



Society of Plastics Engineers Detroit Section Board Meeting Minutes

January 8, 2024 Meeting

Meeting Location

ZOOM/ phone and ACC

Board Member Attendance- Dawn Cooper, Neil Fuenmayor, Mary Gilliam, Mahmoodul Haq – Sandra held proxy, Bernd Henkelmann, Sandra McClelland, Tom Miller, Dave Okonski – Mary held proxy, Bob Petrach, Rob Philp, Martin Popella, Armando Sardanopoli, Laura Shereda, Chris Surbrook, Sassan Tarahomi – Norm held proxy, Richard Umemoto, Eve Vitale, Fang Wang.

18/22 voting (included proxies)

Emeritus Board Member Present – Norm Kakarala (non voting)

Not present – Todd Hogan, Adrian Merrington, Tom Pickett, Keith Siopes. *Emeritus (non voting) not present, unable to attend, internet out– Tom Powers*

Guests – none

Meeting Call to order

Meeting was called to order at 5:30 pm by President Rob Philp.

Roll Call

Rob Philp

Rob asked Bob to call the roll. At the time of roll call 16/22 were in attendance (included proxies).

Approval of the Minutes

Rob Philp

Minutes of 2023-11-06 Board Meeting were pending approval.

Rob referenced copy Bob sent out for review on 2024-01-02 with his meeting RSVP.

Sandra moved minutes be approved, Neil seconded and motion was approved by voice vote.

President's Message

Rob Philp

- Rob received ACC contract and invoice for SPE Detroit use of office space. Invoice is for \$5000. Rob asked us if there were any concerns. He will sign and approve invoice for payment.
- Committee to discuss possibility of new show (Sustainability Conference as brought up at 2024-09-11 meeting) still has not met. Committee consists of Sassan, Neil, Dave, and Rob. Date was discussed, meeting set for 2024-01-16 @ noon to 1 pm.
- Material Auction Discussion
 - Rob noted that, other than Neil, no one had responded to Dawn when asked which dates were preferred and no one stepped up to offer Dawn help and this.
 - Rob asked if we truly want to do this event. He also pointed out we cannot leave Dawn hanging out there on her own.
 - Neil asked “does it make money” It has but been steadily declining as have amount and

quality of donations.

- Chris Surbrook gave some background. Material Auction doubles as both a money maker and a social event (at a Casino with nice meal and entertainment) Laura said last couple of years were a struggle to get material. Other discussion followed.
- It takes about 6 months to put it together
- no longer have warehouse facilities Don Root donated in the past
- is timing right? Chris mentioned doing in 4th quarter but challenge there is TPO, Thanksgiving, Automotive Innovations Awards Event, Holiday party, Christmas, etc..
- Armando asked if we should do virtually.
 - General agreement was if we could set that up, it probably would be a good idea.
 - We have had a virtual component in the past (silent auction)
 - Sassan noted that he has material available for donation every month, but it has to be gone fast as storage is an issue. Sassan said we would be providing a service by getting rid of the material. Chris noted that Sassan was by far the biggest generator of material for the auction in the past and we should definitely review social versus money making.

Action Item Discussion concluded with action item. Need to have team meeting and set direction and act on that direction. Team consists of Dawn, Martin, Sassan, Chris, Rob, Tom Miller, Laura. Meeting to be held after discussion with Dawn who had not yet joined the meeting tonight.

- Presidential term
 - Two year term for president was approved by second vote (e vote) of board. Board was notified by email 2023-12-18 that the motion to go to a two year term for the SPE Detroit President had been approved. Vote: 16 in favor, 1 opposed, and 5 did not vote.
 - Bylaws need updating for this and other issues. Rob has started work with help of Bruce Mulholland and will call committee meeting soon. Committee consists of Rob, Laura, and Neil.

Action Item: Rob will call a Bylaws Committee meeting as soon as practical given other priorities.

