



**MINUTES OF THE BOARD OF DIRECTOR'S MEETING
OF THE
AMERICAN FILTRATION & SEPARATIONS SOCIETY**

16th Annual Technical Conference
Reno, NV

June 19, 2003
6:00 PM -10:00 PM

AFS BOARD MEMBERS PRESENT:

Chairman

Wu Chen, Dow Chemical

Executive Committee

1st Vice Chair

Ed Gregor, E.C. Gregor & Associates LLC

Program Committee

2nd Vice Chair

Scott Yaeger, PTI Advanced Filtration

Strategic/Long Range Planning Committee

Past Chair

George Chase, University of Akron

Nominations/Teller Committee

Treasurer

Faith Levine

Executive Committee

Board Members and Chapter Chairs

Ed Homonoff, Ed Homonoff & Associates

Board Member

Shiao-Hung Chiang, University of Pittsburgh

Board Member, Publications Committee

Kyung-Ju Choi, AAF International

Board Member

Tad Jaroszczyk, Fleetguard, Inc.

Board Member

Karsten Keller, Dupont

Board Member

Norman Lifshutz, Hollingsworth & Vose

Awards Committee Chairman

Samuel Lee, Visteon Automotive

Board Member

Tim Johnson, TSI, Inc.

North Central Chapter

Ernest Mayer, Dupont

Board Member, Users Committee

Ken Rubow, Mott Corporation

Board Member

GUESTS:

Tom Ramsey, Porex Corporation
Anders Hallsby, Ondeo-Nalco

AFS Member
AFS Member

BOARD MEMBERS VIA TELECONFERENCE:

Ray Collins, Dow Chemical
Pat Gebes, Gebes Consulting

Board Member
Marketing Committee Chair

STAFF:

Kathleen Hemming
Peter G. Mayberry

Manager
Executive Manager

SUMMARY OF ACTIONS BY THE BOARD:

1. The minutes from the November 2003 Board meeting were approved unanimously.
2. The Chairman notified the Board that Mayberry & Associates had provided notice that the management contract would not be renewed due to increased demands on the staff. Options for future Society administration were discussed. The Executive Committee will be actively searching for a new administrator in the next two months.
3. The Board voted to empower the Executive Committee to research the viability of co-locating its 2005 event with AIChE and Mr. Gregor was tasked with researching the financial stability of this organization before proceeding with this possibility.
4. The Long Range Planning Committee will consist of the Executive Committee as well as additional members representing the technical and business aspects of the membership.
5. The Board of Directors unanimously approved the recommendations of the Bylaw committee report and will incorporate the outlined changes.
6. Tom Ramsey of Porex Corporation agreed to take responsibility for the Corporate Sponsors Committee.
7. The newly elected 2nd Vice Chair and Board of Directors for the 2003-2005 term were announced, and the Treasurer was re-elected.

INTRODUCTION:

Dr. Wu Chen welcomed all Board members and provided a brief overview of the AFS statistics relating to membership and finances. He gladly reported that the Reno conference had netted the Society nearly \$46,000 in funds over expenses; however, he noted that the final figures will be available after all bills are paid.

He also reported to the Board that Mayberry & Associates had notified the Executive Committee that it did not intend to renew its contract to manage the Society. Dr. Chen reported that the Society had a number of options in mind for its future management, but that Mayberry & Associates had agreed to stay on to deliver the Fall Topical Conference.

Mr. Mayberry stated that the demands of the Society had become greater than what his firm could adequately provide.

After receiving no objections or questions on its November 2003 meeting minutes, the Board voted unanimously to accept them as submitted.

FINANCIAL REPORT:

Ms. Levine provided the attached Financial Report, and stated that the Society has maintained a very conservative approach toward its fiscal management. Her report detailed planned, actual and projected financial figures which showed the Society with a projected gross gain at year-end of just under \$15,000. Due to the fact that the Reno meeting was financially successful, and the fact that the Ann Arbor meeting should at least result in a break-even financial status, the Society could expect to end the year with a small gain in its operating funds.

In regard to the WFC9 meeting, Ms. Levine explained that the expenditures for the meeting as well as the income would not be considered part of the regular operating funds of the Society. In fact, she noted that a separate checking account would be established to manage the WFC9 operating funds.

Overall, she stressed that the Society still need to work hard to further improve the financial situation and that the main goal should be to conserve funds.

COMMITTEE REPORTS:

PROGRAM COMMITTEE:

As Program Committee Chairman, Mr. Gregor opened the dialogue by introducing and complimenting a job well done by Ed Homonoff and Norm Lifshutz who served as co-chairs for the Reno Conference.

