Society of Plastics Engineers Detroit Section Board of Directors Meeting Minutes

June 22, 2015 Board Planning Meeting

Redwood Lodge, Flint, MI

Rev3.0

Attendees in Person: Pete Grelle, Adrian Merrington, Irv Poston, Sandra McClelland, Sassan Tarahomi, Gary Kogowski, Tom Powers, Tom Miller, Wayne Hertlein, Karen Rhodes-Parker, Nippani Rao, Chris Surbrook, Marc Bahm, Mark Richardson, Eve Vitale, Chris Lafayette, Keith Siopes, Todd Hogan
no one by phone

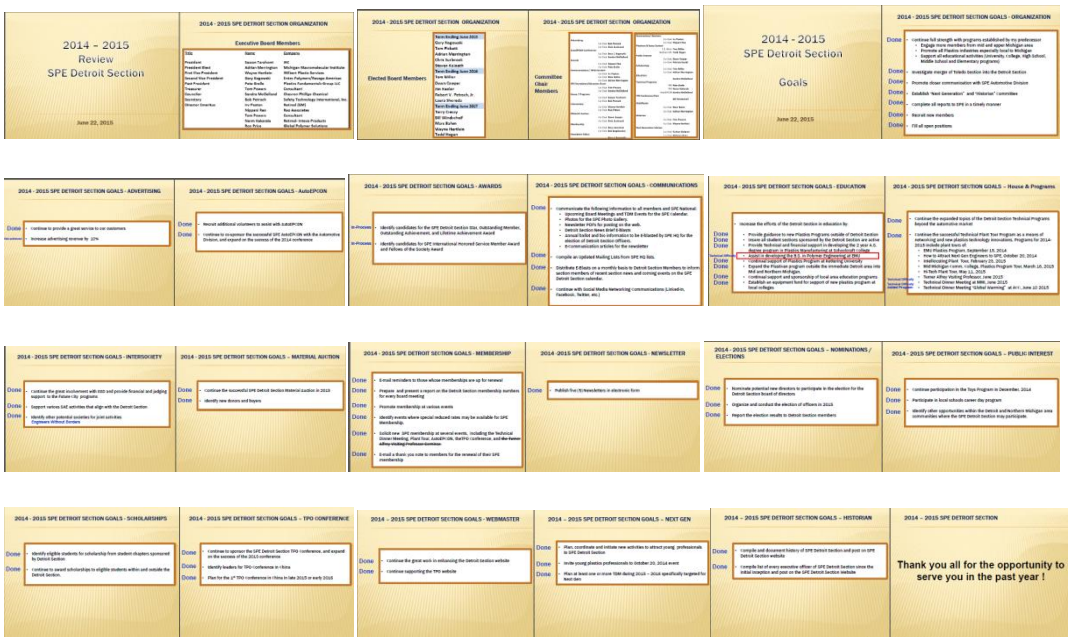
<u>Meeting Called to Order</u> **Adrian Merrington**

Incoming president Adrian Merrington called the meeting to order at 5:55PM and welcomed everyone to the 2015/2016 planning meeting. See Appendix 1 for agenda.

Attendees introduced themselves.

<u>Outgoing President's Message</u> **Sassan Tarahomi**

Next Sassan Tarahomi, the outgoing president, presented section accomplishments in the past year.



Incoming President Message **Adrian Merrington**

The incoming president Adrian Merrington recognized Sassan Tarahomi as the past president and presented him with the past president award.

Next, Adrian presented his goals for the 2015/2016.

My Goals for the Coming Year

As you will discover, my style of leadership is a little different to Sassan's. I strongly believe in empowering the committees to complete their designated tasks and have them report back to the BOD of their activities rather than have everything driven from the top down. The Education Committee has developed into being a wonderful example of how this can work (as are others). For that to happen in all committees though, we must establish the framework in which all of the volunteers can work. To that end, my focus this year will be to further improve our section, support activities and grow what we offer.

Improve: Section by-laws and operating procedures *must* be updated and ratified this year.

We have been working without ratified documents since the merger. A Bylaws and Operating Committee made up of our past-and upcoming-presidents will ensure that this goal is met. I intend to leave this office with well-established protocols for all so that all understand what is expected of them and what happens when those expectations are not met. The team will morph into a Compliance Committee once the bylaws and operating procedures are established.

If you are a voting member of the BOD, you must either ***ATTEND*** or ***NOMINATE A PROXY*** for ***ALL*** meetings. If you are unsure as to whether or not you are a voting member, please ask. If you are not going to be at a meeting and are a voting member, it is your responsibility to find a proxy. Unless there is an unforeseen family emergency, there should not be anyone that cannot accomplish this goal. Continued failure to either be at meetings or identify a proxy will be issues brought to the Compliance Committee.

