



Society of Plastics Engineers Detroit Section Board Meeting Minutes

August 26, 2020 Meeting

Meeting Location

Zoom meeting start 5:30 pm

Board Member Attendance- Lyle Beadle, Richard Broo, Neil Fuenmayor, Peter Grelle, Todd Hogan, Norm Kakarala, Adrian Merrington, Sandra McClelland, Dave Okonski, Bob Petrach, Rob Philp, Tom Pickett, Irv Poston, Tom Powers, Namrata Salunke, Armando Sardanopoli, Laura Shereda, Keith Siopes, Sassan Tarahomi, Fang Wang, Bill Windscheif.

Board Members not present Dawn Cooper, Laura Correa, Wayne Hertlein, Nippani Rao, and Suresh Shah. Others present Karen Rhodes-Parker, Nathan Ng, and Eve Vitale.

Meeting Call to order

Meeting was called to order at 5:30 pm by President Laura Shereda.

As we were on a Zoom meeting, Bob Petrach called the role. Note: a few moments after role was completed several others joined the meeting, attendance recorded above reflects those who joined late.

Laura noted that Councilor's report was missed in the original agenda and has been added.

Welcome and introductions

Laura Shereda

Laura gave a brief report. Activities in the coming year would be much different than what we have been used to. She pointed out TPO Conference had been cancelled and the Automotive Division has chosen to go forward with a virtual ACCE conference and it would be interesting to see how that worked out.

Approval of the Minutes

Laura Shereda

Minutes of 2020-04-27 Board Meeting and 2020-08-06 Board Meeting were pending approval.

Laura asked if everyone had reviewed the minutes distributed by Secretary Bob Petrach on 2020-08-08 and with revisions to embedded objects in the 2020-04-27 minutes sent out a second time on 2020-08-11.

There were no additions or corrections. Pete moved that both sets of minutes be approved. Adrian seconded. Motion passed.

President's message

Laura Shereda

Laura passed the floor to Dave who delivered a message concerning recent less than professional behavior in meetings and noted it has to stop. We need to treat each other with professionalism and respect differences of opinion. Dave is investigating an ombudsman. He has talked to Pat Farrey and Kathy Schacht regarding resources. He also mentioned a perception that was relayed to him of the Detroit Board being "dysfunctional". There was considerable discussion on this matter. While it was recognized that we often have some disagreements and friction, results would indicate that we are producing results. Laura and Dave will review the possibility of the (paid) ombudsman.

We also must reactivate the Compliance Committee to improve our procedures and bylaws to cover the

issues that were not clear and caused controversy during the August 6 meeting. Adrian said the original intent was to have the Compliance Committee consist of the two most recent past presidents along with the president elect. The most recent committee has been Wayne, Sassan, and Pete. Norm thought it would be good to keep Wayne on the Committee. As it stands, Wayne and Eve are the two most recent past presidents and Dave President elect. Dave will make contacts to see who would like to be on committee.

Treasurer's Report Budget Plans

Tom Powers

Tom will use June Performance to Budget to prepare our tax returns (due November 15, 2020)

Cash on hand is about \$135K in checking. We are still doing well in the stock market – \$50K over 12/31/19, and we should not be worried about tapping into it if we need to do so, after all it is a “rainy day” fund and our present situation qualifies as a “rainy day”. So we do have the money to support the Education Budget (to be present later)

Tom is budgeting for 2020-2021 based on much lower expenses and no income.

June performance to budget is here. (3 pages), followed by check register. Click and drag to expand to readable size.

The image displays three screenshots of financial spreadsheets. The first two are budget performance reports for 2020-2021, comparing actual performance against budgeted amounts across various categories like Personnel, Materials, and Equipment. The third screenshot is a detailed 'Detroit Section SPE Register Report' showing a list of transactions with columns for date, description, amount, and balance.

Councilor Report

Sassan Tarahomi

New SPE President – Dr. Jaime Gomez – June 30, 2020

SPE had a Virtual farewell to outgoing SPE President Dr. Brian Landes on JUNE 30. Dr. Landes officially passed the gavel to Dr. Jaime Gómez, as he embarked on his term as SPE President during the Society's Passing of the Gavel and Honors & Awards Presentations.

During this virtual event SPE proudly honored the 2020 Fellow and Honored Service Member Award recipients along with announcing who will virtually take home this year's President's Cup.

Great virtual networking of SPE members and plastics professionals after the presentations.

