FRICTION MATERIALS STANDARDS INSTITUTE, INC. 370 LEXINGTON AVENUE, NEW YORK, N.Y.

JUNE 1, 1953

SCHEDULE OF MEETINGS

THURSDAY AND FRIDAY, JUNE 18 & 19, 1953

BOARD OF DIRECTORS' MEETING

DATE: THURSDAY JUNE 18, 1953
TIME: 3:00 P.M.
PLACE: AMERICAN ROOM, EDGEWATER BEACH HOTEL, CHICAGO, ILLINOIS

RECEPTION AND ANNUAL DINNER

DATE: THURSDAY, JUNE 18, 1953
TIME: 6:00 P.M.
PLACE: BERWYN ROOM, EDGEWATER BEACH HOTEL, CHICAGO, ILLINOIS

ANNUAL MEETING - ACTIVE MEMBERS

DATE: FRIDAY, JUNE 19, 1953
TIME: 10:00 A.M.
PLACE: AMERICAN ROOM, EDGEWATER BEACH HOTEL, CHICAGO, ILLINOIS

ATTACHED, HERETO, IS THE AGENDA FOR THE ANNUAL MEETING TO BE HELD ON FRIDAY, JUNE 19TH 1953 AT 10:00 A.M.

H. G. DUSCHEK
SECRETARY

DISTRIBUTION: ACTIVE MEMBERS

FMSI--0027

FMSI 00602

FRICTION MATERIALS STANDARDS INSTITUTE, INC., 370 LEXINGTON AVENUE, NEW YORK 17, N. Y.

AGENDA – ANNUAL MEETING

FRIDAY, JUNE 19TH, 1953

10:00 A.M.

1. ROLL CALL
2. MINUTES OF PREVIOUS MEETING HELD JUNE 18, 1952 (DISTRIBUTED)
3. REPORTS OF OFFICERS:
   A. TREASURER (MR. SPINA)
4. REPORT OF COMMITTEE:
   A. MEMBERSHIP (MR. RITTER)
   B. DATA BOOK (MR. SACHS)
   C. NOMINATING (MR. SPINA)
5. REPORT OF THE PRESIDENT
6. RESOLUTION RATIFYING MAIL BALLOT
7. REPORT ON COPYRIGHT VIOLATIONS (MR. STICKLES)
8. PROPOSED BUDGET – JULY 1, 1953 THROUGH JUNE 30, 1954
9. ELECTION OF DIRECTORS
10. COLLECTION OF BRAKE SHOE DRAWINGS
11. INFORMATION TO BE REPORTED TO ACTIVE MEMBERS RE MEMBERSHIP APPLICATIONS SUBMITTED FOR VOTE
12. CORRESPONDENCE
    A. U. S. GOVERNMENT REQUEST TO REPRINT DATA BOOK
    B. BUREAU OF CENSUS REPLY TO SUGGESTIONS FORWARDED REGARDING REVISIONS TO SCHEDULE "B"
    C. TWIN COACH OFFER OF COOPERATION
13. SUGGESTED INSTITUTE ACTIVITIES:
    A. LISTING OF TRANSMISSION LININGS IN F.M.S.I. CATALOG (MR. NANFELDT)
    B. COLLECTION OF HISTORIC SALES STATISTICAL DATA (MR. RITTER)
    C. EXCISE TAX ON LINED SHOES AND UNIVERSAL SETS (MR. SNOW)
    D. DATA BOOK FOR U. S. MOTOR TRANSPORT (MR. WILHELM)
    E. PARTS INTERCHANGE BETWEEN ORIGINAL EQUIPMENT ON PASSENGER CARS WITH F.M.S.I. NUMBERS (MR. WILHELM)
    F. STANDARDS FOR PASSENGER CAR DRUMS (MR. WEYBURNE)
14. WASHINGTON OUTLOOK (MR. STICKLES)

FMSI 00603

Room 512

MUrray Hill 3-0572

Friction Materials Standards Institute, Inc.

370 LEXINGTON AVENUE
NEW YORK 17, N. Y.

NOTICE OF ANNUAL MEETING

ANNUAL MEETING – DATE: JUNE 19, 1953
TIME: 10:30 A.M.
PLACE: EDGEWATER BEACH HOTEL, CHICAGO, ILLINOIS

THE ABOVE DATE AND PLACE HAVE BEEN SELECTED FOR THE 1953 ANNUAL MEETING OF THE INSTITUTE, WHICH IS BEING HELD IN CHICAGO OUT OF DEFERENCE TO OUR MID-WESTERN AND WEST COAST MEMBERS.

THE BOARD OF DIRECTORS WILL MEET THE PRECEDING AFTERNOON, THURSDAY, JUNE 18, 1953, AT THE SAME HOTEL. ANY MATTERS YOU MAY WISH TO HAVE DISCUSSED BY THE BOARD SHOULD BE SENT TO MISS H. G. DUSCHEK MARKED FOR ATTENTION AT THIS MEETING.

