SOCIETY OF PLASTICS ENGINEERS
COLOR & APPEARANCE DIVISION
Board of Directors Meeting Minutes

Date: January 16, 2009
Location: Marriott-Louisville, Ky.

Attendance

Present:
Aumann, Scott
Balthazar, Earl
Button, Hal
Cameron, Joe
Charvat, Bob
Davis, Sandra
Ehr, Sharon
Esker, Steve
Figaniak, Jim
Ford, Ed
Goldstein, Steve
Heitzman, Scott
Kawasaki, Kenichi
Kennedy, Howard
Ladson, Jack
Lavieri, Frank
Mulholland, Bruce
O’Dwyer, Jim
Puckerin, Betty
Phillips, Tracy
Przybylski, Jamie
Rachal, Tom

Absent:
Rangos, George
Reid, Austin
Reinicker, Roger
Smeltzer, Ann
Stengel, Don
Suthers, Johnny
Tucker, Ed
Tyler, Mark
West, Brian
Morales, Cesar*
Reid, Sharyl*

* written notice of absence

Guests:
Kawasaki, Kenichi
Kennedy, Howard
Ladson, Jack
Lavieri, Frank
Mulholland, Bruce
O’Dwyer, Jim
Puckerin, Betty
Phillips, Tracy
Przybylski, Jamie
Rachal, Tom

Upcoming Board Meetings:

<table>
<thead>
<tr>
<th>Year</th>
<th>Meeting</th>
<th>Date</th>
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<tr>
<td>2009 Spring</td>
<td>Conference Call (Tentative)</td>
<td>Week of May 3</td>
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<tr>
<td>2009 Summer</td>
<td>TBD</td>
<td>August 10, 11th</td>
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Society of Plastics Engineers - Color and Appearance Division

Winter Meeting
Marriott Louisville, Kentucky
January 16, 2009

This meeting was governed by the Society of Plastics Engineers Antitrust Policy
Please reference Attachment #1

Opening/Welcome (Tracy Phillips) review of Agenda Attachment #2
Reading of Antitrust Policy (Scott Heitzman)

Secretary’s Report (Scott Heitzman)
- BOD contact list passed around for updates and corrections.
- Meeting attendance roster circulated.
- Approval of the minutes from the fall meeting was requested. There was a motion made for approval Scott Heitzman, seconded by Austin Reid and approved.
- Request made for any detailed reports to be electronically submitted to board secretary for inclusion in these minutes.

Treasurer’s Report (Bruce Mulholland) Attachments #3, (4, 5 and 6 attached to email)
- December SPE CAD 2008 treasure’s report submitted and reviewed
- SPE CAD estimate report for July, 2008 – 2009 was submitted and reviewed. Recommendations made to cut expenses where possible to differ some of the negative variance from budget (RETEC, Endowment Funds).
- RETEC 2008 Final report submitted to confirm another successful RETEC.
- RETEC History report submitted to the group. An excellent tool for use in comparing expense/revenue by line item!
- Motion from the floor to accept treasure’s reports seconded by Austin Reid and approved.

Councilor’s Report (Sandra Davis) Attachment #7
- Council meeting at was held on October 18, 2008 in Southbury, CT., This was the first Council meeting with remote participation.
- The agenda was aggressive, including elections, by-law changes and proposals and budget discussions.
- New by-law changes received their first reading. These changes will be published in Plastics Engineering prior to a final reading and vote at the next Council meeting.
- Reduced revenue from membership as the number of members continues to decrease. TopCons, the Bookstore and journals have been a bright spot, while ANTEC was below expectations.
- The new budget has been developed with 4 goals in mind: attract and retain members between 25-40, become adaptive and nimble, contraction of expenses, transformation of the SPE brand and marketing techniques to non-traditional.
- Next Meeting 6/21/09 Sharon Ehr to attend in proxy for Sandra Davis.

