



ASBESTOS TEXTILE INSTITUTE

MINUTES

SALES PROMOTION COMMITTEE
OCTOBER 3 - 4, 1963

In Attendance

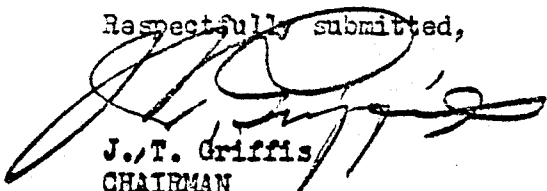
J. T. Griffis	- H. K. Porter Company, Inc.
S. J. Peele, Jr.	- United States Rubber Company
W. S. Hough	- Johns-Manville Corporation
E. A. Shuman	- Johns-Manville Corporation
J. A. Bettles, Jr.	- Raybestos Manhattan, Inc.
J. W. Christenbury	- American Asbestos Textile Corp.
J. W. Weber	- American Asbestos Textile Corp.

1. Exhibits - The large exhibit, consisting of four units, which has been on display at the University of California, was shipped on September 23, 1963 to the Ohio State University, Columbus, Ohio, where it will remain for at least six months.

The Quebec Asbestos Mining Association are making inquiries for possible locations in Canada when the Exhibit becomes available to them.

2. The possibility of placing this Exhibit at the World's Fair, as mentioned in our June report, was thoroughly explored by Messrs. Hough and Sunbury, and the cost was found to be prohibitive.
3. Industry Promotion of one or more standard fabrics, to replace a cotton fabric now in widespread use, was proposed by the Chairman, who has found from his experience that the asbestos fabric, although of higher initial cost, could be proven the least expensive when labor and other materials were considered. It is planned to do more work on this proposal in view of the favorable attitude of the other Committee Members.
4. The Committee recessed to attend the joint meeting of the Technical & Fiber Testing Committee in order to hear Mr. J. Wronski's presentation of his newly developed method for measuring magnetite concentrations in asbestos fiber. This proved extremely interesting, and we felt that he is to be congratulated for his pioneering work in developing a new approach to this problem.

Respectfully submitted,


J. T. Griffis
CHAIRMAN
SALES PROMOTION COMMITTEE

MS 005155

MT-004561

MINUTES: Asbestos Textile Institute
Fiber Testing Committee
October 3, 1963

The meeting was held at the Barbizon-Plaza Hotel, New York, New York.

In attendance:

I. Barnett, Chairman	Johns-Manville Products Corporation
L. C. Williams	Raybestos-Manhattan, Inc.
G. F. Jenkins	Asbestos Corporation, Ltd.
T. T. Tigert	Cassiar Asbestos Corporation
F. A. Farrell	Lake Asbestos of Quebec, Ltd.
J. W. Hawkins	Raybestos-Manhattan, Inc.

Proposed New Method for Determining Magnetic Rating

A proposal for measurement of magnetic rating of asbestos fiber by an improved method was presented in detail by J. Wronski of Raybestos-Manhattan. Members of the Technical, Air Hygiene and Manufacturing, and Sales Promotion committees were also present.

Currently, the Mapes Magnetic Analyzer is employed in the standard test procedure and operates on the principle of detecting the change in magnetic flux in an inductance coil when a fiber sample is introduced into the core of the coil. Being sensitive to magnetic values down to only about 0.1 per cent has placed a severe limitation upon the usefulness of the present method in the current programs of improving fiber to meet requirements of lower than 0.1 per cent magnetic rating.

Mr. Wronski proposed a method in which a measurement is made of the force exerted on the magnetite content of a fiber sample when placed in a strong magnetic field. Data presented suggested a possible sensitivity in a range as low as 0.01 per cent magnetic rating.

The Fiber Testing Committee agreed to study the proposed method starting immediately. Members were requested to set up the simple apparatus as described in Mr. Wronski's report and conduct determinations on fiber samples in conjunction with analyses on the same fiber with the Mapes tester. At the next Committee meeting in February 1964 a formal plan of study will be developed based on the findings of members during the next four months.

Proposed ASTM Committee on Non-metallic Inorganic Fibers

Discussion was held on the plans of the ASTM to form the subject committee as reported by Mr. L. C. Williams who represented A.T.I. at a conference held in Philadelphia on September 12, 1963. The formal minutes of the conference had not yet been issued by ASTM.

MT-004562

PRODUCED
JM - 83

MS 005156

- 2 -

MINUTES: Asbestos Textile Institute
Fiber Testing Committee
October 3, 1963

The conference was highlighted by an attempt, without success, to define a fiber. For the time being it was agreed to define those materials as fibers that now have general public acceptance as fibers. The three categories of fibers to be considered were designated as natural, glass and slag, and other manufactured fibers.

Because of the considerable work done by the asbestos industry, there was a general consensus at one point in the conference that asbestos should be eliminated from consideration by the proposed committee. However, a formal vote was taken later which overruled the exclusion of asbestos by a 2-1 majority.

There was a general consensus that the activity should be limited to development of definition and test methods only, with the setting of specifications being excluded. It should be understood, however, that the actual committee when formed could have a different opinion.

A nine-man steering committee was formed with C. R. Hutchcroft, Certaineed Products, as chairman. This committee will meet October 30, 1963 and also plans to conduct an industry-wide organization meeting around January 1964.

Test Procedures

1. Suter-Webb Comb Test - Cassiar

A revised procedure developed by Cassiar and Turner Brothers Asbestos will be written by Cassiar and submitted to our Committee members for study prior to the next meeting.

2. Frictional Properties Test - Johns-Manville

Test equipment has been modified for reduced rotational speed and more effective sample holding surfacing on the rotational discs. No test values using the modified equipment were complete at the time of the meeting.

3. Bauer-McNett Wet Classifier - QAMA

Mr. Jenkins reported that the manufacturer of the new model McNett Wet Classifier has confirmed the earlier findings of QAMA that this model was unsatisfactory as related to reproducibility of test results.

MT-004563

4. Magnetic Rating Test

As reported elsewhere in these minutes this Committee agreed to place this test back on the agenda for immediate study.

5. Wash Test

A suggestion was made to study this test procedure as approved by QAMA. It appears to be a rapid method for determining -200 mesh fraction.

Mr. Williams agreed to obtain copies of the procedure from QAMA and submit these to our Committee members prior to the next meeting.

PRODUCED
IM - 83

MS 005157

- 3 -

MINUTES: Asbestos Textile Institute
Fiber Testing Committee
October 3, 1963

Symposium on Electrical Properties of Asbestos Fiber

Plans were tentatively made to hold a symposium during the next general meeting on the electrical properties of asbestos fiber. Mr. N. E. Edgerton, Johns-Manville, agreed to conduct the session. A joint meeting between the Technical and Fiber Testing Committees was suggested. Mr. Sunbury was requested to arrange the schedule. Members of other committees may also be interested in participation.

Respectfully submitted,



I. Barnett, Chairman

MS 005158

PRODUCED
IM - 83

MT-004564

MINUTES: Asbestos Textile Institute
 Technical Committee Report
 Barbison-Plaza Hotel
 New York, New York
 October 3, 1963

Attending:

H. E. Sunbury, Asbestos Textile Institute
 W. Maaskant, American Asbestos Textile Corporation
 J. D. McCluar, H. K. Porter Company
 D. S. Nichols, United States Rubber Company
 M. V. Oliver, Raybestos-Manhattan Inc.
 D. F. Quesaly, American Asbestos Textile Corporation
 J. P. Wronski, Raybestos-Manhattan Inc.
 J. L. Tucker, Johns-Manville Products Corporation

Subjects Discussed:

A. Magnetic Rating of Asbestos Fibers by a Magnetic Force Method - J. P. Wronski

Twenty-three members from the various A.T.I. committees were present when Mr. Wronski described the method he has developed, for Raybestos-Manhattan, to be used for estimating magnetite concentrations in ranges below the capability limits of present Mapes Analyzers used by our industry and consumers of asbestos products.

