

FILE NAME: Friction Materials Standards Institute (FMS)

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FRICTION MATERIALS STANDARDS INSTITUTE, INC., 370 LEXINGTON AVENUE, NEW YORK, N.Y.

MINUTES OF MEETING

of the

BOARD OF DIRECTORS

Tuesday, June 18, 1968 at 9:30 A.M.

at the

Doral Country Club, Miami, Florida

PRESENT

J. H. Kelly, President

S. S. Conway, Jr., Vice-President

F. T. Gatke

A. J. Bette

J. W. Greenen

W. J. Vachout

J. L. McGovern, Jr.

L. D. Stickles, Counsel

H. G. Duschek, Secretary

H. C. Hodson, Treasurer

Bendix Corporation

Friction Materials Division

Abex Corporation

American Brakeblok Division

Gatke Corporation

Johns-Manville Corporation

Maremont Corporation

Grizzly Brake Division

Molded Materials Division

Carlisle Corporation

Raybestos-Manhattan, Inc.

Raybestos Division

Stickles, Hayden, Kennedy, Hort
& Van Steenburgh

F. M. S. I.

Bendix Corporation

Friction Materials Division

BY INVITATION

R. R. Moalri

Raybestos-Manhattan, Inc.

Raybestos Division

The meeting was called to order at 9:30 A.M. by Mr. Kelly, Chairman.

MINUTES OF PREVIOUS MEETING

The Chairman announced that the minutes of the previous meeting held on December 6, 1967 had been distributed.

Upon motion duly made, seconded and unanimously passed, it was

RESOLVED: To accept the minutes of the December 6, 1967 meeting as distributed.

TREASURER'S REPORT

Mr. Hodson, Treasurer, reported that there are only three areas of significant differences between the budget and this year's projected expenses. (Appendix "A")

The first is "Salaries", where we have under-spent by about \$5,000.00. The Institute has operated since August with one fewer full time person, and considerably less part time help than was anticipated.

It is expected that during next year the staff will again be at full strength.

"Repairs and Maintenance" ran over by \$500.00 because of extensive, and much needed, renovation and cleaning of the office furniture. This item, of course is non-repetitive.

"Reserve Fund" shows an additional \$3500.00 to transfer to savings, carried over from the balance at the end of the prior year.

With respect to the Reserve, a satisfactory arrangement has been worked out and an agreement prepared by counsel to provide a deferred income or pension plan for the secretary. The provision is carried as a reserve, in a separate bank account, which now stands at \$7,000.00 plus interest.

We should also point out that the secretary did no general travel during the year, which accounts for the \$345.00 under-expenditure.

In summary, it appears that the present blending of Cash Accounting and Accrual Accounting is working well to permit more accurate budgeting.

During the discussion, the Treasurer advised that of the accounts receivable outstanding as of May 31st, \$3,000. had been collected.

Upon motion duly made, seconded and unanimously passed, it was

RESOLVED: To accept the report of the Treasurer with appreciation.

ANNUAL MEETING COMMITTEE REPORT

The Secretary read the following report submitted by Mr. Brigleb, Chairman.

"The committee investigated the following:

Skytop Lodge	Skytop, Pennsylvania
The Cloister	Sea Island, Georgia
The Homestead	Hot Springs, Virginia
The Deauville Hotel	Miami Beach, Florida
The Majestic Hotel	Hot Springs, Arkansas
Westchester Country Club	Rye, New York
The Hollywood Beach Hotel	Hollywood Beach, Florida
The Diplomat	Hollywood-by-the-Sea, Florida

The Skytop Lodge, The Cloister and The Homestead could not accommodate our meeting but acceptances were received from the Deauville Hotel, The Majestic Hotel, Westchester Country Club, The Hollywood Beach Hotel, and the Diplomat as well as the Doral Hotel and Country Club, 4400 N.W. 87th Avenue, Miami, Florida.

After considering the literature and requirements of those accepting, we selected the Doral Hotel and Country Club for our June membership meeting.

I hope that our selection will be enjoyed by all of those attending and use of the fine facilities can be enjoyed by all".

Upon motion duly made, seconded and unanimously passed, it was

RESOLVED: To accept the report of the Annual Meeting Committee.

BRAKE PERFORMANCE STUDY COMMITTEE REPORT

In the absence of Mr. Nelson, Chairman, the following report was read by the Secretary.

