



**SOCIETY OF PLASTICS ENGINEERS
COLOR & APPEARANCE DIVISION**

Date: August 18th, 2020 Board of Director's Summer Meeting
 Location: Virtual, Webex

Attendance

Present:	Present:	Present:
Aumann, Scott	Landazuri, Mercedes	Willis, Michael
Balthazar, Earl	Martelli, Dan	
Becker, Doreen	Mulholland, Bruce	Absent:
Billiter, Matt	Prosapio, Alex	Green, Colin
Briggs, Breeze	Puckerin, Betty	
Carlson, Karen	Ryan, Mark	
Depew, Chuck	Serder, Elizabeth	
Drusda, Jeff	Smeltzer, Ann	
Esker, Steve	Smith, Andrew	
Figaniak, Jim	Stubbs, TJ	
Ford, Ed	Tanner, Tony	
Freshwater, Mark	Treat, Cheryl	Guests:
Heitzman, Scott	Tyler, Mark	Kathy Schacht - SPE
Iannuzzi, George	West, Brian	
Ladson, Jack	Williamson, Kimberly	

Upcoming Board Meeting:

CAD RETEC

Tuesday August 18th, 2020

Webex Call-in

The virtual meeting was called to order at app. 1:00PM EST by Chair Mark Freshwater.

There were 30 board members present, 1 expected to join late, 1 was absent, and 1 guests/visitors attended.

Opening Remarks and SPE Anti-Trust Statement were read as follows by Mark Freshwater:

Anti-Trust statement and guidelines.

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.**

- Meeting Courtesy – please mute your phones/computers when not presenting or addressing the board

Chair M. Freshwater welcomed the group as new Chair and thanked the Board for their hard work. He welcomed 3 new Board Members, Karen Carlson, Andrew Smith, and Tony Tanner, assigning mentors (D. Becker, G. Iannuzzi, and S. Esker, respectively). M. Freshwater welcomed guest Kathy Schacht, SPE Director. The floor was then opened for any new announcements from anyone, there were no new announcements.

Secretary A. Prosapio conducted the role-call for attendance purposes.

The agenda as issued by Chair M. Freshwater was used without additions or comments from the board.

Secretary's Report – (A. Prosapio)

As of August 14th, all CAD board members are up to date on their SPE memberships as per the office of membership Jack Ladson, therefore all active board members are in good standings for today's meeting.

The 2020 Spring meeting minutes were distributed via the CHAIN. There was a slight modification to the Communications section regarding previous year's ANTEC, as well as corrections to the committee chair and Sponsorship Committee sections. The minutes were presented with the addition of the councilor's report, and then again with the Spring Meeting date and time. There were no other changes or requests therefore request to approval of the Spring minutes.

B. Puckerin motioned to approve the minutes, S. Aumann seconded, all were in favor, none opposed, none abstained. The Spring minutes were approved.

Treasurer's Report – (B. Mulholland)

The June 30, 2020 CAD Treasurer's report, as well as SPE CAD Annual Report was presented in detail, these reports can be found at the end of these meeting minutes. B. Mulholland requested any questions or comments, there were no questions or comments.

C. Treat motioned to approve, S. Aumann seconded, all were in favor, the Treasurer's report was approved.

Councilor's Report – (M. Landazuri)

- SPE President Dr. Jaime Gomez has appointed Gustavo Lidzki (Ampacet) to SPE Executive Board as VP at Large
- Leadership Roundtable this Friday, August 21 beginning 10am eastern – see leadership lane for login (also posted to CAD BOD meeting chat in Teams)
- SPE virtual conferences are scheduled through April 2021 with the exception of ANTEC 2021, which is currently still listed for March in Colorado.
- HQ has renewed SPE Chapter insurance through June 30, 2021. Chapters must be in good standing to qualify. The premium will be \$475 per Chapter, which will appear on Chapters' HQ statement. (See below for details on changes.)