ISPE updates/comments (Tricia McKnight) rescheduled for future meeting

Operating Rules (Bruce Mulholland) Attachments #8(attached to email)
- Important to note we follow operating rules as opposed to bylaws.
- Comprehensive changes made to more closely reflect current purpose of committee and responsibilities of committee members
- Motion to approve operating rules made by Sandra Davis, seconded by Austin Reid. Approved after discussion lead by Jack Ladson regard use of terms “color and appearance”.

Page 2 of 14
ANTEC Technical Program Committee (Bruce Mulholland)

ANTEC 2009 (Chicago, IL) – Roger Reinicker and Tracy Phillips (vice-chair)
- Date June 22, 23, 24 coincide with NPE.
- CAD sessions on Tuesday June 23rd. AM session T4 (09:00 – 12:00). PM session T24 (13:30 – 17:00).
- 10 papers with 2 keynote speakers are expected on the program.
- Moderators will be Jim Figaniak and Betty Puckerin.
- No CAD reception or board meeting during 2009 ANTEC
- A brief CAD business meeting will be conducted in the session room at 16:30.

ANTEC 2010 (Orlando, FL) - Jim O'Dwyer, S. Reid (vice-chair)
- No action to report.
- Jim O'Dwyer, S. Reid to participate in upcoming ANTEC chair training.

ANTEC 2011 (Boston, MA) – Jack Ladson, Bruce Mulholland (vice-chair)
- No action to report.

RETEC Technical Program Committee (Sandra Davis)

RETEC 2008 (Hyatt Dearborn, MI) w/DCC Sept 21-23, 2008 - Bruce Mulholland Attachments #9(attached to email)
- Review of financials can be found in RETEC 2008 attachment #5
- Evening reception another well attended success.
- Keynote by Eric Noble of the CarLab was well attended and topic of discussion throughout the conference.
- Special thanks to Joe Cameron, Frank Lavieri and Bill Longley for “hitting the mark” on the technical program
- 402 in attendance, 87 first RETEC, 28 first in last 5 years, 62 table tops. Detail “wrap up” report attached. A template for future RETEC chairs!
- Suggested raising the price on extra conf. CD and eliminating the abstract book.
- Proposed new fee structure for future RETEC’s.

RETEC 2009 (Hyatt Savannah, GA) Oct. 18-20, 2009 – Scott Aumann, Earl Balthazar (vice-chair)
- Technical Program Chairs will be Ann Smeltzer and Earl Balthazar. 12 paper prospects to date.
- No overflow contract. 300 rooms available at the Hyatt.
- General buzz is that Savannah will be a destination hotel however economic conditions and travel restrictions cause concern surrounding attendance.
- Lengthy discussion surrounding ideas for assuring attendee retention and motivating new attendees to join us. (Fees structure, student participation, commercial aspects, buyers meetings, expansion of New Technology Forum, advertising…) RETEC committee will discuss options in upcoming meeting and table for discussion if needed.
- Monthly phone calls starting this month.

RETEC 2010 (Nashville, TN) Sept 13-15, 2010 – Brian West, Austin Reid (vice-chair)
- Monday, Tuesday, Wednesday format will be used.
- Room night target is 700 with a rate of < $189
- The last of open committee spots are being filled.
- Currently working with the Tenn. Valley Division.
- Reception location of Country Music Hall of Fame being considered.
RETEC 2011 (Chicago, IL) – Sharon Ehr, Steve Esker (vice-chair)

- Marriott Renaissance (Schaumburg area 13 miles from O'Hare) looks perfect for RETEC.
- 500 Room hotel with a rate around $159. 7000 sq ft classroom style conf room and 5300 sq ft banquet. Golf within 5 miles, Arlington park nearby, 700 restaurant with in 2 miles
- We will reassess decision to work with Chicago Section.
- Date proposals are September 25-27 and October 2-4.