Committee Meeting - February 28, 1968

This meeting was called to review the excerpts made by the Secretary as the result of her visit to Washington to review the comments filed in response to Docket 1-4. There were twenty-six comments from various organizations, which break down as follows: 5 (including the F.M.S.I. proposal) for friction machine tests; 15 for vehicle tests and 7 could not be clearly defined as falling in either of the two other classifications.

The Committee believed that we should make the problems of the aftermarket known to those individuals responsible for writing the brake lining standard in Washington. In addition to this, we should make known that F.M.S.I. filed only one reply to Docket 1-4 and that the Institute represented seventeen members, and had each of these filed separately as did most of the vehicle manufacturers, both in this country and abroad, that there would have been considerably more in favor of a laboratory test.

The Committee was aware of three individuals recently hired by the federal government to work in some degree on standards for brakes and brake linings. Knowing the background of these individuals in the automotive industry, we were very much concerned about their biased opinions favoring original equipment linings. Because of this, it was agreed that the Chairman would contact these people to make known to them the problems of the aftermarket and the complexities of supplying materials for the very wide range of automotive applications covering a wide span of years.

The Committee felt that it should seek assistance from A.S.I.A. on presenting the problems of the aftermarket to these people responsible for writing a Federal brake lining standard.

Meeting - Office of Standards of Accident Avoidance - April 9, 1968:

Inasmuch as the details of this meeting were covered in some depth in Bulletin No. 340 which was distributed to the membership, only the highlights will be covered here. Discussions were held with Messrs. Innes and McLure.

As was expected, they were having considerable difficulty in writing a brake lining standard. While no specific details were available, the general approach for a federal brake lining standard would in all probability be based on the existing Standard 105 covering brake systems. This, of course, is a vehicle test. They were not familiar with many of the problems of the aftermarket which were discussed in some detail and, while it was not possible to immediately assess the results of our discussion, it was hoped that they would consider some of these factors before releasing the draft of this standard. No schedule for a hearing had been set although it was believed that a brake lining standard had

been drafted and was in the process of being reviewed at higher levels within the National Highway Safety Bureau.

At this time the writer discussed with Mr. McLure the possibility of considering the approach to a passenger car brake lining standard, which was presented before the V.E.S.C. Executive Hearing Committee in July, 1966 at Dallas. A copy of this presentation was given to Mr. McLure.

National Bureau of Standards Meeting - April 10, 1968

A meeting was held with this group in the Vehicle Systems Research Section as to their progress on brake systems and brake lining research. To date their work has been minimal in that they are still awaiting receipt of much of their equipment for evaluating brake linings. As of this time they had received only the FAST machine and had not yet conducted tests. They have a Chase Friction Machine on order as well as an inertia dynamometer and a Chevrolet passenger car. They are reasonably well equipped in the laboratory to run brake fluid and hydraulic brake component evaluations and most of their work to date had been in this area.

A.S.I.A. Briefing Session - May 3, 1968:

This session was held for the purpose of briefing Jim McGovern as A.S.I.A.'s representative to the Vehicle Advisory Council. This was accomplished by a review of the current situation with regard to developments in Washington on the National Highway Safety Act by various A.S.I.A. officials as well as comments and questions by a number of the vertical groups represented.

Accompanied by the Secretary, the writer made a formal statement with regard to the particular position of F.M.S.I. on Docket 1-4, our opinion as to the forthcoming brake lining standard, and the problems this would create in cataloging, inventories and in short, establishing a monopolistic situation whereby the automobile dealers would be put in a most advantageous position for handling after-market brake lining sales. Several troublesome areas were pointed out, such as the Bureau's concern for "consumer protection". A.S.I.A. commented that they were already aware of such a problem and were working on the federal government to convince them of the unrealistic need for consumer protection on items that are not a consumer product to the passenger car owner. Further, any standard which would result in such a problem for the industry, necessitating a drastic change in existing marketing practices, would also create a problem in enforcement.

A copy of this complete statement is attached for reference. (Appendix "B")

Committee Meeting - May 8, 1968:

Considerable time was spent reviewing the call on the Office of Standards of Accident Avoidance and discussing the proposed standard based on available information and to lay out a plan of action. It was decided that we should pursue the approach made in July, 1966 before the V.E.S.C. Executive Hearing Committee. However, this would require considerable additional data as it was felt some revision should be made, particularly in the area of correlating results of laboratory evaluations to vehicle tests. Additional data is being gathered by the committee members for study.