It was the consensus of both the Fiber Testing Committee and the Technical Committee that this magnetic force method as originated by Mr. Wronski should be evaluated by a "round-robin" program. This program to be the responsibility of the Fiber Testing Committee.

We wish to extend thanks to Messrs. J. P. Wronski and J. A. Bettes, Jr. also to Raybestos-Manhattan, Inc. for this presentation and for allowing our industry to evaluate this method.

B. Stockpile - Grading of Asbestos

The General Services Administration of the U. S. Department of Commerce, Business and Defense Services Administration, Washington 25, D.C., through Mr. C. A. Gann has requested us "to verify their correlation of grades of Chrysotile in the stockpile with grade designations used in the new, revised Specification P-3-R3 of March 7, 1963."

Mr. Bettes, Jr. in his letter of August 27, 1963 to Mr. H. E. Sunbury commented on the various designations. The General Services Administration has requested comments from other individual companies.

It would be in order for those companies most familiar with the Stockpile Grades who know these grade designations relate to those presently considered standard, to send their comments to Mr. Sunbury.

- 2 -

MINUTES: Asbestos Textile Institute
Technical Committee Report

C. Bureau of Ships Specification MIL-I-3053D

The above revised specification in draft form has been supplied to us through Dr. Shaw and we reviewed this draft relative to errors and additional changes we recommend before final printing of the specification.

We are recommending that Mr. Sunbury present the following recommendations to the agency responsible for the publication of this specification:

- 1.2.1 (d) Tape (Grade U.G. only)
- 1.2.3 (Corrections in table only as follows)

Table I

Types of Asbestos-Fiber Electrical Insulation

<u>Type</u>	<u>Construction</u>	<u>Magnetic Rating</u>
2PV	Plain, untreated (U.G. grade only)	0.75 maximum
2PT	Plain, treated (U.G. grade only)	0.75 maximum
4PV	Plain, untreated	2.00 maximum
4PT	Plain, treated	2.00 maximum
6PV	Plain, untreated	<u>4.00 maximum</u>
6PT	Plain, treated	<u>4.00 maximum</u>

MS 005160

3.3.4.1 (Corrections in Table III only as follows)

Table III

MT-004566

Electrical Asbestos Tapes

<u>Thickness</u> <u>(in.)</u>	<u>Width</u> <u>(in.)</u>	<u>Total</u> <u>Ends</u>	<u>Nominal</u> <u>picks/in.</u> <u>±1</u>	<u>Average</u> <u>yds/lb</u> <u>±10%</u>	<u>Minimum</u> <u>Breaking Strength</u> <u>(Warp direction)</u> <u>lb/in. width</u>
.010	1/2) ± 1/32 3/4) 1)	D	D	O	O
		17)+2 E	17 E	K	K
		25)-1 L	L		
		31) E	E	A	A
	1-1/4) ± 1/16 1-1/2) ± 1/16 1-3/4) 2)	T	T	S	S
		37) E	E		
		43)+3		S	S
		50)-2 I	I	T	T
		57) F	F	A	A
				T	T
				E	E
.015	1/2) ± 1/32 3/4) 1)	18)+2 P	15 P	E	E
		25)-1 O	O	D	D
		31) S	S	I	I
		S	S		
	1-1/4) ± 1/16 1-1/2) ± 1/16 1-3/4) 2)	37)+3 I	I	N	N
		43)-2 B	B		
		50) L	L	T	T
		57) E	E	A	A
				B	B
				L	L
				E	E
					F

PRODUCED
JM - 83

- 3 -

MINUTES: Asbestos Textile Institute
Technical Committee Report

Table III
(Continued)

Thickness (in.)	Width (in.)	Total Ends	Nominal picks/in. ±1	Average yds/lb ±10%	Minimum Breaking Strength (Warp direction) lb/in. width
.020	1/2)	16)+2	13		
	3/4)± 1/32	22)-1			
	1)	28)		O	O
				K	K
	1-1/4)	34)+3 D	D		
	1-1/2)± 1/16	40) E	E	A	A
	1-3/4)	46)-2 L	L	S	S
	2)	E	E		
		T	T	S	S
.025	1/2)	18)+2 E	12 E	T	T
	3/4)± 1/32	25)-1		A	A
	1)	32) I	I	T	T
		F	F	E	E
	1-1/4)	39)+3		D	D
	1-1/2)± 1/16	40)-2 P	P		
	1-3/4)	53) O	O	I	I
	2)	60) S	S	N	N
		S	S		
.030	1/2)	17)+2 I	11 I	T	T
	3/4)± 1/32	25)-1 B	B	A	A
	1)	33) L	L	B	B
		E	E	L	L
	1-1/4)	40)+3		E	E
	1-1/2)± 1/16	47)-2			
	1-3/4)	55)			
	2)	62)			

Table V

Physical Properties of Asbestos Cloth, Untreated

Ask for elimination, in the table of:

Industrial designations

17P24

20P28

22P16

3.3.6.1.1.2 - Ask for complete elimination of this

4.5.2.1.1 Thickness - Add the word cloth in last line as follows:

"the thickness of the tape, cloth or paper."

MS 005161

PRODUCED
JM - 83

MT-004567

- 4 -

MINUTES: Asbestos Textile Institute
Technical Committee Report

4.5.2.5.1 Weight of Yarn and Cordage - Eliminate the word "ply" in statement:

Y = yards per pound of single ply to read
Y = yards per pound of single yarn

also in Note: Factor 0.95 allows for 5 per cent twist. Add word
contraction after twist so it reads:

Note: Factor 0.95 allows for 5 per cent twist contraction.

4.6.1.1 Hygroscopic Moisture - ASTM D-1918

Procedure - A five gram approximate sample should be weighed at room temperature for initial weight, weighing to the nearest .001 gram. Dry to constant weight at 230°F (100°C), cool in dessicator and weigh to the nearest .001 grams.

$$\frac{\text{Original Weight} - \text{Oven Dry Weight}}{\text{Original Weight}} \times 100\% = \% \text{ Hygroscopic Moisture}$$

4.6.1.4 Magnetic Rating - We believe an error has been made, this number should be 4.6.1.3 and not 4.6.1.4.

5.2.1 Level A - Last sentence to be changed to read as follows:

"The gross weight, including weight of contents and container should not exceed weight limitations of the applicable container specification."

5.2.2 Level B - Note: The next to last sentence to be changed to read as follows:

"The gross weight, including weight of contents and container should not exceed weight limitations of the applicable container specification."

Note: Eliminate the last sentence.

5.3 Marking - Should read: "In addition to any special marking required by the contract or order, shipping containers marking should be in accordance with MIL-STD-129."

6.2 Ordering - (8) Cloth should read: "Grade, weight per square yard, width, roll length, size tube, and quantity."

"Also eliminate "length on tube required (see 3.3.6.3), number of tubes required."

D. Military Specification MIL-T-4117A

This specification now needs revising so that subjects similar to subjects in specifications SS-C-00466d, MIL-I-3053, and MIL-C-10316B will have proper explanations and construction details.

J. L. Z. PRODUCED
IM - 83

MS 005162

MT-004568

ASBESTOS TEXTILE INSTITUTE

Budget for 1964

As approved by Board of Governors on October 3, 1963

<u>General Fund</u>	<u>1963 Budget</u>	<u>1964 Budget</u>
Secretary's Salary	\$ 3050.00	\$ 1200.00
" Travel	1000.00	500.00
" Retirement	670.80	--
Office Expense	2000.00	2000.00
" Rent	---	500.00
Legal Retainer	1500.00	1500.00
Legal Expense (Travel & other)	100.00	100.00
Auditing Expense (Caruso)	325.00	325.00
Meeting Expense	1750.00	1750.00
New Exhibit Expense (Frt, etc)	250.00	250.00
Incidentals	200.00	200.00
 <u>Fellowship Fund</u>		
Fellowship Salary	10325.00	--
" Grant	3500.00	--
Laboratory Assistance	100.00	--
" Expenses	250.00	--
Incidentals	150.00	--
 Totals	 \$ 25170.80	 \$ 8325.00

Amount of reduction for 1964-----\$16845.80 (66.9%)

Expected Income for 1964, based on new schedule of dues approved by Board of Governors on October 3, 1963, is as follows:

Class A members	-- 5 @ \$1000.00	-----\$ 5000.00
" B "	-- 1 @ 500.00	----- 500.00
" C "	-- 5 @ 500.00	----- 2500.00
" D "	-- 5 @ 250.00	----- 1250.00
Total		<u>\$9250.00</u>

H.E. Sunbury
Asst Treasurer

MS 005163

MT-004569

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Minutes of the Meeting of the
Board of Governors of the
Asbestos Textile Institute
held on October 3, 1963 at the
Barbizon-Plaza Hotel, New York
City, N.Y.

