Attendees:

**BOD**
Gary Beebe  
Joe Cameron  
Bob Charvat  
John Copp  
Barry de Satnick  
Sharon Ehr  
Terry Golding  
Bill Jarrett  
Bruce Mulholland  
Jamie Przybylski  
George Rangos  
Austin Reid  
Johnny Suthers  
Aram Terzian  
Bob Trinklein  
Brian West  

**TPC**
Earl Balthazar  
Hal Button  
Sandra Davis  
Jim Figaniak  
Steve Goldstein  
Dave Johnson  
Tracy Phillips  
Sharyl Reid  
Tim Reilly  
Bob Schweitzer  
Brian Teunis  
Ed Tucker  
Jim White  

Guests:
Ralph Nunnaro  
Ontario Section  
Frank Fasano  
Past Chair  

Absences:

**BOD**
Gary Conrad  
Dennis Meade  

**TPC**
Roger Reinicker  

Next Meeting: Date to be determined; Site – New Orleans, Louisiana
**Opening/Welcome** (Bruce Mulholland)

Bruce welcomed Jim White to our group and asked us all to introduce ourselves.

**Secretary’s Report** (Bob Trinklein)

Minutes of the last meeting were approved without comment. The CAD Webmaster Bill Dawes had posted the minutes of the last meeting on the website nearly instantaneously upon their release. This was discussed with the board and the decision was made to ask Bill not to post the minutes until after they have been discussed and approved by the Board (at the following board meeting).

**Treasurer’s Report** (Sharon Ehr)

The Treasurer’s Report was approved without dissention. As of the meeting, we had a balance of $57,501.18 in the savings account and $14,620.17 in the checking account.

**Councilor’s Report** (George Rangos)

A Councilor’s meeting has not been held since the last BOD meeting minutes were recorded (7 weeks ago).

**Technical Program Committee** (Sandra Davis)

Summary points of the TPC meeting are as follows:

<table>
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<tr>
<th>2001 Retec</th>
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<td>➢ Marco Island - Gary Beebe</td>
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<td>➢ The attendance was significantly impacted by the terrorist attacks - 120 registered attendees didn’t show</td>
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<td>➢ 290 brave souls did attend however</td>
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<td>➢ Discussion concerning requests for refunds generated this resolution – the CAD will offer $150 credit to those who couldn’t attend, or tell them they could donate the $150 to the scholarship fund. This reflects fixed cost of approximately $150 per attendee that we commit to based on their participation</td>
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<td>➢ As a result we didn’t achieve our room commitment but hotel waived fees (potentially $45,000) but asked if we would consider coming back in</td>
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several years
- Gary will send letter with CD-Rom of preprint informing non-attendees of the BOD decision

| 2002 ANTEC | San Francisco - Tim Reilly and Tracy Phillips
- Bob Schweitzer retiring from TPC due to job change; Tracy Phillips agreed to take Bob’s place
- SPE has not assigned us any papers yet but we have 13 abstracts submitted directly to the CAD

| 2002 Retec | Toronto - Bob Trinklein
- Ralph Nunnaro, chair for the Ontario Section’s responsibility for this Retec attended our BOD meeting
- Ralph stated the theme would be “Northern Reflections – A Pallette of Possibilities”
- Ralph suggested an increase in the fees for non-SPE member attendance at the Retec
- The Section suggested sweatshirts as a possible giveaway item
- We discussed the issue of pre-print vs. CD-Rom versions of the papers.
- Brian West agreed to do tabletop registrations for this Retec.

| 2003 ANTEC | Chicago, Ed Tucker
- Ed had nothing new to report but was reminded of the necessity of attending the matrix meeting in January 2003
- Ed will attend the TPC workshop at this year’s Antec as well

| 2003 Retec | Atlanta, Tracy Phillips
- Still had not finalized the hotel contract. Exhibitors expressed concern about location because at the Marriott, the table tops were not “in the flow”.
- Decision was made to hold all breaks in the Tabletop area. Discussion was also held on the times that the tabletops would be open. Brian West will again do the registration for the tabletops.

