FILE NAME: Friction Materials Standards Institute (FMS)

DATE: 1972 June 27

DOC#: FMS019

DOCUMENT DESCRIPTION: Meeting Minutes & Attendee List - FMSI Board of Directors

FRICTION MATERIALS STANDARDS INSTITUTE, INC., E.210 ROUTE 4, PARAMUS, N.J.07652

MINUTES OF MEETING

of the

BOARD OF DIRECTORS

Tuesday, June 27, 1972, at 9:00 A.M.

at

Lodge of the Four Seasons, Lake Ozark, Missouri

DIRECTORS PRESENT

J. Greenen, President	Maremont Corporation
F. Messier	Bendix Corporation
W. Simon	Brassbestos Manufacturing Corp.
F. Gatke, Vice President	Gatke Corporation
R. Brigleb	S. K. Wellman Corporation
C. Weber	World Bestos Company

DIRECTORS NOT PRESENT

J. McGovern, Jr.	Raybestos-Manhattan, Inc.

OFFICERS PRESENT

A. Daly, Treasurer	Scandura, Inc.
E. Drislane, Secretary	Friction Materials Standards Institute, Inc.
L. Stickles, Attorney	Stickles, Hayden, Kennedy, Hort & Van Steenburgh

COMMITTEE CHAIRMEN PRESENT

J. Kelly (Institute Development)	Bendix Corporation
R. Moalli (Data Book)	Raybestos-Manhattan, Inc.
R. Nelson (Brake Performance)	Abex Corporation

OTHERS PRESENT (START OF MEETING)

M. Jones	Delco-Moraine Division, General Motors
R. Kettering	Delco-Moraine Division, General Motors

Mr. J. Greenen, President, acting as Chairman, called the meeting to order at 9:00 a.m.

MINUTES OF PREVIOUS MEETING

The minutes of the meeting held October 27, 1971 had been distributed. No reading was requested nor were any corrections made thereto. Upon motion duly made, seconded and unanimously passed, it was

RESOLVED: That the minutes of the meeting held October 27, 1971 be accepted as distributed.

PROGRAMMED DIAGNOSTIC INSTRUCTIONS

Mr. M. F. ("Red") Jones, of Delco-Moraine, was invited to the meeting to present background and merits of the flow chart presentation for servicing brake systems. Mr. Ross Kettering assisted Mr. Jones in this presentation.

A booklet was distributed to the Board Members showing the details of the Diagnostic Instructions for various elements in the brake system. The program started with a slide showing a typical brake system and the components making up this system. Without reviewing the technical items in his presentation, Mr. Jones emphasized the need for good Diagnostic Instructions at the workers' work station so that there will not be a time penalty in having the brake mechanic search for the Instructions. Mr. Jones noted that the Diagnostic Instructions were not made for the novice but were geared towards those doing brake work who had a little background on brake systems. Some basic tools were required for some of these diagnostics and these were covered in the Instructions. He emphasized that the diagnostics were written for all passenger-type vehicles and not for just General Motors vehicles.

In essense, the Diagnostic Instructions present, in block form, the logic required to adequately diagnose a brake system and, while some mechanics could proceed through this logic without formal instructions, the purpose is to attempt to get him to proceed in this fashion so that the proper diagnosis will be reached quickly. Mr. Jones indicated that these Diagnostic Instructions should encompass 90-95% of service requirements of an automotive brake system.

In answer to some questions, Mr. Kettering discussed the economics of the Programmed Diagnostic Instructions. Apparently some people had commented to the effect that these are well and good but to set them up on a formal basis would cost money. It is essentially Mr. Kettering's feelings that the fact that the problem will be solved earlier will be economic justification for use of these Instructions. Mr. Kelly asked whether Delco-Moraine was concerned on the commercial use of these diagnostic instructions. Mr. Kettering replied that Delco-Moraine encourages their use but they are not to be distributed for profit. They would be most interested in having the Friction Materials Standards Institute get this information into the field.

