

MINUTES
of
BOARD OF DIRECTORS MEETING
of the
NATIONAL INSULATION MANUFACTURERS ASSOCIATION
Seaview Country Club Abescon, N. J.
October 11, 1960

The meeting was called to order at 9:30 A. M. by Chairman H. T. Williams with the following in attendance:

DIRECTORS

H. T. Williams, Chairman	Owens-Corning Fiberglas Corp.
N. L. Barr (Proxy for R. R. Porter)	Keasbey & Mattison Company
R. E. Buckley	Pittsburgh Corning Corp.
F. T. Christenson (Proxy for Frank Christenson)	Refractory & Insulation Corp.
T. S. Clousing	M. H. Detrick Company
J. B. Jobe	Johns-Manville Sales Corp.
E. T. Johnson	Union Asbestos & Rubber Co.
P. D. Kaley	Pittsburgh Plate Glass Co.
E. H. Luchs	Mundet Cork Corp.
W. D. Myers, Jr., (Proxy for G. J. Christner)	The Eagle-Picher Company
F. W. Muller	Gustin-Bacon Mfg. Company
M. M. Wilson	Baldwin-Ehret-Hill, Inc.

OTHERS PRESENT

J. W. Cordrey	Fibreboard Paper Products Corp.
R. A. McLaughlin	Pittsburgh Plate Glass Co.
M. I. Ruddock	Cadwalader, Wickersham & Taft
R. C. Parlett	National Insulation Mfrs. Assn.
J. M. Barnhart	National Insulation Mfrs. Assn.

APPROVAL OF MINUTES

A motion was made, seconded and passed

That the Minutes of the Board of Directors Meeting
of May 6, 1960, as bulletined by the Association
office be approved.

TREASURER'S REPORT

Mr. F. T. Christenson, Treasurer, outlined the Association's Balance Sheet, Statement of Income and Expenditures as of September 30, 1960 and the Comparison Budget to Actual Expenditures from January 1 to September 30, 1960.

The Treasurer's Report is attached to these Minutes and made part thereof.

1961 BUDGET

The proposed Budget for 1961 in the amount of \$79,633.00 was presented.

Mr. J. M. Barnhart explained the deferred compensation plan in the amount of \$2,187.00 that was included in the Budget. The deferred compensation plan, covered by insurance policies, would cost as follows:

J. M. Barnhart	\$1,320.80/yr.
H. C. Lynch	\$ 865.80/yr.

Following discussion, a motion was made by Mr. E. H. Luchs, seconded by Mr. E. T. Johnson and passed

That the Deferred Compensation Plan as submitted
be approved.

Messrs. M. I. Ruddock, J. M. Barnhart and the insurance representative will work out the details of the plan.

The Publicity Program was discussed. A motion was made by Mr. J. B. Jobe, seconded by Mr. R. E. Buckley and passed

That the Publicity Program be limited to approval
of an amount not to exceed \$30,000.00 for 1961.

The Publicity Committee and Sumner Rider & Associates are to meet and work out a program in keeping with the Budget.

A motion was made by Mr. P. D. Kaley, seconded by Mr. M. M. Wilson and passed

That the proposed Budget for 1961 in the amount
of \$79,633.00 be approved.

METHOD OF ASSESSMENT

The method of dues assessment was discussed. A motion was made by Mr. N. L. Barr, seconded by Mr. F. W. Muller and passed

That for the fiscal year of 1961, the dues will be based on 1/5 of 1% of the reported net dollar sales during the preceding year with minimum dues of \$500.00 in each of the two product groups and maximum dues of \$8,000.00 in each of the two product groups.

ELECTION OF TREASURER

Mr. E. H. Luchs presented the recommendations of the Nominating Committee of Ike Keith as Treasurer.

A motion was made, seconded and passed

That Mr. Ike Keith be elected Treasurer.

ELECTION OF EXECUTIVE SECRETARY

A motion was made, seconded and passed

That Mr. J. M. Barnhart be Executive Secretary.

ELECTION OF EXECUTIVE COMMITTEE

Mr. E. H. Luchs presented the following recommendation to serve as the Executive Committee:

H. T. Williams
J. B. Jobe
E. T. Johnson
Ike Keith
F. W. Muller

A motion was made, seconded and passed

That the Messrs. Williams, Jobe, Johnson, Keith and Muller be elected to the Executive Committee.

