Date: January 25, 2011
Location: Hotel Monteleone, New Orleans, LA

Attendance

Present:
Aumann, Scott
Balthazar, Earl
Becker, Doreen
Bodi, Alan
Button, Hal
Bykowski, Paul
Charvat, Bob
Davis, Sandra
Drusda, Jeff
Ehr, Sharon
Esker, Steve
Goldstein, Steve
Figaniak, Jim
Heitzman, Scott
Lavieri, Frank
Mulholland, Bruce
Mullins, Brenda

Absent:
Nitardy, Larry
Przybylski, Jamie
Reid, Sharyl
Rachal, Tom
Rangos, George
Reid, Austin
Reinicker, Roger
Smeltzer, Ann
Suthers, Johnny
Tyler, Mark
West, Brian

Upcoming Board Meetings:

Spring Meeting Antec 2011 – Boston
Summer Meeting ?????
Fall Meeting RETEC 2011 – Lombard, IL

May 3, 2011
August, 2011
September 28, 2011
BOARD OF DIRECTORS MEETING

- Welcome, Introductions, Opening Remarks, Announcements – E. Balthazar
- SPE Anti-Trust Statement – E. Balthazar
- Secretary’s report – A. Smeltzer
- Treasurer’s Report - B. Mulholland
- Councilor’s report – S. Davis
  - Barcelona Council Meeting
- Secretary Nominations/Election - All
- SPE Global updates/comments – T. McKnight
  - Leadership Presentation

Committee Reports:

- Technical Program
  - ANTEC Technical Program Committee – A. Reid
    - ANTEC 2010 Wrap up (Orlando) – S. Reid
    - ANTEC 2011 (Boston) - B. Mulholland
    - ANTEC 2012 (Orlando) – S. Aumann
  - RETEC Technical Program Committee – S. Davis
    - RETEC 2010 Wrap Up (Nashville) – B. West
    - RETEC 2011 (Chicago) – H. Kennedy
    - RETEC 2012 (Louisville) – S. Davis
    - RETEC 2013 (Indianapolis) – S. Heitzman

- Communications – T. Phillips designate
  - Website/Internet – TBD
  - Newsletter – J. Przybylski / S. Reid

- Education/Technical Resource – S. Goldstein
  - Terra Tech Student Chapter (E. Balthazar)

- Endowment – J. Suthers

- Awards – R. Reinicker
  - HSM / Fellow - R. Reinicker
  - Pinnacle Award – J. Figaniak
  - Communications Excellence Award – Tracy Phillips designate

- Membership - J. Ladson (E. Balthazar)
  - Public Interest – TBD

- International - B. West

- Color Advisory Group – B. West

✔ Old Business – All
  - Action Items – All – See Attachment 1

✔ New Business – All
  - PAOM Status (E. Balthazar/T. McKnight)

END OF CAD BOARD MEETING
<table>
<thead>
<tr>
<th>ACTION ITEMS</th>
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MINUTES OF January 25th CADBOD MEETING

Welcome, Opening Remarks – E. Balthazar
Earl Balthazar welcomed everyone to the meeting which began at 8:00 AM in the Vieux Carre Room of the Hotel Monteleone.

SPE Anti-Trust Statement – E. Balthazar
Earl advised the participants that we are holding the meeting according to the following guidelines:

   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 (A. Smeltzer)
Ann Smeltzer asked if anyone had any revisions from the Fall meeting minutes of September 16, 2010. Bruce Mulholland noted a typo to be corrected. Austin Reid moved to accept as amended. Alan Bodi seconded. Minutes of the last meeting were approved.

Treasurer’s Report (B. Mulholland)
First part of the treasurer’s report was a review of CAD RETEC 2010 in Nashville, TN. Ending balance was $82,715.99 with $24,263.13 going to ISPE and $58,452.86 remaining with CAD. Sandy Davis asked when the money went to ISPE and Bruce confirmed in early January. The 2010 RETEC was the most profitable RETEC for CAD since Cincinnati in 2006.
The Treasurer’s report as of December 31, 2010 was presented. Bruce discussed that if the CAD funds make money in a quarter, 3% interest will go the BOD and any fluctuation – up or down – will go against the Endowment fund. We reviewed the Income Statement and the annual budget for the period beginning July 1, 2010 to June 30, 2011. Copies of all of the Treasurer’s reports are in Appendix A.

