appearance Division
CAD 2016 Fall Board of Directors Meeting
September 14th, 2016

Sawgrass Marriott Resort and Spa

1000 PGA Tour Blvd
Ponte Vedra Beach, FL 32082
414-271-7250

Wednesday September 14, 2016

Room: Champions Ballroom E
Breakfast available 7:00 – 8:00 AM

Meeting begins at 8:00 AM
A boxed lunch will be provided around 11:00 AM.

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.

The meeting referenced above and below 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.**

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BOARD OF DIRECTORS MEETING

- Welcome, Introductions, Opening Remarks, Announcements – Brenda
- SPE Anti-Trust Statement – Brenda
- Secretary's report – Doreen Accepted by Austin Reid 2nded by Bruce.
- Audit: Austin Reid- report is approved and signed off by committee
- Treasurer's Report- Bruce M. See attached Accepted by 2nded by Bruce
- Councilor's Report – Bruce M. See attached Accepted by 2nded by Bruce
- SPE Update – Wim De Vos (CEO SPE) **Wim will send his presentation for attachment**
 - Conference Resources
 - Use of E Touch Modules Event System for Registration
 - Additional Event Resources
 - SPE Membership Marketing
 - Upcoming Events
 - Staff Designed Advertisements
 - Newsletter- launched about 6 months ago (customizable for topic selections)
 - The Chain Newsletter (kind of a linked in platform but moderated for technical questions)
 - Social Media (Twitter, Email Blasts etc)
 - Press Releases, Conference flyers, Banners
 - Speaker Certificates
 - Plastics News space (has a spot every 2 weeks)
 - Group Microsite on SPE Website
 - Group Community on the Chain (we can store CAD documents there for free)
 - Group voting or Surveys

Committee Reports:

- Technical Program
 - ANTEC Technical Program Committee – Austin
 - ANTEC 2017 (Anaheim) - Jim F./Ed Ford
 - Setting up speakers now. Have several.
 - **Looking for more papers- ask your colleagues!**
 - Jan 13: Papers and abstracts due
 - Jan 27: Corrections Due
 - Feb 24th: everything complete
 - ANTEC 2018 (Orlando) – Doreen/Ann
 - No updates
 - ANTEC 2019 (Detroit) 75th Anniversary - TBD
 - RETEC Technical Program Committee – Jim F.
 - Atlanta 2019 - winter board meeting for 2017
 - Marco Island 2020
 - RETEC 2016 (Ponte Vedra) – Scott A.
 - Conference went well
 - **Betty and Scott will get final numbers together today and send out.**
 - AV Chairman for these meetings for future meetings? Up to the committee chair.

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- Guidelines about passive/active sponsorship need to be established. Should we do a survey? Work on the guidelines?
 - Font needs to be bigger on Presentations
 - Do we need to amend the presentation guidelines?
 - Should we gear these presentations to more sales and marketing people? Jim and the RETEC committee need to make this decision
 - Attendee sheet by alphabet and company affiliation?
 - **Action: Jim F. will collect comments & bring up at committee meeting in Winter meeting**
- RETEC 2017 (Milwaukee) – Bruce M.
 - September 17, 2017
 - Steve Esker: Vice Chair
 - Technical Committee: Michael Willis Ed Ford:
 - Sponsorship : Cheryl & Scott
 - Printing: Sharon Ehr
 - Publicity: Betty
 - Raffle: Scott Aumann
 - Renting the convention center details- have not signed the contract yet but **Bruce will look at the hotel ballroom spaces again to see if we can make that work**
 - Hotel rate of \$144 per night.
 - Golf Outing/ Brewery tour as well?
- RETEC 2018 (Charleston) – Brenda/Fang
 - Nothing yet
 - Need to start thinking about theme and logo
- Communications – Ann
 - Website/Internet – Jeff looking for volunteers to edit the memorial page –Betty
 - **Betty will check with Ampacet IT people at the end of September**
 - Twitter feed has been added
 - Verify current website sponsor- Jeff to check with Cheryl to make sure they are paid up
 - Contact forms for event and committee chairs- **let Jeff know if you want one for your event/committee. Provide a contact email to Jeff**
 - Event App- needs a little tweaking. **Jeff will fix**
 - ANTEC section: **Jeff needs to get cosmetic images from SPE**
 - RETEC- **Betty will get the dates and deadlines to Jeff for website**
 - Postcard- **Betty will work on postcard**
 - Scholarship
 - Need updated form- **Ann will do**
 - Elections- **Cheryl needs to send updated info over to Jeff Drusda for website**
 - Newsletter – Mark Tyler
 - Looking for more adspace. **Mark will talk to Scott Aumann.**
 - **Brian West will contact sponsors for newsletter.**
 - Social media – Ann
 - All social media

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- Mark Freshwater will be our new coordinator
- Jan 27th is deadline for communications award. Ann will do
- Jim Rediske will do Pinnacle award application for Jan 27th