RETEC 2012 Site Determination

- Two sites under consideration – Indianapolis & Louisville
- Now that both sites have been visited and appear acceptable, need to review off-site venues for a reception.
- Presentation on off-site venues were requested for the May BOD conference call

Committees

Strategic Planning Committee (Howard Kennedy) Attachments #10 (attached to email)

- On-line training, targeting the people left behind, targeting the brand owners and OEM’s, cyber meetings, virtual table tops were a few concepts. That were covered by three potential vendors (Terra Tech, Cyber 3D, Expo). A presentation by a representative of each group was given and all were informative. Selection was perfect as each was focused on cyber RETEC but demonstrated a cross-section of cost and how to execute.
- A work sub committee was established to utilize Terra as the vendor for filming the “Color Seminar” and papers at RETEC 09. This will provide a foundation for determining path forward towards a Cyber RETEC.Sub committee to record Bob’s Color Seminar is Jamie P., Todd Pavlack (Terra), Bob Charvat, Jack Ladson and Bruce Mulholland

Communications Committee (J. Przybylski A. Reid, T Phillips, and Joe Cameron) Attachments #11(attached to email)

- A communication plan was constructed inform all the “What, When and How” required by Division. (attachment #11)
- Photos from RETEC were uploaded onto Website.
- A motion was made by Joe Cameron to reimburse Bill Daws $100 for fees associated to CAD domain site it was seconded by Earl Balthazar and approved. Joe will confirm site transfer and report at next meeting.
- Newsletter – Constructive discussion and follow up email on providing the most value to our sponsors and keeping expenses in line. A possible path forward would be to offer the 3 electronic, 1 printed issue plus space on the website for $300, clearly providing more value. We can offer more space for an additional charge… The printed issue could be scaled down to 6 pages of content, be available for distribution in time for ANTEC and can mention the sponsor’s link on the CAD website. We would need a minimum of 28 sponsors to cover the cost to CAD.
- Questions considering how to harness links to social sites like MySpace and FaceBook. Links to these may be of value to our sponsors.

Education Committee (R. Charvat, J. Przybylski) Attachments #12(attached to email)

- Joe Cameron and Robert Charvat will work on moving the Job Clearing house to a web based service.
- Technical resource sub committee headed by Steve Goldstein is working on a second presentation related to Standard Tests and Methods for color and plastics.
- Robert’s full report attached.

Endowment Committee (Johnny Suthers)

- No new business reported at this meeting.

Awards Committee (Steve Goldstein)

- Award for SPE Honored Service was presented to Sandra Davis and Dave Johnson. This is truly a well deserved honor for Sandra and Dave. From service on the board to creative ideas for committees and RETEC, their contributions too numerous to minute. The Honored Service Member Award is as impressive as their service, only 271 to date in the nearly 50 year history of the SPE.
- Steve Goldstein will coordinate the submission of the Honored Service nomination for Sharon Ehr.
• Robert Charvat and Jamie Przybylski (representing Terra Community College) were awarded a RETEC CD of the RETEC Technical Paper Archive for contributions made to the project.

Membership Committee (Roger Reinicker) Attachments #13(attached to email)
• Membership down to 744 active and primary paid with 263 active, other than D21 for a total of 1007.
• Bad address list from ISPE was reviewed by all.
• Public interest sub committee (Jack Ladson) compiled result from the Detroit RETEC survey. One hundred thirty-three (133) questioners received, about 25%. Some notes: 22% were not sales or technical, 77% were at their 1st or 5th RETEC. Most attended for technical program and networking. The meetings met expectations.

International Committee (Brian West)
• Translation of CAD materials to Portuguese available through native speaker from Brazil. Suggestions for prioritizing our materials. The PowerPoint is where we started but what else would be good? We have volunteers for Spanish also. German and French are also possible.

Color Advisory Committee (Brian West)
• No new requests other than SAE J-1545 if the DCC determines to revise. It is up for revision every 5 years.