| 2004 Antec | Chicago, Sharon Ehr
- Sharon agreed to chair

| 2003 Retec | New Orleans (Proposed), Austin Reid and Earl Balthazar (Proposed)
- Hotels still being researched; hope is that prices will fall due to lack of tourism
- Winter meeting to be held in New Orleans

**Newsletter Committee** (Bob Trinklein)

A concern remains that technical papers/information are difficult to obtain. Bruce suggested a reprinting of his “Salsa” Antec paper, and several others agreed to see what they
could provide. We discussed having the ballot for CAD BOD and TPC in the newsletter in the first spring issue.

**Membership Committee** (Bill Jarrett)

Current membership of CAD is 1345 members.

**Public Interest Committee** (John Copp)

About 165 surveys were filled out at Retec. Good information acquired. 8 people volunteered to do papers for the CAD at a conference. The topic that drew the most interest was the location of future Retecs.

**CAD Web-Site** (Joe Cameron)

We have several new sponsors. Bill would appreciate more material to post on the site. A discussion of posting of minutes led us to decide that we would ask Bill not to post minutes on the website until they have been approved by the Board at a meeting.

**Education Committee** (Bob Charvat)

Attendance at Terra Technical College is up, the class of 1st year students is the largest in the last 5 years. Speculation is that this is related to the economy.

**Endowment Committee** (Gary Beebe)

The committee is rewriting procedures. If we give cash for a scholarship, that becomes taxable income for the student (and would effectively result in a lower award). However, the money may be useful for books/lining expenses. The committee believes they will allow the students to choose for themselves.

**Awards Committee** (Terry Golding)

Austin Reid’s application for Fellow of the Society has been presented. George Rangos’ information for Honored Service Member is being worked on; the deadline for this paperwork is the Retec. Past Chair awards for Retec and Antec will be continued; the awards are quite nice.

**International Committee** (Brian West)

No report at this meeting.
Old Business  (ALL)
♦ None discussed.

New Business  (ALL)
♦ A vigorous discussion of commercialism issues at the last several Retecs occurred. This is a genuine issue of concern for many of the companies who help sponsor the Retec. Sandra Davis agreed to create a submission form for authors in which they agree to abide by rules on commercialism.
♦ A discussion of tabletops occurred. Several sponsors complained that the tabletop area was open too long, and they were not able to efficiently people the booths as a result. Brian West said he would talk with the sponsors to determine what they wanted. We could hold breaks in the tabletop areas to encourage attendance.

Uncompleted Action Items:
- Bob Charvat to provide one or even two Roy G. Biv columns for the Newsletter
- All members to help to provide technical articles for the Newsletter
- Sharon Ehr to ask Joyce about the availability of an Adobe version of the Newsletter
- Gary Conrad to put together a demographic description of our membership and create a profile of who our new members should be for sustainable growth of the CAD
- Using the above information, Austin Reid to put together a membership benefit brochure and Bob Trinklein will edit it

New Action Items:
- Bob Trinklein to talk with Bill Dawes – don’t put minutes on web site until the Board approves them
- Brian West to talk with tabletop sponsors and find out their opinions on how long the tabletop area should be open and if they like the idea of breaks in the tabletop areas.
- Sandra Davis will design a submission form for authors to gain their acceptance of the commercialism rules.
- Bruce Mulholland to get Bob Trinklein a fresh copy of the CAD Goals to print in the newsletter.
- Austin Reid and Earl Balthazar to set up the Winter meeting in a hotel in New Orleans.
- Austin to confirm dates with ISPE to gain approval for the New Orleans Retec.
- Bob Trinklein to get list to Steve Goldstein and Sandy Davis, who’s on the Paper Review Committee
Respectfully submitted,

Bob Trinklein  
Secretary, BOD