

MINUTES OF THE BOARD OF DIRECTOR MEETING

April 21, 2003, 17:00 to 22:30

Room: Prytanian, Hyatt Regency Hotel, New Orleans, Louisiana

AFS BOARD MEMBERS PRESENT:

Chairman

Ed Gregor, E.C. Gregor & Associates LLC
1st Vice Chair Executive Committee

Scott Yaeger, PTI Advanced Filtration Inc.
2nd Vice Chair Executive Committee
Program Committee

Ed Homonoff , Edward C. Homonoff & Associates, Inc.
Executive Committee
By Law Committee
Long Range Planning Committee

Past Chair

Wu Chen, Dow Chemical
Executive Committee
Education Committee
Tellers Committee

Treasurer

Faith Levine, Freudenberg Nonwoven
Executive Committee
Financial Committee

Board Members and Committee Chairs

Neville Bugli, Visteon Corporation Board Member (2003-2005)

George Chase, University of Akron FPSJ Editor

Shiao-Hung Chiang, University of Pittsburgh Publication Committee

Ray Collins, Dow Chemical Company Board Member (2002-2004)
Publication Committee

Vince Hamilton, Westech Engineering Board Member (2003-2005)

Tad Jaroszczyk, Fleetguard, Inc. Board Member(2002-2004)

Tim Johnson, TSI, Inc. Board Member (2002-2004)

Karlesten Keller, DuPont Board Member(2003-2005)

Gerald Lynch, Sigma Design Co. LLC Chapter Affairs Committee

Norman Lifshutz, Hollingsworth & Vose Awards Committee

Ernest Mayer, DuPont	Board Member(2002-2004) Users Committee
Tom Ramsey, Porex Corporation	Corporate Sponsors Committee
Steve Rose, Oberlin Filter Co.,	Board member (2003-2005)
Kenneth Rubow, Mott Corporation	Board Member (2002-2004)
Heidi Schreuder-Gibson, US Army Natick Soldier Center	Board Member (2003-2005)

BOARD MEMBER ABSENT:

Rob Perkins, Facet USA	Board Member (2003-2005)
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GUESTS

Wallace Leung, AdvanTech	WFC9 Chairman
Barry Cerdegan, Nelson Industries Inc.	
Suzanne Sower, Horizon Visuals	AFS Administrative Manager Candidate
Ken Sower, Horizon Visuals	

STAFF:

Wenping Li, University of Houston	AFS Administrative Manager
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SUMMARY

A report on WFC9 was presented by WFC9 Chairman, Dr. Wallace Leung. The conference was very well attended, and is a great success. Ms. Faith Levine reported that the net benefit from the WFC9 would be over \$100,000. Due to the financial success of the WFC9, goals for AFS financials had been proposed. Program, Long Range Planning, Education, Marketing, Publications, By-Laws, Corporate Sponsors, Consultants, Tellers, Awards, Users and Chapter Affairs, each committee made their committee report to the board. The AFS 2004 Award Recipients and the AFS 2004 Election results were announced. Board received a presentation from Mrs. Suzanne Sower, candidate of AFS Administrative Manager, and passed the motion to hire Mrs. Suzanne Sower as the Administrative Manager.

REVIEW AND APPROVAL OF NOVEMBER 2003 BOARD MINUTES

The minutes from its November 19, 2003 board meeting in Chicago was reviewed by board members. A vote was taken and the minutes were unanimously approved.

WFC9 REPORT

WFC9 Chairman, Dr. Wallace Leung presented a report on the WFC9. This event included four pre-conference short courses, four days of technical conference, two and a half day exposition con-current with the technical conference, and two days of post conference membrane workshop from April 18 to April 25, 2004. Each program had been specially marketed. All programs were well attended, with 61 short course attendees, over 600 technical and expo attendees, 50 exhibiting companies, 37 for the April 24 and 32 for the April 25 Membrane Workshop. The technical conference itself included 66 sessions, over 300 papers and 409 attendees, with half of them from overseas. Dr. Leung concluded that the conference was successful, and the success was due to efforts and hard work from many individuals, groups and on site team. Mr. Ed Gregor commented that the WFC9 was a great success due to joint efforts and team work,

and he thanked Dr. Wallace Leung and his WFC9 team for their efforts and contributions in the past four years, especially during the past eight months. Mr. Gregor also expressed gratitude to all AFS officers and board members.

