

Ohio TAPPI
Minutes of the OH TAPPI Executive Committee Meeting
November 11, 2002
Hamiltonian Hotel
Hamilton, Ohio

Executive Committee Members Present

Eric Eisert	Nancy McDonnell	Charlie McCurry
Steve Axtell	Bill Levenderis	John Kuhn

Guests and Student Chapter Members Present

Kathy Austin	Alyson Pavlock	Jenn Walton
--------------	----------------	-------------

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 for this meeting was approved without revision. The approved agenda is shown as Attachment 1.

Approval of Minutes

Steve Axtel reported that the minutes from the previous two Executive Committee meetings, were not yet available.

Treasurer's Report

Bill Levenderis presented the section budget (Attachment 2) and moved that it be accepted. Nancy McDonnell seconded the motion which passed with no objections. Bill reported that despite the higher than expected newsletter cost, the section was improving financially. This was primarily due to contributions and that Esther was providing her settlement payments on schedule. The complete Treasurer's report is shown as Attachment 3. Bill also reported that he is completing the preparation our taxes for the previous fiscal year.

Student Chapter Report

Kathy Austin reported that the Student Chapter's efforts at our member outreach initiative was a bust. The Student Chapter was unable to contact the majority of the targeted individuals due to the outdated contact information. Economic upheaval within the industry may be a significant factor.

Kathy also reported that applications for the various TAPPI Divisional scholarships are due at the beginning of the year. Eric Eisert offered the aid and support of the Executive Committee in helping individuals complete the applications and following up with the Divisions.

Web Page/Listserve Report

There was no Website/Listserve report.

Public Relations

There was no public relations report. Bill Levenderis asked that the minutes reflect that the Executive Committee is in need of an update concerning the use of radio and newsprint advertising.

Membership/Participant Report

Nancy McDonnell reported that a mass mailing, Attachment 4, outlining the new TAPPI membership format and asking for individual support of the local section, had been sent out both via the Listserve and the USPS. Attachment 5 shows our meeting attendance and participants to date for 2001-2002.

Upcoming Technical Meetings

Roger Bartz, via e-mail, reported on the upcoming meetings. Everything was set with the Hamiltonian for the November 11, 2002 meeting/presentation by MeadWestvaco Chairman Jerry Tatar. Eric Eisert would be handling the onsite activities in Roger's absence.

The January meeting on History of Papermaking to be held at Miami U, Bystrom-Reid room, Cindy Bowden, Director of the Papermakers museum in Atlanta will be presenting. The items for the January Newsletter will be sent to Dave Cunningham in the next few weeks. Charlie McCurry agreed to act as Registration Chair for the January meeting.

The February "Environmental Bootcamp" with the Dayton Area Chamber of Commerce is in good shape. The agenda for the meeting is shown as Attachment 4. Nancy McDonnell will act as registration chair for the February meeting.

Roger solicited help for the March meeting on printing and substrate defects. Nancy McDonnell agreed to speak with Jim Farrand. Jim may be willing to speak on de-inking, contaminant removal or bleaching.

Newsletter Options

Eric Eisert led a discussion on a proposal that Roger Bartz had put forward. Roger proposed that we utilize Kinko's for the preparation of our newsletter, rather than Lee Printing. Doing so we can save as much as half on a rush job and perhaps a third on a regular schedule. By using Kinko's our production cost would be under 100 dollars, folded and ready for postage, and or lead time would be reduced to two days. Roger indicated that our savings could be even greater, depending upon corporate sponsorships. Bill Levenderis indicated that he would investigate having IPCo provide the paper and the printing. Andritz Inc. has already provided sponsorship for the remainder of the year in the amount of \$150.00. Bill Levenderis moved that we that adopt the proposal to use Kinko's for our newsletter production. Nancy McDonnell seconded and the motion carried.

Roger also provided a follow-up to the discussion from the previous meeting, concerning the use of two-sided postcards for meeting announcements. The cost would be about \$162 plus postage. Based upon this estimate, Roger did not recommend this course of action unless we get a vendor to sponsor

Other Business

Next Executive Committee Meeting

It was agreed that the next Committee meeting would be held on January 23, 2003 at 3:30 p.m. at the Shriver Center in Oxford, Ohio.

