

Ardmore

December 21, 1955

Ardmore

Mr. Malcolm Meyer, President

1956 GYPSUM PLANT MANAGERS MEETING
JANUARY 16 - 17 - 18 - 19

P. E. Fischer - lh

cc: Mr. O. F. Grieve, Ardmore
Mr. H. J. Zelms, Acme
Mr. H. F. Debo, Akron
Mr. K. W. Brown, Blue Rapids
Mr. Myron Read, Fort Dodge
Mr. A. H. Ten Elshof, Grand Rapids
Mr. E. L. Flinn, Sigurd
Mr. J. W. Hart, Pryor
Mr. M. M. Powers, Akron
Mr. P. W. Codwise, Thorold
Mr. H. C. Johnson, Paoli
Mr. W. G. Will, Paoli
Mr. H. C. Puckett, Fort Dodge
Mr. G. A. Hoggatt, Paoli
Mr. M. F. Fink, Ardmore
Mr. C. G. Shuttleworth, Paoli

The Gypsum Plant Managers Meeting will be held at the Hotel Newhouse in Salt Lake City on January 16th, 17th, 18th, and 19th. A copy of the Agenda is attached.

For the information of all persons expected to be in attendance at the meeting, it is urged that you arrive at the hotel not later than Sunday evening, January 15th. The meeting will start at 8:30 a.m. on Monday, January 16th.

It will be helpful if you will write to Mr. Flinn at Sigurd, letting him have your anticipated arrival time.

* * *

PLAINTIFF'S EXHIBIT

GP-695

SGP 0021400

TO: Messrs.-

H. J. Zelms, Acme
H. F. Debo, Akron
K. W. Brown, Blue Rapids
Myron Read, Fort Dodge
A. H. Ten Elshof, Grand Rapids
E. L. Flinn, Sigurd
J. W. Hart, Pryor
M. M. Powers, Akron

December 12, 1955

Ardmore, Pennsylvania

SUBJECT: AGENDA 1956 GYPSUM
PLANT MANAGERS MEETING

O. F. Grieve - ry

CC: P. W. Codwise, Thorold
P. E. Fischer, Ardmore
H. C. Johnson, Paoli
W. G. Will, Paoli
H. C. Puckett, Fort Dodge
G. A. Hoggatt, Paoli
M. F. Fink, Ardmore
C. G. Shuttleworth, Paoli

Having reviewed the replies to our bulletin of September 22, we have attempted to shape up an agenda best suited to the requests made by the Plant Managers and the General Engineering and Research Departments. A copy of this agenda is attached to the respective copies of this letter.

Topics have been assigned numerically, but not necessarily in the order in which they will be discussed at the meeting. Please be sure to note your respective assignments and arrange to prepare a paper covering the assignment as soon as possible. Sufficient copies of your papers should be prepared to permit distribution to every individual who will be in attendance at the meeting. The attendance list is indicated above, that is all parties above addressed are expected to be at the meeting.

It has been suggested that as soon as you have your topic papers completed, a copy be immediately mailed to all of the other individuals who will participate in this meeting in order to enable them to prepare for a discussion of each topic in advance of the date of the meeting. We think that this is a very good idea and it is our request that it be complied with.

The meeting will be held in January. The exact dates and location have not yet been fully decided upon. You will receive formal notification just as soon as a decision is reached.

We urge that you immediately prepare your topic assignments and distribute them as above requested at the earliest date possible.

If there are any questions, please be sure to communicate with us at once.

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Enc.

SGP 0021401

**AGENDA -
1956 GYPSUM PLANT
MANAGERS MEETING.**

1. Opening comments.
2. Review and Progress Report.
3. Improving Quality and Reducing Complaints.
4. Supervisory Attitudes.
The Supervisors place in management.
5. Safety in 1956.
 - (a) The program.
 - (b) Objectives.
 - (c) The economics of Safety.
6. Power Curve Conveyors and Bag Flatteners Elevators.
 - (a) Improvements in Loading.
 - (b) Production Increases.
 - (c) Use in Palletizing and Handling.
 - (d) Possible Cost Reductions.
7. Mechanization of Blue Rapids Mine.
 - (a) Original Plan
 - (b) Changes found necessary.
 - (c) Roof Bolting
 - (d) Undercutting
 - (e) Present costs vs old.
 - (f) New recommendations.
 - (g) For other plants to consider.
8. People - Our Greatest Asset.
9. Personnel, including the handling of Plant Personnel problems and the training of hourly workers, supervisors, and Engineering and Management Trainees.
10. Paper Quality Improvements.
 - (a) Attained
 - (b) Needed
 - (c) Comments on savings 1955 vs 1954
 - (d) Recommendations for 1956.

P. E. Fischer ✓

O. F. Grieve ✓

G. A. Hoggatt ✓

Open Discussion

Matt F. Fink ✓

K. W. Brown ✓

H. C. Puckett ✓

W. G. Will

Open Discussion

P. W. Codwise ✓

**AGENDA -
1956 GYPSUM PLANT
MANAGERS MEETING**

11. Paper Cost Reductions.
 - (a) Attained
 - (1) Furnish
 - (2) Machining
 - (3) Loading
 - (b) Benefits to Gypsum paper costs from Pryor production.
 - (c) Ways and Means of obtaining further cost reductions.
12. Employee Suggestion Systems.
 - (a) Our present system.
 - (b) Its benefits.
 - (c) Objectionable features.
 - (d) Recommendations.
13. What we plan to do at Sigurd to increase Board Production.
 - (a) Through Capital Expenditure.
 - (b) Through Waste and Reject Control
 - (c) Through elimination of delays.
 - (d) Recommendations for other plants to consider.
14. Automation in Gypsum Processes
15. New Equipment or Mechanical Innovations in the Gypsum Industry.
 - (a) At the Wet End
 - (b) At the Knife
 - (c) At the Take Off
 - (d) Lift Trucks - types and capacities.
16. Controlling Absenteeism.
 - (a) Systems of Notification and Warning. What forms should be used.
 - (b) Advisability of written forms.
 - (c) Disciplinary Measures.
 - (d) Absenteeism and overtime Premium Pay. Supper money.
 - (e) Controls that help.
17. Board and Lath Drying.
 - (a) Comparisons and Observations.
 - (b) What about Direct fired Oil Kilns.
 - (c) Comments on Foster D. Snell report.
 - (d) Recommendations - existing plants.
 - (e) Future installations.

J. W. Hart ✓

Myron Read ✓

E. L. Flinn ✓

H. C. Johnson ✓

H. J. Zelms ✓

H. F. Debo ✓

C. G. Shuttleworth ✓

SGP 0021403

**AGENDA -
1956 GYPSUM PLANT
MANAGERS MEETING**

18. Reducing Maintenance Costs. .

M. M. Powers

19. Reducing Board and Lath
Warehousing and Shipping
Costs.

A. H. Ten Elshof

- (a) 1955 Accomplishments at Grand Rapids
- (b) How much mechanization?
- (c) Flat car shipments - improvement.
- (d) Recommendations
 - (1) Equipment
 - (2) Personnel
 - (3) Supervision
 - (4) Protection of Product in
Warehousing and Loading.

20. (a) Ridging of Wallboard Joints
(b) Quality of Water Repellent Gypsum Sheathing

Open
Discussion

21. Sales and Customer Relations

Open Discussion

22. Goals and Objectives 1956.