IN ATTENDANCE:

S.J. Peele, Jr. President
UNITED STATES RUBBER COMPANY

AMERICAN ASBESTOS TEXTILE CORP.
J.W. Weber

RAYBESTOS-MANHATTAN, INC.
J.A. Bettes, Jr.

H.K. PORTER COMPANY, INC.
J.T. Griffis

CADWALADER, WICKERSHAM & TAFT
G.D. Reycraft

JOHNS-MANVILLE CORP.
W.S. Hough

ASBESTOS TEXTILE INSTITUTE
H.E. Sunbury

1. The meeting was called to order by President Peele and it was noted that all duly elected members were in attendance with the exception of T.C. McCluskey, of Tallman-McCluskey Fabrics Company.
2. The minutes of the last meeting of this Board, held June 6th, were presented for reading; however, since all members had received copies and were familiar with these transactions, it was moved by J.T. Griffis, seconded by W.C. Hough, and unanimously agreed that the minutes be approved as submitted.
3. The Treasurer's report was submitted and read. Upon conclusion of the discussion of this report, which had been duly audited thru courtesy of Charles W. Briggs, Jr. of Raybestos-Manhattan, Inc., it was moved by J.W. Weber, seconded by W.S. Hough and unanimously approved that the report be accepted and entered as a part of the minutes of this meeting.
4. The next segment of the meeting was devoted to the consideration of matters of old business.
 - a) President Peele stated that the four section Display had been shipped from the University of California on September 23, 1963, to Ohio State University, School of Engineering, Columbus, Ohio, and we would plan to leave it at the new location until next summer. The Secretary reported that he had received a letter from the Quebec Asbestos Mining Association advising they would explore the possibility of placing this display in Canada when it became available.
 - b) Mr. Hough reported on his preliminary talk with the President of Nicolet Industries regarding Associate Membership in the Institute. J.W. Weber said that as Nicolet did not produce a textile fiber in their mines it raised the question of their eligibility for membership, as defined in our By-Laws. Mr. Hough will pursue this matter further if By-Laws permit.

5. The next portion of the meeting was devoted to consideration of matters of new business.

- a) President Peele brought up the matter of Revision of the Constitution and By-Laws of the Institute, pointing out that same was made necessary because the Fellowship had been discontinued effective with Dr. Shaw's resignation on August 1, 1963, making possible a major reduction in the operating expenses of the Institute. He presented to each member a copy of revised Constitution and By-Laws which had been prepared by W.S.Hough in collaboration with President Peele as agreed upon in the Board of Governors meeting held on June 6, 1963.

A full discussion of the proposed changes was had, and after approval of legal council, G.D. Reycraft, it was moved by J.A. Bettes and seconded by J.T. Griffis, that the Constitution and By-Laws as read should be adopted. Agreement was unanimous and the amended Constitution and By-Laws are entered as a part of the minutes of this meeting.

- b) President Peele then brought up the subject of the Budget for operating expenses in 1964, pointing out that this was the last meeting of the year and that he felt it was the proper time to discuss it. There was unanimous agreement that the Budget should be discussed. The tentative budget prepared by the Secretary, totalled \$8325.00, and expected receipts for 1964 totalled \$9250.00 based on the new schedule of dues and assessments adopted in (a) above. This represents a reduction of approximately 67% from the 1963 budget of \$25,170.80. It was moved by W.S.Hough, seconded by J.W. Weber, that the 1964 Budget be accepted as read, and be made a part of these minutes. Agreement was unanimous.
- c) President Peele then asked Mr. J.A. Bettes, Jr., if he had contacted the member companies to determine who would represent them on the Board of Governors for 1964. Mr. Bettes stated that he had done this and submitted the names of the following persons:

Mr. S.J. Peele, Jr.	U.S. Rubber Company
Mr. J.W. Weber	American Asbestos Textile Corp.
Mr. W.S. Hough	Johns-Manville Corp.
Mr. J.A. Bettes, Jr.	Raybestos-Manhattan, Inc.
Mr. J.T. Griffis	H.K. Porter Company, Inc.
Mr. G.D. Reycraft	Cadwalader, Wickersham & Taft
Mr. H.E. Sunbury	Asbestos Textile Institute

- d) President Peele then asked J.A. Bettes, Chairman of the Nominating Committee to submit the slate of officers for the ensuing year. Mr. Bettes stated that he had contacted the members of the Institute to determine their wishes in this matter, and there was unanimous agreement on the following:

MT-004572

Minutes - Board of Governors

Page - 3

S.J. Peele, Jr.	President
J.W. Weber	Vice President
J.A. Brown, Jr.	Treasurer
H.E. Sunbury	Executive Secretary & Ass't Treasurer

Mr. Peele then consulted legal counsel, G.D. Reycraft, to ascertain if it was proper to elect the officers of the Institute at the Board of Governors Meeting, rather than to submit this matter at the General Meeting on the following day. Mr. Reycraft stated that it was proper to do so, whereupon Mr. Bettes moved, and Mr. Hough seconded a motion to accept the recommendations of the Nominating Committee. All agreed, and it was so voted.

- e) President Peele then brought up the matter of Committee Chairman of the working committees for the ensuing year. It was agreed that the following men would serve:

Air Hygiene & Mfg.	-- L.C. Williams	- Raybestos-Manhattan, Inc.
Technical	-- W. Maaskant	- American Asbestos Textile Corp.
Fiber Testing	-- I. Barnett	- Johns-Manville Corp..
Sales Promotion	-- J.W. Christenbury	- American Asbestos Textile Corp.
Fiber	-- open	

Mr. Bettes asked that the name of J.W. Hawkins be added to the Personnel Roster, to serve on the Fiber Testing Committee.

- f) Mr. Bettes had previously recommended to President Peele that the Secretary should represent the Institute on ASTM Sub-Committee A-4 on Asbestos Textiles. The next meeting of A-4 is to be on October 16th. It was so agreed.

Mr. Hough then spoke of the new committee which ASTM is in process of organizing for Non-Metallic, Inorganic Fibers, and said he thought the Secretary could well represent A.T.I. on this committee also. The Secretary agreed to attend the initial meeting, at least, which is tentatively set up for some time in January 1964.

- g) The Secretary presented a list of the Insurance Policies now in effect, or applied for, to protect the Institute against loss from fire, embezzlement, Workmen's Compensation and Employer's Liability, and auto accident. Other than Mr. Bettes suggestion that the Secretary should consider the advisability of increasing the insurance on his automobile to \$100/300,000 limits in view of the slight additional cost, there was no other comment.
- h) President Peele spoke of the death of Mr. D.W. Widmayer, which occurred on June 12, 1963. Mr. Widmayer was President of the Institute 1953 and 1954, and Treasurer in 1951 and 1952. The Board of Governors instructed the Secretary to send a letter of condolence to Mr. Widmayer's family. The Secretary reported receipt of a card from Mrs. Herbert A. Smith, expressing her appreciation for flowers and sympathy extended to her at the time of her husband's passing, by members of the A.T.I..