A motion was made, seconded and passed

That Messrs. H. T. Williams, Ike Keith and
J. M. Barnhart be authorized to sign checks in
the name of the Association.

GOVERNMENT T & R COMMITTEE

The recommendations as submitted by the Technical & Research Committee relative to the need of establishing a Government Technical & Research Committee was discussed and the following was agreed upon:

1. Collect calls from government agencies will be authorized.
2. A Government T & R Committee will be established.
The Executive Committee will appoint members to the Committee.

MEETING LOCATIONS AND DATES

The following meeting locations and dates were selected for 1961:

Winter Meeting - Waldorf-Astoria, New York, N. Y.
January 10, 1961

Spring Meeting - The Inn, Ponte Vedra Beach, Florida
May 4 & 5, 1961

Annual Meeting - The Homestead, Hot Springs, Va.
September 11 & 12, 1961

Mr. Barnhart was asked to check on available dates at Pinehurst, N.C., for the Spring Meeting in 1962 and the Seaview Country Club, Absecon, N. J., for the Annual Meeting of 1962.

OTHER BUSINESS

- (a) Clarification of "Commercial or industrial buildings either site constructed or prefabricated" for statistical reporting purposes. It was reported that direct sales are not to be reported, but that sales to distributors should be reported.

OTHER BUSINESS (cont'd.)

- (b) Economic thickness study (for low temperatures) at the University of West Virginia. - It was reported that the study on economic thickness for pipe and block insulation for heated surfaces has been completed. The low temperature study has not been completed and that the cost to complete this study would be approximately \$14,400. for a year's work. This project cannot be handled by an individual company, but has to be accomplished through a group of manufacturers or an Association. Owens-Corning Fiberglas in order to get the study started, committed the money for the study in the name of NIMA. A meeting with members of the staff of the University of West Virginia, Union Carbide (who commissioned the University of West Virginia to make the heated surface study) and NIMA is to take place at the Carbide's offices in West Virginia on October 26, 1960. The following will be notified and requested to attend:

C. E. Ernst	Johns-Manville Sales Corp.
R. Courtney	Union Asbestos & Rubber Co.
P. Losse	The Eagle-Picher Company
G. Neptune	Gustin-Bacon Mfg. Co.
M. W. Keyes	Pittsburgh Plate Glass Co.
K. M. Ritchie	Baldwin-Ehret-Hill, Inc.
E. C. Shuman	Owens-Corning Fiberglas Corp.
R. E. Buckley	Pittsburgh Corning Corp.
W. Lovett	Pittsburgh Corning Corp.
R. C. Parlett	National Insulation Mfrs. Assn.
J. M. Barnhart	National Insulation Mfrs. Assn.

- (c) Product Identification - It was asked that the Glass Section of the T & R Committee consider a means of identifying blanket products by a method of color coding (striping technique) different density materials. It was suggested that the following identification be used:

3 marks	1/2 pcf material
2 marks	3/4 pcf material
1 mark	1.0 pcf material

- (d) Sales Training Program - The feasibility of NIMA preparing basic heat transfer material for use of the member companies in their sales training program was discussed. It was decided that such a program was not practical, and the subject was tabled.

OTHER BUSINESS (cont'd.)

- (e) Market Research Committee - The need for a Market Research Committee was established and a motion was made by Mr. F. W. Muller, seconded by Mr. T. S. Clousing and passed

That a Market Research Committee be established.

The following were proposed as members of the Committee:

J. Aires
T. S. Bassett
H. Gruher
N. Heydinger
L. Montant
J. Robarge

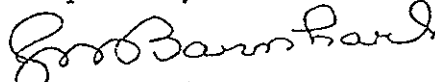
Gustin-Bacon Mfr. Company
Johns-Manville Sales Co.
Keasbey & Mattison Co.
Pittsburgh Plate Glass Co.
The Eagle-Picher Company
Owens-Corning Fiberglas Co.

ADJOURNMENT

There being no further business

The meeting was adjourned.

Respectfully submitted



J. M. Barnhart

NATIONAL INSULATION MANUFACTURERS ASSOCIATION

441 LEXINGTON AVENUE - NEW YORK 17, N. Y.

November 7, 1960

TO THE PUBLICITY COMMITTEE

E. L. Gouedy.
J. C. Affleck

W. P. Gibbons
M. F. Hauserman, Jr.

R. C. Lang

Re: Notice of Meeting

Gentlemen:

A meeting of the Publicity Committee has been called as follows:

Date: Tuesday, 9:30 A. M., November 29, 1960

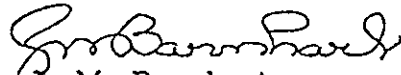
Location: Office of Sumner Rider & Associates
355 Lexington Ave., New York 17, N. Y.