It was decided that another call would be made in Washington to convince both the Office of Standards of Accident Avoidance and the Bureau of Standards on the value of a brake lining standard based on the presentation we made to

the V.E.S.C. in July, 1966. It was felt that with the staff available to the federal government and additional information which they could procure from the vehicle manufacturers that they would be in a position to complete this work much more quickly than F.M.S.I.

Meeting - National Bureau of Standards - May 15, 1968:

This group reviewed the V.E.S.C. presentation but it was not possible to get a commitment as to how soon or how much effort they would devote to this study. Apparently they have evaluated a number of lining combinations which they have purchased on the open market for a Chevrolet using the FAST machine. Sufficient material was purchased to evaluate these various sets on a 1968 Chevrolet which they were in the process of instrumenting.

They had just received their Chase machine and were in the process of running calibration checks. The inertia dynamometer had not been received as yet. It is expected that progress will be very slow in this group and that it will be some time before they will be in a position to offer much in the way of recommendations to the National Highway Safety Bureau. However, because of their future potential it is felt that we should continue to maintain contacts with this group.

Office of Standards of Accident Avoidance - May 15, 1968:

Mr. McLure expected to have a sample brake lining standard (discussion paper) and a hearing notice mailed by the end of May or early June with the hearing scheduled for sometime in June.

It appears that there were some tangible results from the April 9th meeting. One major improvement has been made in that the standard will be applicable only to vehicles from 1969 models on and not retroactive for ten or more years as originally considered.

Another concession, but one not as easy to assess, is the standard will supposedly offer a choice of vehicle or lab test. No definition has been given as to the type of lab test that will be acceptable, but it does not appear that this will be a V.E.S.C. V-3 type of test. It still appears that this lab test will have to be run on original equipment material with the requirement that the brake lining manufacturer must duplicate the properties of the O. E. material. There was no answer to the question as to whether materials with certain minimum performance characteristics will be acceptable for all makes and models. Based on experience from other sample standards that have been released, it is possible that this question has been left open to await the outcome of the hearing and this is the reason that no definite answer is available. Until this question can be answered it is not possible to determine whether or not this choice of tests offers any advantage.

Two telephone calls have been made to the writer recently by Mr. McLure on the subject of identification. These calls would indicate that there is some problem within the Bureau as to how this can be handled and how much burden on the industry is reasonable. As a result of the two calls it appears as though a firm stand for "consumer protection" may be softening.

The situation with regard to a federal brake lining standard is approaching a crucial point with the proposed standard and hearing notice about to be released. On a short term basis there is little additional work that the Brake Performance Study Committee can do other than hold a meeting as soon as the sample standard is released and prepare comments for the public hearing. At this point

it is suggested that the Committee review the sample standard and prepare comments which will be distributed to the entire membership. It is suggested that the membership be present at the hearing to add strength to our position. Final plans with regard to answering questions individual Members may have on the sample standard and the presentation to be made on behalf of the Institute will depend on how much advance notice is given for the hearing.

Since this would be discussed at great length by the membership at meeting the following day, it was, upon motion duly made, seconded and unanimously passed

RESOLVED: That the excellent report submitted by the Brake Performance Study Committee be accepted.

The opinion was expressed that the Government's proposal was not only extraordinary but unusual. It was felt that the future aftermarket would be radically changed if the Government decides that the replacement lining must be the same as that for original equipment. If the Department of Transportation publishes a standard of that type, it would mean that F.M.S. #4515 would have to be in different formulations for the various vehicle applications. This would also hold true for the passenger car lines.

Mr. McGovern, recently appointed to serve a three year term on the Motor Vehicle Advisory Council, advised that he had attended the third meeting of this group on June 4th and 5th. This Council will not be in a position to make a report in June until they have had an opportunity to discuss either the report to be received from Dr. Haddon or from Mr. Brenner. The Council reviewed the list of items for which standards will have to be set, one of which was brake linings. He told the Council, when questioned about brake linings having to be as good as those for original equipment, that the aftermarket linings had to be better because after a vehicle has been used for a while, there is no longer any need to keep the speed to the lower levels as well as to the fact that the vehicle parts have loosened up and a certain amount of wear involved. It was his opinion that there would be no action on brake linings for at least sixty days since the problem is now understood and the Bureau is proceeding with caution. Rules of procedure are to be followed and there will be an opportunity for discussion before any standard is set. Enforcement will be at the state level.