- Council Election
 - Current Councilor, Sassan Tarahomi, is term limited after two successive 3 year terms.
 - New Councilor will take office in March at ANTEC so we need to conclude election to notify SPE 2 weeks before ANTEC. It also would be good to give new Councilor time to prepare to go to ANTEC to meet other Councilors and participate in training.
 - Tom Miller has enthusiastically agree to be a candidate. Bob asked for other candidates. Board consensus was that Tom would be good. Norm pointed out that per SPE and Detroit bylaws we must hold an election with the General SPE Detroit membership voting. **Bob nominated Tom Miller for Councilor, Rob seconded, motion passed.**

Action Item: Bob will put in request to SPE HQ this week to do an election and provide bio of Tom Miller.

- Website
 - Rob stated that the refresh underway and showed us a brief view. New website is ready launch anytime now, he and Rob Smuck just have to finish a few minor items.
 - Rob will send out notice when it is launched
-

Treasurer's Report

Dave Okonski

Dave was not in attendance. Bob asked Mary if, as she was Dave's proxy, she could report Mary stated that she had not received the report.

There was no Treasurer's report at the meeting.

For information and record purposes Dave and Tom compiled a treasurer's report through 1/8/24 which was send to me 1/19/24. It is not approved and I would encourage board member to review and forward any questions to Dave and copy Rob so we can discuss/resolve at the March 11, 2024 meeting along with reviewing and approving the report presented at that meeting. (you can drag the inserted slides to expand to readable size.)

3 Detroit SPE Budget July 1, 23-June 30, 24
7/1/2023 through 6/30/2024 Using 2023-2024 Budget

Category	7/1/2023 Actual	Budget	6/30/2024 Difference
INCOME	312,092.50	488,796.00	-176,703.50
03-Education Income	750.00	600.00	150.00
04-Technical Meeting Income	0.00	0.00	0.00
05-Membership Income	0.00	0.00	0.00
06-Conf Outing Income	1,665.00	14,400.00	-12,735.00
09-Material Auction Income	0.00	12,000.00	-12,000.00
10-Administration	100,000.00	0.00	100,000.00
11-Newsletter Advertising	0.00	2,400.00	-2,400.00
12-TPO Conference Inc	209,587.50	384,996.00	-175,408.50
13-Auto Epon Income	0.00	14,400.00	-14,400.00
EXPENSES	385,367.71	551,882.00	162,524.29
01-Board Expenses	10,896.19	34,000.00	23,103.81
02-Awards	0.00	1,200.00	1,200.00
03-Education	83,966.10	176,268.00	92,301.90
03.1 Scholarships	53,050.00	62,400.00	9,350.00
03.2 Plast-van	37,800.00	75,000.00	37,200.00
03.3 National Support	0.00	0.00	0.00
03.4 Area Programs	2,969.74	5,200.00	2,530.26
03.5 Administration	146.36	840.00	693.64
03.6 Special Programs	0.00	0.00	0.00
3.92 Next Generation Program	0.00	504.00	504.00
Student Sections	0.00	32,004.00	32,004.00
04-Monthly Tech	699.76	2,400.00	1,830.24
05-Membership	414.51	1,440.00	1,025.49
05-Conf Outing Expense	1,723.50	14,400.00	12,676.50
07-Intersociety	0.00	300.00	300.00
08-Material Auction Expenses	0.00	6,000.00	6,000.00
09-Councilor	0.00	4,200.00	4,200.00
10-Administration Expense	19,628.62	21,240.00	1,375.18
10.1 APC services	0.00	1,200.00	1,200.00
10.2 Special Items	9,751.55	12,000.00	2,248.45
10.3 ACC Rent	2,350.00	5,004.00	2,654.00
11-Newsletter Expense	3,435.00	4,080.00	645.00
12-TPO Conference Expenses	255,571.26	240,000.00	15,571.26
13-Auto Expenses	0.00	2,400.00	2,400.00

3 Detroit SPE Budget July 1, 23-June 30, 24
7/1/2023 through 6/30/2024 Using 2023-2024 Budget

Category	7/1/2023 Actual	Budget	6/30/2024 Difference
14-Credit Card Fee	2,652.57	6,000.00	3,347.43
15-Auto Epon Expense	310.00	48,000.00	47,690.00
Net Difference:	-17,385.21	-83,096.00	-14,269.21