Minutes - Board of Governors

Page - 4

- i) President Peele brought up the matter of an appropriate gift for Dr.M.C.Shaw in recognition of his seventeen years of faithful and efficient service to A.T.I.. He stated that he had conferred with other members prior to this meeting and it was agreed to purchase a gold wrist watch for Dr. Shaw, and have same suitably inscribed, and to present same to Dr. Shaw at the general meeting on October 4th. It was moved by J.A.Bettes and seconded by W.S. Hough that the purchase of this gift from A.T.I. funds be approved. All agreed, and it was so voted.
- j) After setting the date of the next meeting as February 6-7,1964 to be held at the Barbizon-Plaza Hotel, New York City, the meeting adjourned.

H.E.Sunbury,
Executive Secretary

MS 005167

MT-004573

PRODUCED
JM - 83

ADDENDUM TO MINUTES OF BOARD OF GOVERNORS MEETING

As Mr. T.C. McCluskey was unable to attend the Board of Governors meeting on October 3, 1963, President Peele felt that he should be advised of the decisions reached at that meeting at the earliest possible date.

Accordingly Mr. Peele 'phoned Mr. McCluskey on Monday, October 7th, and reviewed for him the actions of the Board in respect to Changes in Constitution and By-Laws, new schedule of Dues and Assessments for members, the Budget for 1964, purchase of gift for Dr. Shaw, etc..

Mr. McCluskey stated that he was in favor of the action taken on these matters at the Board of Governors Meeting held on October 3, 1963.

H. E. Sunbury,
Executive Secretary

MS 005168

MT-004574

PRODUCED
100 - 83

**ASBESTOS
TEXTILE
INSTITUTE**

**CONSTITUTION
BY-LAWS**

AS AMENDED OCTOBER 3, 1963

MS 005169

PRODUCED
IM - 83

MT-004575

CONSTITUTION AND BY-LAWS
of
ASBESTOS TEXTILE INSTITUTE

As adopted at meeting held November 16, 1944,
with amendments to date, October 3, 1963.

C O N S T I T U T I O N

ARTICLE I - NAME

The name of this organization shall be the Asbestos Textile Institute.

ARTICLE II - PURPOSES

The Institute is formed as a voluntary, non-profit, unincorporated organization to render service to the various manufacturers and the consuming trade in connection with asbestos textile materials as manufactured by its Members.

The purpose of the Institute shall be:

1. To promote ethical business standards in the Industry and fair trade practices in dealings between manufacturers and the trade and in representations to the public.
2. To lawfully promote the following activities:
 - (a) The development of standards through research, practical tests, and other available means, the application of which by individual manufacturers, will insure a proper measure of quality in each of the Industry's products.
 - (b) The development through research and other means of new uses and markets for the Industry's products, resulting in an increased consumption and a grading up of the Industry's products through the sale of better quality asbestos textile materials.
3. To lawfully promote and foster such Industry policies and programs as will tend:
 - (a) To cultivate the good will of engineers, distributors, manufacturers, and the consuming public, and to improve their acceptance of the Industry's products.
 - (b) To develop more creative selling by the Industry's salesmen, and to instill among such salesmen an attitude of courageous aggressiveness in combating attacks upon the Industry, its Members, and its products.

MS 005170

PRODUCED
JM - 83

MT-004576

Page - 2

- (c) To promote Industry welfare through cooperative research, improved manufacturing, selling and distribution methods.
 - (d) To cooperate in maintaining open, free, unrestrained and equitable competition in a manner consistent with the laws of the United States.
4. To act as a clearing house in the collection and dissemination of lawful information and statistics in respect to production, orders, shipments, stocks on hand, costs, credits, freight rates, employment, and such other matters as may be of value to the different manufacturers and the trade. No Member shall be required to furnish or receive any such information.

ARTICLE III - MEMBERSHIP

1. Regular Members. All individuals, partnerships and corporations located in the United States engaged in the manufacture of textiles out of raw asbestos fibre shall be eligible for regular membership in this Institute.

2. Associate Members. All individuals, partnerships and corporations which are (a) located outside the United States and are engaged in asbestos carding and spinning or (b) which are substantially engaged in the mining and milling of raw asbestos spinning fiber, wherever located, shall be eligible for associate membership in this Institute.

Associate members shall not be entitled to any vote in meetings of the Institute nor shall they be entitled to representation on the Board of Governors. In all other respects they shall enjoy the same rights as regular members.

3. Membership in the Institute may be terminated by the Board of Governors upon the failure of a Member to pay any installment of fees, dues and/or assessments within thirty days after the time designated for such payment by the Board of Governors.

4. Any Member may resign from the Institute at any time upon payment of his dues and/or assessments for the current quarter and for the three ensuing quarterly periods, such payment to be on the basis of dues and/or assessments in effect at the time of resignation.

5. In the event of any Member terminating his membership in the Institute or of such membership being terminated by a unanimous vote of the remaining Members of the Institute, such Member shall have no equity in the fund or assets of the Institute.

MS 005171

PRODUCED
JM - 83

MT-004577

Page - 3

ARTICLE IV - MEETING OF THE INSTITUTE

1. The time and place of holding meetings of the Institute shall be determined by the Board of Governors of the Institute, who shall have authority to call such meetings as may be desirable to conduct the Institute business. A meeting of the Institute shall also be called by the President upon request of a majority of the Members. Reasonable notice of all meetings shall be given to the Members.

2. The Institute shall hold an annual meeting in December, 1946 for the purpose of electing members to the Board of Governors for the fiscal year 1947 and the transaction of such other business as may properly come before such meeting and thereafter the annual meeting of the Institute for the aforesaid purposes shall be the third meeting in each year, the date of such meeting to be fixed by the Board of Governors.

3. In all proceedings of the Institute and all meetings thereof, each Regular Member shall be entitled to only one vote. Subsidiaries or divisions of parent Members shall not be entitled to vote. [At all meetings of the Institute there shall be present not less than a majority of all Members, represented in person by their duly authorized representatives who are entitled to vote in order to constitute a quorum for the transaction of business. Except for approving a budget submitted or authorizing the expenditures of money for special purposes which must be approved by all Members of the Institute, action binding on the Institute may be taken by a majority vote of those attending a meeting at which a quorum is present. A majority of all Members present at any meeting of the Institute, although less than a quorum, may adjourn such meeting without further notice until a quorum shall be in attendance.] In the event of a tie vote the President of the Asbestos Textile Institute is authorized to cast an additional and deciding vote on any issue presented for decision.

ARTICLE V - DISSOLUTION

1. The Institute may be dissolved by the vote or written consent of two-thirds of the Members of the Institute, after two weeks written notice to all Members of the Institute of the proposed dissolution.

2. In the event of the dissolution of the Institute, each Member thereof at the time of such dissolution shall be entitled to a refund from the net assets of the Institute pro-rated according to such Member's total contributions to the Institute during the preceding three years.

MS 005172

MT-004578

PRODUCED
JM - 83

Page - 5

In the event of any vacancy occurring on the Board of Governors, such vacancy shall be filled by a new Member of the Board of Governors to be elected at the next regular meeting of the Institute and to serve the unexpired term created by such vacancy.

The Board of Governors shall elect annually a President, a Vice President and a Treasurer from the members of the Institute and an Executive Secretary and Assistant Treasurer who need not be members of the Institute. Vacancies occurring in any one of said offices shall be filled by said Board of Governors. The Board shall not elect the same individual to serve as President for more than two successive annual terms, but an individual shall not be disqualified from serving again as President after an interval of one year from the termination of the period for which he was previously elected. The Board of Governors shall have power to make appropriations from the Institute funds for the carrying on of the work of the Institute subject to the provision that it shall authorize no expenditures the aggregate of which exceeds the approved budget of the Institute.

3. President: The duties of the President shall be to direct the activities of the Institute in intervals between the meetings of the Board of Governors and to preside at all meetings of the Institute and of the Board of Governors. He shall have authority to appoint such committees as may be required to conduct the business of the Institute and shall be a member ex-officio of such committees and of the Board of Governors.