BUDGET COMMITTEE REPORT

Mr. Hodson, Chairman, reported that the Budget Committee, consisting of Messrs. Vachout, Greenen, Roentgen and myself as Chairman, submits for consideration and approval the budget shown on Appendix "C".

Most of the line items show close agreement between the current year's budget, the current year's projected actual and next year's budget. Comments as to the significant differences follow:

SALARIES, OFFICE STAFF
&
SOCIAL SECURITY TAXES

Underexpended by about \$5,000. Budget based on salaries for the secretary, two full time and one part time people. Have operated most of the year without one of the full time people and much less than expected part time help. Should continue to budget, however, for full staff, in view of 1969 being data book year.

REPAIRS & MAINTENANCE

Over by more than \$500. Office furniture was given an extensive renovation and cleaning. This item

non-repetitive.

TRAVEL - GENERAL

Secretary traveled much less than usual. Should continue, however, to budget at \$350.

RESERVE FUND

Because of the time required to work out arrangements the 1966-67 transfer from Reserve to Pension Fund Savings was not made until 1967-68, along with the current year's transfer.

POSTAGE

PRINTING AND MIMOGRAPHING

DATA BOOKS & SHOE CATALOG

PRIVATE BULLETIN SALES

DATA BOOK SALES

Because of the impossibility of forecasting demand and billing against members, these charges and related credits vary somewhat from the nominal budget figures. The net effect upon the cash flow, however, is reasonably close to that anticipated.

He further commented that line by line, the proposed budget is practically the same as that for the current year.

Upon motion duly made, seconded and unanimously passed, it was

RESOLVED: To accept the report of the Budget Committee and to recommend the adoption of the proposed budget of \$48,950. for the fiscal year starting July 1, 1968 to the membership at annual meeting.

DATA BOOK AND TECHNICAL COMMITTEE REPORT

Mr. Moalli, Chairman, reported that the Data Book and Technical Committee of F.M.S.I. has held two meetings since their last report to the Board of Directors in December. These meetings were held on February 13th and April 30th.

Prior to the April 30th meeting, we regretfully learned that Mr. Cleo Carithers of the Bendix Service Division had passed away. You will recall Mr. Carithers because of the fine presentation he made to the membership of F.M.S.I. at our last annual meeting. That presentation typified the progressive thinking and the ebthusiasn of this individual and his contributions to our organization. Speaking for the Data Book and Technical Committee, I can say that the passing of Cleo was deeply regretted, not only as a member whose advice and counsel helped to guide our work, but also as a personal friend. His opinions were held in high esteem and often influenced the decisions of the committee in the past. We will sorely miss his knowledge and capabilities as they relate to our responsibilities.

To fill this very important void, Mr. R. L. Stalder attended our meeting on April 30th, and in this short period of time, it would appear that Mr. Stalder also will do a commendable job.

PRINTING CONTRACTS

In almost every meeting held by the Data Book and Technical Committee the subject of printing contracts for various catalogs is discussed. Questions are always raised as to the lack of uniformity in the manner in which the quotations are presented. Analysis of these quotations is necessary to make comparisons based on the total job and subsequent reordering. Also, there is a great interest in awarding the contract to printing companies that have not been awarded many printing contracts in the past to dispel certain complacencies that grow in one supplier. As a result, in February the printing contract for the 1968 Data Book

supplement was awarded to the Tweddle Litho Company. This company had filed a bid for the first time last year.

Our Secretary was soon to learn the pitfalls in this approach since the first proofs from the Tweddle Company were extremely poor. The problems not only included typographical errors, but also misalignment, lack of rulings, and other such items which are generally a matter of routine for the good printer. This development has caused the committee to carefully consider the awarding of the printing contracts in the future to those that are most responsible and those which can show a high level of quality so as to minimize the amount of work necessary by our Secretary to send the various books and supplements to press. As a result, the 1968 Brake Shoe Identification catalog printing contract was awarded to George Lampros, Incorporated, an experienced and reliable supplier. Costs are still an important consideration and will continue to be as new bids are sent in the future.