Changes for the renewal period:

- We are working with a new broker, AON's association services division. The former broker merged with a larger firm, and SPE was not getting the attention I expected. AON is a globally recognized firm and has already proved to be a better resource for us.
- We have higher (better) coverage than we did in our 2019 policies.
 - Commercial (Business) Liability, was \$1MM limit per occurrence, now \$2MM;
 - Management Liability (D&O and Employment Practices*) was \$500K per Chapter, now \$5MM. The deductible increased from \$2,500 per occurrence to \$5,000, but the coverage is significantly better.
 - Employee Theft* coverage was \$1,000 per occurrence, now is \$1MM.
- All other details are similar. We are updating the Chapter Insurance web site portal with the new information. It will be available soon.

* In these cases, "Employment" also includes Volunteers.

- SPE offering Curran Associates to supply conference proceedings (see below)

Message to: SPE Chapters

Some of you may know us as we have been supplying conference proceedings to libraries around the world for over 35 years...including SPE ANTEC proceedings and TopCon proceedings from those of you that produce content.

A small number of our library clients (typically large national libraries of science), still have a need for print...even when free online. We know -- sounds a little strange but these large institutions have a diverse audience and like to collect meeting content for archival purposes. In 2005 we began printing for society publishers that chose not to print. We now print for nearly 1000 publishers of proceedings including SPE for ANTEC.

We'd like to offer this service to each of the SPE Chapters that produce content. First, decide if this is for you. If it is, here's how it would work:

- Supply us the electronic files (usually pdf format).
- We will assign an ISBN, create covers, title page, table of contents and author index if not provided. We do all of this at no cost.
- We will price the print edition and pay you 30% of what we receive for each print copy we sell.
- We will promote the titles on the SPE page of our website, [Click Here to View](#).

If any Chapter is not interested in our print service but has other formats available, please let us know so we can respond properly to our customers that inquire.

Thank you for your kind consideration.

Dave Curran

Curran Associates, Inc.
T: [+1 845 758 0400](tel:+18457580400) x109
pod@proceedings.com

- CAD social media (follower counts)

LinkedIn: 1,121

Twitter: 324

Instagram: 181

Facebook: 99

Technical Program Reports:

RETEC

J. Figaniak stated that CAD was released from the contract with the Renaissance Orlando at Sea World without penalty.

RETEC 2020 Virtual (J. Drusda -Chair, C. Treat vice-Chair) (Technical Program co-chairs M. Tyler/A. Prosapio)

Splash with Color

- Sept 21-23 (Mon-Wed 2.5-day event)
- SPE to host through their resources
- SPE to support through regular mass emails, website
- Technical program is set. SPE building page on their event site
- SPE to contact authors and moderators prior to event to arrange training
- CAD to promote through our website, newsletter, social media
- Registration is through SPE, all fees are established
- Sponsorship levels and benefits set up for four levels (Platinum, Gold, Silver, Bronze), listed on 4spe.org
- Exhibits will use virtual rooms (number of rooms/exhibit to be defined)
- NTF will transition to a Platinum Showcase this year
- Awards ceremony will be at lunchtime, Wednesday
- Raffle to be held after awards ceremony

RETEC 2021 - B. Puckerin shared her screen and showed 2021 RETEC logo designs

- Logo discussions – Peachtree or Skyline?
- Skyline was selected for 2021 RETEC logo
- Will contact hotel later in the year when things settle a bit with COVID

J. Figaniak gave update on Orlando – reviewed to move back to 2022 at Orlando, dates offered September 11 thru 13th @ \$194.00 per night, or October 24 thru 26th @ \$224.00 per night.

SPE Blow Molding Division has a conference during Sept 11 thru 13th (no objections with Blow Molding Division). Discussion – October dates is same date as K-show. This date was decided to drop.

Orlando was agreed to go back in 2022, September 11-13, with M. Tyler as Chair and A. Prosapio as Co-chair.

