Opening/Welcome

The meeting commenced at 8:30 am with a welcome from Johnny Suthers and a request to keep Richard Harold in our thoughts. After arriving in New Orleans for the BOD meeting, he became ill.

Secretary’s Report

Minutes of the last meeting were approved without comment.

Treasurer’s Report

The Treasurer’s report was presented (Attachment 1) and accepted by the board. Bob Trinklein commented that the proceeds from RETEC 2002 have not yet been distributed and CAD is expecting to get about $32,000. Most of the entries on the Treasurer’s report were typical. The only unusual expense was the cost of printing newsletter shells for about 2 years worth of newsletters.

ANTEC Technical Program Committee

ANTEC 2004 (Chicago, IL) – Jim Figaniak and Sharon Ehr
Based on information presented by George Rangos at the Executive Committee meeting, Sharon has called the Decorating Division to propose a joint session at ANTEC 2004.

ANTEC 2005 (Boston, MA) – Dave Johnson and Barb Parker
No activity at this time.

Other Comments: A request to give $2000 for student travel to International was presented and accepted. A check will be sent.

RETEC Technical Program Committee
RETEC 2002 (Toronto, ON) – Bob Trinklein
The conference was a success due the hard work of everyone involved. The attendance was approximately 430 with 46 tabletop exhibits. The books should be closed very soon for the conference, however, it is anticipated that CAD will clear about $32,000 after all expenses and the splits with SPE and the Ontario Section.

RETEC 2003 (Atlanta, GA) – Tracy Phillips
Tracy presented information regarding the status of the conference. At this point, the push is to get the technical program developed. Currently, there are 12 solid paper commitments and 6-8 tentative commitments. A call for papers has been posted on the CAD website. Information has been prepared for the website promoting sponsorship and tabletop exhibits for the conference. On-line registration will be available for the conference this year. The BOD meeting will be held after the conference on Wednesday.

RETEC 2004 (Marco Island, FL) – Sandra Davis
There is nothing new to report on this conference scheduled for Marco Island.

RETEC 2005 (New Orleans, LA) – Earl Balthazar
The Fairmont in New Orleans has been proposed as the site for the RETEC 2005. After the committee meetings on January 20, a site tour was provided and site appears to be a good choice for the conference. Earl will continue to work with the hotel to get a signed contract.

RETEC 2006 (Cincinnati, OH) – Bruce Mulholland
No activity to report. Scott Heitzman is to investigate sites for the conference.

RETEC 2007 (San Antonio, TX)
No activity to report

RETEC Information – Scott Heitzman suggested that a compilation of information about past RETEC contracts, hotel room pick up, meals, attendance and other statistics. Scott agreed to compile the information. Past RETEC chairs were asked to provide as much information as possible.

Other discussion:
- International is suggesting that a category be added to registration forms for “new members” which would be the cost of the registration plus the cost of membership and that the non-member fee for the conferences increase. There is an ongoing struggle between ISPE’s need to increase membership and the desire of divisions/sections to keep conference costs under control.
• There is a need for the divisions to support the local sections. Many of the sections are struggling, particularly in terms of programming. There are ways that divisions can help. For example, Extrusion Division has developed “mini-techs” that are available to sections. Previously, there was a “speaker’s bureau” that many of us signed up for through ISPE. The status of this is uncertain, Jenny Okamoto had it but she has left ISPE. Bob Charvat agreed to determine the status.

**Education Committee**

“The Book” – Finally, there is information on “The Book.” Volume 1 of *the Coloring of Plastics* book should be printed in February and available for shipment in March. Authors are still needed for Volume 2.

Terra – There continue to be budget cuts at Terra. But the coloring program is starting to increase enrollment – there has been a 4% increase in enrollment so far.

Preprints – Bob now has preprints from all CAD RETECs back to 1962. The plan is to scan the papers and produce a CD (or set of CD’s). He is still missing preprints from 6 ANTEC meetings. The particular meetings are listed in the attached report.

**Newsletter Committee**

The next newsletter is out with some good articles, including one that is a two-parter. For future newsletter, Bob has requested at least one more article, an article from Roy G. Biv and a cartoon.

Currently, the word files for the newsletter are being sent to Bill Dawes so that they can be translated for a web version.

Bob reminded the BOD that he will do three more issues of the newsletter and then plans to turn it over to the next editor. The next newsletter editor has yet to be identified. Bob estimated that the amount of time required to put the newsletter together is about 1 to 2 days per newsletter and it is spread out over the time between newsletters.

From the business side of the newsletter, Sharyl reported that there are 36 active sponsors. The 2003 sponsorship notifications have been sent to the sponsors along with a current copy of the sponsorship. This is an opportunity for the sponsors to update their copy.

**CAD Web-Site**

For this year’s BOD elections, it has been proposed that an e-mail notification be sent to the membership announcing that the elections are taking place on the web. A paper mailing will also be done as well as a notification place on the CAD website.

Spam from the CAD website continues to be an ongoing problem. This is being addressed by making changes to the aliases used on the website and a potentially using a technique that
sends the e-mail back to the sender. Bill Dawes is also preparing a page of spam help information that will be posted and included in the next newsletter.

**Endowment Committee**

In the report prepared for the BOD meeting, Gary requested an appropriation of $50,000. The BOD had budgeted $10,000 and it was proposed that $10,000 be appropriated. This was passed.