BUSINESS MACHINE CODING NUMBERS

At our previous annual meeting, as a preliminary report to the membership, a business machine coding number system for the various parts listed in the F.M.S.I. catalogs was described to the membership. At this time, the committee has not finalized their work on this subject. There were many problems yet to be resolved so that last year's presentation was just some idea as to the amount of work that had been done rather than as a final report. As of this meeting today, it is still incompleted, even though, on the very day this report was being prepared, a complete proposal was received from the Sub-Committee which had been assigned to investigate the ramifications of business machine coding numbers. This Sub-Committee was made up of Mr. Stan Lukas and Mr. Bob Dagnan, who found it rather difficult to meet because of business commitments, and just recently issued a firm recommendation which has not been reviewed by the Data Book Committee. Therefore, let it suffice to say that progress has been made by this Sub-Committee and that the subject will be thoroughly discussed by the main committee and released only after all of the ramifications and considerations are resolved.

DISC BRAKES

The subject which seems to receive most of the committee's attention pertains to the continuous evolution of disc brake parts. From their inception, the committee is first to admit that it was necessary to make frequent changes and adjustments in cataloging so as to encompass these changes and to present this information in a logical manner. As an example, at the Data Book Committee meeting in Palm Springs two years ago, it was decided that the integrally molded brake lining and shoe should not be shown in the Brake Shoe Identification Catalog. It was felt at that time that the friction material and the steel shoe should be treated as a single entity. While this seemed logical at the time, it has become apparent in the last two years that more and more of the original equipment lined disc brake shoes are of the integrally molded type. The need to show the unlined shoe silhouette in the Brake Shoe Identification catalog became more apparent and many points were raised in our discussions. It was finally decided that, for disc brakes, the unlined shoe be assigned a number in numerical progression and that the silhouette of the unlined brake shoe will be illustrated in the Brake Shoe Identification catalog, eliminating the holes which exist for the integrally molded brake lining. Also, in the Automotive Data Book, the linings to be applied to these unlined shoes for disc brakes be assigned a number, and those which are integrally molded be so designated, together with a statement at the bottom of the page which clarifies the fact that the thickness shown

includes, not only the brake lining, but the brake lining and the unlined steel shoe. It should be apparent to you that it will be possible to attach the brake linings to the shoes in any manner which a manufacturer sees fit. However, the F.M.S.I. Data Book makes very clear the technique which is used by the original equipment manufacturer. The subject of disc brakes will require continual review to accommodate those changes which are not foreseen at this time. For instance, it has been necessary to indicate an unlined steel brake shoe which is used toward the inside of the car and a different unlined steel brake shoe number which is used on the outside of the same car. These have "I" and "O" suffixes to identify the differences which are rather major when the configuration of the shoe is considered.

DESCRIPTIVE DATA PAGE

After these many years of listing and assigning numbers to regular drum brake shoes, one would imagine that we have seen all of the variations which could possibly occur. As frequently as the Data Book Committee holds its meetings, there are new problems along these lines. We recently ran into a problem wherein one axle set to service a particular vehicle was made up of four different brake shoes. In other words, no one brake shoe could be used in any other position on the axle. These differences in the brake shoes were required due to reinforcement on one side of the shoe and not on the other, coupled with the fact that the secondary shoe on each wheel accommodates a special automatic adjuster cable guide. After a couple of mis-starts, it was necessary to assign one set number to the four different shoes since this is the manner in which we market our products. So as to differentiate between the four shoes, alphabetical suffixes were added to differentiate between a left secondary, right secondary, left primary, and right primary. In determining what these alphabetical suffixes should be, the deficiencies in the descriptive page of the Brake Shoe Identification catalog were apparent. The page as it exists in the catalog today is essentially unchanged since 1958. But, as with all changes, the committee was deeply concerned with the accepted practices of recognizing certain aspects of a shoe and what has been in use by the field for years and years. With that, a resolution was passed that stated "Starting with unlined shoe #300, the designations "A" and "B" indicating various techniques of shoe reinforcement will no longer be used. A new number will be assigned to reinforced shoes, as required, in the future. In order to define and identify the shoes included in any axle set, a motion was made and passed that starting with the unlined shoe #300 the following suffixes will be used. "P" to indicate a primary shoe, "S" to indicate a secondary shoe, "R" to indicate a right shoe, and an "L" to indicate a left shoe. These deletions and additions necessitate a complete revision of the descriptive page.