SPE Chapter Insurance Announcement for 2020 Letter from Pat Farrey

July 17, 2020 Email from Pat Farrey

Letting you know that the insurance coverage for your Section or Division has been renewed for the period beginning July 1, 2020. It will remain in effect until June 30, 2021.

Changes for the renewal period:

We are working with a new broker, AON's association services division. The former broker merged with a larger firm, and SPE was not getting the attention I expected. AON is a globally recognized firm and has already proved to be a better resource for us.

We have higher (better) coverage than we did in our 2019 policies.

Commercial (Business) Liability, was \$1MM limit per occurrence, now \$2MM;

Management Liability (D&O and Employment Practices*) was \$500K per Chapter, now \$5MM. The deductible increased from \$2,500 per occurrence to \$5,000, but the coverage is significantly better.

Employee Theft* coverage was \$1,000 per occurrence, now is \$1MM.

All other details are similar. We are updating the Chapter Insurance web site portal with the new information. It will be available soon.

* In these cases, "Employment" also includes Volunteers.

Here is the Important Part: Insurance protection is only in effect for Chapters (and the Boards) in good standing with SPE HQ. Quoting from the policy terms, "...Subsidiary means any Chapter, Affiliate, or other similar type of organization including any authorized sub-unit ("Chapter") that has complied with all the obligations required by the policyholder's (SPE's) organizational documents to be in good standing with the policyholder and was in good standing at the time the actual or alleged wrongful act was committed. Provided, on the date that any Chapter is found not to be in good standing, such Chapter will no longer be considered a subsidiary..."

If your Chapter has received notice that you are not in good standing, typically for failure to file the appropriate reports with HQ, then you and your Chapter may face personal uninsured liability should something happen. I strongly urge you to not risk that exposure.

The premium for the 2020 renewal terms is \$475 per Chapter, up slightly from the \$450 in 2019. This cost will be added to your regular HQ account statement and netted out from your pass-through dues payments. If you wish to pay the premium directly please contact dzaengle@4spe.org for payment details.

Please let me know if you have any questions.

Pat

SPE Chapter Insurance Update Summary for 2020

We have higher (better) coverage than we did in our 2019 policies.

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Sassan commented that for a very slight increase in cost this gives much better coverage and that he felt Pat and the Headquarters team did an excellent job securing this coverage.

Chapter Leadership Roundtable – August 21, 2020

- Introduction by Pat Farrey , SPE CEO
- Presentation by President-Elect Dr. Jayson Lyon
 - Roadmap for Council
 - 15 Goals for the Society
 - Vision – Inspire
 - Mission – How we are going to do that? Sustainability
 - Strategic Planning Process
 - Move the needle
- Chair of CCOW Dr. Barry Morris

Sassan commented that he did not have a copy of the Roundtable discussion and would forward it when he had it.

Next CCOW Virtual Meeting is scheduled for Friday September 25, 2020 10:00 AM-11:30 AM

Along with the Councilor's report, there were many more questions about the "dysfunctional" label and that

Sassan should carry concerns to Headquarters.

Laura pointed out that perhaps even with our great successes, perhaps we might be a little less effective (more successful) than we could have been given our friction.

Laura capped the discussion on “dysfunction”.