- June 22, 2015 SPE Detroit Section Planning Meeting
- September 28, 2015 BOD Meeting
- November 9, 2015 BOD Meeting
- February 1, 2016 BOD Meeting
- March 28, 2016 BOD Meeting
- May 23, 2016 BOD Meeting

Upcoming BOD Meetings

I believe that all of the volunteers have the best interest of the Section in their hearts when they perform their duties. That may not always be evident in some of their actions. No individual should promote his/her views as being representative of our Sections. When dealing with outside entities, ensure that you always demonstrate a professional position and do nothing to embarrass the Section.

I would like to see us minimize the amount of internal e-mails we are sending. That doesn't mean don't communicate, it means be prudent about the amount of people copied. If you need to ask me a question, ask me, don't copy everyone on the BOD. If it's something that should be shared, I will do it. If you are asked to respond directly to me, respond to me (not EVERYONE needs to be aware that you will be on vacation and miss the upcoming BOD).

Support: To support existing activities and look to expand into new areas.

Our conferences are amongst the best SPE offers. That *anyone* offers really, including those from professional entities whose businesses rely on their ability to attract attendees. We must overcome political conflicts to ensure that Detroit Section and our collaborators continue to be able to put on these technical conferences. Further, if we are holding Detroit Section conferences then I would expect that all board members should have free access to those conferences. It's a small way to say *thank you* and in reality won't cost the Section that much.

The increase in student sections and student activities over this past year is outstanding. However, some student chapters seem to be losing their impetus. We need to reinvigorate those chapters. I would challenge those liaisons to re-establish contact (or else maintain through student leadership changes).

Following Sassan's lead with his activities to reinvigorating the Toledo Section, I would like us to offer support to any Division that looks at hosting their technical conferences in the Detroit area. I am aware that the Plastics Environmental Division is considering such a move. Any SPE activity that is local offers additional benefit to all of our Section's members.

Grow: Fully utilize all of our volunteers.

The Detroit Section is made up of a phenomenal group of volunteers with unique attributes. We continue to have people step forward to volunteer their time. So it surprises me that a few attend Board meetings and don't have roles. I would challenge you all to not just turn up to the board meetings; look for something in which to become involved. There are many of you to whom this statement does not apply and I say thank you to you. To those that it does apply, please consider taking up a more active role (Volunteer Coordinator, Membership Chair).

This year will also see us establish the role of Volunteer Coordinator. All people who identify themselves as having a desire to do something or something more within the Section will be put in contact with the Volunteer Coordinator so as to make sure we make that connection.

Finally, where we are as a Section is an envious place to be but I want to see that this group keeps moving forward. There are a few things that we are allowing ourselves to see as hurdles. As Section President, I see my role as being one who will knock down those hurdles for you and allow you to keep running at full speed. But you need to let me know of obstacles as I can't knock them down if I'm not aware of them.

I am excited for the opportunity and look forward to working with all of you.

Adrian Merrington
Section President, Detroit SPE 2015-2016
amerrington@midlandcompounding.com
(989) 631-6544

Previous Meeting Minutes Approval

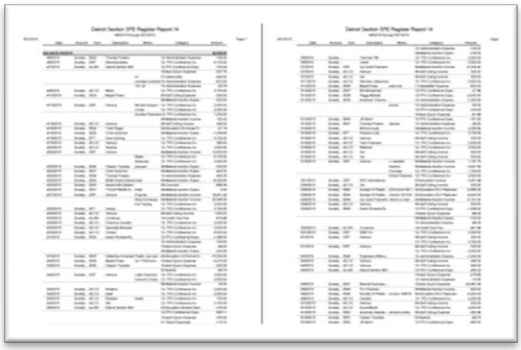
Meeting minutes from April 6, 2015 board meeting will be emailed to all for electronic approval.
This task was completed last July.

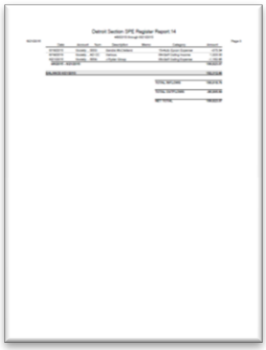
Councilor Report **Sandra McClelland**

Sandra reported the next council meeting will be in Pittsburg in Sept/Oct time frame.
She reported that she is working on the Task Force to determine the recommendation for the new Governance Board that would run the SPE International.

Treasurer's Report **Tom Powers**

Tom Powers presented financial reports as shown here:





2014/2015 Performance to Budget Check register 4/6/2015 – 6/21/2015

House & Programs **Bob Petrach**

Due to personal reason Bob was not able to attend the meeting. In his absence, Sassan reported the TDM activities for 2014/2015 are complete and reported the planned activities for 2015/2016.