MOBILE HOME BRAKE SHOES

Other than a number of questions concerning brake shoe number assignments, the only other major subject or topic of conversation was whether or not F.M.S.I. should include in their published data those assignments made for mobile homes. This request came from Mr. Carithers of Bendix, and at our April 30th meeting Mr. Stalder presented a report showing the number of shoes fabricated by Bendix specifically for mobile home use. The list showed as few as 85 shoes for a particular identity up to quantities of 10,000 units. The committee concluded that the manner in which mobile homes are used and the fact that the number is far less than the foreign car imports into the United States for which we have decided to not publish information that assignments for mobile homes should not be included in our published information. However, the membership should file all information which they have concerning this subject with the Institute office.

and if requests for identification of a particular brake shoe are received, then the matter could be resolved and the data transmitted to the inquirer.

REPORT ON MICROFILM STUDY

Mr. Stalder of Bendix reported on recent MEMA and AWDA meetings, which were held to describe new microfilmed catalogs. The offerings by such people as IBM, Bell and Howell, National Cash Register, and Eastman Kodak were based on the microfiche system. This means that many microfilms are attached to one card, and this one card would constitute about 90 pages of a regular catalog, 8- $\frac{1}{2}$ x 11" in size. The user must be equipped with a reader to take advantage of this condensation. The advantages listed by the producers of the microfiche are: (1) catalog space saved, (2) easy filing, (3) faster look-up time, and (4) the varied possibilities offered by the fiche system. One possibility is that the catalog can be arranged by year, car, and model so that if a 1964 Ford Galaxie were to be serviced, one only need to look up this vehicle and all parts for that vehicle would be listed. The disadvantages discussed were the cost of the reader and the cost required to update the information.

Mr. Stalder of the Data Book Committee felt that this was sound in principle, but would take years to implement and gain wide acceptance. The smaller jobbers would find costs prohibitive, and even the larger jobbers would require readers for every location at which parts are sold. If the manufacturers incur the expense of the readers and the production of the microfiche, then these objections may be negated.

The field of microfilming catalogs will be carefully followed to determine whether this technique will change the current methods of publishing information.

Once there was a time when the Committee's duties were limited to engineering considerations and cataloging. In recent years and meetings held during that time, the Data Book and Technical Committee discussed business machines, fiches, current marketing practices, etc. Some of the changes presented at our last annual meeting will soon be noted in our catalogs to typify the aggressiveness of this current committee.

As Chairman, I respectfully submit this report to the Friction Materials Standards Institute Board of Directors with the hope that the Data Book Committee continues this aggressiveness toward modernization while remaining oriented toward the end use of this committee's output.

Upon motion duly made, seconded and unanimously passed, it was

RESOLVED: To accept with thanks as well as endorse and approve the recommendations of the Data Book and Technical Committee as reported by its Chairman.

FEE FORMULA COMMITTEE REPORT

Mr. Conway, Chairman, reported that his committee consisted of Messrs. S. A. Comins of Auto Friction Corporation, F. T. Gatke of the Gatke Corporation and J. L. McGovern, Jr. of Raybestos-Manhattan, Inc.

Since the budget for the fiscal period 1968-1969 would be \$48,950., with two new Regional Members the fee formula, as proposed to the meeting of December 6th 1967, would result in a surplus. However, they felt that the proposed fee formula be adopted in order to accumulate a surplus which would undoubtedly be

needed as costs increased.

The proposed fees for the fiscal year starting July 1, 1968 are:

Active Members	17 @ \$ 900.	\$15,300.
Regional Members	2 @ 2,000.	4,000.
	7 @ 1,200.	8,400.
Licensees	8 @ 400.	3,200.
Categories	38 @ 550.	<u>20,900.</u>
		\$51,800.

In reply to the question of an Active Member ceasing the manufacture of either brake linings, brake blocks, clutch facings or unlined brake shoes, it was explained that since he continued to manufacture at least one of the other products, he was still an Active Member. As to categories, if an Active Member does not manufacture one of the four categories mentioned but buys it from another member, he still pays that category fee since he is engaged in selling that product despite the fact that he does not manufacture it.

After further discussion, upon motion duly made, seconded and unanimously passed, it was

RESOLVED: That the fee formula for the fiscal year starting July 1, 1968, as proposed by the Fee Formula Committee, be accepted and recommended to the membership at annual meeting.