Detroit Section SPE Register Report
1/19/2023 through 1/9/2024

Date	Account	Num	Description	Memo	Category	Amount
BALANCE 1/15/2023						
11/6/2023	5-3rd chec.	1403	Ali Tarahoni	2023 TPO Co. 12-TPO Conference E.	c	300.00
11/6/2023	5-3rd chec.	1407	Neil Fuernmayr	Dinner Meetin. 01-Board Expenses	c	-91.27
				Dry cleaning o. 10-Administration Exp.	c	-21.65
11/6/2023	5-3rd chec.	AD CC	2023 TPO Conf	GEON Parker. 12-TPO Conference Inc	c	4,000.00
11/6/2023	5-3rd chec.	AD	SPE Detroit Se.	Return of CKR. 03-Education Income	c	750.00
11/7/2023	5-3rd chec.	1382	Aryan Gankar	2023-2024 S. 03-Education 03.1 Sch.	c	-2,000.00
11/9/2023	5-3rd chec.	1413	H. Vuol M. Detr.	2023 TPO Co. 12-TPO Conference E.	c	0.00
11/9/2023	5-3rd chec.	1402	Xinyu Mao	2023 TPO Sc. 03-Education 03.1 Sch.	c	-4,500.00
11/9/2023	5-3rd chec.	Au WH	5/3 Bank	01-Board Expenses	c	-650.02
			Marriott - Chi.	03-Education 03.4 Are.	c	-1,000.00
			10-Administration Exp.	c	-829.04	
			12-TPO Conference E.	c	-7,327.00	
11/14/2023	5-3rd chec.	DEP	SPE Detroit Se.	Trust Debit/ 10-Administration	c	100,000.00
11/17/2023	5-3rd chec.	1410	Society Of Plas.	PlastVan Vsat. 03-Education 03.2 Pla.	c	-23,625.00
11/20/2023	5-3rd chec.	1411	Megan Wojcik	2023 Detroit S. 03-Education 03.1 Sch.	c	-2,250.00
11/20/2023	5-3rd chec.	1413	Detroit Troy Ma.	2023 TPO Co. 12-TPO Conference E.	c	134,550.00
11/24/2023	5-3rd chec.	1409	SPE Automov.	Pass Pru of L. 12-TPO Conference E.	c	-8,000.00
11/27/2023	5-3rd chec.	DEP	2023 TPO Conf.	TPO Sponsors. 10-Administration Exp.	c	106,735.00
11/29/2023	5-3rd chec.	V056	Karen Rhodes	11 hours @ \$3. 10-Administration Exp.	c	341.00
			2 hours @ \$3. 15-Auto Epon Expense	c	-62.00	
			67 hours @ \$3. 12-TPO Conference E.	c	-2,077.00	
			3 hours @ \$3. 04-Monthly Tech	c	-93.00	
12/1/2023	5-3rd chec.	AD	2023 TPO Conf.	Dow - 2023 T. 12-TPO Conference Inc	c	5,000.00
12/1/2023	5-3rd chec.	Au WH	Authorize net	December Co. 14-Credit Card Fee	c	-267.88
12/4/2023	5-3rd chec.	1418	Montgomery &	Completion of. 10-Administration Exp.	c	-1,200.00
12/4/2023	5-3rd chec.	1419	Montgomery &	External Audit. 10-Administration Exp.	c	-3,000.00
12/4/2023	5-3rd chec.	DEP	2023 TPO Conf.	Advanced Co. 12-TPO Conference E.	c	3,750.00
12/4/2023	5-3rd chec.	Au WH	Authorize net	December Dec. 14-Credit Card Fee	c	-39.95
12/5/2023	5-3rd chec.	1415	American Che.	Shared Office. 10-Administration Exp.	c	-1,250.00
12/5/2023	5-3rd chec.	1417	Sevier One LLC	2023 TPO Co. 12-TPO Conference E.	c	-3,500.00
12/6/2023	5-3rd chec.	1416	The Engineer.	Future City 20. 03-Education 03.4 Are.	c	-1,500.00
12/6/2023	5-3rd chec.	1420	Big Water Media	Website Maint. 10-Administration Exp.	c	-80.00
			Website Maint.	12-TPO Conference E.	c	440.00
12/8/2023	5-3rd chec.	1405	Robert Philip	FLICKR Pro S. 12-TPO Conference E.	c	-132.99
12/8/2023	5-3rd chec.	1414	Neil Fuernmayr	2023 SPE IA. 10-Administration Exp.	c	254.40
12/8/2023	5-3rd chec.	1421	Robert Philip	Meeting w/ Ne. 05-Membership	c	174.11

