LEAD INDUSTRIES ASSOCIATION

60 EAST 42ND STREET
NEW YORK 17, N.Y.

SUBJECT TO REVISION

MINUTES OF ADVISORY COMMITTEE
[illegible] DIVISION

New York, N. Y. November 5, 1958

A meeting of the Advisory Committee of the Metallic Lead Products Division was held on Wednesday, November 5, 1958, at the Lawyer's Club, New York City.

Present	Representing
G. H. LeFevre, Chairman	United States Smelting Refining & Mining Co.
A. M. Callis	Federated Metals Division, American Smelting Refining & Mining Co.
R. A. Gardiner, Jr.	Gardiner Metal Co.
W. J. Walch	National Lead Co.
C. R. Ince	St. Joseph Lead Co.

Robert L. Ziegfeld, Secretary-Treasurer

The meeting was called to order at 12:30 P.M.

The minutes of the previous meeting of November 8, 1957 were approved.

SKIDMORE, OWINGS & MERRILL REPORT

The committee proceeded to consider the recommendations for 1959 activities, based on the report of Skidmore, Owings & Merrill, prepared by the secretary, which were circulated to the committee on October 27, 1958. The committee was somewhat critical of the SO&M report, feeling that it was poorly presented and contained much information already known to the industry. However, it was generally agreed that it revealed the fact that our industry had done a poor job of educating architects and engineers as to the merits of lead in building construction and presented useful suggestions as to how to do a better job.

It was also agreed that the report made it obvious that to receive acceptance in building construction, architects and engineers must have full engineering data and the products must be supplied in a form which would make their use as simple as possible.

The secretary was questioned as to the circulation of the SO&M report. He explained that so far as the lead industry was concerned it had been circulated only to the Technical Steering Committee, the Industry Development Committee and the Advisory Committee of the Metallic

Lead Products Division, with a few extra copies going to those who had received it and had requested copies. He did not know how much circulation the report had received within the SOM organization. The secretary was instructed to acknowledge the report and to request SOM not to circulate it beyond those who had had a part in its preparation within its own organization.

BUDGET FOR 1959

With these opinions in mind, the committee then proceeded to a consideration of the budget presented.

In connection with the recommendation of SOM that architectural consultants be retained to guide the Association in the preparation of literature for architects, and in other respects, SOM had offered to serve as consultants on a cost-plus basis, namely the actual cost of the time their employees put in on work of the Association plus one and one-half times this amount for overhead, plus actual out-of-pocket expense, such as travel and telephones. They also offered to present an estimate beforehand for the cost of each project upon which they were called for assistance. The treasurer explained that the item of $5,000 for consulting fees was an arbitrary estimate which he had made of the cost of such services and that this could be higher or lower depending upon the amount of assistance requested from the consultants.

He further explained that Mr. Roger H. Cutting of the Bunker Hill Company, a member of the committee who could not be present, had suggested to him that it might be wise to retain several architectural consultants in different parts of the country because of the great territorial variations in the use of lead.

The committee took cognizance of the recommendations of SOM with respect to research and agreed that it had no jurisdiction along these lines. It did, however, suggest that the Research Director and Technical Steering Committee investigate these recommendations and proposed research projects where they considered them necessary.

The committee unanimously approved the budget presented with the following exceptions:

> The $5,000 suggested for consulting fees was reduced to $2,000, and the $12,000 suggested for Sweet's Catalog was reduced to $8,000, thereby reducing the total budget to $82,500.

In approving this budget it was recognized by the committee that the items for printing a handbook on lead construction details, for reprinting the plumber's text book, and expansion of the mailing list, totaling $20,000, would be nonrecurring.

The budget as approved is attached as Exhibit "A."

FIELD WORK

Several members of the committee emphasized the importance of field work and the fact that it was virtually impossible for one man to cover the United States adequately. In this connection the secretary informed the committee that the present field man, Mr. Yetman, had only a little less than three years more before retirement. He was, therefore, instructed to inform the Industry Development Committee that it would be necessary to employ another field man in the near future and that they should be prepared to support two field men for approximately two years prior to Mr. Yetman's retirement. It was also felt that a new field man should probably have architectural or engineering experience in order better to qualify him for contacting architects and engineers. There also appeared to be a general feeling that more than one field man permanently would be desirable.

Meeting adjourned at 2:30 P.M.

Robert L. Ziegfeld

Secretary.

Metallic Lead Products

Exhibit "A"

METALLIC LEAD PRODUCTS

	Approved Budget 1958	Estimated Expenditures 1958	Recommended Budget 1959
Direct Costs:			
Salaries & Social Security Taxes	$7,500	$7,700	$8,000
Consulting Fees	-	150	2,000
Sweet's Catalog	6,000	8,000	8,000
Construction Bulletins	2,400	900	3,000
Flyers	-	-	3,000
Handbook	-	-	15,000*
Advertising	-	-	6,000
Reprints	1,000	500	1,000
Apprentice Contest	600	500	500
Conventions & Exhibits	7,000	10,000	6,000
Travel	5,500	6,000	5,500
Reprint-Plumbers' Text Book	-	-	4,500*
Mailing List Expension	-	-	500
Miscellaneous	3,000	3,300	3,500
Total Direct Costs	33,000	37,050	66,500
*Non-recurring expenses			
Indirect Costs:			
Salaries	5,500	5,600	6,000
Publicity	2,000	2,000	3,000
"Lead"	3,500	3,500	3,500
Travel	3,000	3,500	3,500
Total Indirect Costs	14,000	14,600	16,000
Skidmore, Owings & Merrill Survey	20,000	17,000	-
TOTAL	$67,000	$68,650	$82,500

Balance, January 1, 1958	$12,204.15
Transfer from Industry Development Fund	67,000.00**
"Lead Work for Modern Plumbing" Receipts	450.00
	79,654.15
Less: Expenditures	68,650.00
Estimated Balance, January 1, 1959	$11,004.15

** Included $20,000 from Industry Development Fund for Skidmore, Owings & Merrill Report