ANTEC

ANTEC 2021 Denver (D. Becker – Chair, A. Smeltzer – vice Chair)

- call for papers needs to start: website, social media, newsletter, RETEC mod loops
 - webpage needs to be created (4Q20)
 - slider is running with CFP
- need six papers to fill a block
- no keynotes
- SPE will set up regular update calls for TPCs
- Deadline for full final papers is late October
- Hybrid program - March 20-23-live portion, governance, keynotes, outings – in Denver
 - Current plan: all tech papers are virtual – week after, March 29.
 - not all tech papers are live – some will be pre-recorded
 - some international spotlights (from other countries, according to division)
 - hotel will not release SPE from contract, why there is a hybrid program
 - Submissions open Sept 1
 - Deadline likely Nov 15 – judging afterward
 - Reviews finalized by December 15

ANTEC 2022 TBD

No report (location or information not determined at this time).

Committee Reports:

Communications Committee: (B. Puckerin)

Website

- Scholarship application
 - Complete for 2020 – first year using custom scholarship application from 7th Level
 - Active until June 15: extended to 6/19, disconnected link 6/22
 - Need list of scholarship recipients to show on webpage
- 2020 Election Page and Ballot – complete, active – done 6/1/20
 - post results once confirmed - done
- 2020 RETEC
 - Prior to 7/21:
 - registration is open
 - announcements will be added to address developing CV-19 situation and our plans
 - page constructed and live, update as needed
 - After decision to hold a Virtual RETEC
 - 7/14, registration closed until we realign to virtual RETEC
 - 7/21, website updated with announcement to go with a virtual RETEC
 - 8/7, all registration links direct to SPE site (attendee, TT, sponsor, Fun Run)
 - 8/7, will add some RETEC content as a quick overview of the event
- Sponsor slide show gallery - added by Mark Tyler
- Website redesign
 - “modernize” and enhance current layout and appearance using professional web designer service
 - Call 8/4, 7th level: learn options and get estimate generated for Summer BOD meeting
 - propose to include with 2021 budget (waiting on 7th Level) - \$4,600
 - Analytics - measure traffic
 - Outstanding Papers ANTEC / RETEC – work in progress

- Newsletters, Meeting Minutes
 - up to date
- Create “Why I joined CAD” as a new feature
 - work in progress
 - build a new page or slideshow
 - get contributors
 - share stories, history, etc
 - relay content to social media
- Archive information – newsletters, minutes from Bill Longley
 - All materials received from Bill Longley, will scan and upload as time permits
 - Process: scan for to create PDF, relabel, upload, list item, link to PDF
 - need to separate minutes: BOD meetings, EC, Industry Collaboration
- Update memorials
 - work in progress
- Update Terry Golding awards
 - need 2019 and 2020 (if available)
- Archive ANTEC CAD sessions papers – WIP
 - Need to know where to store them
 - Mike sent list of archived papers

Newsletter

- Sept 14-16 for newsletter
- Important issue since it will provide information on the virtual format
- Outstanding paper to be included for technical information
- Any information to be added needed by Sept 7

Social Media

- LinkedIn: 1,121 - will promote to all committee and BOD,
- Facebook: help needed - 99
- Instagram (SPECAD1): 181 - introduce BOD members, start with new members use SPE Recycling as example. #SPECAD; SPECAD1 is our account
- Twitter: 324

Publicity

Jeff is working with Scott Marko at SPE to see how we can run our survey through their virtual meeting. We use it to get demographic information on attendees and what would help future RETECs. It is also used to collect names for future BOD members, authors for RETEC and ANTEC papers and sponsors.

We also use the names for the raffle.

Education/Technical Resource Committee: (M. Willis)

M. Willis gave background information on the Committee to the new Board Members. Mike will be giving a Colorants Part 4 Keynote at the 2020 RETEC.