Detroit Section SPE Register Report
1/19/2023 through 1/9/2024

Date	Account	Num	Description	Memo	Category	Amount
				01-Board Expenses	c	-96.08
				Meeting w/ Sa. 03-Education 03.5 Ad.	c	-141.35
				Meeting w/ Ne. 01-Board Expenses	c	-254.44
				Meeting w/ Ne. 01-Board Expenses	c	-36.38
				Marriott cont. 12-TPO Conference E.	c	-110.66
				Meeting w/ Ne. 05-Membership	c	-23.00
				Meeting w/ Ne. 12-TPO Conference E.	c	-38.18
				Mealn. Meet'g. 12-TPO Conference E.	c	-413.06
				Event Meeting. 05-Membership	c	-207.40
12/11/2023	5-3rd chec.	Au WH	5/3 Bank	10-Administration Exp.	c	-132.06
				03-Education 03.5 Ad.	c	-4.01
				11-Newsletter Expense	c	-1,810.00
				12-TPO Conference E.	c	-4,086.73
				01-Board Expenses	c	-61.62
				04-Monthly Tech	c	-383.76
12/12/2023	5-3rd chec.	1424	Malik Hassan	2023 TPO Sc. 03-Education 03.1 Sch.	c	5,500.00
12/12/2023	5-3rd chec.	1425	Karen Rhodes	2023 Year-En. 12-TPO Conference E.	c	-5,500.00
12/19/2023	5-3rd chec.	1422	Graphic Servic.	Inv # 44027. 12-TPO Conference E.	c	-4,166.63
12/19/2023	5-3rd chec.	1423	SPE Automov.	Pass thro of A. 12-TPO Conference E.	c	3,750.00
12/21/2023	5-3rd chec.	Au WH	5/3 Bank	December Co. 01-Board Expenses	c	-1,500.00
12/29/2023	5-3rd chec.	1427	Society Of Plas.	PlastVan Vsat. 03-Education 03.2 Pla.	c	-14,175.00
1/2/2024	5-3rd chec.	Au WH	Authorize net	January Card. 14-Credit Card Fee	c	-357.65
1/2/2024	5-3rd chec.	Au WH	Authorize net	January Auth. 14-Credit Card Fee	c	-39.95
1/8/2024	5-3rd chec.	1425	Arena Kulegla	2023 TPO Sc. 03-Education 03.1 Sch.	c	1,000.00
1/8/2024	5-3rd chec.	1426	Arena Kulegla	2023 TPO Sc. 03-Education 03.1 Sch.	c	-22,350.47
BALANCE 1/9/2024						
						171,064.08
TOTAL INFLOWS						226,235.00
TOTAL OUTFLOWS						-242,585.47
NET TOTAL						-22,350.47

Education

Sandra McClelland

Sandra could not give the normal Education report as she had no information from Treasurer.

She said the **Essay contest** was the next event. **Deadline for submissions is February 26, 2024.**

- Tom Miller explained the split in the Wonders of Plastics Essay contest (open to 3rd through 12th grades) worked. It is split between North zone (Run by Todd Hogan) and South zone (run by Tom Miller). Essays are split among the judges and Todd and Tom compile results. If there are a lot of essays, there may be a second round of judging.
- Sandra stressed that the Education Committee wants everyone to be involved and judging essay contests is a good easy way with a small time commitment (a few hours) to get

involved. And Neil noted that you do the reading and judging of essays on your own when convenient to your personal schedule. (of course meeting Tom and Todd’s deadlines)

- Judging is open to all Members. Rob asked if we send out a notice to the entire membership. Tom committed that that notice will be done.
- Target to complete judging is mid March. First place awards are given out in person
- Neil and Sassan noted opportunity for publicity and we should try to video. Sandra noted that a few years ago, with Eve’s help, we were able to video awards at Ecotek. Armando said we also should get in local newspapers. Sandra explained we also try to have family members involve at presentation. Even with that, typically we do stay within budget on Essay contest.

