



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

2002 Fall Topical Conference
Cincinnati, OH

November 14, 2002
5:00 PM –9:00 PM

AFS BOARD MEMBERS PRESENT:

Chairman

Wu Chen, Dow Chemical

Executive Committee

1st Vice Chair

Ed Gregor, Ed Gregor & Associates

Program/Executive Committee

2nd Vice Chair

Scott Yaeger, PTI Advanced Filtration

Executive Committee

Past Chair

George Chase, University of Akron

Tellers/Education/Executive Committees

Treasurer

Faith Levine, Mann + Hummel
Dixie Chapter

Finance/Executive Committees

Board Members and Chapter Chairs

Shiao-Hung Chiang, University of Pittsburgh

Publications Committee

Kyung-Ju Choi, AAF International

Board Member 2003

Ed Homonoff, Edward C. Homonoff & Assoc.

Board Member 2003, Bylaws

Tad Jaroszczyk, Fleetguard/Nelson

Board Member 2004

Tim Johnson, TSI, Inc.

North Central Chapter/Board Member 2004

Karsten Keller, Dupont

Board Member 2002

Norm Lifshutz, Hollingsworth & Vose

Board Member 2003, Awards Committee

Ernest Mayer, Dupont

Board Member 2004, Users Committee

STAFF:

Kathleen Hemming
Peter G. Mayberry

Manager
Executive Manager

ABSENT BOARD MEMBERS:

Ray Collins, Dow Chemical
Sam Lee
Wallace Leung, Bird Machine Company
Kenneth Rubow
Ross West

Past Chair/Board Member 2004
Board Member 2003
Education Committee
Board Member 2004
Board Member 2004

SUMMARY OF ACTION ITEMS:

Dr. Wu Chen assumed the AFS Society Chairmanship from Dr. George Chase. The Board approved the 2003 Operating Budget. A Fall Topical Conference for 2003 was added to the Society's calendar of events. The Board agreed to approach Ross West to serve as the Expo Coordinator for the 2003 Reno Conference. Baltimore properties will be identified as potential sites for the Society's 18th Annual Technical Conference in 2005. The Board empowered the Executive Committee to determine a candidate for corporate sponsor recruitment. The AFS Society website will be updated to include a copy of the By-laws and previous Society Award recipients.

MINUTES:

Dr. George Chase called the meeting to order and welcomed all in attendance. He began by outlining the highlights of the Society's recent activities including the fact that the Indoor Air Quality – Filtration Conference was well attended and expected to bring in modest proceeds for the Society. He also noted that WFC9 event coordination is off to a good start, headed by Wallace Leung; the FPS Journal is back on track due to the efforts of Dr. Chiang; and that the Society's financial situation is much improved over the past few years. While these are positive highlights, Dr. Chase also pointed out that on the downside, the Society has lost a good deal of its corporate sponsor support; holds a minimal amount in contingency funding; seeks an expo manager to sell booth space; and has not made much progress toward the development of a filtration textbook. In his capacity as education Committee Chairman, Dr. Chase will take over the function of textbook coordination, and hoped to make substantial progress towards that effort during his term.

At this point, Dr. Chase turned the Chairmanship over to Dr. Wu Chen who thanked him for his outstanding leadership and service to the Society which helped to ensure the Society's continued financial success during his term.

Dr. Chen began by outlining the current membership numbers and assets and noted that he intends to focus on increasing membership, both individual and corporate; recruiting a Corporate Sponsor

Committee Chair; and supporting the Sustaining Growth fund effort. He also stated that building a strong financial reserve for the Society remains a priority.

APPROVAL OF BOARD MINUTES:

After requesting questions or discussion on the April Board minutes, and receiving none, Dr. Chen called for a motion on approval of the Minutes. The Board voted for approval.

FINANCIAL REPORT:

AFS Treasurer Ms. Faith Levine presented the following 2003 proposed budget as part of her financial report:

Income Categories

Operating Income

| | | |
|-------------------|-------------|----------|
| AFS Publications | | \$4,000 |
| Consultant Member | | \$650 |
| Corporate Dues | 35 members | \$52,000 |
| Individual Dues | 450 members | \$40,500 |
| Promotions | | \$500 |

