



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

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| Date: | September 26th, 2018 Board of Director's Meeting |
| Location: | Charleston Area Convention Center Rooms 12 and 13 North Charleston SC |

Attendance

| Present: | | Absent: |
|------------------|----------------------|----------------|
| Aumann, Scott | Landazuri, Mercedes | Treat, Cheryl |
| Balthazar, Earl | Martelli, Dan | Ehr, Sharon |
| Becker, Doreen | McHenry, Todd | |
| Billiter, Matt | Mulholland, Bruce | |
| Briggs, Breeze | Outlaw, Brenda | |
| Depew, Chuck | Prosapio, Alex | |
| Drusda, Jeff | Puckerin, Betty | |
| Esker, Steve | Ryan, Mark | |
| Ford, Ed | Serder, Elizabeth | Guest: |
| Figaniak, Jim | Smeltzer, Ann | Chris Beir |
| Freshwater, Mark | Tyler, Mark | Tom Rachal |
| Heitzman, Scott | Waddle, Todd | |
| Hunter, Daniel | West, Brian | |
| Karszes, Nathan | Williamson, Kimberly | |
| Ladson, Jack | Willis, Mike | |

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| <p>Upcoming Board Meeting:</p> <p>Winter Meeting – TBD</p> <p>Date TBD</p> |
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Charleston Area Convention Center
5000 Coliseum Dr
North Charleston, SC 29418

Wednesday September 26th, 2018

Rooms 12 and 13

Breakfast 7:30 – 8:30 AM

Meeting starts at 8:00 AM

BOARD OF DIRECTORS MEETING

- Welcome, Introductions, Opening Remarks, Announcements – Brian West
- SPE Anti-Trust Statement – Brian read Anti-Trust statement and guidelines.

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.**

Brian called the meeting to order 8:01am EST

Secretary's report – Mark Tyler distributed the minutes. No further changes were noted. Scott Heitzman motioned to approve.

Treasurer's Report- Bruce M. treasure report was read and motion to approve by Earl B. Question by Jack L on the \$17,500 charge and Bruce explained the donation agreed upon by BOD for the Plastivan. New motion to approve by Earl B. Motion passed. See Treasurer's (Report attached)

Councilor's Report – Bruce M (Councilor's Report Attached)

- Archive library – where to store CAD past papers and CAD functions
 - Bruce suggested our Education committee to look into SPE Site that currently has most functions
- Student chapters and involvement in SPE after graduation – need to look into ways providing graduates on the information on the value of SPE and talking points to provide their employers, possibly pay 1st 2 years dues in industry
- Information systems upgrade in place at Corporate to save \$200k
- Highest attendance at 2018 ANTEC in 10 years
- Day and ½ discussion on join / renew memberships – 2 year passage in place to evaluate system
- Liability insurance for divisions
 - Not covered by SPE overall liability insurance
 - CAD articles of incorporation are good
 - HQ must have on file By-Laws, roster, BOD members have to be SPE members and financial / tax forms on file for insurability (does not have to be most current) – can be removed as a division of SPE if these things are not in place.
 - HQ can provide liability insurance for \$450
 - Soft deadline for coverage 10/1/18
 - Motioned to purchase this insurance made by Betty P, motioned passed
- Elections at SPE level – compressed because of Early ANTEC
 - President Elect – Nov 16th deadline for nominations
 - VP of Events and Young Professionals – elections week of Feb 4th
- Mentorship Program at SPE level – in starting phase – getting the younger and seasoned members together to help bolster the SPE

Committee Reports:

• **Technical Programs**

- ANTEC Technical Program Committee – Jeff Drusda (Chair)
 - ANTEC 2019 (Detroit) 75th Anniversary March 18th – 21st – Cheryl / Betty / Elizabeth
 - Currently at 8 papers and possible panel discussion or table it and use it for RETEC 2019
 - Could do a keynote on history of CAD
 - Looking for Keynote topics on coloring automotive plastics
 - Removal of heavy metals, Automotive Plastic colors, History of pigments are some examples
 - Contact Breeze, Cheryl, Betty for interest in doing Keynote or know someone
 - Papers due October 19th due to early ANTEC
 - Not set on how long sessions will be yet. Chair do determine during future calls on ANTEC