Adjournment

Eric Eisert motioned to adjourn at 4:45 PM. The motion was seconded and carried without opposition.

Respectfully Submitted,
Eric Eisert
Chairman
Steve Axtel
Secretary

Deleted: ¶

Attachments

Attachment 1

Ohio TAPPI
Executive Committee Meeting

Monday, November 11, 2002
3:30 PM – 4:30 PM
Hamiltonian Hotel
Hamilton, OH

Agenda

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 its members. TAPPI is not intended to, and may not play any role in the competitive decisions of its 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
 - Web Page/List Serve Report
 - Radio, Newspaper, TAPPI Advertising
8. Membership/Participant Report
9. Upcoming Technical Meetings
10. Newsletter Options
11. Other Business
 - Fund Raisers
 - Next Executive Committee Meeting
12. Adjourn

Attachment 2

Prelim Budget 9/1/2002 thru 8/31/2003
Updated 12/21/2002

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	(\$1,028.15)	(\$458.53)	(\$50.00)	\$ 1,475.00	\$ 200.00	36	40	5	\$138.32
January (MU) evening	(\$600.00)	(\$200.00)	(\$50.00)	\$ 875.00	\$ 200.00	25			\$225.00
February (DAY) daytime	(\$265.00)	\$0.00	(\$50.00)	\$ 1,000.00	\$ -	25			\$685.00
March	(\$728.38)	(\$200.00)	(\$50.00)	\$ 650.00	\$ 350.00	30			\$21.62
Participation Fees/Contributions				\$ 750.00	\$ 150.00	50			\$900.00
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				\$ 2.00					\$2.00
Column Totals	(\$6,995.18)	(\$1,748.25)	(\$5,300.00)	\$11,790.98	\$1,400.00	204	81	11	(\$652.45)
	50%	12%	38%	89%					

Overall expenses	(\$14,043.43)	
Meeting expenses only	(\$5,653.68)	40%
Overall Revenue	\$13,190.98	
Meeting revenue only	\$ 6,830.00	52%
Dues revenue only	\$ 750.00	6%
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	\$4,547.55	

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

Attachment 3

Ohio TAPPI
Balance Sheet
Accrual Basis as of November 11, 2002

ASSETS

Current Assets

Checking/Savings	
MUCCU draft checking	1,273.13
MUCCU share savings	10.03
Total Checking/Savings	1,283.16

Accounts Receivable	
Accounts Receivable	75.00
Total Accounts Receivable	75.00

Total Current Assets	1,358.16
----------------------	----------

TOTAL ASSETS	1,358.16
--------------	----------

LIABILITIES & EQUITY

Equity

Opening Bal Equity	122.98
Retained Earnings (Retained Earnings)	1,226.10
Net Income	9.08
Total Equity	1,358.16

TOTAL LIABILITIES & EQUITY	1,358.16
----------------------------	----------

Profit & Loss

Accrual Basis September 1 through November 11, 2002

Ordinary Income/Expense

Income

Interest Income (Interest Income)	1.53
Membership Contributions (Participation Fees)	115.00
Program Fees (Program Fees)	
October mtg. fees (October meeting income)	435.00
September mtg. fees (September meeting income)	945.00
Total Program Fees (Program Fees)	1,380.00

Sponsorships (General)

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	150.00
Total Sponsorships (General)	1,200.00

Total Income	2,696.53
--------------	----------

Expense	
Contributions - MU (Contributions)	100.00
Internet/Web charges (Web page and domain use fees)	74.85
Postage and Delivery (Postage and Delivery)	
November (November postage and delivery)	98.53
October (Oct. newsletter postage)	108.64
September (Sep. newsletter postage)	109.08
Total Postage and Delivery (Postage and Delivery)	316.25
Printer (Addressing and Mailing)	
November (Addressing and 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 (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)	
October mtg. expenses (Meeting expenditures)	273.47
September mtg. expenses (Meeting expenditures)	710.43
Total Program Expense (Program Expense)	983.90
Reimbursed Expenses (Reimbursed Expenses)	495.50
Supplies (Supplies)	
Software/Technology (Computer/digital media)	284.95
Total Supplies (Supplies)	284.95
Total Expense	3,287.45
Net Ordinary Income	-590.92
Other Income/Expense	
Other Income	
Esther Owens (Restitution)	600.00
Total Other Income	600.00
Net Other Income	600.00
Net Income	9.08