Alan Bodi moved to approve the reports. Austin Reid seconded. All were in favor – none opposed. Report was accepted. One final note, Income Taxes and Annual report were filed on time.

**Councilor’s Report** (S. Davis)
Council meeting was held the week after RETEC 2010 on September 25, 2010 in Southbury, CT. Highlights of the meeting included officer elections, staffing changes at SPE Headquarters with the reduction in headcount by eliminating the membership position, and voting on six bylaws. On December 16, 2010, there was a review of 2010 presented by Susan Oderwald, Executive Director of SPE. The review covered topics including membership, financial, and upcoming conferences. Please see the full Councilor’s report in Appendix B for full details.

2011 Fall councilor meeting will be held jointly with Eurotec in Barcelona. Somebody on the Board could be a proxy. If we have no one to proxy, Sandy Davis will participate by phone as a last alternative. Brenda Mullins commented that her company’s HQ’s, Nubiola, are in Barcelona so someone there could be willing to attend the meeting for the BOD. The BOD would need to declare a proxy in advance of the meeting. Council attendance is required for Pinnacle award which is why BOD would like someone to attend.

**ACTION POINT:** Sandy Davis will forward the details for this meeting to Brenda Mullins to see if anyone could be available.

**Secretary Nominations/Election (E. Balthazar)**
Earl opened up the floor for nominations for the office of secretary. Frank Lavieri was nominated, however, graciously declined. We decided to postpone until later in the meeting so people could consider candidates or nominate themselves for this position.

**SPE Global Updates/comments** (T. McKnight)
Update was postponed.

**Committee Reports:**
**Technical Program**

**ANTEC** Technical Program Committee – (A. Reid)

**ANTEC 2011 (Boston)** – (J. Ladson/B. Mulholland)
Bruce said that Antec will be held in Boston May 1-5. The CAD session will be on Monday, May 2 with the BOD meeting to be held on Tuesday, May 3. Program is in good shape. See Appendix C for program schedule. Bruce forwarded the contact information to Alan Bodi for RETEC. Austin Reid will be the moderator for the morning session with a hard stop at 11:00 AM. Scott Heitzman will be the PM moderator. We will not have a CAD reception as the Antec opening reception is that night as well.

**ANTEC 2012** – (S. Aumann/S. Reid/Mark Tyler)
This will be paired with NPE which is scheduled to be held in Orlando, FL in March 2012. The program will be held three months earlier which will means deadlines will be moved up.

**ANTEC 2013** – It was decided that Scott Heitzman will be the TPC chair for this ANTEC to be held in Cincinnati.

**RETEC** Technical Program Committee – (S. Davis)

**RETEC 2010 (Nashville)** – (B. West)
The RETEC was financially successful. There were mixed comments on the new format ½ day, full day, ½ day with for the most part a negative reaction overall. Contractually we couldn’t do it for at least a couple of years. If we were going to a resort type venue – start ½ day on Monday or end ½ day on Friday.

Bob Charvat’s program very successful – they almost ran out of chairs. Everyone liked the change from one full day session to two half days. Wide variety of attendees.

The common space for tabletops and breaks was well received – sound checks on the band being noted for future reference.

Sponsorships – What we charge for breaks is not what it costs i.e. breakfast total sponsorship was $5,000 while the total cost was $6,000. Also, need to note if we raise the conference fees for RETEC, Tabletop fees should be kept in line as well.

**RETEC 2011 (Lombard, IL)** – (H. Kennedy)
Sandy Davis gave the report as Howard Kennedy could not be in attendance. RETEC will be held September 25 – September 27 at the Westin Lombard Yorktown Center. Frank Lavieri is going to now partner with Alan Bodi for the Technical Program Chairs. Attendee fees for RETEC have not been increased since 1999. Proposals are as follows:

<table>
<thead>
<tr>
<th></th>
<th>Old</th>
<th>New</th>
<th>Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advanced Member Fees</td>
<td>$325</td>
<td>$340</td>
<td>$15</td>
</tr>
<tr>
<td>On-Site Member Fees</td>
<td>$425</td>
<td>$440</td>
<td>$15</td>
</tr>
<tr>
<td>Non-Member Adv w/mem</td>
<td>$444</td>
<td>$470</td>
<td>$26</td>
</tr>
<tr>
<td>Non-Member Adv w/o mem</td>
<td>$470</td>
<td>$510</td>
<td>$40</td>
</tr>
<tr>
<td>Non-Member On-Site w/mem</td>
<td>$544</td>
<td>$570</td>
<td>$26</td>
</tr>
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<td>$570</td>
<td>$610</td>
<td>$40</td>
</tr>
<tr>
<td>Table Tops</td>
<td>$900</td>
<td>$950</td>
<td>$50</td>
</tr>
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</table>

Discussion ensued on why we were raising the fees. The main reason behind it is to support the endowment fund. This then lead to further discussion about ways to get local people to attend RETEC. Maybe more of a focus on the basics or Bob running his program or running a concurrent program on the basics.