Old Business (ALL)
• Reviewed and updated existing action item list. (Attachment #12)

New Business (ALL)
• Elections for Secretary conducted and Jim Figaniak will be the next distinguished member of the executive committee.

Next Meeting (Howard Kennedy)
• Summer Board Meeting Dates are targeted for August 10th or 11th. (will be posted as confirmed)

Respectfully Submitted,
Scott Heitzman
CAD BOD Secretary 2008 - 2009
Attachment #1: 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.
attachment #2: agenda winter meetings

Thursday – January 15, 2009 @ 8:00am-5:00pm
CAD COMMITTEES MEETING SCHEDULE
Ver 12.17.2008

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<tr>
<td>10:00 am</td>
<td>Break</td>
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<tr>
<td>12:00 pm</td>
<td>Lunch provided -Sandwich Buffet</td>
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<tr>
<td>2:00 pm</td>
<td>Break (Slugger’s Ballpark)</td>
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**CAD COMMITTEES MEETING SCHEDULE (Facilitator)[mins]:**

*Note: See attachment 1 for the complete list of committees and their members*

*Agenda items in red are unconfirmed.*

8:00am  Executive Committee (Tracy Phillips) [60 mins]
        B'fast meeting at Blue Italian Mediterranean Grill—Exec Committee ONLY
        -Discussion: Finalize Operating Plan changes, Elections

9:30am  Communications [45 min]
        -2009 Communications Plan Review (Tracy Phillips)
        -Newsletter (Jamie P) (discuss going electronic)
        -Website (Joe Cameron)

10:00 am Break (15 min)

10:15am STRATEGIC PLANNING (Howard Kennedy):

   TOPIC: Planning/Cyber RETEC/Cyber Training discussion (Guest Speakers)
   I. INXPO - Virtual Conferencing Presentation (Robin Klombers) [50 min]
   II. Terra-Web/Distance Learning Demo (Jamie P, Todd Pavlack)[30 min]

12:00pm Working lunch [60 min]-provided

12:30pm III. Cyberexpo3D Virtual Conferencing Presentation (Rick Ashley) [50 min]

1:20PM Strategic Planning wrap up/ discussion/actions [Howard Kennedy]

1:30pm  Paper Review Committee (Joe Cameron) [30 min]

2:00pm  Break [15 min]

2:15pm  Membership/RETEC Attendance Working Group (Sandra Davis/Roger Reinicker)
         [30 mins] - discuss increasing attendance/avoiding attrition

2:45pm  RETEC 2009 (Scott Aumann) [45 mins]

3:30pm  L'ville Convention & Visitors Bureau Presentation (Sandy Davis) [60 mins]

4:30pm  Technical Resource (Steve Goldstein) [30 min]-tentative

5:00pm  adjourn

6:30pm  Group Dinner- Bristol Bar and Grill (Sandy Davis, Tracy Phillips)
        614 West Main Street, Louisville, KY  ph:(502) 582-1995
        5 block walk, weather permitting-meet in lobby at 6:15pm

**Committees Not Scheduled:**

ANTEC TPC                Audit
ANTEC 2009 and beyond   Awards
RETEC TPC               Color Advisory Group
RETEC 2010              Endowment
RETEC 2011 and beyond   Education
RETEC Site & Theme      International
                       Public Interest
Friday – January 16, 2009 @ 7:45pm-2:00pm
CAD BOARD MEETING AGENDA
Final

7:30 am -- Breakfast –more details to be sent separately
8:30am -- Meeting Starts
10:00am -- Break,- Marriott Tour
11:30am – Lunch  provided - Southwest Buffet
1:00 pm – Adjourn

Board of Director’s Meeting Agenda:
- Welcome, Opening Remarks, Announcements – Tracy Phillips
- Anti-Trust Statement – Tracy Phillips
- Secretary's report – Scott Heitzman
- Treasurer’s Report- Bruce Mulholland
- Councilor’s report – Sandy Davis
- ISPE updates/comments-Tricia McKnight (tentative)