TPO Conference

Neil Fuenmayor

2020 Conference – Status (08/25/20) - Canceled for 2020 / Postponed until 2021

Neil Fuenmayor, John Haubert, Bill Windscheif

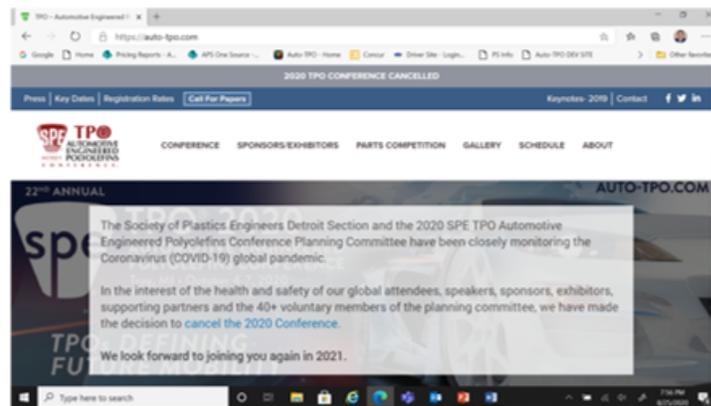
Status Summary as of 08/25/20

- Sub-Committee formed 04/03/20 to assess current/future estimated COVID-19 pandemic situation, possible effects on event, and develop/assess various proposals for 2020 (e.g. cancelation/postponement/virtual scenarios).
 - Sub-committee: Laura Shereda, Bill Windscheif, Lyle Beadle, Rob Philp, Sassan Tarahomi
- Sub-Committee presented findings (options assessment) and recommendation to Steering Team on 05/26/20: Cancellation for 2020
- Steering Team presented recommended action to Full Committee at May 2020 Mtg. (05/27/20).
 - Various action plans put in place by the various subcommittees: Sponsorship, Technical Program, Keynote Speaker, Communications/Website, Scholarship, House, Vendors. All plans successfully executed June-July 2020.
 - Subsequent June 2020 Full Committee Mtg. held on 06/10/20 to check action status.
- External Communication Letter issued and available for communication use (per above) on 06/01/20. See attached.
- E-Blast sent to active external contact list, SPE Detroit Section members, and other SPE groups on 06/03/20.
- Website notification and registration deactivation completed as of 06/03/20. See attached.
 - All communications successfully completed June 2020.
- Sponsorship/Exhibitors: Offering ability to roll over 2020 commitment/fees paid to apply for 2021 with additional incentives to do so (+2 Free Full Registrations), or receive full refund for 2020.
 - Status of 05/27/20 – Time of Decision:
 - 54 Sponsors/Exhibitors had signed-up.
 - Sponsorship/Exhibitor Financial Status: \$295,200 Total Invoiced // \$156,000 Total Collected
 - Status of 08/25/20:

| | | |
|--|------|------------------|
| ➤ Refunded Fees | ➤ 20 | ➤ \$108,200.00 |
| ➤ Opted to Leave Fees & Apply for 2021 | ➤ 17 | |
| ➤ No Fees Paid | ➤ 5 | |
| ➤ No Response/Decisions to emails or calls | ➤ 2 | ➤ Dow, HB Fuller |

- Technical Program: Technical Program Chairs and Session Chairs communicating 2020 status to all externally. All papers (abstracts) submitted thus far for 2020 will be honored for 2021 (if the author/speaker wants). Intent for 2021 is to have same 8 Technical Sessions as in 2020.
- Steering Team continues to meet on a monthly basis through 2020. Full Committee Meetings were cancelled for July and August – plan to resume in Oct. 2020 to start early planning for 2021.

2020 Conference – External Cancellation Notice (06/01/20) & Website Notice (as of 06/03/20)



Nominations and Elections

Irv Poston

August 26, 2020 Planning Meeting - (Prepared 8/22/20)

Irv Poston Responsibility

- Chair, 2020-2021, this year only.
- Not continuing as Chair for 2021-2022 but with stay on Committee with Nippani Rao who also does not want to become Chair.
- New Committee member to be solicited now by President in order to learn process and become Chair next year (2021-2022).

Plans for This Year

- There will be no "official" emailed ballot for election of Directors by Detroit Section members if there is no contest for winners. *This point was questioned by Adrian as the bylaws indicate a ballot must be sent out. Irv questioned why we would go through that effort an expense if an office only had one candidate. Policy and bylaws will be reviewed.*
- Likewise, No Bio/Photo publication.
- Call for nominations (emphasizing self-nomination) for Directors of the Detroit Section in Dec. 2020 News Brief.
- Election of Officers for 2021-2022 and Selection of Directors at March Board mtg.

Laura will make sure we follow the bylaws to do what is required. She also asked for a volunteer to chair the committee. As no one volunteered during the meeting she will work on finding someone.

Awards

Pete Grelle

SPE Detroit Section Awards

Honored Service Member (HSM) Candidate – Adrian Merrington was selected as a candidate by SPE Detroit Section

Individual Star Award Recipients –

Rob Philp was recognized for his contributions and participation on the TPO Conference Committee and as A/V Chairperson for this event.

Neil Fuenmayor was recognized for contributions and participation over several years on the TPO Conference Committee and as Chair for the TPO Conference over the last few years.

Community Service Award Recipient (Small Company) In the small company category the **United Paint & Chemical Company** as recognized for their long-term sponsorship of the TPO Conference and providing highly engaged volunteers to support the conference and 20 years of support to the Detroit Section.

Past President's Award Recipient - Dr. Laura Shereda presented for her leadership, inspiration, and contributions as SPE Detroit Section President from 2019 to 2020.

