Date: October 3, 2012 Board of Director’s Meeting  
Location: Louisville Marriott Downtown, Louisville, KY

## Attendance

<table>
<thead>
<tr>
<th>Present</th>
<th>Absent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aumann, Scott</td>
<td>Nitardy, Larry</td>
</tr>
<tr>
<td>Balthazar, Earl</td>
<td>Phillips, Tracy</td>
</tr>
<tr>
<td>Bodi, Alan</td>
<td>Przybylski, Jamie</td>
</tr>
<tr>
<td>Button, Hal</td>
<td>Puckerin, Betty</td>
</tr>
<tr>
<td>Bykowski, Paul</td>
<td>Rachal, Tom</td>
</tr>
<tr>
<td>Davis, Sandra</td>
<td>Rangos, George</td>
</tr>
<tr>
<td>Drusda, Jeff</td>
<td>Reid, Austin</td>
</tr>
<tr>
<td>Ehr, Sharon</td>
<td>Reid, Sharyl</td>
</tr>
<tr>
<td>Esker, Steve</td>
<td>Reinicker, Roger</td>
</tr>
<tr>
<td>Figaniak, Jim</td>
<td>Smeltzer, Ann</td>
</tr>
<tr>
<td>Heitzman, Scott</td>
<td>Suthers, Johnny</td>
</tr>
<tr>
<td>Kennedy, Howard</td>
<td>Treat, Cheryl</td>
</tr>
<tr>
<td>Ladson, Jack</td>
<td>West, Brian</td>
</tr>
<tr>
<td>Lavieri, Frank</td>
<td></td>
</tr>
<tr>
<td>Mulholland, Bruce</td>
<td>Charvat, Bob</td>
</tr>
<tr>
<td>Mullins, Brenda</td>
<td></td>
</tr>
</tbody>
</table>

## Upcoming Board Meetings:

- **Winter Meeting**
  - Location: Orlando, FL  
  - Dates: January 28-29, 2013 (Tentative)
- **Spring Meeting**
  - Location: TBD
BOARD OF DIRECTORS MEETING

- Welcome, Introductions, Opening Remarks, Announcements – Jim F.
- SPE Anti-Trust Statement – Jim F.
- Secretary’s report – Jeff D.
- Treasurer’s Report - B. Mulholland
- Councillor’s report – S. Davis

Committee Reports:
- Technical Program
  - ANTEC Technical Program Committee – Austin Reid
    - ANTEC 2013 (Cincinnati) – Scott H.
    - ANTEC 2014 (Vegas) – Doreen B.
    - ANTEC 2015
  - RETEC Technical Program Committee – Sandra D.
    - RETEC 2012 (Louisville) – Sandra D.
    - RETEC 2013 (Baltimore) – Tom R., Steve E.
    - RETEC 2014 (New Orleans) – Earl B.
  - Site and Theme Committee – Sandra D.

- Communications – Tracy P.
  - Website/Internet – Tracy P
  - Newsletter – Jamie P. / Sharyl R.

- Education/Technical Resource – Steve G.
  - Terra – Jamie P.
  - Book Volume 2 – Bob C.
  - Tutorial Recap – Bob C.

- Endowment – George R.

- Awards – Roger R.
  - HSM / Fellow / OA - Roger R.
  - Pinnacle Award – Betty P.
  - Communications Excellence Award – Tracy P.

- Membership - Jack L.
  - Public Interest - Betty P.

- International - B. West
MINUTES OF OCTOBER CADBOD MEETING

Welcoming & Opening Remarks - J. Figaniak
Jim welcomed the group to the 2012 Fall CAD BOD meeting at the Marriot Louisville Downtown hotel and thanked everyone for their efforts at the 2012 RETEC.

