

**Ohio TAPPI
Minutes of the OH TAPPI Executive Committee Meeting
January 23, 2003
Bystrom-Reid Room
Shriver Center
Oxford, OH**

Executive Committee Members Present

Eric Eisert Nancy McDonnell John Kuhn
Bill Levenderis

Guests and Student Chapter Members Present

Kathy Austin Philip Machonis

Call to Order

Eric Eisert called the meeting to order at 3:30 PM.

Antitrust Policy Review

Eric Eisert reviewed the TAPPI antitrust policy and reminded everyone that the meeting would be held in accordance with the policy.

Approval of Agenda

The agenda, Attachment 1, for the meeting was approved without revision.

Approval of Previous Minutes

Minutes of the November 11, 2003 Executive Committee meeting were approved as written.

Treasurer's Report

Bill Levenderis presented the section budget and Treasurer's Report, Attachment 2. Bill pointed out that the section has made money and the taxes are completed for the previous fiscal year. Bill stated that if a new computer and digital camera are purchased and money is given to the scholarship fund, there would be a deficit. Bill notified the Committee that Esther's January payment was late, but has been received with a late fee.

Bill requested that the Excel budget sheet be discontinued in favor of QuickBooks. The Committee agreed to compromise and allow Bill to stop using Excel after the end of the year as long as a similar report can be made with QuickBooks.

Bill presented information on the possibility of starting to accept credit card payments. The Committee decided it would not benefit from starting this, but it may be considered later if membership and participation increases.

Student Chapter Report

Kathy Austin reported that a group of students will be going to Atlanta, GA, to participate in the Mini-Student Summit being hosted by IPST in February. There have been many students interested and a good turnout from Miami is expected.

Kathy also informed the Committee that the Student TAPPI Golf Outing will be hosted on April 2nd.

PR Report - Web Page, Listserv, Newsletter

Bill presented a web page package that would be cheaper than the current system. Nancy and Eric expressed concerns about pop-up ads and banners. Eric was concerned with compatibility with TAPPI's system. Eric suggested asking TAPPI staff to supply web space and suggested Community Zero for a web server.

Members agreed that the newsletter should be sent out more frequently on the listserv. Bill motioned that the Chair and/or First Vice Chair be given access to the listserv and webmaster. John Kuhn seconded the motion and it passed with no objections.

Nancy McDonnell announced that only a few printed newsletters are still needed. Bill informed the group that the January newsletter cost \$48 to print. Nancy and Bill will decide how to handle the printed newsletters by next week.

Membership/Participant Report

Nancy passed out a chart of meeting attendance, Attachment 3, for this year. There have been 65 contributors this year and 23 contributors since the last meeting.

Bill announced that he received comments from his mill employees that they did not like the idea of a non-technical session. However, other people were attracted who would not have attended a technical session.

Upcoming Technical Meetings

Nancy has not worked on getting the secondary fiber speaker for the March meeting. Eric suggested that if the secondary fiber speaker declines, he has a back up speaker. It was decided to use Eric's speaker rather than the secondary fiber speaker. The topic will be "Effective Mechanical Seal Monitoring". Rather than squeeze a meeting between the late February meeting and early April meeting, the Committee decided to move the March meeting to May 7th. Rather than hosting the meeting at the Hamiltonian, Nancy and Eric will look into locations around Dayton or West Carrollton to try to attract more mill personnel. Nancy agreed to have someone

from the Dayton Area Convention Center or Chamber of Commerce call Eric to discuss locations.

Other Business

Eric reviewed the recent activities Local Section Mentoring Team (LSMT). The LSMT is presently surveying all of the local sections in an effort to determine how many sections are planning to align with a specific TAPPI Division. The Committee decided that it was in Ohio TAPPI's best interest to remain independent. The survey, Attachment 4, will also aid the LSMT in determining the type of support the team needs to provide to the local sections. Eric will complete the survey and return it to the LSMT.

Bill suggested hosting a summer golf outing followed by a cook your own steak at a winery for the social outing. The event would be held on a weekend. Bill will follow up on this.