Sponsorship Committee: (E. Ford, S. Aumann, C. Treat)

As a result of RETEC being virtual, Sponsorship and Exhibitor will be combined as Partnering (which will be a combination of sponsoring and exhibiting). There will be four levels:

- Platinum, Gold, Silver, and Bronze (only will have logo, company name, and 1 attendee)
- Currently have 11 paid Partners, 3 tentative, and 9 declined (9 that have sponsored/tabletop in the past)
- Virtual exhibit rooms are included with Platinum, Gold, and Silver
- As a result of live RETEC moving to virtual, 4 tabletop exhibitors cancelled – 3 requested refunds; 1 wants applies to 2021 RETEC.
- A demonstration was given on the sign-up process, showing different sponsorship levels & meeting rooms

Endowment Committee: (A. Smeltzer / B. Briggs)

- New online process through our website worked very well. Almost all of the information was provided online with the exception of some recommendations.
- Total Scholarship monies awarded \$30,250 – with the 5 names scholarships being \$3,000 each – to 17 students.
- 9 men, 8 women
- 10 repeat applicants
- 3 related to board members
- All but 1 with STEM majors
- 15 different colleges/universities

Awards Committee: (M. Freshwater / K. Williamson)

- M. Freshwater reported from this point on, ANTEC and RETEC papers will be combined and the Committee will issue two outstanding paper awards.
- Awards Luncheon will be held this year on Tuesday of the Virtual RETEC
- Betty and Mark are reviewing the point qualification requirements to determine if we can proceed

Membership Committee: (J. Ladson)

The AUG 2020 report from the SPE Membership DB indicates there are 568 members in our Color and Appearance Division. The membership consists of:

Membership Class	JAN 2018	JAN2019	JAN2020	AUG 2020
Professionals	650	647	573	461
Young Professionals	35	35	22	36
JAN Emeritus	25	25	26	26
Student	14	41	68	44
New Young Professional	-	3	28	?
Distinguished				1
Total	725	751	717	568

The membership in the SPE CAD declined ~ 21%. The most significant reduction in the SPECAD membership is reduced by 112 Professional Status members. The New Young Professional Status is no longer reported by the SPE.

The Office of Membership Chair provided two reports in the 2nd Q of 2020 to the Secretaries of the SPECAD.

In June, the office of CAD Membership Committee issued four memos to remind selected individual members of their membership renewal in the SPE. In August, Information from the SPE CAD Membership DB was not current when probed. The office of CAD Membership Committee issued two inappropriate membership expiry notices from the chair to Balthazar and Esker. The chair apologizes.

Public Interest: (B. Puckerin)

B. Puckerin advised that this should be moved under Communications as it pertains to the survey. Jeff has contacted Scott Marko to see if we can run the survey as part of RETEC. Scott to set up a landing page for the survey. Question posed was if people need to be present for the raffle? It was decided that they don't need to be present to win the raffle as it is a virtual conference.

International Committee: (B. West)

- Unique opportunity that virtual conference will get more international attendees and support different languages and time zones to attend. SPE to push.
- Brian will complete the translation of the education presentations in Spanish

Color Advisory Group: (J. Ladson)

-No new updates

Elections: (M. Tyler)

Nothing to report as of yet, however we need to think about boundaries with regards to social media and self-promotion (campaigning). EC to address, however the consensus is a candidate can promote on their own social media page, but CAD will not promote as to avoid any show of favoritism.

Old Business:

Old Business from Past Meetings	Assigned to	Due	Status
Design and present compliant CAD BOD shirts	S. Aumann	Summer 2021	Open
SPE Plastivan present in Orlando during RETEC 2020. RETEC planning comm to decide	RETEC planning comm.	Summer 2020	Open
SPE Plastivan present in Orlando during RETEC 2020. RETEC planning comm to decide	RETEC planning comm.	Summer 2021	Open
Renaissance hotel Child Care offering They partner with Kids Night Out Pending RETEC event possible sponsorship opportunity	C. Treat M. Tyler / A. Prosapio	Summer 2022	Open

New Business:

New Action Items from Summer 2020 Meeting	Assigned to	Due	Status
Mike Willis to conduct a financial audit by RETEC Board Meeting	M. Willis, S. Heitzman, J. Fiaganiak	2020 RETEC Board Meeting	Open

3:50PM J. Figaniak motioned to adjourn the meeting, B. Puckerin seconded, all in favor, the meeting was adjourned.