SPE Anti-Trust Statement - J. Figaniak
Jim reviewed the Anti-Trust statement with the participants with 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 - J. Drusda
Jeff asked if anyone had any revisions from the summer meeting minutes of August 7, 2012. No changes or additions were offered. A motion was made by Earl to approve the minutes and seconded by Austin (all approved). The 2012 Summer Meeting minutes will be filed and a copy sent to SPE.

Treasurer’s Report - B. Mulholland
Bruce relayed that there has not been much treasurer activity since the summer meeting. He mentioned we may not have received all the bills from the summer meeting. Ann received an email from the hotel catering staff, but no bill has been received yet. Jim will contact the hotel for clarification and to finalize any bills.

Bruce circulated a list of the financial activity since the summer meeting as part of the treasurer’s report. Austin made a motion to approve; Sandy seconded the motion (all approved). See copy of report in Appendix A.

**Councilor’s Report** - S. Davis

Fall Council Meeting was held in Dearborn, MI. Apart from the various committee and division reports, highlights of the meeting included: proposals for improving membership growth; proposed development of a Corporate Identity manual and SPE branding; addressing budget concerns; bylaw changes for the executive committee’s efforts to reorganize the governance structure of SPE; elections for SPE officers; and expansion in Europe, the Middle East, and Asia through TopCons. See attached Councilor Report on The Fall 2012 Council Meeting (as given by Sandra Davis) in Appendix C.

**Committee Reports**

**Technical Program**

**ANTEC Technical Program Committee** - Austin Reid

**ANTEC 2013** - S. Heitzman

Cincinnati

ANTEC 2013 technical program plans are proceeding well. Conference dates are April 22-23, 2013. 12-16 people have come forward; deadline for volunteers is Oct. 23, 2012. Doreen and Larry have volunteered for keynote presentations. Scott H. asked for help from the technical review committee to review papers; Roger will arrange. Scott H. will also handle the arrangements for the annual CAD business meeting following the CAD papers.

**2013 ANTEC Deadlines**

<table>
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<th>Event</th>
<th>Deadline</th>
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<tr>
<td>ANTEC 2013:</td>
<td>April 22-24, 2013</td>
</tr>
<tr>
<td>Final Program Online:</td>
<td>Mid-January</td>
</tr>
<tr>
<td>Advance Program Online:</td>
<td>Mid-December</td>
</tr>
<tr>
<td>Final Paper Revision Deadline</td>
<td>January 11, 2013</td>
</tr>
<tr>
<td>Final Paper Acceptance Deadline</td>
<td>December 14, 2012</td>
</tr>
<tr>
<td>Session Scheduling:</td>
<td>December 5-December 11, 2012</td>
</tr>
<tr>
<td>Matrix Meeting:</td>
<td>December 5, 2012 - 1 p.m. Eastern</td>
</tr>
<tr>
<td>Paper Review Deadline:</td>
<td>November 16, 2012</td>
</tr>
<tr>
<td>Paper Deadline:</td>
<td>October 23, 2012</td>
</tr>
<tr>
<td>Assign Reviewer Deadline:</td>
<td>October 16, 2012</td>
</tr>
</tbody>
</table>
Scott H. made a motion to approve a $2000 contribution for the SPE reception; Austin seconded the motion (all approved).

Roger mentioned that we need to address how we can confirm paper submitters will attend the conference and present. Past conferences have had people submitting papers in order to get published; however, they do not fill their obligation to present. Sandy has discussed this with Barbara Spain since other SPE conferences encounter the same problem. For those who fail to appear and present their topics, several options were reviewed by the CAD BOD:

1. SPE pulls paper from files/distribution
2. Adapt current Commitment to Prepare and Present an ANTEC/RETEC Paper agreement to ensure attendance
3. Enact “bans” on those who fail to appear and present their papers

We will continue dialogue with SPE to determine a course of action to remedy the situation. Sandy mentioned that $2000 is allocated in our budget for student travel items. Scott H asked if we can have the student recipients hand out fliers or act as ushers for the paper sessions; Austin and Jamie will pursue this off-line. Scott H also made a motion for an additional $2000 for student attendance at the discretion of the 2013 ANTEC Program Chair. Earl seconded the motion. The motion was passed (all approved).