Sandra reported student funds are ready to go to Ferris State. Funds are for student travel to ANTEC. Students will report back with newsletter article and photos for newsletter.

Sandra reported Armando’s efforts with SME have resulted in a plastics module being included in SME PRIME®. PlastiVan® visits are set for two SME PRIME® schools at this time – William D. Ford Career Technical Center in Westland and Airport Community Schools in Carleton. Dates are TBD. Eve said Mark Richardson, SPE Foundation Director of Education, probably would do those visits. She’ll send more possible SME PRIME® related PlastiVan® visit requests to Tom Miller.

Eve noted we’d like more SPE member participation at PlastiVan® sessions. Email PlastiVan.org to volunteer. She will put up on website. Eve and Tom will put more information on the website. Sandra reminded us that if we are on a visit we should take pictures and write up what is learned.



Scheduled Detroit SPE Sponsored Visits

Email PlastiVan@4spe.org if you’d like to volunteer

January		
8-9	Boulan Park MS	Troy
15	FAITH Homeschool Group	Davison
22	Millington High	Millington
31	Warren Mott High School	Warren
February		
15-16	Baker Middle School	Troy
March		
22	Hoover Middle School	Taylor
May		
14	Millington Middle School	Millington
SME PRIME Schools		
TBD	William D. Ford Tech Center	Westland
TBD	Airport High School	Carleton



President Elect House and Programs

In discussion about calendar Rob proposed moving May 13 meeting away from AutoEPCON (May 14). After a brief discussion April 29, 2024 was set as the revised date.

**Fang Wang
Martin Popella**

Fang noted calendar was not on website, she is to send to him to put on site. Eve also noted TPO

and AutoEPCON are not on website.

We do have to agree on a protocol for calendar. Neil did say that not having a Communications Chair did make this more difficult. Eve suggested maybe we put a calendar on a shared drive/central location for people to add dates.

Martin reported that he had several different alternative speakers for the Scheduled February 5, 2024 TDM back out and February 5 TDM would not be held.



29	September 21-22, 2023	Innovation Awards Judging		All day			Helms
30	October 1, 2023	2023 TPO Conference	Detroit Marriott - Troy, 200 W Big Beaver, Troy, MI	All day	All day	N/A	Karen
33	November 6, 2023	SPE Detroit Section Board Meeting	ACC Troy / virtual	5:30 PM	8:00 PM		Karen
32	November 8, 2023	IAG 2023	Burton Manor, Livonia				
31	November 16, 2023	Part 1: Detroit Section's First Craft Beer Tour	One Drop Brewery, 130 Oakdell St, Oxford, MI 48371	5:00 PM	8:00 PM	Bring a friend or colleague	Karen
34	December 6, 2023	X-Mas Dinner	Royal Park Hotel Rochester, MI	t.b.d.			
35	January 8, 2024	SPE Detroit Section Board Meeting	ACC Troy / virtual	5:30 PM	8:00 PM		Karen
36	February 5, 2024	Porous structure with Cellulose Fiber to Replace Thick Molded Plastic Parts	Michigan State Management Center, Troy				
37	March 11, 2024	SPE Detroit Section Board Meeting	ACC Troy / virtual	5:30 PM	8:00 PM		Karen
38	March 21, 2024	Part 2: Detroit Section's First Craft Beer Tour	TBD: Ann Arbor, Brighton / Metro South-West	5:00 PM	8:00 PM	Bring a friend or colleague	Karen
	April 14-17, 2024	2024 Plastics in Electric & Automotive Vehicles Conference	Detroit Marriott - Troy, 200 W Big Beaver, Troy, MI				
	May 6-10, 2024	NPE Orlando, FL	Orlando Convention Center				
	May 7, 2024	2024 Auto EPCON	Detroit Marriott - Troy, 200 W Big Beaver, Troy, MI				
	May 13, 2024	SPE Detroit Section Board Meeting	ACC Troy / virtual				

SPE Detroit Section Craft Beer Tour



- Trying this new set-up (3 events & locations)
- 1st event in Oxford, MI hosted Nov. 16th.
- Over 30 registrations resulted in 18 participants
- Decide if we want to try this concept for a 2nd event in the e.g. Brighton area
- One new Section Member acquired (Conventus)
- Formal report for newsletter with pictures pending (was due before Christmas).