The President shall have the power to make leases for the Institute offices, to employ or authorize the employment of such personnel (except as otherwise provided for in these By-Laws) as may be needed to carry on the work of the Institute, and purchase or authorize the purchasing of supplies and equipment, provided the expenses for such purchases shall not exceed the appropriations fixed by the Members.

4. Vice-President: The Vice President shall perform the duties of the President in his absence or during his illness or disability.

5. The Treasurer of the Institute: The Treasurer shall receive and receipt for all moneys collected by the Institute or its officers and shall disburse the same upon the presentation of proper vouchers issued and countersigned by the Institute Executive Secretary. He shall keep a correct record of an account for all moneys coming into his hands and of all disbursements, and shall make reports thereof to the Institute and to the Board of Governors when and as often as may be required. He shall deposit the funds of the Institute in a National or State bank or trust company, subject to the approval of the Board of Governors. The treasurer shall execute a surety bond conditioned for the faithful discharge of duties, and in such penalty and with such surety as shall be approved by the Board of Governors. The cost of such bond shall be paid out of the treasury of the Institute.

MS 005173

MT-004579

PRODUCED
JM - 83

The Treasurer shall prepare a budget covering the estimated annual expense of operating the Institute, which shall be approved by the Board of Governors and be subject to the ratification or modification by unanimous action of the Members of the Institute. The budget thus established may be modified at any subsequent meeting of the Institute by unanimous vote of its Members.

All of the duties as outlined in this clause may be delegated by the Treasurer to the Assistant Treasurer.

6. Initiation Fees, Dues and Assessments: Each Regular Member of the Institute shall pay an initiation fee of \$500 at the time it joins the Institute.

Additional funds required for expenditures authorized by the Members and by the Board of Governors shall be collected by assessments from each Member upon the following basis:

General Assessments

Annual operating funds of the Asbestos Textile Institute shall be obtained by direct assessments of all classes of members on the following scale:

Class A - Those Regular Members where production facilities are in the U.S.A. and whose annual Asbestos Textile sales are at \$1,000,000 and upwards.

Class B - Those Regular Members whose production facilities are in the U.S.A. whose annual asbestos Textile sales are less than \$1,000,000.

Class C - Those miners of Asbestos Fibre, Asbestos Textile Grade, regardless of location of mine and/or office.

Class D - Those fabricators of Asbestos Textile products whose plant production facilities are located outside the U.S.A.

The rates of Annual Dues payments will be:

Class A	\$1,000
Class B	500
Class C	500
Class D	250

Special assessments shall be based on each Regular Member's proportion of textile sales in pounds to the total textile sales in pounds for the calendar year of all Regular Members of the Institute.

In the case of all assessments an outside independent accountant appointed by the Board of Governors for such purpose shall collect the necessary production or sales information from the Regular Members and compute the individual assessments of each Regular Member. Each Regular Member shall furnish to said accountant the data necessary for such purpose.

Associate Members shall not pay any initiation fee nor be liable for any assessment.

MS 005174

PRODUCED
JM - 83

MT-004580

Page - 7

7. Executive Secretary: The Executive Secretary shall keep the minutes of the meetings of the Board of Governors and of the meetings of the Institute and shall perform all the regular duties of a secretary and such other duties as may be designated from time to time by the Board of Governors. The Executive Secretary shall receive such compensation as may be determined by the Board of Governors from time to time.

8. Assistant Treasurer: The Assistant Treasurer shall perform the duties of Treasurer in the absence or disability of the Treasurer and shall perform such duties as may be delegated to him by the Treasurer or the Board of Governors. The Assistant Treasurer shall execute a surety bond conditioned for the faithful discharge of his duties and in such penalty and with such surety as shall be approved by the Board of Governors. The cost of such bond shall be paid out of the treasury of the Institute.

9. The Fiscal Year: The fiscal year of the Institute shall end on December 31st.

10. Amendment of By-Laws: The By-Laws may be amended by a two-thirds vote of the Members of the Institute at any meeting thereof and without prior notice.

MS 005175

PRODUCED
JM - 83

MT-004581

AIR HYGINE & MANUFACTURING COMMITTEE October 3, 1963

Attending:

Jerry Mitchell - Chairman
W. C. Atkinson
D. T. Austin
J. L. Rainey
R. B. Smith
Hans Walter

H. K. Porter Company, Inc.
Johns-Manville Corporation
United States Rubber Company
American Asbestos Textile Corp.
Raybestos-Manhattan, Inc.
American Asbestos Textile Corp.

Institute Approved Dust Counting Method

The dust counting procedure worked up by the sub-committee headed by John Hawkins of Raybestos-Manhattan with the clarifications recommended by officials of the United States Public Health Service was approved and recommended for adoption by the Institute. On presentation, it was passed in the general meeting on Friday.

The outgoing chairman of this committee will see that bound copies of the Institute Approved Method of Dust Counting are distributed to each member company at an early date.

This leaves the matter of printing, if this should subsequently be considered, advisable.

Annual Report of the Asbestos Research Council

An abridged version of the annual report of the Asbestos Research Council of England, for the twelve months beginning October 1, 1961, received by the Institute July 24, 1963, had been previously distributed to member companies. This report was reviewed by the committee.

The portions on animal experimentation and the conclusions in regard to the particle sizes that presumably cause asbestosis were of particular interest.

Comments on monitoring of dust counts were also of interest in view of the discussion in this committee of various monitoring equipment offered by American Manufacturers.

It was decided we would request from the council, information on the monitoring membrane filter, especially details of improvement accomplished since they sent us a description and pictures of the device while still in the early stages of development.

It was also decided to secure, if possible, copies of the publications sponsored by the council.

The outgoing chairman will initiate these inquiries.

MS 005176

MT-004582

Membrane Fillers

In addition to writing the Asbestos Research Council in regard to the equipment they have developed, it was decided this committee would make a thorough investigation of the equipment available to us from American Manufacturers.

Air Hygiene & Manufacturing Committee

-2-

October 3, 1963

"Asbestos Exposure and Neoplasia"

A paper, with this title, presented at a joint meeting of the sections on Radiology and Diseases of the chest, of the American Medical Association (112th meeting) and the American College of Chest Physicians (29th meeting) on June 17, 1963 at Atlantic City, previously distributed to the membership by mail, was discussed briefly. This paper by Dr. Selikoff, Dr. Churg, and Dr. Hammond, was mentioned in our last minutes.

"Experimental Asbestosis in Rats"

Excerpts from this paper (translated from the German) by Dr. Holt, Dr. Mills, and Dr. D. K. Young, covering work financed by the Asbestos Research Council were read and discussed.

Public Health Service Survey

Dr. Lewis Crawley, Scientist Director, Assistant Chief of the Division Occupational Research and Training Facility Public Health Service Department of Health Education and Welfare, is continuing to visit plants of the member companies in view of the planned survey of our industry. There was continued discussion of this project as it relates to operations.

General Topics

Lung capacity tests and procedures, company practices on plant wide cold and flu shots, accident prevention, and general "housekeeping", were also discussed.

MS 005177

MT-004583



ASBESTOS TEXTILE INSTITUTE

MINUTES

SALES PROMOTION COMMITTEE

OCTOBER 3 - 4, 1963

In Attendance

J. T. Griffis
S. J. Peelo, Jr.
W. S. Hough
E. A. Shuman
J. A. Bettes, Jr.
J. W. Christenbury
J. W. Weber

- H. K. Porter Company, Inc.
- United States Rubber Company
- Johns-Manville Corporation
- Johns-Manville Corporation
- Raybestos Manhattan, Inc.
- American Asbestos Textile Corp.
- American Asbestos Textile Corp.

1. Exhibits - The large exhibit, consisting of four units, which has been on display at the University of California, was shipped on September 23, 1963 to the Ohio State University, Columbus, Ohio, where it will remain for at least six months.

The Quebec Asbestos Mining Association are making inquiries for possible locations in Canada when the Exhibit becomes available to them.