**ANTEC 2014** - D. Becker, S. Reid
Las Vegas
Dates are April 27-May 1, 2014. No report at this time.

**RETEC Technical Program Committee** - S. Davis
Sandy is stepping down from this chair. Howard will assume the role of RETEC Program Committee Chair.

**RETEC 2012** - S. Davis
Jim thanked Sandy for leading the event and recognized her efforts. The registration showed 478 attendees. Sandy thanked the committee members for their contributions.

**RETEC 2013** - T. Rachal, S. Esker
Baltimore
Tom asked for volunteers from the BOD to organize the event. Sharon agreed to handle the printing aspects. Tracy will handle the website postings and contact the Visit Baltimore to coordinate advertisement. A few potential presenters have come forward; Tom asked for two people to chair the technical program. Howard will handle the panel discussion again.

**RETEC 2014** - E. Balthazar
New Orleans
Dates are September 15-18, 2014. Earl reported that the Marriott New Orleans is the confirmed location and a contract with Marriott has been signed. He has been solicited by some of the city businesses and organizations for a variety of services.

**Site & Theme Committee** - S. Davis  
Sites are planned through 2014; potential locations for 2015 need to be introduced.

**Communications Committee** - T. Phillips  
Website/Internet - T. Phillips  
During the 2012 RETEC, Tracy distributed business cards that had QR codes on them. These codes allowed for quick access to select web pages on the SPE and CAD websites.

The CAD website will post the Call for Papers for 2013 ANTEC and RETEC.

We are using our web host Jeremy Hodge to rebuild and launch the website. Due to the level of difficulty, the new website will not launch before RETEC 2012. The tentative launch will be by January 2013 if all goes well, with a new format and layout. Any changes will incorporate the new branding of SPE logos, provided the guidelines are in effect by that time.

A statement of work was received, reviewed, and approved in July 2012:  
Custom Template Design: $2500  
Programming, installation, and template implementation: $2500  
Content Migration: $2500 (paid)  
Total: $7000

Jeremy Hodge has moved most of the content. The next phase is to work on the organization and design. In addition, the website will be frozen during in November as content is moved to the new website format. No changes will be allowed.

LinkedIn – currently, CAD has 718 members. This number is up from the 687 reported on July 18, 2012. This medium has been used as a primary tool for social communications and as an effective tool for promoting CAD events.

Facebook – CAD has been archived.  
http://www.facebook.com/twitter/?redirect=286790434669749#!/groups/27804121271/  
We now have a Facebook Page. Members will have to "Like" the page to get updates. We have 24 "Likes" right now. We need at least 30 to get analytics. The User Name is SPECAD.  
The CAD Facebook page has a timeline feature that is useful for archiving communications. Tracy has started loading old pictures from old newsletters.

Twitter - has 84 followers, up from 74 (August 2012). 122 tweets have been posted to date. Tweets have included all RETEC paper presentations; associated individuals and organizations/businesses are linked.
The account was linked to Facebook page. The Twitter landing page was updated with the CAD RETEC 2012 logo. 
https://twitter.com/CADRETEC

SPE CAD DVD archive update work has begun. The new version may be introduced before 2013 RETEC. Cheryl will assume this task from Tracy.

Anyone who has purchased the Archive DVD in the past may upgrade to the new DVD for a small fee.

**Action Item:** Sharon and Tracy to put together options for the future of managing Archive DVD content (EBook, cloud, online, etc) and present at the January Board meeting.

Tracy is looking into a Company Store for the website that is print on demand. It costs about $800 to set up and $200/year to maintain and would allow anyone to order SPECAD items. She will plan a demo for the January board meeting, and will need an internet connection to present.

Sharon mentioned Tracy has posted the announcement for the RETEC papers download on our website. The link will only be available to those who attended RETEC and will last for one year. Anyone who did not attend RETEC will need to pay $115.