COMMITTEE REPORTS

FINANCIAL COMMITTEE

Ms. Faith Levine provided a WFC9 and AFS financial report. Ms. Levine reported that the conservative estimation of WFC9 preliminary income and expenses were \$330,000 and \$195,000 respectively, which would lead to a possible net benefit of \$135,000 to the society. The commitment for hotel room reservation had been reached, which greatly minimized the total hotel charges. A final financial report on WFC9 will be provided by the end of May 2004.

Ms. Faith Levine presented that with a possible \$135,000 income from the WFC9, the following goals had been proposed for year 2004: 1) Set up a fixed interest bearing account with \$100,000 for One Year Operating Expenses; 2) Set-up a *Targeted Mission Goals Account* with moderate growth and minimal risk for the balance of total income from WFC9. This account will be used for projects defined by the Long Range Planning Committee; 3) Continue with the existing Evergreen Accounts (\$25,000) for short term cash flow management; 4) Develop cash flow tracking methods to maximize cash income potential, based on projected short term operating expenses. 5) Conduct a yearly audit scheduled for September, 2004.

Ms. Levine also made a call for 2004 committee operating budget from Committee Chairs for development of half year operating budget. This call is due by June 15, 2004. Ms. Levine also asked Committee Chairs to submit their long term plan with action items and corresponding budget to the Long Range Planning Committee Chairman, Mr. Ed Homonoff, in order to incorporate directional *mission* expenses in 2005 budget, which is going to be presented in the next board meeting. The due date for the submission is September 30, 2004.

Summary of Action Items:

- 1) WFC9 final financial report from Ms. Faith Levine. Due by May 31, 2004
- 2) Submission of committee operating budget form committee chairs to Ms. Faith Levine. Due by June 15, 2005.
- 3) Submission of committee long term development plan with action and budget to Mr. Ed Homonoff. Due by September 30, 2004.

PROGRAM COMMITTEE

Mr. Scott Yaeger made a report on status of upcoming AFS conferences in fall 2004, spring 2005, fall 2005, spring 2006 and fall 2006.

2004 Fall Topical Conference: *Developments in New Filtration/Separation Media*

The 2004 Fall Topical Conference will not be co-located with INDA, and the dates were changed to November 14, 15 and 16 in 2004. The location is proposed in the Baltimore/Washington Airport Area. The conference hotel was going to be determined by the middle of May after site visits and agreement negotiations. The conference program consists of one day short course, plenary session, and 1 and a half day concurrent sessions. The technical program has been outlined, and 5 out of 6 session chair has been selected. Volunteer as the short course leadership is needed. For marketing, the *call for paper* was distributed during the WFC9, and will be put on the AFS website and other AFS publications. Marketing for the conference will be started after the hotel is defined.

2005 Annual Conference and Expo

The spring 2005 annual meeting will be co-located with AIChE at the Atlanta Hyatt Regency, Downtown Atlanta, Georgia from April 10 to April 14, 2005. The concept for the *co-location* with AIChE has been set up. AFS and AIChE will have separate independent conferences but combined exposition. AIChE will provide free meeting rooms, exposition space, and marketing, while sharing part of AFS net benefits from the conference.

The conference co-chairs has been selected: Dr. Nevile Bugli for the *Gas/Solids Separations* and Dr. Karsten Keller for the *Liquid/Solids Separations*, and Mr. Steve Ross for the *Process Session*. The technical program had been outlined, and distributed with the *Call For Papers* during the WFC9. However, after discussion, it had been determined that to avoid competing with the 2005 Fall Conference on Diesel and Gas Engine Emission, Session 8 and 9 in the *Gas/Solids Separations* program will be eliminated.

The expo layout had been completed, and displayed during the WFC9. It has been discussed that an expo co-chair is necessary for booth recruiting. All conference co-chairs had volunteered to organize the expo. It has also been decided that Marketing Committee should involve in recruiting the booths.

2005 Fall Topical Conference - Diesel and Gas Engine Emission Conference

The topical conference on *Diesel and Gas Engine Emission* is a sequel to the AFS Fall 2003 conference. It will be in the Ann Arbor, MI in October, 2005 co-chaired by Dr. Tad Jaroszczyk and Mr. Ed Gregor.

2006 Spring Conference and Expo

The 2006 Annual Conference and Expo will be in the Rosemont Convention Center, Chicago, IL co-located with Powder and Bulk Solids Show. AFS and Powder and Bulk Solids will have separate independent conferences, but combined exposition. Agreement has been negotiated and signed for the conference. Dr. Ray Collins will be one of the Co-Chairs.