The following items will be included on the Agenda. Please bring any other items you wish to have discussed with you to the meeting.

1. Review of counsel of activities since the Annual Meeting.
2. 1961 Publicity Program & Publicity Budget.
3. Proposed press conferences on Carbide economic thickness study.

Will you please indicate your attendance on the attachment and return it to the Association office at your earliest convenience.

Sincerely yours


J. M. Barnhart

JMB:HCL
encl.
cc: Board of Directors

NATIONAL INSULATION MANUFACTURERS ASSOCIATION

441 LEXINGTON AVENUE - NEW YORK 17, N. Y.

November 7, 1960

TO THE BOARD OF DIRECTORS

H. T. Williams, Chairman	P. D. Kaley
R. E. Buckley	Ike Keith
Frank Christenson	E. H. Luchs
G. J. Christner	N. L. Morell
T. S. Clousing	F. W. Muller
H. B. Hutten	R. R. Porter
J. B. Jobe	J. C. Voiles
E. T. Johnson	M. M. Wilson

Re: Minutes of Board of Directors
and Association Meetings

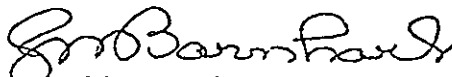
Gentlemen:

Attached are the Minutes of the Association Meeting held on October 10, 1960 and the Board of Directors Meeting held on October 11, 1960.

These Minutes have been cleared with our legal counsellor.

Will you please indicate your approval and/or comments on the attached letter ballot and return to the Association office. If we do not receive a ballot from you within ten days, we will assume you have no corrections to suggest and will bulletin the Association Minutes to the membership.

Very truly yours


J. M. Barnhart

JMB:HCL
encl.

National Insulation Association

UNION CARBIDE CHEMICALS COMPANY

DIVISION OF  CORPORATION

P. O. BOX 8361
SOUTH CHARLESTON 3, W. VA.

407
November 15, 1960

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to use
to see
more copies*

West Virginia University
Engineering Experiment Station
Mineral Industries Building
Morgantown, West Virginia

Attention Dr. W. A. Koehler

Gentlemen:

Agreement dated November 4, 1960,
between Union Carbide Corporation,
West Virginia University,
and National Insulation Manufacturers Association
relative to the Economic Thickness of
Insulation in the Low Temperature Range

We are enclosing four copies of the Agreement which has been prepared to cover the above captioned insulation study. If this Agreement is acceptable to the University as written, you will please have this Agreement executed in behalf of the University and forward all four copies to the National Insulation Manufacturers Association, of 441 Lexington Avenue, New York 17, New York, attention Mr. J. M. Barnhart. By copy of this letter to Mr. Barnhart, we are requesting that he, in turn, have the four copies of the Agreement executed in behalf of the National Insulation Manufacturers Association. Mr. Barnhart may retain one of the four copies for the National Insulation Manufacturers Association's files and return the other three copies to the writer, after which proper distribution will be made to the University.

We are assigning Reference Number 511-3867-36 to this Agreement and would appreciate your referring to this number on all correspondence concerning this matter.

West Virginia University
Dr. Koehler

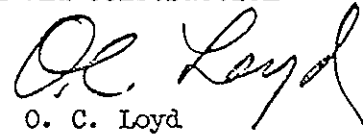
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November 15, 1960

Copies of this Agreement have been sent to all persons shown on the attached list.

Very truly yours,

UNION CARBIDE CHEMICALS COMPANY
Design and Construction

A handwritten signature in cursive script, appearing to read "O. C. Loyd".

O. C. Loyd
Contract Development

OCL: IW
Enc.