After conclusion of Mr. Jones' report, it was decided that his presentation to the Board was sufficient and he would not be requested to address the Membership. The Institute Development Committee is directed to study these P.D.I.'s with the idea of recommending the best means of getting them into the field where they will be used by those servicing brakes. The Brake Performance Study Committee is directed to review the technical content in these P.D.I.'s to see that they are not in conflict with replacement market oriented instructions.

After review of these P.D.I.'s by both the Institute Development Committee and Brake Performance Study Committee, they will be sent to Mr. Drislane for his assembly and then to Mr. L.D. Stickles for legal review. At this point, they will be sent to the Delco-Moraine Division of General Motors and we will request a letter giving us permission to use these P.D.I.'s.

PRESIDENT'S REPORT

Mr. J. W. Greenen, President, opened the regular part of the meeting with a report on the Institute's progress and activities during 1971-72. See EXHIBIT 1 for text of this report.

Briefly, the President covered the high spots of the 1971-72 fiscal year which included the formation of the Asbestos Study Committee, the move to New Jersey, reactivation of the Institute Development Committee, the retirement of Miss Duschek as of August 31, 1971, and other matters. In particular, Mr. Greenen paid tribute to Mr. C. Brown Whitley, of Scandura, Inc., who passed away during this past fiscal year.

A letter was read from Mr. J. L. McGovern, Jr. advising that he was retiring from Raybestos-Manhattan, Inc. and he would therefore be resigning as a Director and Delegate of the Friction Materials Standards Institute, Inc. After discussion, upon motion duly made, seconded and unanimously passed, it was

RESOLVED: That the Institute Development Committee would recommend appropriate means of honoring Mr. J. L. McGovern, Jr., to show the Members' appreciation for his years of service to the Friction Materials Standards Institute, Inc.

Upon completion of the President's Report, upon motion duly made, seconded and unanimously passed, it was

RESOLVED: That the President's Report be accepted as read.

TREASURER'S REPORT

Mr. Daly, Treasurer, advised that copies of the financial statements had been distributed to the Directors. Included in this distribution were

EXHIBIT 2.1 Balance Sheet May 31, 1972
EXHIBIT 2.2 Income Statement (Projected through June 30, 1972)
EXHIBIT 2.3 Retirement Fund - H.G. Duschek

For the Treasurer's Report, refer to EXHIBIT 2.

In summary, the financial statements showed a strong cash position with almost $85,000 in checking accounts, savings accounts and time deposits. The Operating Statement showed an excess of income over expenses of approximately $3,000, with an additional $4,500 of interest income, indicating a total excess of income over expenses of approximately $7,500 for the year ending June 30, 1972. In addition, a separate statement was prepared to show the fund balance for the pension fund set up for Miss Duschek.

Upon completion of the Treasurer's Report, upon motion duly made, seconded, and unanimously passed, it was

RESOLVED: That the Treasurer's Report be accepted as read.

ANNUAL MEETING COMMITTEE REPORT

Mr. F. E. Messier, Chairman, gave his report concerning the Committee's activities. See EXHIBIT 3 for details of the report.

In essence, the Lodge at Vail, Vail, Colorado, was selected for 1974 and possibly for 1973 if the Membership did not wish to return to the Lodge of the Four Seasons.

Upon motion duly made, seconded and unanimously passed, it was

RESOLVED: To accept the report of the Annual Meeting Committee.

ASBESTOS STUDY COMMITTEE REPORT

Mr. I. H. Weaver, Chairman, prepared a report which was distributed to the Board Members. See EXHIBIT 4. In Mr. Weaver's absence, Mr. Drislane read the report to the Members.

This report reviewed the Committee's activities for the year. Among items covered were the Illinois Pollution Control Board activities, clinic on the membrane filter method for measuring airborne asbestos, proposed EPA emission standards, and the OSHA Asbestos Dust Regulations. Mr. Weaver's report concluded with some recommendations for Committee activity during the coming year.