- **Point of interest** - Auto OEM people will not come if they are charged – expect to be free event for them.
 - Next 2019 ANTEC meeting is in October 19th and monthly after that
 - ANTEC 2020 (San Antonio TX) – Jeff D / Mark T no update or date set yet
 - Was mentioned ANTEC’s may be starting March / April due to attracting students.
 - ANTEC 2021 (TBD) – NPE has not yet decided where it will be held. Doreen B. and Ann S. agreed to chair tech program.
- RETEC Technical Program Committee – Jim F.
 - RETEC 2018 (Charleston) – Brenda/Breeze - Learnings
 - NTF and Networking reception needs to overlap a little to keep people in attendance
 - There were some instances of charging drinks back to master account so be clear on future contracts this not acceptable
 - Used 210 of 250 available rooms
 - 50 at overflow hotel
 - No contract needed at third. Third hotel was significantly lower price and we could have lost people from host hotel if it was advertised better. Need to keep people in contracted host hotel
 - AV was not perfect
 - Were AV guidelines from CAD given to AV people and were they followed. Need to follow up with AV for conference
 - Do we need to revisit our specifications to see if they still are valid (see action items)
 - Approach the idea of having an AV chair to assure from conference to conference that AV is the way we need it
 - Monitor for presenter was a good idea
 - Nathan K brought up new pointer technology that might be better suited for when a monitor is used by presenters to show up on the screens (see action items)
 - Having AV person off to the side is working well
 - Need to get a preliminary conference schedule to the website earlier
 - Mark it preliminary and get out to the members
 - By end of June
 - Decouple sponsorship opportunities from technical program schedule. Keep separate.
 - Hurricane / weather insurance for future RETEC’s. Will new liability insurance cover this?
 - RETEC 2019 (Cleveland) – Steve / Mark Freshwater – Monday September 23rd to 25th 2019
 - Logo work completed
 - Make sure correct SPE logo’s are used and used the right way
 - Take year off add CAD RETEC 2019 – Suggested by Betty
 - Monday evening Opening Reception
 - Contacted Hall of Fame for opening reception
 - To early to contract now
 - Golf and Tutorial on Monday morning
 - Full days Tuesday and Wednesday, BOD meeting Thursday morning

- RETEC 2020 (Orlando) – Jeff Drusda and Cheryl Treat – September 20th to 22nd
 - Contract being worked on
- RETEC 2021 (Atlanta) – Betty P. / Elizabeth Serder - September 19th to 21st
 - Set for Marriott Marquis
 - Contract signed and budget needs turned in.
- RETEC 2022 – Nashville – Gaylord Opryland
 - Jim F finalizing negotiations – Draft received
 - There was a \$95000 ball room space added and should be taken out
 - September 18th to 20th 2022 – Sunday – Tuesday event
 - Can we add signage to floor and directions to papers from
 - Potential challenges
 - Price
 - Location away from downtown
 - Finding way around
 - Check in time for conference
- For Winter meeting Jim to investigate Dallas and Baltimore / Washington area
 - Winter meeting possibly first full week of January – Brian to determine date and venue and report to group when available
- Look at limiting conference cities instead of trying to do different cities all the time
 - Betty stated 80% people like going to new places every year
 - Limiting 5 destination and 5 industrial would still feel like going someplace different
 - Potential issue when one of the host cities becomes to expensive, then what?

Sponsorship Committee: Scott A / Cheryl T.

- No update presented

Communications Committee– Betty P.