Committee Reports:
- Technical Program
  - ANTEC TPC - Bruce Mulholland
    - ANTEC 2009 (Chicago, TX) - Roger Reinicker / Tracy Phillips
    - ANTEC 2010 (Orlando, FL) - Jim O'Dwyer/Sharyl Reid
    - ANTEC 2011 (Boston, MA) - Jack Ladson
    - ANTEC 2012
  - RETEC Technical Program Committee - Sandy Davis
    - RETEC 2009 (Savannah, GA) – Scott Aumann
    - RETEC 2010 (Nashville, TN) - Brian West
    - RETEC 2011 (Chicago, IL) – Sharon Her
    - RETEC 2012 (Indy or Louisville)
- Strategic Planning – Howard Kennedy
- Communications-
  - Website/Internet-Joe Cameron
  - Newsletter-Jamie Pryz/Sharyl Reid
  - Remote CAD BOD meetings in May-Proposal-Tracy Phillips
  - CAD Biz Card Prototype/Quote Proposal-Ann Smeltzer
- Education-Bob Charvat
  - Technical Resource-Steve Goldstein
- Endowment - Johnny Suthers
- Awards -Steve Goldstein
- Membership - Roger Reinicker
  - Public Interest – Jack Ladson/Bruce Mulholland
- International - Brian West
- Color Advisory Group - Brian West
  ✓ Old Business – All
  ✓ New Business – All
    - Upcoming Elections Candidates. officer progression, next secretary
    - Operating Rules Update 2009
  ✓ Action Items – All

END OF CAD BOARD MEETING
# Committee Roster and Responsibilities as of Sept 24, 2008

## Executive Committee:
- Chair-Tracy Phillips*
- Chair-Elect-Howard Kennedy
- Finance Chair-Earl Balthazar
- Secretary-Scott Heitzman
- Treasurer-Bruce Mulholland
- Councilor-Sandra Davis
- Im. Past Chair-Sharyl Reid

## Past Chairs (not a committee):
- Bob Charvat
- Sandra Davis
- Sharon Ehr
- George Rangos
- Austin Reid
- Sharyl Reid
- Johnny Suthers
- Brian West

## Strategic Planning:
- Hal Button
- Sandra Davis
- Sharon Ehr
- Howard Kennedy*
- Tracy Phillips
- Betty Puckerin
- Austin Reid
- Ann Smeltzer

## Membership:
- Hal Button
- Kenichi Kawasaki
- Betty Puckerin
- George Rangos
- Roger Reinicker*

## International:
- Kenichi Kawasaki
- Cesar Morales
- Tracy Phillips
- Ed Tucker
- Brian West*

## Finance and Audit:
- Finance Chair-Earl Balthazar
- Austin Reid*
- Sharyl Reid
- Johnny Suthers

## Communications:
- Communications Planning-Tracy Phillips
- Email Distribution-???
- Publicity/Brochures-???
- Newsbrief/Eblast-Howard Kennedy

## Newsletter:
- Joe Cameron
- Scott Heitzman
- Editor-Jamie Pryzbylski*
- Sharyl Reid – Biz Mgr
- CAD Chair-Tracy Phillips

## Website/Internet:
- Joe Cameron*
- Sharon Ehr
- Tracy Phillips
- Sharyl Reid-Biz Mgr

## Proposed: Sponsorship:
- Sharyl Reid*

## Proposed: Elections:
- Chair-Elect*

## Education:
- Bob Charvat*
- Ed Ford
- Kenichi Kawasaki
- Jamie Pryzbylski
- Ed Tucker

## Technical Resource:
- Earl Balthazar
- Hal Button
- Joe Cameron
- Jim Figaniak
- Steve Goldstein*
- Kenichi Kawasaki
- Jack Ladson
- Betty Puckerin
- Tom Rachal
- Roger Reinicker
- Johnny Suthers