Discussion centered on getting information to the members and it was recommended that a new bulletin be issued to advise the Membership on the costs of equipment and on laboratories who might perform work for asbests dust measurement in line with the new OSHA Standards.

Upon motion duly made, seconded and unanimously passed, it was

RESOLVED: To accept the report of the Asbestos Study Committee.

BRAKE PERFORMANCE STUDY COMMITTEE REPORT

Mr. R. E. Nelson, Chairman, delivered the report on his Committee's activities. See EXHIBIT 5.

Among the items covered were our work on the Pennsylvania thickness inspection, our comments on Bureau of Motor Carrier Safety Docket MC-30, suggested revisions to Regulation V-3, the new Ohio brake lining law (using V-3), brake lining quality control, and certification through AAMVA.

The most controversial item in the Chairman's Report was the requirement of certification of brake linings through AAMVA. This was a major item in the report the Chairman rendered and essentially it comes down to the following.

North Carolina and Rhode Island now require certification through AAMVA. The fee for certification through AAMVA is $250 per lining. It is estimated that the cost of tests including the observance of these tests by outside laboratories runs about $400. Tests would have to be run within one year of the date that a certification or a recertification is required. All linings would have to be recertified every five years.

In meetings with the AAMVA they had indicated that they would give a "grandfather" certification to those linings already certified in North Carolina or New York by July 1, 1972. This would involve a $50 fee for each lining and the test reports used could be the original test reports used for certification in either New York or North Carolina.

While there are seven states that now require certification using the V-3 procedure and none of these states have a separate fee as yet for brake lining, Members of the Board questioned whether the $250 fee would be in addition to the state fees that might be required. The Chairman indicated that he believed the state fees would still have to be paid in addition to the fee to AAMVA. The question came up as to whether all 50 states, if they had brake lining regulations, would be covered by the certification through AAMVA. It was indicated that some states, and Massachusetts is a good example, would not accept certification through AAMVA. It was suggested that the Institute ask AAMVA whether their certification would be valid in all 50 states. After additional discussion on this subject, the Board suggested that AAMVA be contacted to get a written proposal as to their certification requirements.

After discussion on the specifics of the AAMVA proposals, on motion duly made, seconded, and unanimously passed, it was

RESOLVED: That we request AAMVA to give us a written proposal of exactly what is expected for certification through AAMVA.

The importance of a new Federal Brake Lining Standard that is now under study was discussed. While it may be 3 or 4 years away, the facts are that it will be a more severe requirement than the current state laws. Also, as the NHTSA now plans on a single end inertia dynamometer for this standard, such a requirement will effect many members who do not have access to such equipment. While NHTSA indicates that compliance with FMVSS 105 (as revised per Docket 70-27) on vehicles will be the basis of a qualification, the tests may set requirements to equal the O.E. lining that qualifies on FMVSS 105.

The Secretary brought to the attention of the Board that there had been some criticism of the Institute for not getting some information to the members. While it is felt that most of the information that the Institute has concerning regulations is distributed, it may be that it is not getting to the parties involved with the problems. Suggestions were made to put out a quarterly bulletin of a summary type to get information to the field.

After discussion, it was recommended that the Institute Development Committee study this problem to see how the Institute can do a better job of keeping the Membership informed.

Upon motion duly made, seconded, and unanimously passed, it was

RESOLVED: That the report of the Brake Performance Study Committee be accepted.

BUDGET COMMITTEE REPORT

Mr. Carl Weber, Chairman, presented his Committee's report. In summary, the budget projects $73,795 expenses, approximately a 5% increase over the $70,260 budgeted for 1971-72.

For details of the Budget Report, see EXHIBIT 6, and for line items see the Proposed Budget, EXHIBIT 6.1.