2. The possibility of placing this Exhibit at the World's Fair, as mentioned in our June report, was thoroughly explored by Messrs. Hough and Sunbury, and the cost was found to be prohibitive.
3. Industry Promotion of one or more standard fabrics, to replace a cotton fabric now in widespread use, was proposed by the Chairman, who has found from his experience that the asbestos fabric, although of higher initial cost, could be proven the least expensive when labor and other materials were considered. It is planned to do more work on this proposal in view of the favorable attitude of the other Committee Members.
4. The Committee recessed to attend the joint meeting of the Technical & Fiber Testing Committee in order to hear Mr. J. Wronski's presentation of his newly developed method for measuring magnetite concentrations in asbestos fiber. This proved extremely interesting, and we felt that he is to be congratulated for his pioneering work in developing a new approach to this problem.

Respectfully submitted,

J. T. Griffis
CHAIRMAN
SALES PROMOTION COMMITTEE

MS 005178

PRODUCED
JM - 83

MT-004584

MINUTES of the General Meeting
of the Asbestos Textile Institute
held at the Barbizon-Plaza Hotel,
New York City, October 4, 1963.

IN ATTENDANCE:

S. J. Peele, Jr., President
UNITED STATES RUBBER COMPANY

AMERICAN ASBESTOS TEXTILE CORP.

J.W. Weber
D.F. Quealy
W. Maaskant
J.W. Christenbury
J.L. Rainey
H.V. Walter

ASBESTOS CORPORATION, LTD.

G.F. Jenkins
M.P. Carson

BELL ASBESTOS MINES, LTD.

F.P. Smith
Wm. J.W. Smith

CASSIAR ASBESTOS CORP. LTD.

T.T. Tigert

H.K. PORTER COMPANY, INC.

J.T. Griffis
J.L. Mitchell
J.D. McCluer

CADWALADER, WICKERSHAM & TAFT

G.D. Reycraft

JOHNS-MANVILLE CORP.

W.S. Hough
E.A. Schuman
W.C. Atkinson
J.L. Tucker
I. Barnett

JOHNSON'S COMPANY, LTD.

J.A. McCammon

LAKE ASBESTOS OF QUEBEC, LTD.

E.L. Rimbault, Jr.
E.A. Farrell

RAYBESTOS-MANHATTAN, INC.

J.A. Bettes, Jr.
J. Wronski
M.W. Oliver
R.B. Smith
L.C. Williams
J.W. Hawkins
M.Q. Scowcroft

TURNER BROTHERS ASBESTOS CO. LTD

W.M. Deckman

UNITED STATES RUBBER COMPANY

D.T. Austin, Jr.
D.S. Nichols

ASBESTOS TEXTILE INSTITUTE
H.E. Sunbury

GUESTS:

Mr. J.F.D. Rohrbach,	Raybestos-Manhattan, Inc.
Mr. S.R. Zimmerman, Jr.	Raybestos-Manhattan, Inc.
Mr. W.E. Clark	United States Rubber Company
Mr. Claude Allard	United States Rubber Company
Mr. V.C. McQuiddy, Jr.	United States Rubber Company
Mr. B.D. Hubbard	United States Rubber Company
Mr. Douglas F. Roberts	Turner Brothers Asbestos Co. Ltd.
Dr. M.C. Shaw	Certain-Teed Products Corp..

MS 005179

PRODUCED
JM - 83

MT-004585

Minutes - General meeting

Page 2

1. The meeting was called to order by President Peele with a brief address of welcome to all in attendance. He pointed out that this was the 19th Annual Meeting of the Institute, and said he looked forward to our twentieth year with every confidence that the Institute would continue to grow in stature and enhance the prestige presently enjoyed in this country as well as abroad. Following these remarks each member was asked to stand and identify himself, and his company affiliation.
2. The minutes of the last meeting were introduced for reading, however, since all members had received copies of these, it was moved by J.T. Griffis, seconded by J.A. Bettis and unanimously agreed that the reading be omitted and that the minutes be accepted as circulated.
3. The Treasurer's report was presented by H.E. Sunbury, Asst. Treasurer, in the absence of Treasurer J.A. Brown (due to his wife's illness). Following a review of the contents of this report it was moved by W.S. Hough, seconded by D.S. Nichols and unanimously agreed that the Treasurer's report be approved. President Peele mentioned that the Institute was indebted to Mr. Charles W. Briggs, Jr., of Raybestos-Manhattan, Inc., Manheim Plant, for his assistance in auditing the Institute's books as required prior to each annual meeting.

MS 005180

at this time the chairmen of the several working committees reviewed the matters considered and actions taken by their committees since our last meeting, and in session on October 3rd.

- a) The Air Hygiene and Manufacturing Committee report was presented by Chairman J.L. Mitchell. The formal report is attached as a part of these minutes.
- b) The Sales Promotion Committee Report was presented by the Chairman, J.T. Griffis, who stated that the four section A.T.I. Exhibit was now at the University of Ohio, having been shipped from the University of California on September 23rd. His formal report is attached to these minutes.

PRODUCED
IM - 83

MT-004586

Minutes - General Meeting

Page 3

- c) The Fiber Committee Report was presented by M.P. Carson, who stated that the fiber supply situation is not materially different than it has been for some time, there being adequate supplies of all grades.
- d) The Technical Committee Report was presented by Chairman J.L. Tucker, who reported that a joint meeting had been held the previous day with the Fiber Testing Committee for the purpose of hearing Mr. J. Wronski present a talk on his method of determining the Magnetic Rating of Asbestos Fibers by the Magnetic Force Method.

Mr. Tucker, who is relinquishing his post as Chairman after faithful and efficient service during the past two years, expressed his appreciation for the assistance of all committee members who have served with him during that period. He stated that in view of his planned retirement from business early next year that this would be his last meeting as an active member of the A.T.I.. The formal report as presented is attached as part of these minutes.

- e) The Fiber Testing Committee Report was presented by Mr. Irvin Barnett, Chairman. Mr. Barnett outlined proposed work of the committee, and mentioned the proposed ASTM Committee on Inorganic Fibers. Said that Sub-Committees would be recommended to deal with Natural and Manufactured Fibers, and that it was important that the A.T.I. should be represented on the Natural Fiber Committee.

Mr. Barnett would like a joint meeting of Technical and Fiber Testing Committees at the next General Meeting to be held in February. He reported that the Fiber Testing Manual should be considered as ready for revision by the end of 1964.

6. Old and New Business:

- a) President Peele informed the members that the Constitution had been revised, also the By-Laws, as same was necessary due to dropping of the Fellowship activity previously carried on by Dr. Shaw. He announced the new, reduced rates of membership dues, made possible by a major reduction in operating expenses thru discontinuance of the Fellowship.
- b) President Peele stated that the Board of Governors had approved the revised Constitution and By-Laws, also the operating budget for 1964.

MS 005181

PRODUCED
IM - 83

MT-004587

Minutes - General Meeting

Page 4

- c) That J.A. Bettes, Chairman of the Nominating Committee had submitted to Board of Governors a recommendation that present slate of officers continue to serve for another year, and that the five members present had so voted.
 - d) President Peele announced that agreement had been reached as to Chairmen of various committees for the ensuing year as follows:

Sales Promotion	--	J.W. Christenbury
Air Hygiene & Mfg.	--	L.C. Williams
Technical	--	W. Maaskant
Fiber Testing	--	I. Barnett
 - e) Also that the Secretary, H.E. Sunbury, would represent A.T.I. on ASTM Sub-Committee A-4 on asbestos textiles, whose next meeting is October 16th.
 - f) J.A. Bettes urged that every member cooperate in respect to Government requests to A.T.I. for information. Said that various Bureaus in Washington held the A.T.I. in high esteem and we wanted to continue to merit their favorable opinion.
7. President Peele then asked W.S. Hough to address the meeting. Mr. Hough welcomed Dr. Myril C. Shaw, formerly Executive Director, Assistant Treasurer and Research Fellow, of the Asbestos Textile Institute, to the meeting. Mr. Hough gave a resume of Dr. Shaw's service to the Institute, extending over a period of seventeen years and presented him a beautiful gold wrist watch, suitably inscribed in recognition of his dedicated service, and the high esteem of both the Board of Governors and all members of the Institute. Dr. Shaw, who is now associated with Certain-Teed Products as their Asbestos Specialist, responded with appropriate remarks, after receiving a standing ovation from members.
8. President Peele then introduced the guest speaker, Mr. Alden R. Loosli, General Manager, Fibers Division, American Cyanamid Company. Mr. Loosli talked on the subject: "Production to Marketing - What a Change". He proved to be a most interesting speaker, who drew upon his wide experience in both production and management, as well as sales, to illustrate his talk, which was liberally interspersed with humorous stories to emphasize important points. All agreed that it was a most inspiring and informative talk.
9. At this time the meeting adjourned for luncheon.