Dr. Lifshutz stated that the Reno program contained 113 papers and reported that the sessions were very well attended. Although he noted that a large percentage of the attendees were speakers themselves, there were many new faces to AFS. In his opinion, the meeting room logistics were very good, but Mr. Homonoff felt the meeting rooms were too small and could not adequately accommodate all attendees in some sessions. It was noted that the meeting rooms in Galveston were too large, which left the impression that many sessions were sparsely attended. Overall, the Board consensus was that the appearance of a well-attended session in a smaller room is better than a room which is too large.

Mr. Homonoff also noted that the speakers and session developers in attendance had done a tremendous job to provide coverage for those who did not show.

In addition to the liquid and gas sessions, there were also five student poster presentations which were located in the exhibit hall. The student poster award was presented to Fan Shi of the University of Pittsburgh. The award was a \$500 scholarship sponsored by Pall Corp.

In reporting on the Expo booth sales effort, Ms. Gebes reported that many potential exhibitors she contacted reported that they saw little or no perceived value in exhibiting at the Reno Conference but expressed interest in WFC 9.

ANN ARBOR DIESEL ENGINE EMISSION CONFERENCE:

This event, scheduled for September 29-October 2, 2003, is chaired by Ed Gregor with Tad Jaroszczyk as technical chairman. Dr. Jaroszczyk provided an overview of the planning activities to date. His report is attached.

Mr. Gregor reported that registration rates had been established and that a registration flyer would soon be available on the AFS website and that heavy promotion of this event would begin as soon as AFS staff returned from the Reno conference.

WORLD FILTRATION CONGRESS 9:

Dr. Wallace Leung provided the Board with the attached WFC9 organizing committee report.

He noted that the promotion and marketing windows of opportunity are October-December and January-March. He expects to promote the event heavily during that time in order to maximize exposure.

During his report he outlined the program schedule and advised the Board that the Scientific Committee was reviewing 230 abstracts for presentation, of which 70 may be organized as poster presentations.

He also advised the Board that the WFC9 logo is gaining recognition, an exhibit contractor was in place, 17 booths had been sold to date, 17 co-sponsoring organizations had signed up, and that a tentative program had been established.

While a lot of planning had already taken place, Dr. Leung encouraged more volunteerism for this important project and called on the Board members to "help show the World what the Americans can do."

SPRING 2005 CONFERENCE:

As Program Chairman, Mr. Gregor reported that the conference scheduled for Baltimore will be relocated to Atlanta to take advantage of an opportunity to co-locate with American Institute of Chemical Engineers (AIChE).

Mr. Gregor proposed that the 2005 event be co-located with AIChE, which is committed to Atlanta during that time frame. He suggested that the AFS will run its own conference and exposition at the same location. The details will be discussed with AIChE.

The Board was divided on whether it was a good strategic move to partner with AIChE, which has been rumored recently to be experiencing extreme financial difficulties. After brief discussion, the Board voted to empower Ed Gregor to explore this opportunity and to work within the Executive Committee structure to either move forward on this plan or not.

LONG RANGE PLANNING COMMITTEE:

Mr. Scott Yaeger presented the attached Long Range Planning Committee report which outlined a plan to establish a group of members as a permanent committee potentially consisting of the Executive Committee members as well as ad hoc members representing the academic, technical and commercial contingents of the membership.

EDUCATION COMMITTEE:

Dr. George Chase provided the attached Education Committee Report and advised the Board that the 2003 Filtration Basics Short Course was well attended with approximately 37 students. He did note, however, that the Society received one negative response from a registrant who will be provided a full refund.

BYLAWS COMMITTEE:

In his continuing oversight of the Bylaws, Mr. Homonoff reported that his recent review brought forward two clauses for Board review.

He recommended that the Board focus on the following Bylaw directives which were not being complied with:

1. Annual Budget must be submitted by November each year for Board approval.
2. Among the duties of the Standing Committee is a Performance Evaluation of the Executive Manager.

A motion was presented to include an Executive Manager performance evaluation requirement in the Chairman's annual duties, as well requiring preparation of the Annual Budget no later than November 1 each year.

PUBLICATIONS COMMITTEE:

Dr. Chiang provided the attached Publications Committee report. Of primary consideration is to seek replacements for inactive members of the committee and editorial review board. Dr. Chiang also reported that responsibility of editor of Fluid/Particle Separation Journal would pass to Dr. George Chase by June 2004.

He also stressed that a quality product is of critical importance and that while producing the Journal on CD was a cost effective method of publication, a written form should be produced in some fashion. The July issue is ready and will be published shortly. Only one more issue is planned for 2003 and Dr. Wenping Li will continue as the managing editor.

CORPORATE SPONSORS:

Tom Ramsey of Porex Corporation agreed to take on the Corporate Sponsor Committee Chairmanship, and provided a brief biographical background. He told the Board that he looked forward to taking on this responsibility and was very encouraged by the support he has received in this regard.

CONSULTANTS COMMITTEE:

As a Consultant AFS member, Mr. Gregor reported that the Society currently has five consultant members who can take advantage of the opportunity to be listed on the AFS Website with a hyperlink, if desired.