Doreen Becker suggested the possibility of a company sponsoring classes on applications or technical subjects. She said we offer such things to our customers......why not our colleagues. Sharon Ehr thought this may be of more interest on a Sunday so doesn’t take people out of their labs.

Only other note for 2011 is still trying to determine the registration giveaways as Howard does not want to do a pad folio.

**RETEC 2012 (Louisville) – (S. Davis)**

RETEC will be held September 30 – October 2. It is going to be held at the Louisville Marriott Downtown, Louisville,KY. This will be the 50th anniversary of the first RETEC. See Appendix D for a historical RETEC Overview.

**RETEC 2013 (???) – (S. Heitzman)**

This RETEC was supposed to be in Indianapolis, but we will have had four meetings in that same area. The site and theme committee came up with the following cities to investigate:

2013 – Memphis or Marco Island  
2014 – Baltimore or New Orleans

There are BOD members that will investigate hotels to handle our needs.

**Action Point:** Sandy Davis will have a conference call in early April for the Site & Theme Committee to then provide a proposal for Board approval in May.
Earl asked if anyone had concerns about New Orleans because of the hurricane. It was determined that this is a non-issue.

**Break**

Hal Button said that there is a need for additional moderators. Doreen Becker, Jamie Przybylski, and Larry Nitardy volunteered to be added to the list.

**Endowment** – (J. Suthers)

There is $8,000 budgeted for the endowment fund to be given out. This would be for two – $4,000 scholarships per year. This information is on the website for people to apply and two people have approached Johnny already. Johnny reviewed the funds and returns. As of now the market is doing well.

**Awards** – (R. Reinicker)

Congrats to Earl Balthazar for getting the Honored Service Member Award which he will receive at ANTEC in Boston. Jim Figaniak submitted the Pinnacle Award application on time. **Action Point:** Jim Figaniak, Scott Heitzman, and Earl Balthazar will send their copies of the Pinnacle Award Applications to Ann Smeltzer as a guide for next year’s process.

We are seeking nominees for HSM, Fellow, and Terry Golding awards at ANTEC and summer meetings at the latest. Roger has sufficient graders for the ANTEC papers – thanks to those that volunteered. RETEC papers were graded and best paper will be announced by summer. Attached is the awards spreadsheet in Appendix E.

**Communications** – (T. Phillips/Sharon Ehr)

Sharon Ehr reported in Tracy Phillips absence. There was a committee meeting held in early January. The topics covered in that meeting are attached in Appendix F. In addition, the communications plan was updated and is also in Appendix F.

**Education** – (S. Goldstein)

Bob Charvat asked to start off by reporting that Volume Two for book is back on stream and wanted to reaffirm any offers to help with chapters. Discussion turned to sustainability issues. Bob asked the group to give a definition on sustainability and this opened up a lively discussion. Tom Rachal stated that if we don’t define it ourselves, someone else could. Comments were then made that SPE is not a standard setting organization. Then also for the book, he asked for a
show of hands, who could help with the Bioplastics section. Larry Nitardy gave thoughts on how to color certain resins.

**Action Point:** People who raised their hands need to send feedback on Bioplastics to Bob Charvat.

Steve Goldstein reported that SPE will forward to Steve any articles on color to be reviewed. The course for specifications will be done by the end of the year.

**Action Point:** Steve will forward specifications course by end of February to BOD for review.

Earl Balthazar brought up that at council it came up that student chapter’s originally set up with sponsors are now operating outside of established guidelines. Firelands went to provisional status. CAD could take over with Jamie setting it up. Bob and Jamie did not think this was a viable option so this chapter will now be defunct.

Jamie Przybylski asked if anyone had an article on color either historical or a new idea to be used for the next newsletter. Deadline for next newsletter is Spring.

Steve asked Jamie and Bob about a voiceover to the color course. Jack and Bob reworking the power point slides. We need to determine how this could be sent to sections.

Bruce cautioned to be careful about the use of trademarks, i.e., whenever we use RETEC with a letter we have to use CAD RETEC.