**Newsletter – J. Przybylski**
Jamie circulated the most recent newsletter in August. The fall edition will be circulated before year’s end. It will promote the CAD BOD elections and list Ann Smeltzer as the contact. The 2012 Panel Discussion will be reviewed and highlighted in this edition.

**Education Committee** – S. Goldstein
Progress continues with the slides for the “Specifications and Test Methods for Colorants” presentation. Jack and Steve are collaborating on the details for “Test Methods that May Be Done on Colorants” section.

**Terra – J. Przybylski**
Jamie relayed that Terra is experiencing difficult times financially. Over $750K has been cut from the school’s overall budget. In addition, enrollment is down.

Jamie is considering options to assist students and maintain the effectiveness of the plastics program. The first is the idea of a fast track program, which would allow students an eight week course session in place of the current sixteen week session. The second option would offer a program certificate in place of an associate’s degree. Another consideration is the expansion of the internet courses to allow more students to participate in classes. One class being considered is for the use of additives. Last, Jamie proposed using market information and resources to expand the Terra internet programs to North American processors. The rationale and selling
point would be that solving one color problem would pay for the classes used to train the workforce. Each participating company would only need a few (perhaps one) individual trained, and the proposed program would likely be the certificate option. As a result, Terra and the participant companies would benefit. Jamie spoke with an AMI representative, who mentioned a possible discount in their price for market contact information. Larry offered to supply an outline of his market information and continue the thought process.

Jamie would also like promotions through social media, and Tracy will instruct him if needed.

Jamie would like to create a subcommittee within the Education Committee that would address the options for improving and growing the plastics program at Terra CC. It would be similar to the previous “Terra Advisory Group,” and would brainstorm and implement ideas to improve the situation at Terra. Larry offered to assist Jamie, and they will consult with Steve to get this on the agenda for the 2013 Winter CAD BOD meeting.

Book Volume II – B. Charvat
Seven manuscripts have been received, four of which have been edited and packaged. Two new authors are working on their respective topics, and two more have volunteered their services. Several other chapters are pending from board members. Bob needs an author for coloring of bioplastics, and Earl mentioned Sam McCord.

Tutorial Recap – B. Charvat
14 advance registrations were on the books prior to the Sunday 09/30/2012 tutorial. 2 walk-in registrants brought the actual total attendance to 16. The 16 attendees came from a wide variety of disciplines such as CEO, National Account Mgr, Customer Service Mgr., Sales Mgr, Lab Tech, Procurement Mgr, Technical Mgr, Technical Director, Off-shore Sales (Latin America), Senior Scientist and Plastics Engineer.

The attendees were asked to fill out an Information Form before the tutorial started

- All attendees filled out the form
- 7 were advised to attend by their supervision
- 4 found the tutorial advertisement in a SPE publication
- 4 found the tutorial on the CAD Website
- 1 unknown

The attendees were asked to fill out a Tutorial Evaluation Form

- 13 of the 16 attendees responded with their evaluations
- All 13 thought the tutorial met their expectations.
- Providing the evaluation information was completely optional.
- Identifying their specific evaluations by signing the Evaluation Form was completely optional
- 11 of the evaluations were submitted containing signatures
- Only 3 were unidentified
Important information was derived from the evaluation. Mostly positive but a few negative

- Good understandable overview of Coloring of Plastics
- Got more solid information than expected
- Real life examples were very valuable and worthwhile
- Using real life examples held my attention
- Relevance to my career was very important
- Adding some “hands on activity” would be helpful
- Make more use of attendees sample problems if possible
- Add some information on additives other than colorants
- Add more subject matter
- Do not delete anything
- Consider providing a more advanced Tutorial in addition to this presentation
- Tutorial manual will be an excellent reference source
- Tutorial manual was easy to read and understand
- The new manual printing style is excellent
- The new format and printing of the manual got rave notices from the attendees

All things considered, this was a very successful Tutorial. Using word of mouth, the CAD Website, company desire to send employees and CAD publicity are important vehicles for attendee attendance

The manual used for the tutorial was revamped prior to the RETEC session. The new copy is more professional in appearance and 50% cheaper to produce. Ann asked if we could/should offer current versions for sale. Bob asked everyone to email their votes to him. If we choose to proceed, we would need to decide on the price.