LEGISLATIVE ACTIVITY COMMITTEE REPORT

Mr. Comins, Chairman, submitted a report which consisted of a listing of the various states and indicating whether laws pertaining to brake lining were in effect, were being considered or were not being discussed. Copies of the listing were distributed to the meeting.

Upon motion duly made, seconded and unanimously passed, it was

RESOLVED: That the statement presented by the Legislative Activity Committee be received and filed.

MEMBERSHIP COMMITTEE REPORT

Mr. Conway, Chairman, reported that his Committee consisted of Mr. L. Carreras of Forcee Manufacturing Corporation and Mr. A. Roentgen of Silver Line Brake Lining Corporation. Since July 1, 1967, eight requests for information regarding membership have been received. Six were for Regional Membership, one would have been for Active Membership and one a Licensee.

Requests for information were received from the following:

Frenosa	Lima, Peru (August 1967)
Materiali Italiani di Attriti	Macerato, Italy (September 1967)
Henly-Heyliger Corporation	New York, New York (October 1967)
Erka Balatacilik Limited Sirkati	Istanbul, Turkey (November 1967)
Freedco Products (for South American Co)	New York, New York (December 1967)
Perfect Parts, Inc.	Carlstadt, New Jersey (March 1968)
Unique Supply Mfg. Contractor	Quezon City, Philippines (March 1968)
Takeuchi Seisakusho, Ltd.	Osaka, Japan (March 1968)

Information and details have been furnished these companies. No application for Membership has been received.

The Membership Roll now totals: 17 Active Members, 9 Regional Members and 8 Licensees.

The question was raised as to whether or not the Institute should contact companies, planning to manufacture brake linings to become members or to wait until they were in business.

Counsel advised that no approach is made to any manufacturer to become a member. Only upon request to use the copyright system or if they are violating the copyright requirements are they approached with regard to membership.

After a brief discussion, upon motion duly made, seconded and unanimously passed, it was

RESOLVED: To accept the report of the Membership Committee.

PUBLIC RELATIONS COMMITTEE REPORT

The following report, submitted by Mr. Simon, Chairman, was read by the Secretary.

During the past year the FRICTION MATERIALS STANDARDS INSTITUTE has received publicity in two areas: the annual announcement of our formal meeting and election of new officers, and a publicity release regarding the position of the F.M.S.I. on Periodic Motor Vehicle Inspection.

Both releases attained excellent coverage in the trade press, and the release regarding PMVI also found many outlets in public newspapers. The Public Relations Committee, with the cooperation of Miss Duschek, prepared copies of the PMVI release for distribution to our membership. Several members, who submitted this to their local newspapers, forwarded copies of the newspaper clippings of this release which appeared in the public press. We can't measure the percentage of public newspapers who picked up this item, as we have not polled the membership regarding which members followed through and submitted this item, but we have established the acceptance by the public press of any newsworthy items relating to the F.M.S.I.

NATION'S BUSINESS magazine, through the American Society of Association Executives, requested a brief story regarding our organization with the possibility that this might appear in their June issue. The Public Relations Committee prepared a story which we felt to be of interest. The theme of the story was the efforts and cooperation of the F.M.S.I. with various state authorities in helping mold intelligent, meaningful, and worthwhile brake lining performance standards. An instance wherein industry and government has successfully worked together for the public good. Your committee has since learned that over 500 trade associations were invited to submit articles, and our article was not accepted.

However, the Public Relations Committee believes this article to be of great interest to the automotive trade in particular, and the public in general, and we suggest that this be put into press release form and submitted to a) our regular trade paper channels, and b) copies be made and sent to each member of the F.M.S.I. for submission to the press in their areas.

The Committee wishes to request that any members, having news or other information of interest to the automotive trade or the public, submit this material to Miss Duschek so that we may attempt to secure publicity with this material.

Upon motion duly made, seconded and unanimously passed, it was

RESOLVED: That the report of the Public Relations Committee be accepted and that the recommendation that the article prepared for Nation's Business be distributed to the membership and to the press.