MS 005182

MT-004588

PRODUCED
III - 83

Minutes - General Meeting

Page 5

10. Following the luncheon President Peele addressed the group with appropriate remarks on remembrance of the passing of Mr. D.W. Widmayer on June 12, 1963. Mr. Widmayer served as President of the Institute in 1953 and 1954, and Treasurer in 1951 and 1952. In recognition of this loss the membership observed a period of silence.
11. There being no further business to come before this session, the meeting was adjourned. The date of the next General Meeting is February 6-7, 1964, and it will be held at the Barbizon-Plaza Hotel, in New York City.

Respectfully submitted,

H.E. Sunbury,
Executive Secretary

MS 005183

PRODUCED
JM - 83

MT-004589

COPY

October 31, 1963

Mrs. D.W. Widmayer
Welsh Road, Maple Glen
Ambler, Penna.

Dear Mrs. Widmayer:

The Board of Governors of the Asbestos Textile Institute, in their meeting held on October 3rd, expressed their very deep regret in respect to the death of your husband, Mr. D.W. Widmayer, and instructed me, as Secretary of the Institute, to convey to you their sincere sympathy.

Mr. Widmayer, as you undoubtedly recall, served the Institute as Treasurer in 1951 and 1952, and as President in 1953 and 1954. He performed these duties most efficiently, and was greatly respected by our members.

At our General Meeting, held on October 4th, the current President of the Institute, Mr. S.J. Peele, Jr., paid tribute to the memory of your husband, and at the conclusion of his remarks the entire membership rose and observed a minute of silence in his honor.

We wanted you to know that our members share your sorrow in the loss of your beloved husband.

Sincerely yours,

Herbert E. Sunbury
Executive Secretary

MS 005184

PRODUCED
JM - 83

MT-004590

NATIONAL GYPSUM COMPANY

Buffalo 2, New York

December 6, 1962

Asbestos Textile Institute
c/o Philadelphia Textile Institute
Schoolhouse Lane
Philadelphia 44, Pennsylvania

Attention Myril C. Shaw
Executive Director

Dear Mr. Shaw:

It is with regret that we advise you of our withdrawal of
associate membership from the Institute.

It has been a real pleasure in being able to associate
ourselves with the group, however, the fact that we are
not furnishing spinning fibres to the domestic market
has led to management taking this decision.

Yours very truly,

W. Noel Reakes
Technical Service Manager
Asbestos Fibre Department

WNR/jt

MS 005185

MT-004591

Executive Director's Report to the Board of Governors

Introduction

During the interim between the General meetings there are usually many matters that come to our attention which, we feel, might be of interest to the members of this Board. It is our purpose to here report upon some of these subjects and discuss their possible application to our industry and the association.

Specification Consolidation. The monthly news letter "The Common Defense", published by the American Ordnance Association in January, 1963 reports that the "Defense Supply Agency, in agreement with the military services, is grinding down the large list of supply items, having eliminated 14,583 since January 1, 1962. The latest reduction of 8,000 items include 347 space and immersion heaters out of 475; 281 hand tools, and 97 of 129 items of banner and bunting cloth". For the past three or four years we have been aware of this activity which is designed to substantially reduce the number of procurement specifications for the several Federal agencies, however, it is extremely difficult to track down those who are concerned with the cutting and to determine when and why an item is to be cut. We are endeavoring to follow this activity as it relates to asbestos textiles and will keep the membership advised of any signs that would seem to concern our products.

Export Business. On January 10, 1963, Douglas MacArthur, 2d, U. S. Ambassador to Belgium addressed the Economics and Taxation Council of the Chamber of Commerce of Greater Philadelphia and many of his remarks were, we felt, appropriate for consideration by this Board. Photocopies of the newspaper clipping of this article are herewith attached.

In this same connection, a booklet entitled "What You Should Know About Exporting" has been received recently and was circulated at the Board of Governor's meeting. The letter of transmittal accompanying this publication is here photocopied for your information.

It would seem that the export business for certain of our asbestos textile products might offer an opportunity worthy of investigation. We have been concerned with import competition in the past but perhaps there are areas of export that might be attractive.

Public Relations. In an effort to explore the possibilities of a public relations program on a somewhat more modest scale than heretofore considered, we have been reviewing literature and other bits of information related to public relation work as it has come to our attention. One of the more promising promotions in this area is a small four-page booklet issued by the Corn Industries Research Foundations, Inc., Photocopies of this work were distributed to the Board of Governors members for study. A similar presentation could well be drafted by our Institute for a wide-spread circulation as a part of our own public relations program. To initiate thinking in this regard we have prepared a partial copy for such an article, based upon the technique followed in the Corn Industries release. If the membership of this Board feels that there might be promise and justification in pursuing this matter, we will be pleased to exert further efforts in this direction.

MS 005186

MT-004592

Small Business Use of Trade Association Programs. The Small Business Administration recently concluded a study and issued a report titled —"Small Business Use of Trade Association Programs", designed to assist Trade Association Executives in improving the value of Trade Associations to its members. Several significant points were established and are, we feel, worthy of consideration as we endeavor to make the Institute an effective service organization for its members. Excerpts from a review of this survey are here presented.

"The research reports in this summary considers trade associations from the viewpoint of small-business members of the associations. The aim was not to settle questions, but to raise them. What basic questions must be dealt with by trade groups seeking to increase the economic well-being of its members?

The questions raised by this study of three trade groups—The American Association of Nurserymen, the National Automobile Dealers Association, and the Printing Industry of America, Inc.—are intended as a guide for trade associations in the effort to improve their services to small-business members.

For the purposes of the study, the services that may be provided through trade association programs were classified as follows: marketing management, personnel management, financial management, management development, production management, research, and miscellaneous programs such as Governmental relations, public relations, and communications.

Marketing Management

All three of the associations taking part in the study had programs designed to help their members with marketing problems. These services included informational material, visual aids, pamphlets for customers, and courses for the training of salesmen.

Personnel Management

Programs in the area of personnel management were also found in all three associations. Group insurance and retirement plans, help with labor relations, employee training programs, and informational publications were among the services offered.

Financial Management

Two of the trade associations gathered and published industry operating and financial data. The same two groups also published cost-find systems.

Management Development

Study groups, publications, and conventions were the principal means used to stimulate management development among the members. All three of the associations had programs in this area.

MS 005187

MT-004593

Production Management

Production-management services took the form of publications and individual help with special problems. Since the National Automobile Dealers Association represents retailers, it was not directly concerned with production problems. Some attention was given, however, to the operation of service departments.

Research

The three trade associations all carried on research-related activities, although they did not conduct actual laboratory research. These activities included the reporting of current research carried on by others; the collection of data about the economic phases of marketing and distribution; maintenance of research libraries; and special inquiries.

Government Relations

The trade associations served as their industries' representatives to agencies, departments, and bureau of the Federal Government. They also kept their members informed about completed or impending legislation or other Government action.

Public Relations

Public-relations services included publications for the businessman and for customers, the establishment of codes of ethics, and public-service activities.

Communications.

There were many channels of communication between the management of the trade associations and the members. Newsletters, bulletins, and other publications were numerous. Conventions were also an important means of communication, and many personal letters, as well as form letters, went out from the national headquarters.