Outstanding Member Award Recipient - Eve Vitale presented for her contributions to the SPE and the Plastics Industry including:

- Chief Executive of the SPE Foundation.
- Past-President and Board Member- SPE Detroit Section.
- Kettering College Instructor and contributions to Plastics Education.

Award of Appreciation

The committee announce a new award - **Award of Appreciation**

The first Award of Appreciation Recipient is **Karen Parker-Rhodes**. The Award of Appreciation was presented to Karen for her many contributions over the past seven years as an administrator for SPE Detroit Section including:

- The TPO Conference
- The SPE AutoEPCON
- The Material Auction
- SPE Detroit Section Board Meetings
- Many More Activities!!!!

Many chimed in to congratulate the Awards Committee for this award and Karen as its first recipient. Rob Philp pointed out that Karen was great at conflict resolution and resolving problems with sponsors and attendees to the conferences and he could not praise her enough for her contributions to the success of the TPO Conference.

Sponsorship Plans

Fang Wang

Fang reported that the current committee is Fang, Sassan and Bob. We need to get more help and more involved. Karen has a business directory and Fang will review and will send out to a letter to all BoD members asking them to make 4 or 5 calls to those on the directory to solicit their sponsorship and at least 1 call to someone that you may have a relationship with.

The basic sponsorship is only \$150, the highest, platinum, is now \$1000 per year and more levels between have been added. Adrian pointed out that we can now align sponsorship with the website as much as the newsletter and News Brief.

Newsletter / Advertising

Eve Vitale

Eve explained due to some personal reasons she hasn't been able to get out a newsletter issue.

The next newsletter will come our roughly October 1.

She also said she is ready to step back from the newsletter and would like a volunteer to replace her. No one stepped up immediately. Eve said she would continue if there was an agreement that four issues a year were acceptable. Fang thought that even semiannual would be enough. Tom Powers asked what Communications Award minimum was. Laura replied that it took three to meet the minimum qualification.

Board of Director Email addresses will no longer be included in the newsletter as it is enabling too much spam. Eve is looking for content. Namrata volunteered to help Eve.

Sandra will have scholarship information for the newsletter assuming the Education budget is presented. Since part of the application process is including a photo and bio, there will be good content there.

| DATE | 12/19 | 2/20 | 3/10 | 4/23 | 6/25 | 8/27 |
|--------------|-------|------|------|------|------|------|
| • Sent | 609 | 616 | 610 | 595 | 581 | |
| • Bounced | 26 | 26 | 22 | 9 | 8 | |
| • Delivered | 583 | 590 | 588 | 586 | 573 | |
| • Not Open | 431 | 433 | 425 | 423 | 412 | |
| • Opened | 152 | 157 | 163 | 163 | 161 | |
| • Opened | 26% | 27% | 28% | 28% | 28% | |
| • Clicked | 17% | 7% | Bal. | 8% | 11% | |
| • Spedetroit | 5% | 73% | Bal. | 79% | 44% | |

Bal. = Ballot not comparable

After he showed the statistics, Irv explained his responsibility in E- Communications. He:

Is e-Communications coordinator with SPE HQ; primarily the bi-monthly News Brief which is usually eblasted on the last Thursday of every other month to Detroit Section Active and Suspended members. News Briefs are submitted for posting on the Detroit Section Webpage of the SPE Website and on the Detroit Section Website.

Then he explained the relationship of e-Communications with entire Communications Committee. We have been acting without a Chair of Communications. Local eblasts are handled by Karen

Rhodes-Parker. Newsletter; Eve Vitale handles the Newsletter. There has been no Newsletter since the Jan. 2000 issue for reasons Eve previously explained. Adrian Merrington has handled Social Media & The SPE Chain; but Adrian Merrington has resigned. Laura has someone that she will fill the position, one of her colleagues who is a communications manager at Asahi Kasei.

Irv noted that the committee has been without a chair for several years. Laura has set a goal of getting a chair and there will be discussion at the next officers' meeting.

Detroit Section Website; Marc Bahm resigned and updates to the website are virtually non-existent. Marc set it up well to be easily found from web searches and operate on computers and phones. It is currently out-of-date. Rob Philp is currently upgrading and updating the website.

Other Committee Involvement Sponsorship; Fang Wang is working on details to assure Newsletter, Website, and News Brief are kept informed on changes to sponsorships.