SPE Detroit Section Craft Beer Tour 2024: Part 2 – Potential Locations

Brewery Becker, Brighton
<https://brewerybecker.com/>

The Session Room, Ann Arbor
<https://www.sessionrooma2.com/>

Arbor Brewing Company, Ypsilanti
<https://arborbrewing.com/>

DCGP24 – May 31st – June 2nd

Detroit Sports Event / Family & Friends

Detroit Tigers Season starts March 28th 2024
 Friday 4/5: Home opener Comerica Park vs. Oakland – Tickets starting \$60/each

Detroit Lions – NFL season almost at the end - Ticket pricing seems to be an ongoing issue

Detroit Red Wings Season ongoing until April 2024 – appears the most reasonable option

Potential options:

- Thursday 1/25 (Philadelphia Flyers) – Tickets approx. \$20/each
- Wednesday 1/31 (Ottawa Senators) – Tickets approx. \$20/each
- Thursday 2/22 (Colorado Avalanche) – Tickets approx. \$40/each
- Tuesday 2/27 (Washington Capitals) – Tickets approx. \$25/each

In touch with Club to check options for potential group deal or special accommodation



Indy 500 – Fast Friday / Event together with Central Indiana Section
 May 18th 2024

*Since Detroit City GrandPrix is very expensive, this could be a nice option for our petrol heads in the Section.

*Promotes cooperation and friendship between neighboring Sections

Membership/NextGen

Dr. Mahmoodul Haq/Laura Shereda

No report Dr. Haq currently in India on holiday. We think he has access to membership report, Laura and Rob do not have access but should.

Inter-society

Bob Petrach

Future Cities judging is Tuesday January 23. Rob, Mary, Tom Miller, and Armando have volunteered with Bob to judge SPE Detroit Innovative Use of Plastics Award.

Next ESD Affiliate Council Meeting will be January 17, 2024 Bob will forward information (link to Zoom) when available, could also attend in person. Bob will update when details available.

Nominations/Elections

CHAIR OPEN/Fang Wang/Bob Petrach

Action on officer elections to be determined as bylaws work on two year term progresses. Director election to be held in April.

Awards

CHAIR OPEN/Fang Wang/Bob Petrach

Bob is acting Awards chair. He did stress we need someone who wants to do the job for multiple years and enjoys it as Nippani Rao and Pete Grelle did. It does need continuity.

- Dave Okonski -HSM nomination no status update from SPE yet.
- Awards for 2022-2023 still to be distributed, working with Programs committee to find suitable dates. Need Laura bio information for Outstanding Member presentation.

AutoEPCON May 14, 2024

Dave Okonski Sandra McClelland

No report

Communications

Fang Wang

Fang Wang will be chair working with a Communications team of Fang, Eve, Keith and Valerie Clayton working together to develop a process flow chart and cover the necessary tasks.

Newsletter

Eve Vitale

Deadline for February Newsletter content to Eve is January 19.



Newsletter went out on December 12 and can be found at

https://spedetroit.org/wp-content/uploads/2023/12/SPEDetNews_Nov23_12_10-FINAL.pdf

Plan is to do quarterly newsletters.

COMMUNICATIONS TEAM

- Fang Wang
- Eve Vitale
- Keith Slopes
- Valerie Clayton

What are our goals for a newsletter?

- Membership info
- Historical record
- Engagement

Schedule

- February
- May
- September
- November/December



E-Blasts
Questions to be answered moving forward:
 • Who does Karen send to and how?
 • Would we rather use HQ?
 • How many would we like to send?

Develop guardrails for social media

- How many days do we need the material in advance?
- What collateral do we need e.g., a photo and 50 words or less?