Upon motion duly made, seconded and unanimously passed, it was

RESOLVED: That the proposed budget of $73,795 for the fiscal year starting July 1, 1972 be accepted, and that its adoption be recommended to the Membership.

DATA BOOK AND TECHNICAL COMMITTEE REPORT

Mr. Ron Moalli, Chairman, reported on the 1971-72 activities of the Committee. The detailed report is EXHIBIT 7.

Among items reported on were the clutch facing drilling illustrations (now a part of the Data Book), the Brake Block Identification Catalog (to be printed in August 1972), the EDP Numbering System (to be a part of the 1973 Data Book), the Brake Lining Consolidation Program, and five resolutions on disc brake lining and shoe assignments.

These five resolutions were made, seconded and passed by the Committee and are listed in the detailed report, EXHIBIT 7.

The Chairman discussed assignments of foreign car brake shoes for the Brake Shoe Identification Catalog. At the current time, the only foreign shoes shown are for Volkswagen, but the Committee intends to expand this with some of the more popular foreign cars such as Datsun, Toyota, etc.

It was recommended that the Institute Development Committee consider the needs for a heavy duty Brake Shoe Catalog. After all items in the report had been discussed, Mr. Greenen brought up publication dates for the Data Book and for the Shoe Book. After discussion, it was suggested that the Institute office send copy to the printer at early enough dates so that the Automotive Data Book or its Supplement would be published in May of each year and that the Brake Shoe Identification Catalog, or its Supplement, would be published in July of each year. The Secretary advised that this would involve cutting off of some truck information but the Board felt that timeliness was more important than having all truck information included.

On motion duly made, seconded and passed, it was

RESOLVED: That the report of the Data Book and Technical Committee, including the five resolutions on disc brake lining and shoe assignments, be accepted.

FEE FORMULA COMMITTEE REPORT

Mr. R. C. Brigleb, Chairman, reported on the Committee's activities for the year. See detailed report EXHIBIT 8.

In summary, the fee formula rules were clarified in October 1971, and the fees for 1972-73 will remain the same as for 1971-72.

Active Members:	Basic Fee	$1,050
	Each Category	650
Regional Members:	Associations	2,200
	Individuals	1,300
Licensees:		500

Upon motion duly made, seconded, and passed, it was

RESOLVED: That for the fiscal year starting July 1, 1972 that the fees charged Active Members, Regional Members and Licensees remain at the same level as those for the year starting July 1, 1971.

Upon motion duly made, seconded, and passed, it was

RESOLVED: To accept the report of the Fee Formula Committee.

INSTITUTE DEVELOPMENT COMMITTEE REPORT

Mr. J. H. Kelly, Chairman, reported on this Committee. See EXHIBIT 9.

In summary, a lack of interest had been indicated in a hydraulic parts section within the Institute. As this subject of the possible hydraulic parts section was a separate item on the agenda, it was covered in two sections. The report on the Institute Development Committee was held up until other Committee Reports had been read so that more time could be spent on hydraulic parts.

At the outset, Mr. Kelly repeated his conclusions that due to lack of interest, the subject of an Hydraulic Brake Parts Section be dropped. Mr. Moalli disagreed and suggested that no one had told the hydraulic parts people what services would be provided. Mr. Kelly read from his letter to the hydraulic parts people on March 24, 1972 which suggested, in summary form, the services that would most likely be offered. The Board was told that Echlin was still interested in joining the Institute even if there were no hydraulic parts section. Counsel advised that this would require amendment to our Constitution and By-Laws. Because there was no clear-cut decision as regards an Hydraulic Brake Parts Section or consideration of Echlin (not a manufacturer of friction materials) it was suggested that these decisions could not be acted on until there were provisions made in the Constitution and By-Laws for them. Discussion indicated that the more exclusive "hydraulic brake parts" would be less restrictive if called "brake system parts."

It was decided to submit the Board's recommendation for approval of an amendment to the Constitution and By-Laws to permit membership by brake system parts manufacturers.