USE OF SERVICES BY SMALL FIRMS

Small-business owners and executives were interviewed to learn why they used or did not use—effectively, at least—the programs and services of their trade associations. As a result of these interviews, the report suggests the following points for study by association executives.

Do the association's programs take into consideration the management and operating differences between small and large businesses?

Are the programs based on the assumption that all members have a working knowledge of business-management principles?

MS 005188

Are the programs in accord with the members' philosophies of business?

Does the association take the initiative in putting its service into effect?

Do the programs stress immediate operating problems rather than long-range development? And do they bring the experiences of successful members to the attention of others who have similar problems but have not solved them satisfactorily?

Are programs evaluated and compared in terms of their cost and relative importance to members?

THE ORGANIZATION

Basic to the improvement of the programs and services of a trade association is a re-examination of its objectives, management, and organization. The following questions point out some problem areas for consideration by trade association executives, officers, and members.

Objectives

Do the objectives serve all segments of the membership, particularly small-business members?

Are the objectives up to date, in terms of changing practices and conditions?

How can association executives and officers more effectively translate objectives into definite plans of action?

Would classifying the membership into smaller and more homogeneous groups help to improve the services offered? Would this make possible programs tailored more closely to the needs of individual members?

CONCLUSIONS

Trade associations have grown rapidly—in numbers, size, importance, expenditures, and other respects. Their role in the economy places a premium on efficiency in their operations. At the same time, rapid changes in the economy have produced new demands on the associations, made some functions obsolete, and raised many problems.

MS 005189

The report concludes that trade associations have reached a point where reevaluation is needed. The questions presented suggest areas in which the need for re-examination is most apparent."

MT-004595

On the basis of this report it occurred to us that perhaps after more than eighteen years of activity without any really serious self-examination, an evaluation of the over-all program and the organization of the Asbestos Textile

Report of Executive Director

Page 5

Institute would be in order. Ideally, such an undertaking could most effectively be accomplished at a meeting where elected members of the Board of Governors were in attendance accompanied by at least one executive officer of each member company of the Institute, preferably the President and/or a Vice President familiar with and interested in the affairs of the Asbestos Textile Institute.

It is possible that perhaps the aims or goals and the actual endeavors of the Institute may be unknown to some of the executives of the member companies. Such a conference would present an opportunity for these men to become more intimately acquainted not only with the program of the Institute and the capabilities of the association but also with the group of executives who direct the affairs of the Institute and with the executives of the member companies.

If it would be possible to arrange a one day meeting of this group either in New York or Philadelphia sometime in April or May, I believe that the results could be rewarding for all concerned.

Another dividend of no small consequence to be derived from such a meeting would be the incentive to those members of the task groups and committees who faithfully serve the Institute but who I am sure often inwardly express the USO catch phrase—"Does anyone know that I am here". The active membership of the Institute would, I feel certain, be encouraged to greater efforts if they realized that their endeavors were recognized not only by their executive officers but the executive officers of their fellow workers.

To be able to have our Board of Governors sit down for a few hours with such leaders as Mr. Vila and Mr. Clark, United States Rubber Company; Mr. Rohrbach and Mr. Zimmerman, Raybestos-Manhattan, Inc.; Mr. Benkes, H. K. Porter Company, Inc.; Mr. Barnett, Johns-Manville Corporation; to name but a few, could have far-reaching effects upon the future course of the Institute.

Conclusions

The subjects here discussed are presented with a view toward improving and extending the services of the Institute. Comments and suggestions by the Board of Governors members are welcome.

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MT-004596

PUBLIC RELATIONS ARTICLE COPY

The Asbestos Textile Institute is a nonprofit organization, international in membership, serving the manufacturers of asbestos textiles through industry-wide programs of research and technical services.

The Asbestos Textile Institute represents sixteen member companies who are mutually interested in programs of research, the technical aspects of product development and promotion, manufacturing methods, health and safety programs and public information related to asbestos textile products which are composed of this unique natural fiber. Those members who are concerned primarily with manufacturing operations process nearly one-half million tons of fiber annually. Other members of the association who mine and mill the asbestos fiber ship over 1-1/4 million tons annually. The textile products which come from the manufacturers who make up the membership of the Asbestos Textile Institute are composed of more than 3 million pounds of lap and roving some of which is served onto electrical conductors as thermal and electrical insulation, over 2-1/2 million pounds of yarn, more than 1-1/4 million pounds of woven electrical tape, more than 200,000 pounds of braided tubing for electrical and mechanical application and more than 5 million pounds of asbestos cloth. This wide variety of products serves practically every facet of our daily life, from the toaster used to prepare the morning toast to the massive electrical power generators that keep the lights aglow at night on Main Street and Broadway; from maintaining the necessary mechanical performance and braking ability of the small compact automobile to assuring the perfect performance of the nuclear submarine and other armament capabilities required to insure the peace of the world.

A. T. I. - ITS PROGRAMS

To effectively represent all of these individual members, A.T.I. conducts programs designed to advance the capabilities of the industry and to extend the usefulness of the products emanating from this important natural mineral fiber.

The Asbestos Textile Institute maintains (a) research facilities where fundamental problems are studied, and new product applications are investigated, (b) through technical means, promotes the attainment of the highest quality in the products emanating from the industry, (c) through cooperative efforts with the consumers of the products of the industry efforts are ever directed to satisfy the demands of industry for new materials, (d) cooperates with all governmental agencies that are concerned with the procurement of asbestos textiles and have authority in preparing specifications to cover such purchases, in order that there may be complete understandings in all areas of these considerations.

Offices Located at

Philadelphia College of Textiles and Science
Schoolhouse Lane and Henry Avenue
Philadelphia 44, Pa.

Dr. Myril C. Shaw, Executive Director

MS 005191

MT-004597

Budget Committee Report

The Budget Committee of the Asbestos Textile Institute for the year 1963, consisting of the following members: - Mr. W. S. Hough and Mr. J. W. Weber met with President S. J. Peele, Jr., and the Assistant Treasurer on December 7, 1963 to draft a budget for 1963. Mr. J. A. Brown, Jr., Treasurer and normally chairman of this meeting was unable to be in attendance. Following detailed considerations of all of the accounts to be included in this budget and based upon the expenditures experienced during 1961 and 1962, the following budget was drafted and it was recommended that it be submitted to the Board of Governors of the Institute for approval at the meeting to be held on January 24, 1963.

The recommended budget is as follows:

General Fund

Secretary's Salary	\$ 3,050.00	
Secretary's Travel	1,000.00	
Secretary's Retirement	670.80	
Office Expense	2,000.00 (1)	
Legal Expense	1,500.00 (2)	
Legal Travel	100.00 (3)	
Auditing Expense	325.00	
Meeting Expense	1,750.00 (4)	
New Exhibit Expense	250.00	
Incidentals	200.00	\$ 10,845.80

Fellowship Fund

Fellowship Salary	\$ 10,325.00	
Fellowship Grant	3,500.00	
Laboratory Assistance	100.00	
Laboratory Expense	250.00	
Incidentals	150.00 (5)	\$ 14,325.00
		\$ 25,170.80

The proposed budget is, in many respects, the same as the budget approved for 1962, however, exceptions to be noted are indicated by references (1), (2), (3), (4), (5) following certain of the accounts listed.

(1) The office expense has been increased by \$200.00 over the 1962 figure due to increased postage rates and generally higher stationery and other office supplies costs.

MS 005192

MT-004598

PRODUCED
IM - 83

Budget Committee Report

Page 2

(4) Meeting Expense was reduced from \$2,000.00 to \$1,750.00 due to the reduction of the number of meeting dates per year from four to three.

(5) The Fellowship Fund Incidental Expense account was reduced from \$250.00 to \$150.00. Past experience has shown that this fund is seldom depleted and the reduction could be justified.

On the basis of these revisions, the General Fund Account has been reduced by \$850.00 and the Fellowship Account by \$50.00, yielding an overall reduction of \$900.00 from the budget of last year.

Myril C. Shaw,
Assistant Treasurer

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