Adjournment

Eric motioned to adjourn at 4:50 PM. The motion was seconded and carried with no opposition.

Submitted by
Kathy Austin
Student Chapter President

Attachment 1

**Ohio TAPPI
Executive Committee Meeting
Agenda**

Thursday, January 23, 2003

3:30 PM – 4:45 PM

Bystrom-Reid Room
Shriver Center
Oxford, OH

1. Call to Order
2. Anti-Trust Policy Review
TAPPI's aim is to promote research and education, and to arrange for the collection, dissemination, and interchange of technical concepts and information in fields of interest to it's members. TAPPI is not intended to, and may not play any role in the competitive decisions of it's members or their employers, or in any way restrict competition among companies.
3. Approval of Agenda
4. Approval of Previous Minutes
5. Treasurer's Report
6. Student Chapter Report
7. PR Report
 - Web Page/List Serve Report
 - Radio, Newspaper, TAPPI Advertising
8. Membership/Participant Report
9. Upcoming Technical Meetings
10. Other Business
 - LS Mentoring Team Update
 - Fund Raisers
 - Next Executive Committee Meeting
11. Adjourn

Attachment 2

Ohio TAPPI Treasurer's Report
January 23, 2003

Profit & Loss

Ordinary Income/Expense

Income

Interest Income (Interest Income) 3.35

Membership Contributions (Participation Fees) 610.00

Program Fees (Program Fees)

January mtg. fees (January meeting income) 90.00

March mtg. fees (March meeting income) 40.00

November mtg. fees (November meeting income) 1,435.00

October mtg. fees (October meeting income) 435.00

September mtg. fees (September meeting income) 945.00

Total Program Fees (Program Fees) 2,945.00

Sponsorships (General)

February mtg. sponsorship (Sponsorship income) 100.00

January mtg. sponsorship (Sponsorship income) 200.00

March tabletop sponsorship (Tabletop booth space) 150.00

November mtg. sponsorship (Sponsorship income) 200.00

October mtg. sponsorship (Sponsorship income) 500.00

September mtg. sponsorship (Sponsorship income) 200.00

Sponsorships (General) – Other 250.00

Total Sponsorships (General) 1,600.00

Total Income 5,158.35

Expense

Bank Service Charges (Bank Service Charges) 33.75

Contributions - MU (Contributions to MU) 150.00

Internet/Web charges (Web page and domain use fees) 124.75

Postage and Delivery (Postage and Delivery)

January (Jan. newsletter) 48.47

November (Nov. newsletter) 98.53

October (Oct. newsletter) 108.64

September (Sep. newsletter) 109.08

Total Postage and Delivery (Postage and Delivery) 364.72

Printer (Addressing and Mailing)	
November (Nov. newsletter mailing)	156.00
October (Oct. newsletter mailing)	140.00
September (Sep. newsletter mailing)	124.00
Total Printer (Addressing and Mailing)	420.00
Printing and Reproduction (Printing and Reproduction)	
November (Nov. newsletter printing)	204.00
October (Oct. newsletter printing)	204.00
September (Sep. newsletter printing)	204.00
Total Printing and Reproduction (Printing and Reproduction)	612.00
Program Expense (Program Expense)	
November mtg. expenses (Nov. meeting expenditures)	1,053.15
October mtg. expenses (Oct. meeting expenditures)	273.47
September mtg. expenses (Sep. meeting expenditures)	710.43
Total Program Expense (Program Expense)	2,037.05
Reimbursed Expenses (Travel and expenses)	495.50
Supplies (Supplies)	
Software/Technology (Computer/digital media)	284.95
Total Supplies (Supplies)	284.95
Total Expense	4,522.72
Net Ordinary Income	635.63
Other Income/Expense	
Other Income	
Esther Owens (Restitution)	1,283.75
Other Income (Other Income)	158.98
Total Other Income	1,442.73
Net Other Income	1,442.73
Net Income	2,078.36