Minutes Respectfully Submitted by:

Alex Prosapio

CAD BOD Secretary

Treasurer's Report:

Color and Appearance / SPE Treasurer's Report June 30, 2020

TOTAL BEGINNING BALANCE as of 04/30/20 \$ 124,672.29

Deposits:

Source	Type	Amount
FifthThird Bank	May interest	\$ 2.81
FifthThird Bank	June interest	\$ 2.72
Vanguard	Q2 interest	\$ -
WP Engine	Refund	\$ 275.92
CADNews	Sponsorships	\$ 2,550.00
CAD Endowment Fund	Transfer	\$ 5,433.76

TOTAL DEPOSITS \$ 8,265.21

Expenses:

Check#	Assignee	Purpose	Amount
MC	PayFlow/PayPal	Gateway	\$ 25.00
937	7th Level Tech	Website maintenance	\$ 937.50
MC	PayFlow/PayPal	Gateway	\$ 25.00
938	Peacock Graphics	Fall,Summer, Spring CADNews	\$ 1,700.00
	Scholarships	Scholarships	\$ 30,250.00

TOTAL EXPENSES: \$ 32,937.50

TOTAL ENDING BALANCE: \$ 100,000.00

PENDING EXPENSES:

None \$ -

BALANCE AFTER PENDING EXPENSES: \$ 100,000.00

ENDOWMENT FUND OVERVIEW:

Beginning Balance as of 03/31/2020	\$ 588,343.38
Net Gain / Loss	\$ 144,395.97
Expenses	\$ 5,433.76
Ending Balance as of 06/30/2020	\$ 727,305.59

Respectfully submitted by Bruce Mulholland

Total assets: \$ 827,305.59

SOCIETY OF PLASTICS ENGINEERS ANNUAL FINANCIAL REPORT
 COLOR AND APPEARANCE DIVISION

Annual Financial Report for Period Beginning July 1, 2019 to June 30, 2020

Starting Balance on July 1st (cash, checking, savings, investments)	(1)	\$795,427.69	\$795,427.69	
INCOME				
		Actual	Budget	Variance
SPE Rebate	(2)		0.00	0.00
Interest & Dividends	(3)	990.33	500.00	490.33
Monthly Meetings	(4)		0.00	0.00
Board Meetings	(5)		0.00	0.00
RETEC Receipts	(6)	83,229.46	60,000.00	23,229.46
Educational Programs	(7)	275.92	0.00	275.92
Newsletter/Web-site Sponsorships	(8)	4,750.00	15,000.00	(10,250.00)
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: Transfer from Endowment fund	(13)	5,433.76	29,000.00	(23,566.24)
Other: Endowment fund gain/loss	(14)	31,877.90	0.00	31,877.90
Other: Transfer in to Endowment Fund	(15)		0.00	0.00
Total Income (add lines 2-15)	(16)	\$126,557.37	\$104,500.00	\$22,057.37
Total Funds Available (1 + 16)	(17)	\$921,985.06	\$899,927.69	\$22,057.37
EXPENSES				
General Office Expenses	(18)	889.91	1,500.00	610.09
Monthly Meetings	(19)	0.00	0.00	0.00
Board Meetings	(20)	17,404.06	20,000.00	2,595.94
RETEC (seed money)	(21)	0.00	0.00	0.00
Educational Programs (Internet)	(22)	1,885.80	1,000.00	(885.80)
Newsletter Printing/Mailing (4 issues)	(23)	2,215.00	3,500.00	1,285.00
Holiday Party	(24)	0.00	0.00	0.00
Golf Outing (non-RETEC)	(25)	0.00	0.00	0.00
Awards	(27)	3,419.08	2,500.00	(919.08)
Scholarships/Grants	(28)	35,000.00	35,000.00	0.00
Endowment Scholarships/Fund	(28a)	30,250.00	40,000.00	9,750.00
ANTEC Expenses	(29)	1,115.62	500.00	(615.62)
Councilor Travel	(30)	0.00	2,000.00	2,000.00
Other: Student Travel	(31)	2,500.00	2,500.00	0.00
Other: Chairperson's Discretionary Fund	(32)	0.00	500.00	500.00
Other: Miscellaneous	(33)	0.00	500.00	500.00
Total Expenses (add lines 18 - 33)	(34)	\$94,679.47	\$109,500.00	\$14,820.53
Ending Balance (Line 17 minus Line 34)	(35)	\$827,305.59	\$790,427.69	\$36,877.90
Section/Division	Allocation of Funds on Line 35 Checking acct (A) \$ 5,041.21 Savings acct (B) \$ 25,000.00 (C) _____ Investments (D) \$ 69,958.79 Endowment (E) \$ 727,305.59 (F) _____ TOTAL (G) \$827,305.59 (Amount on Line G should equal amount reported on Line 35)			
Treasurer's Signature:				
Audit Committee Attest:				
Distribution: Copy to SPE Executive Office by November 15th Copy to Section/Division Board of Directors				

