

FRICITION MATERIALS STANDARDS INSTITUTE, INC.
588 MONROE TURNPIKE, MONROE, CT 06468

MINUTES OF MEETING

OF THE

BOARD OF DIRECTORS

Monday, October 4, 1999

Omni Rosen Hotel

Orlando, Florida

DIRECTORS PRESENT

Rob Burgess	Wheeling Brake Block Inc.
Martin Chevalier	U.S. Automotive Manufacturing
Michael Greenberg	Capital Tool
Pat Healey	Superior Friction
Ralph Neil	ABS Friction
Robert Scott	Friction Material Company

DIRECTORS MISSING

Richard Cross	Vaapco, Inc.
Don Delvy	Dana Brake & Chassis
Paul Myers	Hallex Friction Products

OTHERS PRESENT

Walt Britland, President	Federal Mogul
Gilbert N. Laycock	Friction Materials Standards Institute, Inc.

Mr. Britland, President, called the meeting to order at 8:30 A.M.

REVIEW OF ACCOUNTS RECEIVABLE

The Secretary reviewed Fees Receivable and Accounts Receivable with monthly open balances from July 1 to October 1, including monthly billings and receipts. The detail also included write-offs of invoices for two members who were conditionally terminated by the Board of Directors at the June meeting. A detail of open invoices was also reviewed. The oldest open invoices dated back to April 1, 1999.

MEMBERSHIP STATUS

The Secretary reviewed the changes in membership. There were losses of two members who were conditionally terminated by the Board of Directors at the June meeting. They were: Total Brake Industries and Ohio Caliper. With their termination invoices totaling \$5,476.82 were written-off. New members added included one Active Member: Millennium Brake and three Regional Members: Pagid Mexico SA de CV, The Andus Group Inc. and European Friction Industries.

BUDGET REVIEW

The Secretary presented a three month Trial Balance for expense items and listed one fourth of the budget for comparison. It was noted that items such as Salaries, Rent and Telephone are regular monthly costs and can be compared to a pro-rated budget. But, expense items such as Audit, Meeting Expense and Meeting Travel occur later in the year and items such as Transition Provision and Depreciation are accounting entries which can be entered anytime during the year. The Secretary reviewed each expense item with comments as to how the expenses are incurred. There was a question concerning the Transition Provision as to the limit to which it would accumulate. The Secretary noted that there was no limit, but, the Board of Directors would decide when the contributions should stop.

2000 CATALOG - LIBRARY EDITION

The Secretary noted that work on the 2000 Catalog started in July 1998. In order to build a 30 year window catalog it was necessary to take the 1998 catalog which covered 1998-1985 applications and add old information from 1984-1971 as well as the years 1999 and 2000. Since 1998 the Institute has worked on two catalogs concurrently. During Fiscal Year 1998-99 the catalogs being worked on were 1999 and 2000. During Fiscal Year 1999-2000 the catalogs being worked on were 2000 and 2001. In terms of illustrations, the 1999 catalog had 850 active identities with 1045 illustrations. It was necessary to add or create and add all illustrations not on electronic files. These totaled more than 700 identities. There are now more than 1800 illustrations on electronic files. The Secretary noted that in his briefcase is a zip disc with a backup of the 2000 Catalog and all illustrations which leaves the office with him. The files are also on two computers and another zip disc in the office. There was a question concerning the possibility of putting the catalog on a CD-ROM. The Secretary noted that this had been proposed as a next step after the Library Catalog was completed. It was also proposed that the Library Catalog be maintained as an "add to" but never subtract from catalog in the CD-ROM format with periodic updates. There was a suggestion to keep Institute backup files in a safety deposit box in a bank. It was noted that it will be

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necessary to close the input to the catalog earlier than has been done in past years due to the size of the Library Edition. This will allow time for typesetting and proofing a catalog that is more than twice the size of any catalog that the Institute has ever produced. There was a question as to whether the member list will be included. It was noted that Officers, Board of Directors, Active Members, Regional Members and Licensee Members will be listed regardless of page count. There was a question about disc brake thickness noted in the catalog. It was noted that in the lining section of the catalog the thickness given for riveted pucks is lining only and for integrally molded is lining and backing plate only and is noted on every catalog page that has a 700 or 7000 series disc lining. Insulator thicknesses are noted only in the illustration section. There was a question as to what constitutes a new part in terms of overall thickness. The Secretary noted that if a part is examined that is within .010 in thickness of an existing part (all other things being the same) the part is not given a new number. If a part is more than .025 thicker or thinner than an existing part is a new part number. The gray area between .010 and .025 requires some thought and discussion.

There was a suggestion that the Institute investigate E-Mailing bulletins and new assignment drawings to members, rather than using regular mail.

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There being no other business brought to the attention of the Board of Directors at this time, upon motion duly made, seconded and unanimously passed, it was:

RESOLVED: To adjourn

Adjourned at 10:30 A.M.

G. N. Laycock
Secretary