Dean C. A. Arents
College of Engineering
West Virginia University
Morgantown, West Virginia

Mr. J. M. Barnhart
National Insulation Manufacturers Association
441 Lexington Avenue
New York 17, New York

Mr. R. E. Buckley
Vice President - Sales
Pittsburgh Corning Corporation
One Gateway Center
Pittsburgh 22, Pennsylvania

Prof. H. M. Cather
College of Engineering
West Virginia University
Morgantown, West Virginia

Mr. R. P. Courtney
Director of Research
Fibrous Products Division
Union Asbestos and Rubber Company
1111 West Perry Street
Bloomington, Illinois

Mr. C. E. Ernst
Johns-Manville Research Laboratory
Manville, New Jersey

Mr. M. W. Keyes, Manager
Sales Engineering Department
Pittsburgh Plate Glass Company
Fiber Glass Division
One Gateway Center
Pittsburgh 22, Pennsylvania

Mr. P. L. Losse
Insulation Division
The Eagle-Picher Company
Post Office Box 290
Joplin, Missouri

Mr. W. Lovett
Pittsburgh Corning Corporation
One Gateway Center
Pittsburgh 22, Pennsylvania

Mr. F. W. Miller
Gustin-Bacon Manufacturing Company
210 West 10th Street
Kansas City, Missouri

Mr. G. H. Neptune
Gustin-Bacon Manufacturing Company
210 West 10th Street
Kansas City, Missouri

Mr. R. C. Parlett
Johns-Manville Research Laboratory
Manville, New Jersey

Prof. J. F. Parmer
College of Engineering
West Virginia University
Morgantown, West Virginia

Mr. K. M. Ritchie
Baldwin-Ehret-Hill, Inc.
500 Breunig Avenue
Trenton 2, New Jersey

Mr. E. C. Shuman
Owens Corning Fiberglas Corporation
717 Fifth Avenue
New York 22, New York

Mr. H. T. Williams
Owens Corning Fiberglas Corporation
Toledo 1, Ohio

THIS AGREEMENT, Made this fourth day of November, 1960, between UNION CARBIDE CHEMICALS COMPANY, DIVISION OF UNION CARBIDE CORPORATION, a corporation, whose address is Post Office Box 8361, South Charleston, West Virginia (hereinafter called "Carbide"), party of the first part, the BOARD OF GOVERNORS OF WEST VIRGINIA UNIVERSITY, of Morgantown, West Virginia (hereinafter called "University"), party of the second part, and NATIONAL INSULATION MANUFACTURERS ASSOCIATION, of 441 Lexington Avenue, New York 17, New York (hereinafter called "Association"), party of the third part;

WITNESSETH:

That, for and in consideration of the sum of One Dollar (\$1.00) by each of the parties hereto to the other in hand paid, receipt whereof is hereby mutually acknowledged, and in further consideration of the mutual covenants and agreements hereinafter set forth, the parties hereto hereby covenant and agree as follows:

The University shall conduct for Carbide and the Association a research program relative to the "Determination of the Economic Thickness of Insulation for Flat Plates and Pipes in the Low Temperature Range." The program will consist of:

1. Development of the Economic Thickness of Insulation for Low Temperatures.

- (a) The scientific equations developed in a previous project sponsored by Carbide under an Agreement with the University dated June 5, 1959, will be modified to take into account unit refrigeration cost, amortization, interest on investments, thermal conductivity and thermal conductance factors, film factors, operating temperatures, operating times, etc., pertaining to low temperature operations. It is not only planned to provide design charts and graphs for immediate use of its engineers, but also to make these data so fundamental and in a form that they can be used as the various cost factors change. In other words, it is anticipated that the data developed will be up to date 20 years hence.

1. Development of the Economic Thickness of Insulation for Low Temperatures (contd)

- (b) Since the number of calculations will run into thousands, it is planned to program many of them on Carbide's IBM-7070 or other suitable electronic computer. Carbide shall process these calculations at its own expense.
- (c) Results of this research will be published in report or manual form for the most efficient use by Carbide and the Association and shall be prepared in a manner determined by Carbide and the University. A statement shall be inserted in these publications identifying Carbide and the Association as co-sponsors of the project.
- (d) This project is to be generally conducted in accordance with the procedures and by the personnel outlined in Research Proposal on the Determination of the Economic Thickness of Insulation for Flat Plates and Pipes in the Low Temperature Range submitted to the Association by the University dated September 15, 1960, and identified as Proposal Number 54.

2. Contract Period.

The work on this project is to be started on December 1, 1960, and is to be completed within one year thereafter, unless extended by the ~~written mutual agreement of the parties hereto.~~

3. Costs.

The Association shall pay the University for this work on the following basis:

- (a) The cost of direct labor and technical supervision.
- (b) Indirect cost of 50% computed on the aggregate total of the costs included in Item (a).
- (c) The actual cost of travel, supplies, communications, and incidentals directly related to the project.