#	Date	Event
1	June 22, 2015	SPE Detroit Section Planning Meeting
2	September 14, 2015	Fall Kick-off TDM / Plastics Program at Kettering
3	September 28, 2015	SPE Detroit Section Board Meeting
4	October 5 - 7 , 2015	2014 TPO Conference
5	October 26, 2015	TDM / Plastics Program at Ferris State University
6	Sometimes in October 2015	Pinnacle Award Meeting (Executive Board Members Only)
7	November 9, 2015	SPE Detroit Section Board Meeting
8	November 16, 2015	TDM / Linear Mold
9	December ??	SPE Detroit Section Board Holiday Dinner
10	December ??	TDM / Tour
11	January??	TDM / Tour
12	February 1, 2016	SPE Detroit Section Board Meeting
13	February??	TDM / Tour
14	March??	TDM / Tour
15	March 28, 2016	SPE Detroit Section Board Meeting
16	April 11, 2016	Vantage Plastics
17	May 9, 2016	TDM / Compounding Midland Compounding, Midland
18	May 2016	2016 Auto EPCON
19	May 23, 2016	SPE Detroit Section Board Meeting
20	May 23 - 25, 2016.	ANTEC® Indianapolis
21	May??	TDM / Tour
22	June 2016	TBD
23	June 2016	SPE Golf Outing
24	June 2016	SPE Detroit Section Planning Meeting

Technical Conferences

2015 TPO Conference Update **Sassan Tarahomi**

Sassan Presented 2015 TPO Conference update.

2016 TPO Shanghai Conference Update **Sassan Tarahomi**

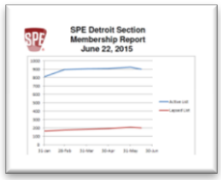
Sassan presented the 2016 TPO Conference Shanghai update and introduced the motion "Explore the economic viability of Shanghai TPO on March 2016 and proceed to recruit sponsors" from the board. Pete Grelle seconded the motion. No discussion and all approved the motion.

2015 AutoEPCON Update **Gary Kogowski**

Gary Kogowski presented update on the very successful 2015 AutoEPCON at Troy Marriott and the financial report for the conference. Gary also mentioned they need 5 more committee members. Detroit Section and Auto Division to work together to find additional volunteers. Karen and Gary to work together to come-up with potential new members.

<u>Membership</u> **Sassan Tarahomi**

Sassan Tarahomi as the interim membership chair presented his report on the membership.



Sassan explained the position is open and if anyone is interested, to volunteer for the membership chair to raise their hand. Chris Lafayette volunteered to take this position for the 2015-2016.

<u>Volunteers</u> **Adrian Merrington**

Adrian as an interim volunteer chair presented a one page report on the volunteer status and asked for volunteer to fill in the open positions such as Newsletter editor, Membership chair, Volunteer coordinator chair. Keith Siopes accepted the position of Volunteer chair.

Compliance committee Wayne Hertlein, Pete Grelle and Sassan Tarahomi to work on the update of the SPE Detroit Section Bylaws and Job Descriptions and report back to the board by end of the year on their progress.

Advertising **Chris Surbrook**

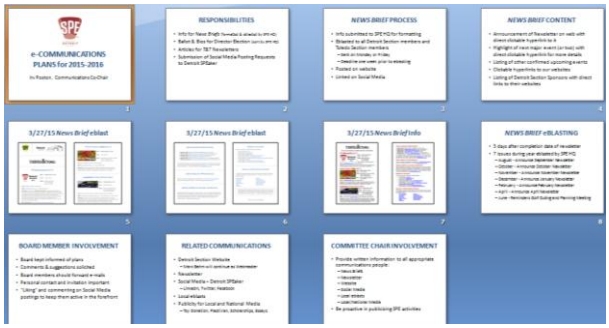
Chris presented updated 2014/2015 advertising report and the plan for the 2015/2016.

Newsletter **Eve Vitale**

Eve introduced herself as the new Newsletter editor. She recently accepted this position and told everyone she will be following up with the board members regarding the Newsletter plan for the 2015/2016 and she will be communicating with the key board members to get their articles for the September issue.

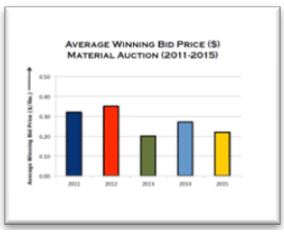
Communication **Irv Poston**

Irv Poston presented the e-communications plan for the 2015-2016.