## Endowment:
- Bob Charvat
- Sandra Davis
- Sharon Ehr
- Bruce Mulholland
- George Rangos
- Austin Reid
- Johnny Suthers*
- Ann Smeltzer
- Ed Tucker

## Proposed: Sponsorship:
- Sharyl Reid*

## Proposed: Elections:
- Chair-Elect*

## Awards:
- Joe Cameron
- Sandra Davis
- Sharon Ehr
- Steve Goldstein*
- Jack Ladson
- Bruce Mulholland
- Jamie Pryzbylski
- Tom Rachal
- Roger Reinicker

## Color Advisory Group:
- Sharon Her
- Bruce Mulholland
- Betty Puckerin
- Brian West

## Terra Advisory:
- Bruce Mulholland
- Bob Charvat
Continued on Next Page

Technical Program Committee
Co-Chair: RETEC TPC: Sandra Davis*
Immediate Past RETEC Chair: Bruce Mulholland (2008)
Current RETEC Chair: see below
Current Year + 1 RETEC Chair: see below
Current Year + 2 RETEC Chair: see below

Co-Chair: ANTEC TPC: Bruce Mulholland*
Immediate Past ANTEC Chair: Johnny Suthers, Ann Smeltzer (2008)
Current ANTEC Chair: see below
Current Year + 1 ANTEC Chair: see below
Current Year + 2 ANTEC Chair: see below

Site and Theme (RETEC):
Earl Balthazar
Sandra Davis*
Sharon Ehr
Bruce Mulholland
Austin Reid
Johnny Suthers

RETEC 2009:
Chair-Scott Aumann*
Vice Chair-Earl Balthazar
Registration
TPC-Earl Balthazar, Ann Smeltzer
NTF-Sandra Davis
Social
Sponsorship-Sharyl Reid
Tabletops-Brian West
Publicity-Tracy Phillips
Brochures-Sharon Her

RETEC 2010:
Chair-Brian West*
Vice Chair-Austin Reid
Registration
TPC-
NTF-
Social
Sponsorship-Sharyl Reid
Tabletops-Brian West
Publicity-Tracy Phillips
Brochures-Sharon Her

RETEC 2011:
Chair-Sharon Ehr*
Vice Chair-Steve Esker
Registration
TPC-
NTF-
Social-
Sponsorship-
Tabletops-Brian West
Publicity-
Brochures-

ANTEC 2009:
TPC-Tracy Phillips
TPC-Roger Reinicker*
Publicity-Tracy Phillips
Ed Ford?

ANTEC 2010:
TPC-Sharyl Reid
TPC-Jim O'Dwyer*

ANTEC 2011:
TPC-Jack Ladson*
TPC-Bruce Mulholland

Defunct Committees
Plastics Museum:(cancel ‘09)
Sandra Davis
Steve Goldstein
Frank Lavieri
Sharyl Reid

Archive DVD(cancel ‘09)
Tracy Phillips*
Bob Charvat

Tag Line(cancel ‘08)
Tracy Phillips*
Hal Button
Ann Smeltzer
Attachment #3, (4-6 email attachments): Financial Reports
Color and Appearance / SPE
Treasurer's Report
December 31, 2008

TOTAL BEGINNING BALANCE as of 06/30/08 $ 84,809.67

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TOTAL DEPOSITS $ 58,072.07

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<td>DC Bristol Bar &amp; Grille</td>
<td>Winter BOD Mtg</td>
<td>$100.00</td>
</tr>
<tr>
<td>DC PS Awards</td>
<td>Awards</td>
<td>$123.85</td>
</tr>
<tr>
<td></td>
<td>Plug to balance</td>
<td>$ 305.81</td>
</tr>
</tbody>
</table>

TOTAL EXPENSES: $ 58,629.43

TOTAL ENDING BALANCE: $ 84,252.31

PENDING EXPENSES:
None

$ .