- Website – Jeff D
 - Start building 2019 CAD RETEC page – as information comes in
 - Start building ANTEC 2019
 - Reminder elections are earlier due to early ANTEC
- Newsletter
 - Fall issue Late October mid-November.
- Social media
 - Mercedes looking at switching LinkedIn from group page to a business page – look at what is needed for requirements and report Winter meeting
 - Possibly look into Instagram for Color and Appearance
- Eblasts
 - Transfer EBlasts from Mark Tyler to Dan Martelli after RETEC 2018
- Are communications from CAD, Newsletter, Website and EBlasts fitting SPE branding requirements – for Pinnacle Award
 - Betty to research this for Winter Meeting and report out

Education/Technical Resource Committee – Mike Willis (Chair) See report attached

- Education committee to focus on Four groups
 - College outreach program
 - Draft objective statement on what we want to do when contacting potential colleges (Mike W)
 - Mike W to reach out to colleges
 - Section 14 operating rules
 - Revision sent to Bruce to review
 - Pinnacle Award Criteria
 - Adhoc committee set up to come up needed criteria for these awards
 - Presentation to review slides - ongoing
 - Committee going to break in to two groups
 - Identify terms to include in the definitions site
 - Review the slides and identify the following.
 - What slides should stay
 - What slides need to be updated
 - What slides should be removed
 - What needs to be added
 - Mike asked for an hour at winter committee meetings to go over presentation (projector will be needed)

Audit Chair: Jeff Drusda will assume the responsibility of Audit Chair vacated by Austin Reid's retirement which is primarily the audit of CAD budget.

Endowment: Ann Smeltzer (see Endowment Committee report attached for full details)

- Ann thanked Mercedes for organizing the students in attendance to speak to the membership.
- Online submission for scholarships should be much better this year.

Awards: Mark Freshwater

- Resubmit HSM application for Scott Heitzman with suggested modifications
- Pinnacle Award criteria changes went into effect this year. There are 5 categories now for Pinnacle
 - An ADHOC committee of Mark Freshwater, Bruce Mulholland and Betty Puckerin will go through the new criteria for each category and come up with guidelines to use for obtaining Pinnacle Awards in the various categories

Membership: Jack Ladson.

The September 2018 report indicates there are 662 Total Members in our Color and Appearance Division.

The membership consisting of:

40 Young Professionals

15 Emeritus Memberships

8 Student Memberships, and

599 Professional Members

- Jack made comment on the fact that 92 people who have had expired memberships –
 - what does this mean

- Is there a grace period – keep your number for a while but active membership will drop immediately
- Can we look at expired members vs who signed up for RETEC and see how many will fall off this list
- Jack to get more info from SPE in November and report at Winter meeting
- Jack asked for ½ hour to

Public Interest – Betty Pukerin - Survey

- Give results at Winter Meeting

International Committee: Brian West

- Translation of documents is in the process and Spanish is by far the most commonly requested translation so we are working on updating test methods on the website in Spanish.

Color Advisory Group – Jack Ladson

- Jack brought up work being done by ASTM on a method to express changes in color within a group of specimens as there is no method today
 - Jack to report out at Winter meeting 2019 on progress and how to deal with this.
- One speaker presented that CIE2000 is best formula for color – pick back up at Winter meeting
- LED lighting discussions ongoing and continue to be part of CAD – continue discussions

Old Business – All

- Discuss the need to have a Leadership Review Committee to continuously monitor SPE By-Laws and how they will affect CAD By-Laws
- Discuss and develop guidelines for new BOD member mentorship
 - Austin Reid was graciously volunteered for this task
- Action Items List from Summer Meeting 2018