Balance Sheet

ASSETS

Current Assets

Checking/Savings

MUCCU draft checking	3,382.39
MUCCU share savings	10.05

Total Checking/Savings 3,392.44

Accounts Receivable

Accounts Receivable	35.00
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Total Accounts Receivable 35.00

Total Current Assets 3,427.44

TOTAL ASSETS 3,427.44

LIABILITIES & EQUITY

Equity

Opening Balance Equity	122.98
Retained Earnings (Retained Earnings)	1,226.10
Net Income	2,078.36

Total Equity 3,427.44

TOTAL LIABILITIES & EQUITY 3,427.44

Budget 9/1/2002 thru 8/31/2003
 Updated 1/22/2003

Meeting/Item	Setup Expenses	Mailing/Printer	MU/PPS/PS&EF	Income	Sponsorship	Paid	Attend	No	Totals
September evening	(\$710.43)	(\$437.08)	(\$50.00)	\$ 945.00	\$ 200.00	25	27	5	(\$52.51)
October (MU) daytime	(\$273.47)	(\$452.64)	(\$50.00)	\$ 435.00	\$ 500.00	13	14	1	\$158.89
November evening	(\$1,053.15)	(\$458.53)	(\$50.00)	\$ 1,435.00	\$ 200.00	35	40	5	\$73.32
January (MU) evening	(\$748.00)	(\$48.47)	(\$50.00)	\$ 1,005.00	\$ 200.00	40	28	0	\$358.53
February (DAY) daytime	(\$265.00)	\$0.00	(\$50.00)	\$ 2,000.00	\$ 100.00	50			\$1,785.00
March	(\$728.38)	(\$200.00)	(\$50.00)	\$ 650.00	\$ 350.00	30			\$21.62
Participation Fees/Contributions				\$ 750.00	\$ 250.00	50			\$1,000.00
Travel & reimbursed Expenses	(\$495.50)								(\$495.50)
Scholarship funding			(\$5,000.00)						(\$5,000.00)
Treasurer/Treasury+	(\$189.85)			\$ 5,000.00					\$4,810.15
Fundraisers	(\$100.00)			\$ 500.00					\$400.00
Postal/USPS				\$ 158.98	\$0.00				\$158.98
Web/internet \$\$	(\$349.40)								(\$349.40)
Computer and digital supplies*	(\$2,255.00)								(\$2,255.00)
Investment returns				\$ 7.00					\$7.00
Column Totals	(\$7,168.18) 51%	(\$1,596.72) 11%	(\$5,300.00) 38%	\$12,885.98 89%	\$1,600.00	243	109	11	\$621.08

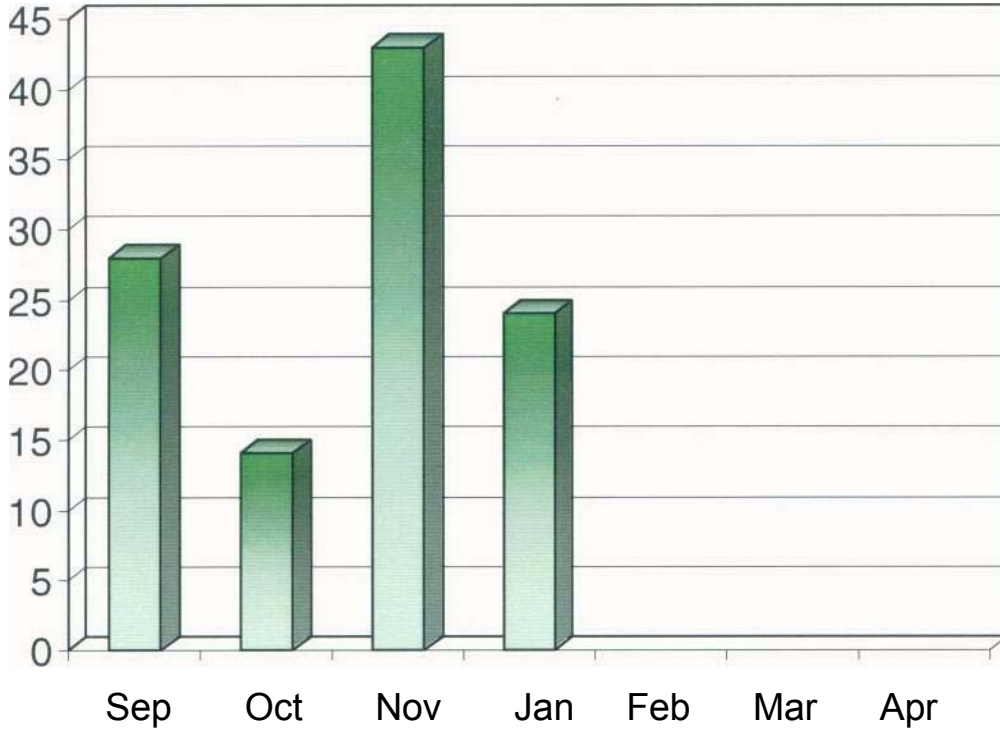
Overall expenses	(\$14,064.90)	
Meeting expenses only	(\$5,675.15)	40%
Overall Revenue	\$14,485.98	
Meeting revenue only	\$ 8,020.00	55%
Dues revenue only	\$ 750.00	5%
Restitution revenue - separate	\$ 5,200.00	