2006 Fall Topical Conference - Power Generation

The meeting is proposed to be located in Houston, Texas. Mr. Bob McIlvaine will be the chairman of the conference.

2007 Spring Conference and Expo

A co-location model is being considered. The potential site is selected on the west coast in attention to promote the membership activities in the area.

2007 Fall Topical Conference

Potential site is in Boston or Providence with a potential topic on membrane separations.

Summary of Action Items:

- 1) Hotel Site visit for AFS 2004 Fall Topical Conference.
- 2) Session Chair development, marketing for AFS 2005 spring conference and expo.
- 3) Session 8 and 9 from the *Gas/Solids Separation* program of the Spring 2005 conference will be eliminated to avoid competing with the AFS Fall 2005 Topical Conference.

LONG RANGE PLANNING COMMITTEE

Mr. Ed Homonoff, Chairman of the Long Range Planning Committee presented to the board an overview of our organization, including who are we, what are our products, message/communication, and structure of the society. AFS focus on national membership, corporate sponsors, and local chapter activities. AFS is a

knowledge and education base society. We provide conferences, short courses, publications, consulting and networking. We need to issue the product and product information by brochures, press release, articles, website and e-conference. Mr. Homonoff indicated that we need to understand what we should do with the growth of the organization, and determine the direction where the society should go. Board members commented that we should be careful about where AFS is heading, and the direction should be determined by the needs of AFS members.

EDUCATION

Dr. Wu Chen reported the progress with AFS courses and the textbook modules which are two major tasks of the Education Committee. AFS courses can be classified into fundamental short courses and advanced short courses. The fundamental courses include gas/solids separation and liquid/solids separation. The advanced short courses varied depending on needs and availability of instructors. The courses are offered during the AFS annual conferences. The education committee is planning to bring the courses to local chapter, have on site courses, and web courses. The first web conference had been planned in June, 2004. Dr. Chen also reported a minor change in the [short course policy](#). Each instructor will receive free registration for the technical conference and expo. A copy of the revised short course policy is attached.

Current Education Committee members are: Dr. George Chase, Prof. Shiao-Hung Chiang, Dr. Ernest Mayer, Dr. Kyung-Ju Choi, Dr. Scott Wells, Dr. Anders Hallsby, Dr. Ray Collins, Dr. Nelly Abboud, Mr. Don Foster and Dr. Wu Chen (committee chair)

MARKETING

Mr. Ed Homonoff presented the Marketing Report on behalf of Dr. Anders Hallsby, Chairman of Marketing Committee. The two key issues for the Marketing Committee are

1) Definition of marketing: Identification of the need of AFS members by taking surveys, support of local chapters, revision of the Mission and Vision Statements, categorizing AFS membership by end users, academia and sales will all help in *Definition of Marketing*.

2) Communications including presenting the AFS Mission and Vision to AFS members; marketing in other organizations; press release; website; monthly electronic Newsletter; and E-conference, etc.

Some board members comments that there was a mission and vision statement done a few years ago. We need to find that document and make sure we do not miss any key aspects in the new statement.

Action Items:

- 1) Mr. Ed Homonoff work with Dr. Wenping Li to categorize the AFS database by academia, users, and sales, etc.
- 2) Mr. Ed Homonoff send out revised AFS Vision and Mission to all board members for review.
- 3) AFS Newsletter, press release, and e-conference in early May or June.
- 4) Board members look for the previous mission and vision statement and send to Ed Homonoff.

PUBLICATIONS

Dr. Ray Collins made a presentation on behalf of Prof. Shiao-Hung Chiang, Publication Committee Chairman. Four issues were discussed:

- 1) Prof. Shiao-Hung Chiang stepped down from the chairmanship and expressed his personal gratitude to all those who have actively participated in the committee activities for the past several years. Dr. Ray Collins agreed to serve as the Chair of Publications Committee effective immediately. One member, Dr. Ali Chamkha resigned from the committee.

- 2) The Fluid-Particle Separation Journal: Prof. George Chase will succeed Prof. Shiao-Hung Chiang as the Editor-in-Chief of the Journal effective June 1, 2004. It is recommended that potential collaboration (including co-publication) with *Filtration and Separation* of the Filtration Society, UK, be carefully reviewed and considered. A critical evaluation of the paper solicitation and review process, including the establishment of a strong reviewers database.
- 3) Status of Practical Filtration Handbook: Dr. Ray Collins will continue the effort to organize and prepare the handbook.