Social Events **Chris Surbrook**

Chris presented the 2015 Material Auction report

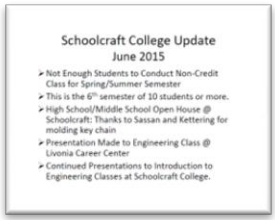


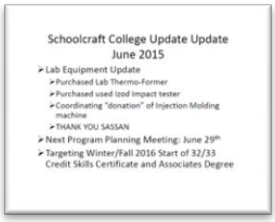
<u>Education Budget Discussion</u> **Sandra McClelland**

Sandra presented the goals for the 2014/2015 and updated the board with the status on each and every goal.

- Bob Petrach to contact universities with SPE student chapters that are supported by Detroit section to set-up tour.
- It was discussed that student chapter liaisons should directly report to the board.
- Marc Bahm to help with Tom Miller with Ferris State University.
- Eve Vitale to help Steve Keinath with Kettering University.
- Plastivan special events to be at $1,500 each.
- Tom Miller evaluating the scholarship, Plastivan request and essay contest forms for update if need be.

Armando Sardanopoli presented Schoolcraft Plastics program update





<u>Old /New Business</u>

- Nippani Rao discussed awards and explained eligibility requirement to be nominated for HSM award.
- Nippani Rao updated the board about the golf outing.
- Motion was raised by Dr. Norm Kakarala that " Detroit Section home office is ACC, when available the meeting must be held there rather than other locations". Irv Poston second it. Motion was not approved but revised by Pete Grelle to state as "To split meeting location as we have done in the past years and to check into improve teleconference and audio for the meetings. Sassan Second it. No discussion and motion was approved.
- Marc Pete and Chris Lafayette to investigate webinar and teleconference system.
- President pointed out to all to make sure to stay on the topic and on time in the next board meeting and asked the executive board to stay back for a short meeting. Meeting was adjourned at 8:30 PM.

Appendix 1

Society of Plastics Engineers Detroit Section
Board of Directors Meeting
Proposed Agenda

Meeting Day & Date: Monday, June 22, 2015

Meeting Location	Remote Location	Call-In Information
Redwood Lodge Flint, MI	N/A	U.S.: 626-677-3000 Pass Code: 8045975

5:00	***President***	***100mins.***	***Adrian Merrington***
5:00	Arrival and Social Hour	*30 min.*	Adrian Merrington
5:30	Dinner	*30 min.*	Adrian Merrington
6:00	Meeting Call to Order	*1 min.*	Adrian Merrington
6:01	Welcome and Introductions	*4 min.*	Adrian Merrington
6:05	Message from Outgoing President	*10 min.*	Sassan Tarahomi
6:15	President's Message: 2015-2016 plan	*10 min.*	Adrian Merrington
6:30	Approval of Minutes- April 6, 2015 Mtg	*5 min.*	~~Bob Petrach~~
6:35	Councilor's Report	*5 min.*	Sandra McClelland
6:40	Treasurer's Report	*5 min.*	Tom Powers
6:45	***President Elect***	***35 mins.***	~~***Wayne Hertlein***~~
6:45	House & Programs -2015/16	*5 min.*	~~Bob Petrach~~
6:50	Technical Conferences		
	• 2015 TPO Conference Update	*5 min.*	Sassan Tarahomi
	• 2016 TPO Conference Shanghai Update		Sassan Tarahomi
	• 2015 Auto EPCON Update	*5 min.*	Gary Kogowski
7:00	Membership	*5 min.*	Sassan Tarahomi
7:05	Volunteers	*5 min.*	Adrian Merrington
7:10	Nominations/Elections	*5 min.*	Nippani Rao
7:15	Awards	*5 min.*	Nippani Rao
7:20	***First Vice President***	***50 mins.***	***Chris Surbrook***
7:25	Advertising	*5 min.*	Chris Surbrook
7:30	Newsletter	*5 min.*	Gary Kogowski
7:35	Communication	*5 min.*	Irv Poston
7:40	Webmaster Update	*5 min.*	Marc Bahm
7:45	Public Interest	*5 min.*	Dawn Cooper
7:50	Social Events	*5 min.*	Chris Surbrook
	• SPE Golf Outing	*5 min.*	Nippani Rao
	• 2016 Material Auction	*5 min.*	Chris Surbrook
8:05	Intersociety	*5 min.*	~~Wayne Hertlein~~
8:10	Historian	*5 min.*	Tom Powers, ~~Wayne Hertlein~~
8:15	***Second Vice President***	***55 mins.***	***Gary Kogowski***
8:20	Next Generation Advisor	*5 min.*	~~Furkan Akdemir~~
8:25	Education Budget Discussion	*30 min.*	Sandra McClelland
8:30	Education – Scholarships	*5 min.*	Tom Miller, Todd Hogan
8:35	Education - Plastivan & Essay Contest	*5 min.*	Tom Miller, Todd Hogan
8:40	**Old/New Business**	*10min.*	Adrian Merrington
8:50	**Meeting Adjourned**	*1 min.*	Adrian Merrington