Education

Sandra McClelland

Sandra started with a review:

- Scholarships – ↓ There were fewer applicants than 2019. However, the applications were all quality – everyone who applied received a scholarship.
- Essay Contest – ↑ More entrants than in the past.
- Push for more essays ↔ (no change)
 - We will need all BOD members participate in judging
 - Amazon gift card for teachers with 12 or more essays
- Awards @ ANTEC ↔
- PlastiVan® Visits ↔ PlastiVan® visits in person are suspended and there is a lower cost for virtual so there could be more classes. Recommendation is the same dollar amount as 2019.
- PlastiVan® Modules – One year only commitment to develop video PlastiVan® modules
- **ONE TIME ONLY FUNDING FOR PRODUCTION OF MODULES**
 - Detroit Section will be identified on each module that they fund
 - Detroit Section will get publicity from HQ
 - Detroit Section will get publicity in press announcement
 - Detroit Section will get recognized at the next ANTEC
 - Reduced rate for remote learning classes means more classes
- Colleges – Since there is almost no face to face this year, the budget calls for much lower

support of student chapters and requests for equipment. As colleges do start up face to face again, the Education Committee may come back for approval of funding for more projects.

There was discussion on how the PlastiVan® Modules were being produced and if they could be easily updated.

Adrian expressed concern on support for student chapters. Sandra agreed an assured that we are working on ways to stay in communications and help them meet and recruit virtually. Tom suggested we keep funding in the budget. Sandra revised he budget proposal to include the \$8000 she had removed. New Education budget total was \$177,150.

Tom moved to accept the Education budget. Armando seconded. Motion passed on a voice vote without opposition. Approved budget is below.

2020-2021 Education Budget

| | 2017 Budget | 2017 spent | 2018-19 budget | 2018-19 spent | 2019-20 budget | 2019-20 spent | 2019-20 remain | 2020-21 budget |
|---|------------------|------------------|------------------|------------------|------------------|--------------------------|--------------------|------------------|
| Scholarship | \$50,000 | \$50,000 | \$53,000 | \$46,500 | \$63,000 | \$63,500 | (\$500) | \$42,500 |
| Irv Poston scholarship | | | \$50,000 | \$50,000 | 0 | | | |
| PlastiVan® | \$57,250 | \$57,250 | \$57,250 | \$55,240 | \$57,250 | \$29,925 | \$27,325 | \$57,250 |
| PlastiVan® modules* | | | | | | | | \$60,000* |
| National Support | \$17,500 | \$2,500 | \$5,000 | \$4,996 | \$5,000 | | \$5,000 | |
| Area Programs – excludes Detroit NextGen* ANTEC (2,900) & essay | \$10,000 | \$1,803 | \$17,950* | \$3,648 | \$10,000 | \$3,740 | \$6,260 | \$9,000 |
| Administration | \$1,000 | \$87.47 | \$1,000 | 0 | \$500 | \$346.50 | \$153.54 | \$ 400.00 |
| Special Programs | \$3,000 | 0 | \$3,000 | 0 | \$3,000 | | \$3,000 | |
| Future Student Chapters | \$1,000 | 0 | \$500 | 0 | \$500 | 0 | \$500 | \$ - |
| School support | \$60,000 | \$60,000 | \$15,000 | \$15,000 | \$0 | 0 | \$0 | \$ - |
| Young Prof Race | \$2,000 | \$2,000 | 0 | 0 | 0 | 0 | 0 | \$ - |
| NextGen* Prog – Nation. | \$6,000 | \$6,195 | 0 | 0 | 0 | 0 | 0 | \$ - |
| SAE Foundation | \$3,500 | \$3,500 | \$3,500 | \$3,500 | \$3,500 | \$3,750 | (\$250) | \$ - |
| Student Sections | \$20,000 | \$10,400 | \$15,000 | \$9,300 | \$35,000 | 0 | \$35,000 | \$ 8000 - |
| Total | \$231,250 | \$193,735 | \$221,200 | \$178,188 | \$177,750 | \$101,261.50(57%) | \$76,488.50 | \$177,150 |

Scholarship Awards

Typically the four special scholarship awards would be presented at the TPO Conference in person. That was not possible this year. We are looking for ideas, perhaps at a special meeting or another board meeting. Bill suggested trying to do a physically distanced award with video. Tom Miller and Sandra will work with Bill to come up with a way to honor the four special award recipients.