**Action Point:** Bruce to investigate if there is anything in the CAD ToolBox that states the use of our trademarks.

**International** – (B. West)

Slides have been translated into Spanish. We will spread out the different languages over another year as it helps with the Pinnacle award application. Also, people could present this in Spanish, but notes can be in both with English definitely. Also, someone outside of the board offered to help for the Italian language.

RETEC materials could be put out at ACE.

**Color Advisory Group** – (B. West)

Has been asked for a stance on compostables, but we are not ready to delve into this subject.

**Membership** - (J.Ladson/G.Rangos)
George Rangos presented for Jack. There are 14,800 members with the range last year being between 14,200 – 14,900. CAD has 612 with the range last year being between 570 and 647. The low was right before September and then higher in October due to RETEC. This is all with CAD being the primary division. Membership is at 802 if count where CAD is listed as the secondary division. Report is attached is Appendix G.

**Nomination for Secretary**

Sharyl Reid nominated Betty Puckerin. Earl motioned to accept Betty as a candidate. Austin moved and Steve seconded. All in favor – Ayes. Johnny Suthers motioned to approve with Scott seconding. All in favor - Aye. Betty Puckerin is the new secretary for next year. She ends her term to Howard will go into the election.

**Old Business/Action Items** – All
Reviewed action items from previous meeting - see Appendix H (Status of Action Items)
New Action Item list including new action points – see Appendix I

**New Business** – All

Frank Lavieri inquired if the SPE national webinars could be offered on days besides Tuesday and Thursday or possibly evenings.

Bruce Mulholland asked if CADNEWS needs trademarked.
**Action Point:** Bruce/Tracy will investigate.

Larry Nitardy asked if the BOD members may list the credentials to CAD. Earl reminded us that we cannot use the trademarks for our own use, but can list that we are a board member.

**Next Meeting:** Spring Board Meeting – Tuesday May 3 in Boston at Antec

Austin Reid made a motion to close the meeting, second by Scott Heitzman, motion passed.

Minutes respectfully submitted,

Ann Smeltzer
Secretary
Appendix A – Treasurer Reports

- Winter treas report
- Winter Treas report details
- nashville retec finance summary
- nashville retec financial details
- prev retec finance summarys
- prev retecs finance expenses

Appendix B – Councilor’s Report

- Jan BOD Councilor report.doc

Appendix C – ANTEC Program

- 2011 antec program.pdf

Appendix D – History of RETECS

- history of retecs.pdf

Appendix E – Awards

- Awards Report Jan 2011.xls
Appendix F – Communications

SPECAD communication plan a

Topics/Key Points of the Communications Committee Meeting:

• 2011 Communications Plan was reviewed and updated (attached in Appendix E). A copy was posted in the CAD Toolbox.

• CADNEWS Newsletter-
  -Noted that current CAD NEWS does not have a volume/issue number anymore. Should be added back, picking up where we left off, if possible.
  -Clarified going forward that “Fall issue” designation will be used for newsletters published in 4Q of the calendar year. “Winter Issue” designation will be used for newsletters published in 1Q of the calendar year.
  -Next issue to be published is the Spring Issue around April.

• SPECAD.ORG website maintenance
  -Tracy to send Jeff D her RETEC/ANTEC photos for posting as appropriate in Gallery (done).
  -RETEC 2011 - Brenda Mullins to assist Tracy in RETEC web page updates
  -Elections 2011 – Sharon Ehr to manage web pages for this year’s elections. These pages to be updated and then notify Jeremy that ballot is ready to activate before eblast is sent to membership.
    • Ballot Page: http://www.specad.org/index.php?navid=71
  -CADTOOL BOX page – added new docs from Earl to elections tools:

• LINKED IN SPECAD GROUP activity
  -current members – 373 as of Jan 4, 2011
  -Earl to post a Call for Candidates for 2011 Elections (posted)
  -Betty to post a discussion on feedback about the RETEC 2011’s format.

• 4SPE.org Calendar of Events- RETEC 2011 was not posted due to a clerical error on ISPE’s part. Earl has worked with Leslie to fix this.