3. Costs (contd)

(d) The following is a proposed budget for one (1) year:

PROPOSED BUDGET FOR ONE (1) YEAR

A. Salary and Wages, based one one (1) man-year.

1. Project Directors, Scientists, and \$ 8,100.00
Engineers.

2. Graduate Students and Technicians 1,000.00

Total of "A" \$ 9,100.00

B. Overhead on "A" based on 50% \$ 4,550.00

C. Other Expenses

1. Reports, Travel, Supplies, \$ 1,350.00

Communications, and Incidentals

Total Budget: A, B, C Above \$15,000.00

Under no circumstances shall the expenditures by the University exceed the proposed budget of \$15,000.00 for one (1) year without prior written approval of Carbide and the Association. It is mutually understood, however, that because of the nature of the project there can be no guarantee of total completion of the work above mentioned within the limits of this stipulated cost, but, completed sections will be given to Carbide as the work progresses. Although this Agreement provides for a year's research effort and the above budget is based on a one year period, charges will be made on a cost reimbursement basis as set forth above. The University may complete the project earlier if practicable. The above budget is based on Carbide making its electronic computer and personnel available for the necessary computations relative to this project at no charge against the above mentioned budget. The University will furnish to Carbide twenty-five (25) copies of the manual showing the results of this research.

4. Liaison.

Carbide will act as the liaison between the University and the Association with University project personnel reporting directly to Carbide. In its liaison capacity, Carbide assumes no responsibility for the findings of this project nor for the information and use of such information derived therefrom.

5. Payment.

Terms of payment and submission of invoices and operating statements shall be in accordance with the following:

(a) Terms.

The Association shall pay to the University advance payments equal to the mutually agreed upon estimated expenditures for each three month period. These payments shall be made on the first work day of each such three month period so long as this Agreement is in force.

(b) Invoices.

The University shall submit triplicate copies of invoices made out to the Association for payment, but mailed to Carbide for forwarding to the Association. Invoices covering the aforementioned three month periods shall be submitted by the University at least two calendar weeks prior to the aforementioned payment date. The Association shall make checks payable to the University and shall mail these checks directly to West Virginia University, Morgantown, West Virginia, Attention Dr. W. A. Koehler, Director of Engineering Experiment Station. Carbide shall at no time be obligated to make any payments to the University.

(c) Operating Statements.

The University shall submit to Carbide an operating statement at the end of each calendar month.

6. Steering Committee.

In order that the fullest cooperation between the parties may be achieved, an advisory or steering committee shall be established consisting of representatives, preferably not more than three (3), from each party hereto. Said committee shall meet, at times to be agreed upon by the said parties, for the purpose of determining the general course of the project, reviewing its progress, and providing such other assistance as may enable the University to conduct the project to the best advantage of Carbide and the Association.

7. Reports.

The University agrees to give Carbide and the Association reports of the progress of the above described research project during the term of this Agreement at such intervals as are requested by Carbide and the Association including a final report at the completion of the project.

8. Publicity.

Carbide agrees that no advertising, promotional or publicity matter containing any reference to the University or to West Virginia University, or to any of its employees, shall be made use of by Carbide or the Association, unless and until, the same shall have first been submitted to and received the approval of the Director of the Engineering Experiment Station. The University agrees that no advertising, promotional, or publicity matter containing any reference to the Union Carbide Chemicals Company, Division of Union Carbide Corporation, or to any of its employees, or to the Association, shall be made use of by the University or anyone in the University's behalf, unless and until the same shall have first been submitted to and received the approval of Union Carbide Chemicals Company.

9. Changes in Agreement.

All changes in the terms of this Agreement, either in the kind of work undertaken or in the cost, will be valid only if made in writing and approved by the University and by a duly authorized representative of the Union Carbide Chemicals Company, Division of Union Carbide Corporation, and the Association.

UNION CARBIDE CHEMICALS COMPANY
DIVISION OF UNION CARBIDE CORPORATION

By _____ ¹⁵⁷
Its Associate Director
Department of Design and Construction

Recommended by:

Professor of Mechanical Engineering

Chairman, Department of Mechanical Engineering

Dean, College of Engineering

Director, Engineering Experiment Station

BOARD OF GOVERNORS OF
WEST VIRGINIA UNIVERSITY

By _____
Elvis J. Stahr, Jr., President of the
University and Chief Executive Officer
of the Board of Governors of West
Virginia University

NATIONAL INSULATION MANUFACTURERS ASSOCIATION

By _____
Its _____