SHOULD ANY MEETINGS OF STANDING COMMITTEES BECOME NECESSARY THEY WILL ALSO BE HELD ON THURSDAY, JUNE 18, 1953.

AN INSTITUTE SOCIAL HOUR AND DINNER HAS BEEN SUGGESTED FOR THURSDAY EVENING, THE 18TH OF JUNE, BECAUSE IT IS ANTICIPATED MOST MEMBERS WILL OR COULD BE IN CHICAGO AT THAT TIME. THIS SOUNDS LIKE A SPLENDID OPPORTUNITY FOR GETTING BETTER ACQUAINTED.

WE SHOULD LIKE AN EARLY EXPRESSION OF WHAT YOU THINK ABOUT HOLDING SUCH A DINNER AND WHETHER YOU AND ANY OF OUR ASSOCIATES WOULD ATTEND. USE ATTACHED MEMO SHEET TO MISS DUSCHEK.

IF ENOUGH MEMBERS THINK FAVORABLY OF THE IDEA WE WILL PROCEED WITH OUR PLANNING AT THE HOTEL WHICH MUST BE DONE REASONABLY SOON AND YOU WILL BE ADVISED.

ROOM RESERVATIONS. EARLY HOTEL RESERVATIONS ARE ADVISABLE BECAUSE OF OTHER CONVENTIONS. MISS DUSCHEK WILL GLADLY HANDLE THESE FOR ALL MEMBERS AT THE EDGEWATER BEACH. PLEASE ADVISE HER YOUR TENTATIVE REQUIREMENTS AS SOON AS POSSIBLE. IT SHOULD HELP GET PREFERRED ATTENTION FOR THE GROUP. USE ATTACHED MEMO SHEET.

YOUR DIRECTORS ARE EXTREMELY ANXIOUS THAT EACH MEMBER COMPANY BE REPRESENTED. CAN WE COUNT ON YOUR ATTENDANCE?

CORDIALLY,

FRANKLIN A. MILLER
PRESIDENT

DISTRIBUTION: ACTIVE MEMBERS (A & B)

FRICTION MATERIALS STANDARDS INSTITUTE, 370 LEXINGTON AVENUE, NEW YORK 17, N.Y.

PLEASE GIVE THIS YOUR EARLY ATTENTION

To: MISS H. G. DUSCHEK, SECRETARY
FRICTION MATERIALS STANDARDS INSTITUTE, INC.
370 LEXINGTON AVENUE
NEW YORK 17, NEW YORK

(_____) I SHALL BE HAPPY TO BE THE GUEST OF THE INSTITUTE AT THE PROPOSED SOCIAL HOUR AND DINNER, EDGEWATER BEACH HOTEL, CHICAGO, THURSDAY EVENING, JUNE 18, 1953, PRECEDING THE ANNUAL MEETING ON THE 19TH OF JUNE.

THE ADDITIONAL OFFICIALS OF OUR COMPANY WHO WOULD LIKE TO ATTEND ARE _____

ROOM RESERVATIONS:

PLEASE MAKE ROOM RESERVATIONS THROUGH THE INSTITUTE AT THE EDGEWATER BEACH HOTEL, CHICAGO, AS FOLLOWS:

		CIRCLE PRICE AND TYPE PREFERRED				
HOW MANY? (_____)	SINGLE	$ 7.50	$ 8.50	$ 9.50	$10.50	$11.00
HOW MANY? (_____)	DOUBLE	10.50	11.50	13.50	15.00	16.00
HOW MANY? (_____)	SUITES	18.00	20.00	23.00	26.00	30.00

RESERVATIONS WILL BE CONFIRMED TO YOU AS SOON AS GROUP CLEARANCE IS RECEIVED FROM THE HOTEL.

PLEASE FILL IN ONE COPY OF THIS MEMO AND MAIL TO MISS DUSCHEK. FILE COPY FOR YOUR CONVENIENCE.

FMSI 00605

FRICTION MATERIALS STANDARDS INSTITUTE, 370 LEXINGTON AVENUE, NEW YORK 17, N.Y.

PLEASE GIVE THIS YOUR EARLY ATTENTION

To: Miss H. G. Duschek, Secretary
Friction Materials Standards Institute, Inc.
370 Lexington Avenue
New York 17, New York

(_____) I shall be happy to be the guest of the Institute at the proposed Social Hour and Dinner, Edgewater Beach Hotel, Chicago, Thursday evening, June 18, 1953, preceding the Annual Meeting on the 19th of June.

The additional officials of our Company who would like to attend are _____

Room Reservations:

Please make room reservations through the Institute at the Edgewater Beach Hotel, Chicago, as follows:

		Circle Price and Type Preferred				
How Many? (____)	Single	$ 7.50	$ 8.50	$ 9.50	$10.50	$11.00
How Many? (____)	Double	10.50	11.50	13.50	15.00	16.00
How Many? (____)	Suites	18.00	20.00	23.00	26.00	30.00

Reservations will be confirmed to you as soon as group clearance is received from the hotel.

Please fill in ONE copy of this memo and mail to Miss Duschek. File copy for your convenience.

FMSI 00606