Member Contribution	\$ 15.00	
Meeting fee eve	\$ 35.00	dinner/evening meetings
Meeting fee day	\$ 40.00	seminars/day meetings
Paid Participants	75	
9/1/2002 Balance	\$ 1,476.36	
8/31/2003 Balance	\$5,821.08	

+ Treasury items are software and related expenses
 * laptop battery, laptop replacement and digital camera

Attachment 3

Ohio TAPPI
Meeting Attendance
and Participants
2001-2002



Date	Topic	Attendance
September	Lean Manufacturing	28
October	Boiler and Steam Systems	14
November	Mill Mgrs Night: State of Paper	43
January	Past Chairman's Night: History of Papermaking	24
February	EH&S "Boot Camp"	
March	Supplier's Night-	
April	University Night - Joint Meeting with Foundation	

Individual Contributors

<u>As of:</u>	<u>2002-2003</u>	<u>Suppliers</u>	<u>Papermakers</u>	<u>University</u>	<u>Retired</u>
23 Jan 2003	65 (+23)	25	36	3	1

Members 2001-2002
276

Attachment 4

Local Section Affiliation Questionnaire

TO: *Local Section Chairman*
FR: TAPPI Local Section Mentoring Team (LSMT)
RE: *Future Affiliation Plans*

Dear Chairman,

The LSMT has been tasked with assisting the TAPPI Operating Committee in their communication efforts with TAPPI's Local Sections. The Operating Committee is requesting that all Local Sections make a decision early this year to either affiliate with a TAPPI Division or remain independent. The rationale behind this requested choice is that Local Sections might achieve a higher degree of financial sustainability if they formed a partnership with one or more TAPPI member-groups such as a Division in order to take advantage of shared resources to generate greater revenues.

This decision on affiliation is not connected with your Local Section's decision to consolidate its finances with TAPPI. Rather, this question is interested in whether or not your local section is considering becoming an integral part of another TAPPI member group (Division) instead of remaining an independent local section.

We would appreciate your filling out this questionnaire and returning it by January 31, 2003.

1. Does your Local Section plan to form a partnership with another TAPPI member-group or do you plan on remaining independent? *(If you plan on remaining independent, skip to question #5).*
2. If you plan to form a partnership with another TAPPI member group, please list which one(s).
3. Has your partnership already taken place? If not, when might this occur or can we help make this happen?
4. To help other Local Sections in their decision making process, please briefly share what benefits do you believe your partnership will provide to your Local Section?
5. Are there any other issues or problems you would like the LSMT or Operating Committee to address to help your group remain a viable Local Section?

Please return your answers via e-mail to gring@coredcs.com by Friday, January 31, 2003.

We thank you for your help and look forward to the opportunity to return the favor.

Gerry Ring
Chairman
Local Section Mentoring Team