Attachment 4



c/o Appleton Papers Inc.
1030 West Alex-Bell Rd.
West Carrollton, Ohio 45449
25 November 2002

Dear <Ohio TAPPI Member's Name>,

The Ohio Local Section of TAPPI was established in October 1935, 67 years and we have reached a critical point in our history. If you've attended a technical session in the last couple of years, you've noticed attendance has been declining. If you read the newsletters, you've noticed that the registration fee and annual dues have risen little - if at all. Yet the costs associated with operating the Local Section have increased. We are relying more and more on donations from member companies - primarily industry suppliers and consultants to make ends meet. Like our member businesses, Ohio TAPPI is doing more with less. Beginning this year, we are facing a new financial challenge. Local Section members are no longer charged dues. While this is good news for the member, it is a challenge for the Local Sections, for dues made up 75% of the Ohio Section's annual net income.

While the Executive Committee members are unpaid volunteers, and we charge a registration fee for technical meetings and the social outing, we have additional operating expenses that until now were pretty much covered by dues. These include:

- Financial losses on meetings - this happens with increasing frequency
- Printing and mailing to those who do not use e-mail (we have an e-mail ListServe and a bulk mail permit to keep cost down)
- Misc. postage
- The web site monthly fee
- Blank checks
- Film and processing of publicity photos taken at our meetings.
- Badge stock and plastic holders for name tags
- Printer cartridges
- Periodic replacement of the camera for taking publicity photos, and the computer and printer used for on-site registration.
- Increased funding for the two Ohio TAPPI scholarships at Miami U. This is, unfortunately, our lowest priority. Gifts are made to increase the principle in our endowment as funds are available. We have not been able to afford it the last couple of years.

We are asking you today for four things. First, please contribute \$15, the equivalent of your former Ohio Local Section dues, to keep Ohio TAPPI viable. Since it costs us about \$15 per person per year for printing and mailing, if you wish to continue to receive the mailing via US Mail, we must have this contribution from you. An e-mail

address for you and permission to add it to our ListServe would save Ohio TAPPI \$15 per year and effectively double your contribution. Ohio TAPPI is a non-profit organization (as are TAPPI and other local sections) and your contribution is tax deductible. We will send you a letter or e-mail confirming the amount of your contribution. Send your contribution, payable to Ohio TAPPI, to our treasurer:

Ohio TAPPI
c/o Bill Levenderis
International Paper Co.
400 Dayton St.
Hamilton, OH 45011

Second, attend at least one Local Section meeting or event this year. We're planning shorter, evening meetings this year with face-to-face social, networking time built in. Get out and meet folks from area papermills and suppliers. You'll be surprised how valuable this sort of network can become. Tell us what you like or don't like about the experience. Is there a topic you'd like us to cover or you'd like to speak on?

Third, ask your company to make a donation. We e-mail periodic announcements about sponsorship opportunities for upcoming meetings. We will acknowledge your sponsorship in the newsletter and at the meeting. Do you have an assembly room we could use to hold a meeting? Can you donate services, or supplies? Contact 1st Vice Chairman, Roger Bartz of RMT (roger.bartz@rmtinc.com or (614) 793-0026 ext 6205) for more information.

Fourth, get involved. The executive committee needs volunteers. Many of us hold multiple offices and serve on multiple committees in order to get everything done. Contact our Chairman, Eric Eisert (e2@igloo.com or (513) 742-1893) or Membership Chairman, Nancy McDonnell (nmcdonnell@appletonpapers.com or (937) 847-7310) or for more information.

One last note, the Miami University Paper Science and Engineering Foundation is very willing to accept donations to the Ohio TAPPI scholarships directly from companies or individuals - like Ohio TAPPI members. These too are tax deductible as charitable contributions and many companies will match their employees' donations. If your company will match your contribution, include a matching contribution form with your donation and simply designate to which scholarship you are contributing: "The Ohio TAPPI Endowed Scholarship" or "The Ohio TAPPI Leadership Endowed Scholarship." The foundation will send an acknowledgement/thank you letter that can be used as documentation for income tax purposes. Send your contribution to:

Miami University Paper Science & Engineering Foundation
223 Gaskill Hall
Miami University
Oxford, OH 45056-3629

Thank you for your past and future support of Ohio TAPPI.