SOCIETY OF PLASTICS ENGINEERS ANNUAL FINANCIAL REPORT

* BOD Only Money Information Only *

Annual Financial Report for Period Beginning July 1, 2019 to June 30, 2020

Starting Balance on July 1st (cash, checking, savings, investments)	(1)	\$100,000.00	\$100,000.00	
INCOME		Actual	Budget	Variance
SPE Rebate	(2)		0.00	0.00
Interest & Dividends	(3)	990.33	500.00	490.33
Monthly Meetings	(4)		0.00	0.00
Board Meetings	(5)		0.00	0.00
RETEC Receipts	(6)	83,229.46	60,000.00	23,229.46
Educational Programs	(7)	275.92	0.00	275.92
Newsletter/Web-site Sponsorships	(8)	4,750.00	15,000.00	(10,250.00)
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: Transfer from Endowment fund	(13)	5,433.76	29,000.00	(23,566.24)
Other: Endowment fund gain/loss	(14)		0.00	0.00
Other: Transfer in to Endowment Fund	(15)		0.00	0.00
Total Income (add lines 2-15)	(16)	\$94,679.47	\$104,500.00	(\$9,820.53)
Total Funds Available (1 + 16)	(17)	\$194,679.47	\$204,500.00	(\$9,820.53)
EXPENSES				
General Office Expenses	(18)	889.91	1,500.00	610.09
Monthly Meetings	(19)	0.00	0.00	0.00
Board Meetings	(20)	17,404.06	20,000.00	2,595.94
RETEC (seed money)	(21)	0.00	0.00	0.00
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Other: Chairperson's Discretionary Fund	(32)	0.00	500.00	500.00
Other: Miscellaneous	(33)	0.00	500.00	500.00
Total Expenses (add lines 18 - 33)	(34)	\$94,679.47	\$109,500.00	\$14,820.53
Ending Balance (Line 17 minus Line 34)	(35)	\$100,000.00	\$95,000.00	\$5,000.00

<u>Section/Division</u>	Allocation of Funds on Line 35
Treasurer's Signature:	Checking acct (A) \$ 5,041.21
Audit Committee Attest:	Savings acct (B) \$ 25,000.00
	(C) _____
	Investments (D) \$ 69,958.79
	Endowment (E) \$ -
	(F) _____
	TOTAL (G) \$100,000.00
Distribution: Copy to SPE Executive Office by November 15th Copy to Section/Division Board of Directors	(Amount on Line G should equal amount reported on Line 35)