- Education/Technical Resource – Betty
 - Betty will reorganize test methods and will send out to education committee before ANTEC 2017 where it will be a keynote.
- Endowment – Ann
 - Ann gave summary during awards luncheon and George's family was very happy about it
 - Someone applied and we never got the submission. Ann will investigate. Maybe a second email? Auto reply?
 - 15 candidates applied and were awarded since they all met the requirements.
- Awards – Mark F.
 - Thanks to all for a great job!
- Membership – Jack
 - No contact person at SPE since Sue is no longer there. Bonnie Kozalski is the new contact person.
 - three members have been recruited from the list
 - 649 members in CAD, decreasing at a rate of 2%.
 - Set up forum at winter meeting of how to recruit and enhance membership- Jack
- Public Interest – Betty
 - Survey is complete
 - Survey will be discussed at the winter meeting
 - Betty has asked for volunteers to run for the board/paper/sponsorship so she will send the contact information to Cheryl and other responsible chairs.
- International – Brian
 - K show is coming up in October 19-16
 - SPE booth: Hall 11 booth E21
 - Tutorial 2 will be transferred into Spanish in a few week
 - Tutorial 1 will be translated into Portuguese by the Winter board meeting
 - Newsletter Sponsorship- now that retect is over, Brian will solicit/bill all new sponsors
 - New add copy expires end of year
 - Combo pricing
 - Clear deadlines
- Atlanta Venue- Betty
 - Jan 9-11 for board meeting
 - 10th is committee
 - 11 is board meeting
 - Jim will book hotel?
 - Marriott Marquis rate: \$169
- Color Advisory Group – Jack
 - See attached
 - Panel discussion at ANTEC/RETEC? Jack will pursue
 - Nathan will reach out to Ferro for more information about new lighting requirements

- Someone was taking pictures of Scott's presentation at RETEC
 - Need to have a sign in the conference room- Bruce Mullholland will make the sign
- Action Items - All

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From Summer 2016 Meeting	Assigned to	Due	Status
Determine if E-touches (3 rd party?) can be used for elections	Bruce Mullholland	Winter 2017	Open
Contact Jamie P to see if he wants to remain on the board	Steve Esker	Winter 2017	Open
Translate Spanish/Portuguese items	Brian West	Winter 2017	Open
Send pix of George Rangos to Jeff Drusda	Ann Smeltzer	Winter 2017	Open
Put Pictures of George in Newsletter	Ann Smeltzer	Winter 2017	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	Winter 2017	Open
Create new By Laws document	Bruce Mullholland	Spring 2017	Open
Develop Guidelines for Sponsorship	Jim Figaniak/Cheryl Treat	Winter 2017	Open
New Action Items From Fall 2016 Meeting	Assigned to	Due	Status
Obtain Wim's notes for attachment	Doreen Becker	January 2017	open
Submit numbers from RETEC	Scott/Betty	January 2017	open
Look for Papers for ANTEC send to Austin	ALL	ASAP	open
Provide comments from RETEC 2016 & bring up at committee meeting in Winter meeting	Jim Figaniak	January 2017	open
send old minutes and Jack's membership list to Brenda at her new email	Doreen Becker/ Jack Ladson	Winter Meeting 2017	open
Make a sign to not photograph (unauthorized) during sessions	Bruce Mullholland	RETEC 2017	open
Look at the hotel ballroom spaces for RETEC 2017 in Milwaukee	Bruce Mullholland	January 2017	open
Betty will check with Ampacet IT people about our website	Betty Puckerin	January 2017	open
Send info for Contact forms for event and committee chairs to Jeff Drusda	All Chairs	January 2017	open
Tweak event App	Jeff Drusda	January 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
Get cosmetic images from SPE for ANTEC for Website	Jeff Drusda	January 2017	Open
Send the RETEC dates and deadlines to Jeff for website	Betty Puckerin	Winter 2017	Open
Work on Post Card for RETEC	Betty Puckerin	Winter 2017	Open
Update Scholarship Form	Ann Smeltzer	Winter 2017	Open
Send updated Election info to Jeff for Website	Cheryl Treat	Winter 2017	Open
Coordinate more adspace for Newsletter with Scott Auman	Mark Tyler	Winter 2017	Open
Contact Sponsors about adspace in Newsletter	Brian West	Winter 2017	Open
Fill out paperwork for Communications Award	Ann Smeltzer	Winter 2017	Open
Apply for Pinnacle Award	Jim Rediske	Winter 2017	Open
Reorganize Test Methods & Send out to Education Committee	Betty Puckerin	Spring 2017	open

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Investigate unresponded scholarship claim	Ann Smeltzer	Winter 2017	Open
Set up forum about how to recruit and enhance membership	Jack Ladon	Winter 2017`	Open
Solicit & Bill Sponsors for Newsletter	Brian West	Winter 2017	Open
Ask Scholarship attendees for a video	Ann Smeltzer	Summer 2017	Open
Show video at awards luncheon at RETEC	Ann Smeltzer	Fall 2017	Open
Send a list of the scholarship recipients and their bios to Brenda	Ann Smeltzer	Winter 2017	Open
Obtain release for videos	Ann Smeltzer	Summer 2017	Open
Pursue Panel Discussion for Color Advisory/Regulation at ANTEC/RETEC	Jack Ladson	Winter 2017	Open
Reach out to Ferro for more information about new lighting requirements	Nathan K	Winter 2017	Open
Add Commercial Free Zone discussion to committee meeting	Jim Figaniak	Winter 2017	Open
Submit Honored Service Member nominations to Mark Tyler	ALL	Summer 2018	Open

- **New Business – All**

- Destinations- put two industrial locations back to back
- Bring people to RETEC for free using anonymous sponsors and then give the sponsors credit in the form of the sign. This would be like a scholarship. This would be good for entry level people Betty will chair the discussion and propose for next meeting. Let Betty know if you want to help.
- Online application for scholarship- Ann will pursue
- Schedule committee meetings for Atlanta- committee chairs
- Brenda will send out request for meeting for committee meetings
- Commercialization vs the education of retec: some people didn't understand the signage. Scott suggested commercial free zone around the conference area. **Jim will add to the committee meeting for the winter meeting**
- Honored service member- **Mark needs nominations by summer meeting for 2018**

- Meeting adjourned at 11:45 am motion by Austin and seconded by Brian

- **Attachments**

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