| Old Business From past Meetings | Assigned to | Due | Status |
|---|--|---------------------|--------|
| Create new CAD By Laws document | Bruce Mullholland | Winter meeting 2019 | Open |
| Set up forum about how to recruit and enhance membership | Jack Ladson, Mercedes Landazuri, Dan Martelli | Winter Meeting 2019 | Open |
| Education committee to look into the SPE site Archive capabilities and recommend if CAD should possibly store past papers and event information | Education Committee | Winter 2019 Meeting | Open |
| Send an email to education committee to check for archived papers in Technical Resources / Follow up with headquarters about storing and controlling Archived. How are they controlling ANTEC | Betty Puckerin | Winter Meeting 2019 | Open |
| Mission Statement Proposal to start logo design. Develop a new CAD RETEC Brand Logo, with Prize for designer. | Jim Figaniak / Mercedes Landazuri | Winter Meeting 2019 | Open |
| Update RETEC Sign and Release form | Bruce Mulholland | Winter 2019 meeting | Open |
| ADHOC Committee to establish Pinnacle Award criteria for different categories pertaining to CAD | Bruce Mulholland, Mark Freshwater, Betty Pukerin | Winter Meeting 2019 | Open |
| Insurance Liability for CAD Division | Bruce Mulholland | Winter Meeting 2019 | Open |
| Produce Guideline for new BOD Member mentorship | Austin Reid | Winter Meeting 2019 | Open |
| Report out progress on ASTM Method for math changes in color with in a group of specimens | Jack Ladson | Winter Meeting 2019 | Open |
| Determine Winter 2019 meeting site and dates | Brian West | October / November | Open |
| Transfer Eblast responsibilities from Mark Tyler to Dan Martelli | Mark Tyler | RETEC 2018 Meeting | Done |

- New Business – All
 - Discuss having an AV Chairperson to oversee all AV needs for each conference like we do for Tabletops and Sponsorships and not leave it to the conference chairs to make AV decisions
 - Discuss getting preliminary Technical Program schedule on website earlier
 - Possibly decouple the sponsorships and sponsorship opportunities away from the Technical Program
 - Scott Aumann asked - Is there anything stopping CAD BOD from rejecting a sponsor or speaker if we feel it's going to be detrimental to the Division
 - CIE2000 vs other formulations to be discussed further

| New Action Items From Summer 2018 Meeting | Assigned to | Due | Status |
|---|--------------------------------|----------------------------------|--------|
| Determine ANTEC 2019 Sessions and times | Betty P, Cheryl T, Elizabeth S | Winter 2019 Meeting | Open |
| Purchase Liability insurance for CAD Division. Also check if insurance for conferences are covered if weather or other acts of god would affect the conferences | Bruce M | October 2018 | Open |
| Circle back with AV people for RETEC 2018 to see if our guidelines were followed | Breeze B, Jim F, Brenda O. | Winter 2019 Meeting | Open |
| Go over current AV requirements documents to determine if still meet our needs. | Earl B, Jim F. | Winter 2019 Meeting | Open |
| Research electronic pointer technology for future conferences. Ways to incorporate pointer technology in to presentations | Nathan K | Winter 2019 Meeting | Open |
| Atlanta 2021 Budget needs submitted | Jim F | Winter 2019 Meeting | Open |
| Look into moving SPE Color and Appearance LinkedIn pages from group page to business page. | Mercedes L | Winter 2019 Meeting | Open |
| Look into SPE CAD Instagram set up | Mercedes L | Winter 2019 Meeting | Open |
| Look in to whether or not CAD BOD can reject a sponsor or speaker or exhibitor. | Bruce M | Winter 2019 Meeting | Open |
| Contract with Rock and Roll Hall of Fame for Opening Reception | Steve E / Mark F | Spring 2019 / Update Winter 2019 | Open |

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|--|---------|---------------------|------|
| Look at the possibility of having the Plastivan presentation attend Cleveland RETEC | Bruce M | Spring 2019 Meeting | Open |
| Jack to report findings from membership information report form SPE in November | Jack L | Winter 2019 Meeting | Open |
| Look at CAD communications to see how well they fit SPE branding and formatting for Pinnacle Award | Betty P | Winter 2019 Meeting | Open |
| Report results of 2018 RETEC Survey | Betty P | Winter 2019 Meeting | Open |
| Make larger easier to read signs for “no photography for future RETEC” | Betty P | RETEC 2019 | Open |

Motion to adjourn by Earl B at 11:34am EST. all approved. Meeting Ajourned

Minutes Respectfully Submitted by:
Mark Tyler CAD BOD Secretary