**Technical Content Review Committee** – R. Reinicker
The 2012 RETEC paper reviews are progressing with one-third approved for presentation. Some papers were submitted late, and Roger asked the reviewers to give responses quickly in order meet the deadlines for publications. Sandy asked if the committee was responsible for typos and grammar when evaluating. A 2011 CAD Summer Meeting Action Item for investigation into the bylaws for reviews of ANTEC and RETEC papers was closed as it needed more clarification.

**Endowment Committee** – G. Rangos
George has assumed the role of committee chair and thanked Johnny for his efforts. George also thanked and credited Johnny and Bruce for starting the endowment fund.

Two scholarships from this fund have been issued earlier this year. George will distribute the guidelines to the BOD in order to reach a wider pool of candidates in the industry for next year’s candidates.

**Awards Committee** – R. Reinicker
Roger distributed awards to those BOD members who completed their three year term. In addition, Roger thanked those who graded papers at this year’s RETEC and asked if they have any last corrections or points concerning those papers. Any changes will be applied to the final scores.

Bruce suggested a separate riser (apart from the speaker’s platform) for future RETEC awards ceremonies. The separate riser would serve as a place to take pictures of recipients. Tracy agreed to handle this for the 2013 RETEC.

Scott H is the current applicant for Honored Service Member. Sharyl and Bruce are sponsors for him. Aram Terzian will be considered for the next HSM nomination. Austin and Johnny will act as sponsors and review his qualifications. CAD does not have any nominees for Fellow of the Society for this year or next.

Pinnacle Award – B. Puckerin
Betty is organizing the materials for this year’s Pinnacle Award and will review with Ann and Jim prior to submission. Update 1/10/13: application submitted 12/31/12.

Communications Excellence Award – T. Phillips
Tracy is stepping down from performing the work for the Communications Excellence Award. Brenda has agreed to provide the CAD submission, and Tracy will offer guidance. The deadline for submission is December 31, 2012. Tracy is organizing the information needed for this award and will send to Brenda for the application.

Membership Committee – J. Ladson
Jack reports SPE membership is at 14,833 as of the August SPE report. CAD membership is at 772 people, gaining two since August (CAD “Official membership” is 710). Reports from SPE have revealed the database for overall membership numbers may be inaccurate. This problem is also affecting the reports for the suspended members list.

One of the techniques that the SPE is deploying to retain members by putting member benefit programs into place. Currently they are offering:

- Medical Benefits Program
- Life Insurance
- Teleconferencing
- Student Education – Free Autodesk software
- Free Webinars Autodesk

Ann reported that many RETEC attendees did not know that red dots on registrant badges indicated new members. Proactive efforts were made to communicate this during registration and the moderator’s loop; however, additional ways will be considered for 2013 RETEC.

Public Interest – B. Puckerin
Betty is working on the surveys taken during 2012 RETEC and will have a report in January 2013.
International Committee – B. West
Brian reported the Portuguese translation of the Color Tutorial is in progress. The next language for this course will be French.

Color Advisory Group – J. Ladson
No report at this time.

Old Business – All
Action items as noted in Appendix B

New Business – All
Tracy asked if we need to have “RETEC” trademarked.

Suspended member list action item: need to reword and revisit this action item once member database from SPE has been corrected

Johnny made a motion to appropriate $500 for speaker’s gifts for 2013 ANTEC. Austin seconded; motion was passed by all.