Total Operating Income \$97,650

Reno Meeting Income \$90,000

Detroit Fall Meeting Income \$15,000

GROSS INCOME \$202,650

Endowments \$1,000

Sustaining Growth Fund \$250,000

Expense Categories

Operating Expenses

| | |
|--------------------|----------|
| Advertising | \$2,000 |
| Office Admin | \$84,000 |
| Publications | \$35,000 |
| Committee Expenses | \$3,000 |
| Mailings | \$2,000 |
| Merchant Fees | \$2,500 |
| Web Site | \$1,200 |
| Storage Fees | \$2,000 |
| Postage | \$1,500 |
| Printing | \$2,000 |
| Telephone | \$500 |

Total Operating Expenses \$135,700

Reno Meeting Expenses \$50,000

Detroit Fall Meeting Expenses \$15,000

GROSS EXPENSES \$200,700

| | |
|------------------------------------|----------|
| GROSS PROFIT | \$1,950 |
| WFC9 Pre-Event Expenditures | \$20,000 |

In regard to the 2002 budget, the Society showed an income deficit of \$40,000 receiving \$202,000 versus \$242,000 budgeted as income for the year. Ms Levine pointed out that in the expense category, the Society came in under budget, which shows that spending and expenditures are under control. However, there were a number of unforeseen one-time expenses in 2002 including a \$4,500 charge for moving AFS property from Alabama to Virginia and increased storage fees for our current usage. Additionally, corporate sponsor plaques were an increased expenditure due to the fact that entire plaques were inscribed rather than date plates alone. Overall, she reported that the Society should end 2002 with approximately \$40,000 in carryover funds.

Discussion turned to the issue of insurance which had been a large expenditure for the Society, and it was determined that Director's & Officer's liability insurance was not necessary but that meeting insurance and cancellation coverage was critical. Ms. Hemming stated that she would research what insurance policies other membership groups held and report back to the Board.

Ms. Levine continued by explaining that the 2003 Proposed Budget takes the same conservative approach as had the 2002 budget. She noted that increases were made in the office administration line item due to a request by Mayberry & Associates to cover larger office space and increased personnel committed to AFS duties, and additional funding for AFS Publications and support of the publications office overseen by Dr. Wenping Li at the University of Houston.

On a positive note, she pointed out that potential exists to take in more income than shown for 2003 by increasing the number of Corporate Sponsor members and by soliciting more booths than budgeted, both of which are attainable goals.

A motion was made to approve the 2003 operating budget, which was passed unanimously by the Board.

COMMITTEE REPORTS

Program Committee

Dr. Chen's committee report is attached. He outlined the current schedule of programs on the Society's program calendar through 2005 and noted that contracts are in place for the Annual Technical Conferences through 2004. He announced that Baltimore had been chosen as the site for 2005, but a hotel property had yet to be identified. Fall Topical Conference locations and dates were also included and during discussion it was determined that Detroit looked favorable for a 2005 event on Engine Emission and Filtration for which Dr. Tad Jaroszczyk and Ed Gregor would serve as Conference Chairmen. Dr. Choi was commended for his excellent work in helping to make the 2002 Fall Topical on Indoor Air Quality – Filtration an educational and financial success.

Reno Conference

Dr. Lifshutz provided a written report and noted that he had commitments from 10 session chairs and that enthusiasm for this event was growing. Ed Homonoff's report showed 8 confirmed sessions to date with potential for an additional 4 or 5 with a 1-day program with the Vintners. Andy Rosol had reported that 6 10x10 booths had been reserved for the 2003 expo, but that he was open to additional booth recruitment help.

It was reported that Ross West had expressed an interest in serving as expo coordinator for WFC9 and would entertain the idea of adding to the booth sales effort for the 2003 Reno event. Mr. Mayberry cautioned that Mr. West must first resign his Board position before accepting any paid position with the Society as outlined by the AFS By-Laws. Mr. Gregor reported that he would communicate this caveat to Mr. West before a contract could be inked.

After a motion was offered, the Board voted to work out a contract for Expo Coordinator with Ross West, with the understanding that he must first resign his position on the AFS Board.

WFC9 Report

Dr. Wallace Leung provided a comprehensive written report. It was noted that determining an expo coordinator was an issue of great importance at the moment and a Call for Proposals for the 2004 Expo Vendor has been circulated to the AFS membership recently. It was also noted that the WFC9 Call for Papers was included in the IAQ registration materials and that an electronic version would be circulated soon among the AFS members and all industry contacts requesting abstract submission by early spring 2003.

Dr. Keller noted that the Filtech Europa booth sales personnel might be a source of contact for European booth takers for WFC9. He agreed to provide Filtech contact information to Dr. Chase.