TELLERS COMMITTEE:

Dr. George Chase provided the Tellers Committee report and announced the results of the 2003 Board of Directors' election:

Ed Homonoff, 2nd Vice Chair

Newly elected directors for the term 2003-2005 are:

Karsten Keller, Dupont
Vince Hamilton, Westech Engineering
Heidi Schreuder Gibson, U.S. Army Natick Soldier Center
Neville Bugli, Visteon Corporation
Rob Perkins, Facet USA
Steve Rose, Oberlin Filter Co.

Barry Perlmutter as an alternate filling the slot vacated by Ross West who resigned to take a contracted position with the AFS.

AWARDS COMMITTEE:

Dr. Lifshutz provided the Awards Committee report by relating to the Board that it was very difficult again this year to obtain nominations for the awards. He also stated that a committee for the Lifetime Achievement award was non-existent and requested volunteers. At that, the following members of the Board volunteered:

Ed Gregor	Ernie Mayer
George Chase	Ed Homonoff

It was determined that two more volunteers from the technical side were needed to achieve a balanced committee.

Additionally, a comprehensive list of past award recipients should be available. Ms. Hemming reported that she had researched this and posted the available information on the AFS website. However, electronic records were available dating back to 2000 only. The Board was requested to help Ms. Hemming build a more comprehensive list by sending information on award recipients of which they were aware.

USERS COMMITTEE:

Dr. Mayer provided the attached Users Committee report. He noted that the 2002 New Product award recipient was presented to Baker Hughes Corporation, Bird Machine Co. division for their new Ultradry™ centrifuge and the 2002 Engineering Merit Award was presented to Pall Corporation, Filterite™ division for their new Magnum high capacity filtration systems.

CHAPTER AFFAIRS:

Not present at the Board meeting Mr. Gerard Lynch, chairman of the Chapter Affairs Committee, submitted the attached report which shows membership status, categorized by chapters. Overall, his report reveals an 18 percent decline in membership during the period 2001-2002.

CHAPTER REPORTS:

- **Mid-Atlantic Chapter** – Mr. Lynch's report detailed an experimental alliance with the Plant Engineering and Maintenance Show and Conference. This initial test will demonstrate whether such an alliance is beneficial to the Society's chapters. The first meeting is scheduled for Oct. 28-29 in Edison, New Jersey. Mr. Lynch has established a web page on the AFS site to help promote the meeting. He will coordinate with Ms. Hemming to keep the page updated as the meeting dates draw nearer.
- **Dixie Chapter** – Dr. Mayer reported that the Dixie Chapter's meeting on May 8-9 on nuclear wastewater was a success. He presented a paper as part of the continuing 'UNCLE' program.
- **New England Chapter** – Dr. Lifshutz and Mr. Homonoff reported that there had been no activity since the last Board meeting.
- **Southwest Chapter** – Dr. Chen reported that there had been no activity since the last Board meeting.

NEW BUSINESS:

Due to the fact that Mayberry & Associates would no longer be providing management services after the Fall Topical Conference, Dr. Chen advised the Board that the Executive Committee had determined that the tasks for the WFC9 would be divided amongst a number of individuals including Dr. Leung, and Dr. Chiang, whose group includes those who have been instrumental in delivering the annual coal conferences. A budget of \$2,500 a month had been established to pay for necessary services.

Dr. Chen also advised the Board that a number of possibilities had surfaced to take over the administration of the Society:

1. Wenping Li at the University of Houston
2. Suzanne Sower at the University of Minnesota
3. Wells Shoemaker

However, he noted that of these three, Ms. Sower has a full-time position which she would expect to continue, and Mr. Shoemaker needs help in computer data management

During Board discussion, additional options were offered. These included the following:

4. Merge with AIChE
5. Contract with Mayberry & Associates to provide office administration alone
6. Operate on a full volunteer basis as does the Fiber Society
7. Submit a Request for Proposal for another association management firm
8. Contract with Dr. Chiang's contact who provides support for his Coal conference

SUSTAINING GROWTH FUND UPDATE:

Mr. Gregor reported that to date, the AFS had one company, Fleetguard, commit to the \$10,000 Sustaining Growth Fund pledge. Ms. Hemming noted that the Society had already received its first payment of four installments from Fleetguard.

Mr. Gregor also advised the Board that another firm had promised the funding, but had not yet sent in its payment. Before an announcement about this effort is made, a third company is needed. When this occurs, Mr. Gregor reminded the Board that an announcement is planned which will include a promotional mailing, publicity and awards to those first three companies expressing financial commitment toward the future success of the AFS Society.

NEXT MEETING:

The next meeting of the Board of Directors is tentatively scheduled for Wednesday, October 1 in Ann Arbor in conjunction with the 2003 Fall Topical Conference.

ADJOURNMENT: There being no further business before the Board of Directors, the meeting adjourned at 10:00 pm.