BOD BALANCE AFTER PENDING EXPENSES: $ 84,252.31

Endowment Fund Balance $177,312.60 as of 12/31/08

Respectfully submitted by Bruce Mulholland

Total assets: $261,564.91
Attachment #7: Councilor’s Report

Report on SPE Council to Color and Appearance Division membership.

The Council meeting at ANTEC were held on October 18, 2008 in Southbury, CT. This meeting was a change from the normal Fall meeting as it combined the elements of the January meeting to eliminate the need (and cost) of an additional meeting. Because of the combination, the agenda was aggressive, including elections, by-law changes and proposals and budget discussions.

Elections: The outcome of the elections for the leadership of SPE were:
- Ken Braney – President-elect
- Russell Broome – Senior Vice President
- Brent Strong – Vice President

By-Law changes: Several by-law changes which had previously been read and distributed were voted upon, including the change required to move the date of the election. Additionally, a number of new by-law changes received their first reading. These changes will be published in Plastics Engineering prior to a final reading and vote at the next Council meeting.

Financial Overview: Revenue continues to be down while as much as possible has been done to reduce expenses to compensate. The major driver is the reduced revenue from membership as the number of members continues to decrease. In 2008, the TopCons, the Bookstore and journals have been a bright spot, while ANTEC was below expectations.

2009 Budget: The new budget has been developed with 4 goals in mind:
- Attract and retain members between 25-40.
- Be more adaptive and nimble as the view of volunteerism changes
- Further contraction of staff expense, overhead and other expenses.
- Transformation of the SPE brand and marketing techniques to non-traditional venues

To this end, a budget proposal was presented and ultimately passed. However, there was significant discussion on the reduction of the section/division rebates to 1/3 the formula amount.

Video Conferencing:
As part of the transformation effort, there are plans to do video conferencing. There was a demonstration by one vendor of this technology. The Failure Analysis & Prevention SIG will be sponsoring the first video conference in March 2009.

Additionally, this was the first Council meeting with remote participation. There were a number of people who attended the meeting remotely, participating in the discussion, however, they were not permitted to vote.