Upon motion duly made, seconded and passed, it was

RESOLVED: That the Board of Directors make the effort to determine how the Institute would accept membership by brake system parts manufacturers.

The Board assigned the research assignment on the suggested amendments of the Constitution and By-Laws to the Institute Development Committee.

The subject of compliance sampling requirements by automotive manufacturers was discussed. The Committee recommended that a Sub-Committee be formed as part of the Brake Performance Study Committee to promote the quality control aspects of these requirements. It was recommended that the Board (and Membership) recommend members to serve on a Quality Control Sub-Committee.

On motion duly made, seconded and unanimously passed, it was

RESOLVED: That, with the exception of the recommendation of dropping the projected hydraulic brake parts section study, the report of the Institute Development Committee be accepted as read.

MEMBERSHIP COMMITTEE REPORT

Mr. Frank Gatke, Chairman, delivered this report. See EXHIBIT 10.

In summary, the report indicated the following:

	1971-72	1972-73
Active Members	22	25
Regional - Associations	2	2
- Individuals	7	8
Licensees	8	8

Prospective members were discussed. Allied Friction in Florida sells new drum shoes and new disc brake shoes. National Friction (subsidiary of Kelsey-Hayes) is selling brake linings in commercial quantities in the automotive market, but it is not known whether they are using FMSI numbers. M & D Brake, California, has been using FMSI numbers on price lists, and had been contacted by the Institute. The Institute office solicits information on any manufacturer who is using the FMSI numbers without proper authorization.

Upon motion duly made, seconded, and unanimously passed, it was

RESOLVED: That the report of the Membership Committee be accepted.

PUBLIC RELATIONS COMMITTEE

Mr. W. Simon, Chairman, delivered his Committee's report. Refer to EXHIBIT 11.

This controversial report received the strong support of all Board Members despite the Secretary's objections.

Upon motion duly made, seconded and unanimously passed, it was

RESOLVED: That the report of the Public Relations Committee be accepted.

HISTORICAL SALES

The historical sales reporting will continue as in the past. The Secretary was directed to start the reporting for the 6 months ended June 30, 1972.

AUTOMOTIVE INFORMATION COUNCIL (AIC)

The Institute supports the objectives of the AIC. It will continue to cooperate with the AIC, but will not participate in fund raising or other time consuming activities.

PENSION FUND - H. G. DUSCHEK

There will be no change in the Institute's contributions to this Fund. The actual authorization is covered by the Board's Resolution approving the 1972-73 budget.

INVESTMENT ADVISORY COMMITTEE

Investment of Institute funds will be studies by a formal Committee. The President suggested that Mr. W. Simon replace Mr. J. McGovern, Jr. on the Investment Advisory Committee.

Upon motion duly made, seconded and unanimously passed, it was

RESOLVED: That Mr. W. Simon would replace Mr. J. McGovern, Jr. on the Investment Advisory Committee.

REGIONAL MEMBERS EXPORTING TO U.S.

Rusco de Colombia, a Regional Member, wishes to export blocks into the U.S., with FMSI numbers stencilled thereon. It is felt that other foreign houses may be exporting to the U.S. using copyrighted FMSI numbers.

Upon motion duly made, seconded and unanimously passed, it was

RESOLVED: That Regional Members may export into the United States using the FMSI copyright by payment of dues based on current fees for Active Members. Categories will be based on number of categories exported to the United States.

OTHER BUSINESS

Upon motion duly made, seconded and unanimously passed, it was

RESOLVED: That Mr. Drislane's salary, effective July 1, 1972, be increased to $21,000 per year.

It was recommended that Mr. Drislane attend the First International Conference on Automotive Safety to be held in San Francisco, July 17-19, 1972.

No further business was brought to the attention of the meeting. Upon motion duly made, seconded, and unanimously passed, it was

RESOLVED: To adjourn.

Adjourned at 5:00 P.M.

E. W. Drislane
Secretary