| SPE Detroit SPECIAL AWARD SUMMARY | | | | |
|--|--------------------------|----------------------|-----------------------|------------------------|
| | Future Leaders | Dr Reginald Bell | Delta Polymers | Women to Watch |
| Year | \$6,000 | \$5,000 | \$4,000 | \$6,000 |
| 2020-2021 | Samantha Thiessen | Jordan Howell | Chelsea Wright | Jillian Ulinski |

A scholarship summary is on the next page.

| 2020-2021 Award Applicant Summary | | | |
|-----------------------------------|-----------|-----------|--|
| Kettering University | 13 | 11 | 5 5th Year Seniors, 5 Seniors, 2 Juniors, 1 Soph |
| Michigan State | 1 | 1 | 1 Junior |
| Ferris State University | 2 | 0 | 1 5th Year Senior, 1 Junior |
| Michigan Tech Univ | 1 | 1 | 1 Senior |
| Total Applications | 17 | | |
| New Applicants | 4 | | |
| Prior Receipts | | 13 | |
| | | | 6 - 5th Year Seniors/Grad Students |
| | | | 6 - Seniors |
| | | | 4 - Juniors |
| | | | 1 - Sophomore |
| | | | 0 - Freshmen |

Schoolcraft update

The new building is moving along well through the delays caused by COVID-19 restrictions. The Krauss Maffei molding machine that had been on loan (and was to be returned) was purchased by Schoolcraft College with \$70k of Schoolcraft funding. The virus has hurt enrollment, currently have only 12 persons in the program and two classes will not be held this ter. There will be some hybrid classes to cover lab work. Pete is teaching a face to face class with 8 students per class. Pete added a no credit class at Ford over Zoom meeting. Currently on break and will resume in October.

Old/New Business

Laura Shereda stated that we need someone to chair Programs as well as a supporting committee. She will discuss at the officers meeting next month. At this time she also is asking for volunteers as well as ideas for potential webinars in the one hour session range.

Laura told us it was her Intent for Board of Directors meetings for the year to be scheduled every other month. She will have Karen review calendar for possible dates to assure no conflicts.

Keith Siopes thanked everyone for the card and support with the passing of his wife.

Tom Powers brought up the article in Plastics Engineering magazine "SPE Announces Newly Elected Executive Board Members" and the citation for Edward Trueman—VP Business & Finance "Trueman is an active member of the SPE Detroit Chapter and"

Tom asked if anyone on the board knew Edward Trueman. It was generally agreed that no one knew of any activity on the board or any SPE Detroit functions and this statement and who Edward Trueman was and why he was misrepresenting himself warranted further investigation and contact with SPE Headquarters.

Armando moved that meeting be adjourned, Lyle seconded. Passed. Meeting adjourned at 7:38. Next meeting date Monday Nov 16, 2020 05:30 PM Karen sent out email with Zoom links October 14, 2020. This evening's (8/26) agenda is on the next page.

Minutes respectfully submitted. Bob Petrach – Secretary SPE Detroit.



Detroit SPE Planning Meeting
 Proposed Agenda
 August 26, 2020

| | | |
|----------------|--|-----------------------|
| 5:30 PM | President | Laura Shereda |
| 5:30 PM | Meeting Call to Order | Laura Shereda |
| | Welcome and Introductions | Laura Shereda |
| 5:40 PM | Approval of Minutes | Bob Petrach |
| 5:45 PM | President's Message | Laura Shereda |
| 6:00 PM | By-Laws, By-Law Compliance & Disruptive Behavior | Dave Okonski |
| 6:30 PM | Budget - Plans | Tom Powers |
| | Councilor Report | Sassan Tarahomi |
| 6:30 PM | President Elect | Dave Okonski |
| 6:30 PM | TPO Conference | Neil Fuenmayor |
| 6:35 PM | Nominations/Elections | Irv Poston |
| 6:40 PM | Awards | Pete Grelle |
| | | |
| 6:40 PM | First Vice President | Neil Fuenmayor |
| 6:40 PM | Sponsorship Plans | Fang Wang |
| 6:50 PM | Newsletter/Advertising | Eve Vitale |
| 6:55 PM | E-Communication | Irv Poston |
| | | |
| | | |
| 7:00 PM | Second Vice President | Vacant |
| 7:00 PM | Education | Sandra McClelland |
| | | |
| 7:15 PM | Old/New Business | Laura Shereda |
| 7:25 PM | Meeting Adjourned | Laura Shereda |