• Project: Newsletter/Website Redesign
  -Drivers: Jeff Drusda/Jamie P
  -Joyce submitted 3 looks for the newsletter. We liked some features, but need to clarify what we want.
  -Committee reviewed several websites for alternate web page layouts. We liked the newer style grid layout with the menu bar across the top of the page.
  -Tracy inquired with Jeremy and Joyce to see if they are familiar with what is needed to create an online newsletter format that allows the reader to turn the page similar to the example on this site: http://www.silverlight.net/content/samples/1.0/page-turn/default.html

  -Next step: Design layout/look for proposal to board. Target for Aug BOD meeting. Jeff to help focus committee on project between now and August.
•  Project: Video commercial to promote CADRETEC conferences  
  - Jamie to find out if Terra students would be willing to work on this as a project and when (Target May meeting for completion if possible)  
  -- Tracy to send her RETEC 2011 photos and video footage to Jamie (done)

•  SPE Communications Excellence Award 2011 on Dec 31 \textsuperscript{st}. – Tracy completed and submitted the application on time.  
  - Waiting to hear if we won anything.
Appendix G – Membership

January 2011 SPE & D21 CAD Membership Report

SPE, D21 Color & Appearance Membership
Jan08 to DEC10
## Appendix H – Action Item List Reviewed in Winter Board Meeting

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## Appendix I – Action Item List from Winter Board Meeting Minutes

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</tr>
<tr>
<td>Ask BOD members to provide feedback on Bio Plastics for this section in volume 2 of color book.</td>
<td>Bob Charvat</td>
<td>May 2011</td>
<td>Open</td>
</tr>
<tr>
<td>Forward specifications course to BOD for review</td>
<td>Steve Goldstein</td>
<td>May 2011</td>
<td>Open</td>
</tr>
<tr>
<td>Investigate if CAD toolbox provides directions on the correct use of our section’s trademarks</td>
<td>Bruce Mulholland</td>
<td>May 2011</td>
<td>Open</td>
</tr>
<tr>
<td>Investigate if CADNEWS needs trademarked.</td>
<td>Bruce Mulholland/Tracy Phillips</td>
<td>May 2011</td>
<td>Open</td>
</tr>
<tr>
<td>Send copies of Pinnacle Award Applications to Ann Smeltzer</td>
<td>Jim Figaniak/Earl Balthazar/Scott Heitzman</td>
<td>May 2011</td>
<td>Open</td>
</tr>
<tr>
<td>Bring catalogues and CAD BOD shirts</td>
<td>Scott Aumann</td>
<td>May 2011</td>
<td>Open</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>From Fall 2010 BOD Meeting</th>
<th>Assigned to</th>
<th>Due</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Quotes and proposals for redesigning the aesthetics of the website will be compiled for presentation at the next board meeting</td>
<td>Tracy Phillips</td>
<td>August 2011</td>
<td>In Progress</td>
</tr>
<tr>
<td>Complete Video Prototype for CAD RETEC</td>
<td>Communications Cmte</td>
<td>May 2011</td>
<td>Open</td>
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<table>
<thead>
<tr>
<th>From Summer 2010 BOD Meeting</th>
<th>Assigned to</th>
<th>Due</th>
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<tbody>
<tr>
<td>BOD members to review suspended list by company</td>
<td>All</td>
<td>May 2011</td>
<td>Open</td>
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<tr>
<td>RETEC 2011 Logo</td>
<td>Scott Aumann</td>
<td>Jan 2011</td>
<td>Complete</td>
</tr>
<tr>
<td>Need a target date for changing font on Newsletter</td>
<td>Tracy Phillips/Jamie Przybylski</td>
<td>August 2011</td>
<td>Open</td>
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<table>
<thead>
<tr>
<th>From ANTEC May 2010 Meeting</th>
<th>Assigned to</th>
<th>Due</th>
<th>Status</th>
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<tbody>
<tr>
<td>Steve G. to create list of publication contacts</td>
<td>Steve G.</td>
<td>Jan 2011</td>
<td>Complete</td>
</tr>
<tr>
<td>Acquire ACE membership list and add to ours</td>
<td>Jack/Brian/Earl</td>
<td>Jan 2011</td>
<td>Complete</td>
</tr>
<tr>
<td>Bring Suspended List to Summer meeting and post on shared Drive</td>
<td>Jack</td>
<td>May 2011</td>
<td>Open</td>
</tr>
<tr>
<td>Update Write Now to match Wiley</td>
<td>Steve</td>
<td>Antec 2011</td>
<td>Open</td>
</tr>
<tr>
<td>Record Color of Plastics tutorial</td>
<td>Jack/Steve/Bob</td>
<td>Antec 2011</td>
<td>Open</td>
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