**Awards Committee**

It appears that our efforts to reduce commercialism have had some effect. There were very few comments regarding commercialism in the presentations at RETEC 2002.

There has been no feedback on the Fellow nomination of Bruce Mulholland and the Honored Service Member nominations of Johnny Suthers and Joe Cameron. All of the nominations are expected to be successful.

**Public Interest Committee**

Some of the information gained from the RETEC survey included that there are 35 people interested in participating on the BOD, 30 people interested in presenting papers at a conference. One of the questions sought input from the membership regarding the days of the week for the conference. The bulk of the people responding to that question preferred Monday through Wednesday for conferences.

**Membership Committee**

By ANTEC, the membership numbers for 2002 should be available. As soon as the numbers are available, Bill will provide them to Sharon for the PRIDE report.

Bill suggested that a standing committee be established to handle the membership role. This is particularly important as more emphasis is placed on the retention of members by ISPE. Bill will make a recommendation regarding the composition of a committee.

**International Committee**

The Additives and Colors Europe SIG conference currently set for February 19-20, 2003, appears to be developing into an annual conference. CAD has provided support for this conference in the form of advertising in the newsletter and a RETEC paper.

Bob Charvat will be in Europe in June and will try to establish contact to seek future opportunities for International activities.
Old Business (ALL)

- CAD Goals – The goals were distributed and a request for review was presented. Any comments regarding the goals need to be sent to Johnny and Sharon. The goals are attached in Attachment 7.
- Affirm the progression through the chairs – There is no election because of the realignment of the BOD. Next January, there will be an election for the position of BOD secretary. The progression was affirmed and new officers are:

  - Past Chair: Johnny Suthers
  - Chair: Sharon Ehr
  - Chair Elect: Bob Trinklein
  - Financial Chair: Sandy Davis
  - Secretary: Dave Johnson
  - Councilor: George Rangos – *There was some discussion regarding when George’s term is up and this needs to be confirmed with ISPE.*

New Business (ALL)

- PRIDE Report – Sharon reported that it is mostly complete. She will contact people as she needs to in order to get the remaining needed information.
- Elections – Since there have been a number of people that have expressed interest, Sharon will contact them. There are ten people currently on the board whose terms are expiring. Of these, two (John Copp and Bill Jarrett) are not interested in another term.
- Move responsibility for the PRIDE report and Outstanding Division Report to Financial Chair – It was proposed and accepted that the responsibility for these two report should be moved to the Financial chair. Bruce Mulholland will amend the by-laws.
- Outstanding Student Chapter – Terra is seeking this award and would like assistance from CAD to meet the criteria.
- Future Meetings: The ANTEC BOD meeting will be May 7 in Nashville. The Summer BOD meeting will be held in Cincinnati. Winter 2004 BOD will be at Marco Island either January 12-13 or January 19-20 – the decision on the dates needs to be made.
## Treasurer’s Report

### Color and Appearance / SPE

**Treasurer’s Report**  
**January 21, 2003**

**Beginning Balance as of 10/01/02**

<table>
<thead>
<tr>
<th>Account Type</th>
<th>Balance</th>
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<tbody>
<tr>
<td>Fifth Third Savings</td>
<td>$50,201.72</td>
</tr>
<tr>
<td>Fifth Third Checking</td>
<td>$5,434.87</td>
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**TOTAL BEGINNING BALANCE:**  
$55,636.59

**Deposits:**

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
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<tbody>
<tr>
<td>September, 2002 interest</td>
<td>$62.12</td>
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<tr>
<td>October, 2002 interest</td>
<td>$74.29</td>
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<tr>
<td>November, 2002 interest</td>
<td>$69.62</td>
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<tr>
<td>December, 2002 interest</td>
<td>$55.34</td>
</tr>
<tr>
<td>Newsletter sponsorships</td>
<td>$600.00</td>
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</table>

**TOTAL DEPOSITS:**  
$861.37

**Expenses:**

<table>
<thead>
<tr>
<th>Check#</th>
<th>Assignee</th>
<th>Amount</th>
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</thead>
<tbody>
<tr>
<td>09/30/02</td>
<td>Service Charge</td>
<td>$10.00</td>
</tr>
<tr>
<td>10/15/02</td>
<td>Service Charge</td>
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<tr>
<td>11/20/02</td>
<td>Service Charge</td>
<td>$4.00</td>
</tr>
<tr>
<td>12/16/02</td>
<td>Service Charge</td>
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</tr>
<tr>
<td>199</td>
<td>Gary Conrad (RETEC survey gift)</td>
<td>$402.79</td>
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<tr>
<td>200</td>
<td>Pete Sudyk Trophies</td>
<td>$57.00</td>
</tr>
<tr>
<td>209</td>
<td>Bob Trinkein (RETEC BOD mtg/Postage)</td>
<td>$944.27</td>
</tr>
<tr>
<td>210</td>
<td>Peacock Graphics (Printing &amp; Shells)</td>
<td>$7,355.24</td>
</tr>
<tr>
<td>211</td>
<td>Marriott (BOD Summer Meeting)</td>
<td>$578.02</td>
</tr>
</tbody>
</table>

**TOTAL EXPENSES:**  
$9,359.90

**TOTAL ENDING BALANCE:**  
$47,138.06

**PENDING EXPENSES:**

2002 RETEC TABLETOPS  
$26,275.00

**BALANCE AFTER PENDING EXPENSES:**  
$20,863.06