CORPORATE SPONSORS

Mr. Tom Ramsey reported that a Corporate Sponsors Committee Meeting was taken on April 21 from 10:00am to 11:00am. Mr. Ramsey will provide the minutes. Mr. Ramsey stated that AFS Corporate Sponsors are willing to be involved in the society. AFS should understand member's needs, and provides more benefits and opportunities to the Corporate Sponsors. Mr. Ramsey also suggested to reach more end users through help from AFS Corporate Sponsors. A quarterly conference call for the Corporate Sponsors Committee will be arranged.

Summary of Action Item

Mr. Tom Ramsey will provide the April 21 committee meeting minute.

TELLERS

Dr. Wu Chen announced the AFS 2004 Officer Election Results:

2nd Vice Chair (2007 Chair) Mr. Gerald Lynch

Board Member (2004-2006) in alphabetical order: James Chen, John Finley, Anders Hallsby, Norm Lifshutz, Barry Perlmutter, Tom Ramsey

AWARDS

Dr. Norm Lifshutz announced the AFS 2004 award recipients:

Prof. Werner Stahl, Lifetime Achievement Award

Mr. Wells Shoemaker, Lifetime Achievement Award

Dr. B. K. Parekh, Frank Tiller Award

Dr. Evan Koslow, Senior Scientist Award

The awards were presented during the WFC9 Awards Luncheon. It has been discussed that in the future, all recipients should be notified by mail or email with confirmation in advance to assure presence of recipients.

USERS

Dr. Ernest Mayer announced that the New Product and Engineering Merit Awards for 2003 were presented at the Awards Luncheon during WFC9. The New Product Award was presented to KX Industries for their Matrikx(R) Microbiological Barrier Filter, while the Engineering Merit Award was presented to Donaldson Co., Inc. for their PowerCore™ Air Intake System Severe Duty Filter.

Dr. Mayer reported that he presented two papers at local AFS Chapter meetings, and had helped organizing the Empire State Chapter Local Meeting on May 4, 2004 in the purpose of reactivation of the Empire State Chapter. Dr. Mayer also contribute one paper to the Empire State Chapter meeting, and two articles to Filtration News and Fluid/Particle Separation Journal.

CHAPTER AFFAIRS

Mr. Gerald Lynch provided a Chapter Affairs Committee Report. Mr. Lynch first analyzed and compared the total number of AFS members in different chapters in year 2002, 2003 and 2004. Mr. Lynch found that there was a positive correlation between annual meeting and topical conference locations and increased membership in the Chapter where the meeting is held. Mr. Gerald Lynch is going to compile the *Best Practice Guideline for Chapter Managements*. Mr. Lynch requested help from the board members who had chapter leadership experience to identify proven strategies and new innovative ideas.

Mr. Lynch also presented the following goals or action items of Chapter Affairs Committee including 1) Responding to various feedbacks from chapters; 2) Compiling of the *Best Practice Guideline for Chapter Managements*; 3) Recruiting or replacing un-active Chapter leaders, and updating chapter information on AFS website; 4) Reactivation of un-active chapter; 5) Bring AFS Short Course to local chapters.

Mr. Gerald Lynch suggested setting up a *Chapter Funds* category in AFS financial report. Mr. Lynch also suggested appointing state representatives to help in energizing local activities.

FILTRATION NEWS

Filtration News magazine will continue publishing one article from AFS Society on each issue.

AFS ADMINISTRATIVE MANAGEMENT

Mr. Ed. Gregor reported that our current administrative manager, Dr. Wenping Li, will complete her commitment to the AFS at the end of August. AFS is searching for a proper person/firm to take the responsibility of AFS administrative management.

Mrs. Suzanne Sower, a candidate for the AFS administrative manager, presented to the board a brief introduction of her background, experience, capability, and her plan for managing AFS administrative work.

The board voted and unanimously accepted Mrs. Suzanne Sower as the new AFS administrative manager.

NEXT BOARD MEETING

The next Board meeting is tentatively scheduled for Monday, November 15, 2004 in Baltimore/Washington Airport Area during AFS 2004 Fall Topical Meeting.

The board meeting was adjourned at 10:30pm