Baltimore 2005 Conference

As reported earlier, a hotel had not been identified for this event, but Ms. Hemming reported that she would begin the proposal process shortly. Dr. Keller, who is Conference Chair along with Neville Bugli, mentioned that this event would likely include a variety of new features in addition to the usual AFS conference structure and may involve a joint venture or co-location with another related conference in order to ensure that buyers and users are among attendees.

Long Range Planning Committee

Mr. Ed Gregor updated the Board on his committee's recent efforts toward establishing the Sustaining Growth Fund. He encouraged all members to continue their calls and letters to potential contributors and noted that support from the AFS Society headquarters is available in the form of extra brochures or contact information.

Filtration Basics Short Course Task Force

Dr. Chen provided a comprehensive written report and noted that highlights from his report include a 100 percent acceptance rate in the invitation to 2003 instructors with the exception Mr. Gene Haug. He announced that advanced courses will not be offered due to the fact that Drs. Wakeman and Tarleton are UK-based. Dr. Keller offered to teach an advanced course in centrifugation if the committee wishes to offer one.

Dr. Chen also proposed that the FBSC Task Force should be merged with the Education Committee.

Marketing Committee

No report submitted.

Publications Committee

Dr. Chiang provided a comprehensive written report. He noted that the most substantial accomplishment of the committee was the revitalization of the *Fluid-Particle Separation Journal*, which is on target for three issues this year. Dr. Wenping Li of University of Houston has been instrumental for the *Journal* by devoting extra hours and office support from her staff. Dr. Chiang also pointed out that Dr. Collins has had contact with Elsevier regarding the development and publication of a Practical Handbook on fluid-particle separations.

Education Committee

Since the responsibility now moves to Dr. Chase from Dr. Leung for this Committee, Dr. Chase updated the Board on the Committee's activities which are outlined in the written report.

By-Laws Committee

Mr. Ed Homonoff provided a comprehensive written report. In regard to his question regarding the duty of the Tellers Committee, the Board provided a clarification that the Tellers Committee reports the actual vote of the membership, and that vote is the determination of the election.

In regard to additional questions put forth by Mr. Homonoff, the Board determined that a proposal must be issued before the Board can take any action on these objectives.

The Board requested that Ms. Hemming post a copy of the AFS By-Laws on the Society website.

Corporate Sponsors Committee

Because the Corporate Sponsors Committee Chairman position has been vacant for some time now, the Executive Committee was tasked with determining a candidate to fill this position.

Discussion ensued regarding engaging Mr. Ross West in the capacity of Corporate Sponsor recruiter. After a framework for such an effort was determined, a motion to proceed on hiring a corporate sponsor recruiter for one year was passed by a vote of the Board.

Additionally, a motion to empower the Executive Committee to determine a candidate to take this job was voted on and passed.

Consultants Committee

Mr. Ed Gregor offered to assume the role of Consultants Committee Chairman.

Tellers Committee

Dr. George Chase reported that the nomination form would be circulated by the end of November and again in early December and January for service on the AFS Board of Directors to fill seven board positions and the 2nd Vice Chair position. He encouraged the recruitment of new activists among the Society's ranks.

Awards Committee

Dr. Lifshutz reported that letters and e-mail will be sent to solicit nominees for the Society's award. He noted that his committee needed members and it was suggested that previous award winners would be most appropriate committee members. Ms. Hemming was tasked with posting the list of previous award winners on the Society's website.

Users Committee

Dr. Mayer provided a comprehensive written report. He noted that solicitation for new product award would be sent to Corporate Sponsors next month. Ms. Hemming was asked to provide Dr. Mayer with the current list of AFS Corporate Sponsors.

Chapter Reports

North Central

Tim Johnson stated that the North Central Chapter had no formal report.

New England Chapter

Dr. Lifshutz reported that the Chapter's last meeting had to be cancelled and that new leadership is being sought, but that a spring meeting was in the offing. Vic Norton was mentioned as a possible candidate due to his recent move to Massachusetts.

Empire State Chapter

Dr. Mayer reported that he is working with Dr. Gupta in an effort to revitalize the chapter.

Southwest Chapter

Dr. Wenping Li has officially taken over leadership from Vic Norton.

Chapter Affairs Chairman

It was reported that Mr. Gerry Lynch, had accepted the role of Chapter Affairs Committee Chairman, and also serves as Mid-Atlantic Chapter President.

New Business

Dr. Chen opened the floor to any new business and none was presented.

Next Board Meeting

The next meeting of the AFS Board of Directors will be held on Thursday, June 19 from 6:00 – 9:00 pm in Reno, Nevada during the AFS Society's 16th Annual Technical Conference and Exposition.