Respectfully submitted,
Sandra Davis

Attachment #14: ACTION ITEMS

<table>
<thead>
<tr>
<th>From Winter BOD Meeting</th>
<th>Assigned to</th>
<th>Due</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Awards - Nominate Sharon Elm for H.S.M</td>
<td>S. Goldstein</td>
<td>9-Nov</td>
<td></td>
</tr>
<tr>
<td>Secretary - Submit Sept. minutes for print</td>
<td>S. Heitzman</td>
<td>9-Feb</td>
<td></td>
</tr>
<tr>
<td>Counselor – Attend next meeting</td>
<td>S. Her</td>
<td>9-Feb</td>
<td></td>
</tr>
<tr>
<td>Assigned to</td>
<td>Due</td>
<td>Status</td>
<td></td>
</tr>
<tr>
<td>-----------------</td>
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<td></td>
</tr>
<tr>
<td>J. Ladson</td>
<td>9-Aug</td>
<td></td>
<td></td>
</tr>
<tr>
<td>B. West</td>
<td>9-Aug</td>
<td></td>
<td></td>
</tr>
<tr>
<td>H. Kennedy</td>
<td>9-Mar</td>
<td></td>
<td></td>
</tr>
<tr>
<td>H. Kennedy</td>
<td>9-Mar</td>
<td></td>
<td></td>
</tr>
<tr>
<td>T. Phillips</td>
<td>9-Aug</td>
<td></td>
<td></td>
</tr>
<tr>
<td>J. Cameron</td>
<td>9-Aug</td>
<td></td>
<td></td>
</tr>
<tr>
<td>R. Charvat</td>
<td>9-Aug</td>
<td></td>
<td></td>
</tr>
<tr>
<td>J. Cameron</td>
<td>9-Aug</td>
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</tr>
<tr>
<td>B. Mulholland</td>
<td>9-May</td>
<td></td>
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<tr>
<td>T. Phillips</td>
<td>9-May</td>
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<td>9-May</td>
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</tr>
<tr>
<td>T. Phillips</td>
<td>9-May</td>
<td></td>
<td></td>
</tr>
<tr>
<td>J. Suthers</td>
<td>9-Jun</td>
<td></td>
<td></td>
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<tr>
<td>J. Cameron fwd to T. Phillips</td>
<td>9-May</td>
<td>In Progress</td>
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<tr>
<td>Paper Review Committee</td>
<td>9-May</td>
<td></td>
<td></td>
</tr>
<tr>
<td>A. Smeltzer</td>
<td>9-Jan</td>
<td></td>
<td></td>
</tr>
<tr>
<td>S. Ehr</td>
<td>9-Jan</td>
<td>On hold for new logo</td>
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</tr>
<tr>
<td>H. Kennedy</td>
<td>9-Jan</td>
<td>Completed</td>
<td></td>
</tr>
<tr>
<td>J. Ladson</td>
<td>9-Nov</td>
<td>Completed</td>
<td></td>
</tr>
<tr>
<td>T. Phillips</td>
<td>9-Jan</td>
<td>Completed</td>
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<tr>
<td>J. Suthers</td>
<td>9-Jan</td>
<td>Completed</td>
<td></td>
</tr>
<tr>
<td>J. Przybylski</td>
<td>8-Dec</td>
<td>Completed</td>
<td></td>
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<tr>
<td>E. Balthazar</td>
<td>8-Dec</td>
<td>Completed</td>
<td></td>
</tr>
<tr>
<td>E. Balthazar</td>
<td>9-Jan</td>
<td>Completed</td>
<td></td>
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<tr>
<td>All Committee Chairs</td>
<td>9-Jan</td>
<td>Completed</td>
<td></td>
</tr>
</tbody>
</table>

**Membership – Investigate and report options to broaden survey to reach more CAD members**

**International – Send RETEC information to ACE show**

**Elections – Place winter elections ballets on line**

**Meeting dates – Set next BOD meeting date**

**Communication – Add plastic engineering to communications plan**

**Education – Investigate and report options for moving job clearing house to web.**

**From RETEC 2008 CAD BOD Meeting**

**From Summer 2008 CAD BOD Meeting**

**From RETEC 2007 CAD BOD Meeting**

**From ANTEC 2007 CAD BOD Meeting**

**Action items Completed/Dropped**
<table>
<thead>
<tr>
<th>Task</th>
<th>Responsible</th>
<th>Due Date</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Distribute Wiley journal format template</td>
<td>R. Charvat</td>
<td>9-Jan</td>
<td>Completed</td>
</tr>
<tr>
<td>Review and present available mailing list for purchase.</td>
<td>T. McKnight</td>
<td>9-Jan</td>
<td>Dropped</td>
</tr>
<tr>
<td>Report on trade name information available for addition to web.</td>
<td>R. Reinicker</td>
<td>9-Jan</td>
<td>Dropped</td>
</tr>
<tr>
<td>Investigation of Hotel meeting space for ANTEC BOD meeting</td>
<td>S. Ehr</td>
<td>8-Dec</td>
<td>Dropped</td>
</tr>
<tr>
<td>Investigation of Hotel meeting space for ANTEC BOD meeting via ISPE contract</td>
<td>T. McKnight</td>
<td>8-Dec</td>
<td>Dropped</td>
</tr>
<tr>
<td>SOP for BOD meeting via web or phone</td>
<td>T. Phillips</td>
<td>9-Jan</td>
<td>Dropped</td>
</tr>
<tr>
<td>Schedule Conf Call with Exec Committee to review.</td>
<td>T. Phillips</td>
<td>8-Dec</td>
<td>Dropped</td>
</tr>
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