Sharyl will step down as chair of the Sponsorship Committee. Scott A and Cheryl will become co-chairs. Jim thanked Sharyl for her years of service and thanked Scott A and Cheryl for volunteering.

Betty suggested developing a point system for sponsors of CAD events. Sharyl will work on the idea with Scott A and Cheryl during the transition of chairs.

Scott A has 13 extra CAD golf shirts and has asked what to do with them. They will be kept for BOD members for the time being.

A motion to adjourn the meeting was made by Larry, with Brian seconding. All approved, and the meeting closed.

Minutes respectfully submitted,

Jeff Drusda
Secretary
Appendix A
Treasurer’s Report

Color and Appearance / SPE
Treasurer’s Report
August 31, 2012

TOTAL BEGINNING BALANCE as of 07/01/12 $ 114,807.17

Deposits:

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<th>Type</th>
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<tr>
<td>FifthThird Bank/Vanguard</td>
<td>July interest</td>
<td>$ 113.19</td>
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<tr>
<td>FifthThird Bank/Vanguard</td>
<td>August interest</td>
<td>$ 113.46</td>
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</table>

TOTAL DEPOSITS $ 226.65

Expenses:

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<th>Check#</th>
<th>Assignee</th>
<th>Purpose</th>
<th>Amount</th>
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<tbody>
<tr>
<td>571</td>
<td>Ann Smeltzer (baseball tickets)</td>
<td>BOD Summer meeting</td>
<td>$ 2,220.00</td>
</tr>
<tr>
<td>DC</td>
<td>Lorente</td>
<td>BOD Summer mtg exec</td>
<td>$ 345.66</td>
</tr>
</tbody>
</table>

TOTAL EXPENSES: $ 2,565.66

TOTAL ENDING BALANCE: $ 112,468.16

PENDING EXPENSES:

BALANCE AFTER PENDING EXPENSES: $ 112,468.16

Endowment Fund Balance $ 273,830.29 as of 08/31/12

Respectfully submitted by Bruce Mulholland
**Appendix B – Action Item List Reviewed in Summer Board Meeting**

<table>
<thead>
<tr>
<th>From Fall 2012 BOD Meeting</th>
<th>Assigned to</th>
<th>Due</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Review suspended list by company once member database at SPE is corrected</td>
<td>George Rangos</td>
<td>Winter 2013</td>
<td>Open</td>
</tr>
<tr>
<td>Sharon and Tracy to put together options for the future of managing Archive DVD content and present at the January Board meeting.</td>
<td>Tracy Phillips, Sharon Ehr</td>
<td>Winter 2013</td>
<td>Open</td>
</tr>
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<table>
<thead>
<tr>
<th>From Summer 2012 BOD Meeting</th>
<th>Assigned to</th>
<th>Due</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Communications Committee to compile ANTEC papers from 2008-2011 for archive DVD</td>
<td>Cheryl Treat</td>
<td>ANTEC 2013</td>
<td>Open</td>
</tr>
<tr>
<td>Roger to review point system for Honored Service Member at 2012 RETEC meeting</td>
<td>Roger Reinicker</td>
<td>Winter 2013</td>
<td>Open</td>
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</tbody>
</table>

<table>
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<th>Assigned to</th>
<th>Due</th>
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<tr>
<td>Present VOC questions and list of interviewees</td>
<td>Betty Puckrin</td>
<td>October 2012</td>
<td>Open</td>
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<table>
<thead>
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<th>Assigned to</th>
<th>Due</th>
<th>Status</th>
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</thead>
<tbody>
<tr>
<td>CAD Course in Portuguese</td>
<td>Education Committee</td>
<td>Winter 2013</td>
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<thead>
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<th>Due</th>
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</thead>
<tbody>
<tr>
<td>Investigate if CADNEWS needs trademarked.</td>
<td>Bruce Mulholland</td>
<td>RETEC 2012</td>
<td>Open</td>
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</tbody>
</table>

**Appendix C – Councilor’s Report**

Adobe Acrobat Document