Neil

Next Deadline – January 19, 2024

- Conferences
 - Auto EPCON
 - TPO
- Technical Meetings
- Scholarships
- Plastivan
- Essay Contest
- Student Chapters
- Nominations and Elections
- Governance
- Awards
 - Detroit awards
 - HSM/Fellows
- Member News
 - Member highlights
 - Job changes/promotions, etc.



- Community Events/Outreach
 - Future Cities
 - Material Auction
 - Toy Drive
 - Golf Outing
- Societies
 - ESD
 - Other SPE Chapters
 - HQ
- Sponsors
 - Technical articles
 - Sponsor articles
 - Golf Outing

stressed that we need calendar on the website. Eve said that they had started a process flow for that.

Neil also suggested that a profile of Bernd Henkelmann be done in the next newsletter. Eve stressed that the type of profile Lyle Beadle did was a more personal look at the person than a resume or Linked In profile.

External Audit –

Neil Fuenmayor

Neil reported that Montgomery & Company, PLLC completed Financial Audit.

SPE Detroit Section Independent Financial Audit[2022 –2023 Fiscal Year]Summary for Board

2022-23 Fiscal Year External Audit Summary (01-08-24)



Key Findings and Recommendations (Internal Controls and Deficiencies)²:

- We noted that there is no formal documentation to support the transfer of money between accounts. No independent reconciliation.
- We also noted that no formal presentation to the board of directors is made regarding brokerage account investment strategy and transfers.
- We also noted that there is no formal approval process for payment of bills. The Section Operating Guidelines require invoices to be approved before payment is made.
- During our testing we noted that invoices did not have an approval signature on them. The invoices had the paid date and the check number listed on the invoice. These deficiencies could have the effect of errors recording financial transactions.

² "2023 - Letter Deficiency in Internal Control & Significant Deficiency" (Issued 11-21-23)

Audit of Financial Statements June 30, 2023 (Final Document sent 11-24-23): *On file.*

Rob thanked Neil and Tom for their efforts on the audit. Going forward we'll have to determine frequency of external audits and make sure we have internal audit at least at every change of president and address areas for improvement.

Sassan suggested a summary of the audit for the Newsletter. Bob would do. (item from minutes)

Old/New Business

Rob Philp

Rob reminded us that the next meeting was March 11, 2024 at ACC (and Zoom)

Sassan moved to adjourn, Laura seconded. Meeting closed at 7:20.

Next BOD Meeting: March 11, 2024 ACC Office

Minutes respectfully submitted by Bob Petrach, Secretary SPE Detroit.

Agenda for this meeting follows.



SPE Detroit Section – BOD Meeting Proposed Agenda for January 8, 2023

ACC/SPE Office – Troy, MI & Virtual

Next BOD Meeting: March 11, 2023 ACC Office

Topic: SPE Detroit Section Board Meeting

Time: Jan 8, 2024 05:30 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://zoom.us/j/97803536769?pwd=Y2dMTUFXaEFsZFNxZlZlYSVdCbXFRdz09>

Meeting ID: 978 0353 6769

Passcode: 879543

One tap mobile

1 646 558 8656,,97803536769#,,,,*879543# US (New York)

5:00 PM	Dinner	
5:30 PM Meeting Start	President	Rob Philp
	Meeting Call to Order	Rob Philp
	Roll Call, Welcome, and Introductions	Rob Philp
5:45 PM	Approval of Minutes (September 11, 2023)	Bob Petrach
6:00 PM	President's Message	Rob Philp
6:10 PM	Treasurer's Report	Dave Okonski
	Budget Proposal for 2023-24 – New	
	Financial Audit	
6:20 PM	Education/ Scholarship Committee	Sandra McClelland / Tom Miller
6:35 PM	SPE Foundation / PlastiVan / PlastiVideo	Eve Vitale
6:50 PM	President-Elect	Fang Wang
7:10 PM	Second Vice-President	Dr. Mary Gilliam
7:20 PM	Newsletter	Eve Vitale
7:25 PM	Old/New Business	All
7:30 PM	Meeting Adjourned	Rob Philp