Sincerely,
Your Ohio TAPPI Executive Committee

Attachment 5
Ohio TAPPI
Meeting Attendance and Participants
2001-2002



<u>Date</u>	<u>Topic</u>	<u>Attendance</u>
September	Lean Manufacturing	28
October	Boiler and Steam Systems	14
November	Mill Mgrs Night: State of Paper	43
January	Past Chairman's Night: TBA	
February	EH&S "Boot Camp"	
March	Supplier's Night – HR/Health Care	
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>
11 Nov 2002	42	13	26	2	0
Members	<u>2001-2002</u>				
	276				

2003 ENVIRONMENTAL BOOTCAMP

THURSDAY, FEBRUARY 20, 2003

8 A.M. TO 3:30 P.M.

MIAMI VALLEY RESEARCH PARK

The 2nd annual Environmental Bootcamp will provide attendees with an overview of pending environmental statutes and regulations, including compliance tips. Based on input from last year, the 2003 conference will include morning sessions that cover basic information, with more advanced sessions offered in the afternoon to build on these topics. Those who attend will receive resources to guide their company through the government's maze of bureaucratic red tape including ideas for improving overall operations and tips on compliance from statewide experts.

AGENDA:

8 a.m. to 8:30 a.m. -- Registration and Continental Breakfast

Sponsored by Haley & Aldrich

8:30 a.m. to 8:45 a.m. -- Opening Remarks, Goals & Objectives

by Nancy McDonnell, Appleton Papers

8:45 a.m. to 9:15 a.m. -- Opening Speaker

by NEED SPEAKER

9:15 a.m. to 9:45 a.m. -- The Basics of the Clean Air Act

Speaker: Craig Schmeisser, PE, RMT, Inc.

9:45 a.m. to 10:15 a.m. -- The Basics of the Clean Water Act

Speaker: Michael Kerr, BHE Environmental, Inc.

10:15 a.m. to 10:30 a.m. -- Morning Break

Sponsored by LJB, Inc.

10:30 a.m. to 11 a.m. -- Environmental Safety & Security:

What You Should Know

Speaker: Dave Miller, CSP, RMT, Inc.

11 a.m. to 11:30 a.m. -- TRI Reporting & Form R

Speaker: Steve Axtell, Thompson Hine LLP (INVITED)

11:30 a.m. to 1 p.m. -- Luncheon Address: Permitting

Efficiency in Ohio

Speaker : Former State Rep. Joe Secrest, Ashland Oil (INVITED)

Sponsored by Bowser-Morner

1 p.m. to 1:30 p.m. -- An Advanced Overview of the Clean

Air Act: MACT, NSR and PSD Requirements

Speaker: Craig Schmeisser, PE, RMT, Inc.

1:30 p.m. to 2 p.m. -- An Advanced Look at the Clean Water Act

Speaker: Wray Blattner, Thompson Hine LLP

2 p.m. to 2:15 p.m. -- Afternoon Break

Sponsored by Norton Engineering

2:15 p.m. to 2:45 p.m. -- Running a One-Person Environmental Compliance Department for your Company

Speaker: Michael Kerr, BHE Environmental, Inc.

2:45 p.m. to 3:15 p.m. -- Pollution Prevention

Speaker: Christopher Walker, Attorney-at-Law

3:15 p.m. to 3:30 p.m. -- Wrap-up & Concluding Remarks

Speakers: Roger Bartz, RMT, Inc. and

Michael Kerr, BHE Environmental, Inc.

Materials sponsored by RMT, Inc. & BHE Environmental, Inc.

Deadline to register is Mon., Feb. 17 by 4 p.m. Refunds will only be given for cancellations received in writing 48 hours prior to the event. If you require special accommodations to participate, please call the Chamber at (937) 226-8277. Thank you.

Card Number
Expiration Date
Signature

PAYMENT:

Cost: \$35 for Chamber members

\$45 for nonmembers

Check enclosed

(Payable to Dayton Area Chamber of Commerce)

VISA MasterCard AmEx

Total Enclosed: \$ _____

BOOTCAMP REGISTRATION:

Please complete this registration sheet and fax to 937-226-8254.

Name
Company
Address
City
State ZIP
Phone Fax