MEMBERSHIP CHANGE - H. KRASNE MFG. COMPANY

The meeting was advised that the H. Krasne Manufacturing Company, as of January 1, 1968, had become a wholly owned division of Royal Industries of Pasadena, California, which company had purchased all of the assets and assumed all of the liabilities of H. Krasne Manufacturing Company. The Krasne Division would continue to manufacture in commercial quantities as in the past and no changes in policy or in operational methods, due to the new ownership, have been made.

The meeting, upon motion duly made, seconded and unanimously passed,

RESOLVED: To approve the membership of Royal Industries, Krasne Division.

SECRETARY'S REPORT

The Chairman informed the meeting that a new report had been added to the agenda, namely, a report by the Secretary, and that it would also be presented to the membership at annual meeting.

The Secretary reported that the past year, which started July 1, 1967, had been a very busy one for the Institute Office, especially since it has been operating, except for a period of two months, with only one staff member, because of the desperate situation in New York City for stenographers as well as for typists. An agency, with whom the opening has been listed for six months, has not been able to obtain anyone and other agencies have refused to list the opening as they are unable to secure experienced help. An advertisement in the Times for three days brought three replies.

Despite this handicap, the following is the accomplishment for 11 months:

	<u>May 1968</u>	<u>May 1967</u>
Prints forwarded (exclusive of those sent to the Technical Committee)	2,395	2,274
Letter requests	1,236	1,441
Telephone and Telegraph requests	2,060	2,188
Data Book and shoe bulletins	11 (36 page total)	14 (50 page total)
General bulletins	21	25
Memorandums	11	29
Minutes (committee, board and annual)	11	15
Notices	9	10

Monthly invoices to each member for purchases of bulletins, data books and prints.

Monthly statements for past due amounts.

Preparation of copy for the data book and shoe catalogs (later proof reading and checking corrections for final proof).

The reason for the fewer general bulletins, memorandums and meetings is that the work of the Brake Performance Study Committee was at its inception for the period 1966-67. Most of it was with the states. Now that the Federal Government has passed the Safety Act, the work of this Committee is solely with the Government and the preparation of presentations not in so great a quantity as was needed for the individual states.

On data book bulletins, 1778 copies are mimeographed and 1475 copies of the shoe bulletins. All typing, mimeographing, collating and mailing is done by the staff.

In addition, a new list of additions to the cross-references was prepared and released as Bulletin #343. A new master copy, to replace the one published in September 1963 will not be prepared, to include the additions to date because

1. It has been impossible for anyone to find the time to go over the master copy, delete the numbers no longer appearing in the data book and then re-arrange the copy so that when the additions are inserted, the outside typist copies across the line and not by column.
2. It almost seems impossible to get any firm to do this type of work, after several inquiries were made.

On copyright, a constant watch is kept for violations and when any reports are received, if the name is not recorded in the confidential file of authorized users of the F.M.S.I. numbering system, the purported violator is immediately contacted. If he advises that an Active Member has granted this authorization, the member is immediately notified in order to verify this fact. If not authorized, the user is requested to desist.

The records of authorized users of the F.M.S.I. numbering system is kept current and when the yearly check on such names is made, the protection of the copyright is doubly insured by the members listing the names of such newly authorized customers and indicating on the form forwarded whether any are no longer permitted to use the numbers. Only the Secretary is permitted to refer to this confidential file.

Data books and shoe catalogs are, at times, sent to garages, repair stations, etc., upon request. At the same time, they are asked to contact the manufacturer of the linings, facings or shoes which they are handling for future copies since the Institute Members distribute the book to the field. On occasion, the writer will advise that his jobber claims he has no copies available and mentions the manufacturers whose material he is handling. In such cases, the member is notified.

The 1968 Data Book Supplement has been shipped and attention is called to the inclusion of one of the recommendations made by the Data Book Committee and accepted by the Board at meeting in December. On Page 10, under the Mack listing, the axle designations and F.M.S.I. applications are shown rather than listing the axles for each model application. Your comments would be very much appreciated by the Data Book and Technical Committee.

In addition to the foregoing, there are the routine office matters such as securing new or old model specifications, prints for new sizes and the assignment

of numbers, keeping the financial records, etc. When there is spare time available, new folders are prepared for the many prints on file as well as the general files.

And finally, one of the former employees has offered to work two days a week, starting June 25th. This will be of enormous help to me as well as to Mrs. Black who has been with the Institute since February and who is developing into a very capable assistant.

The meeting then discussed what plans should be made in the event of the future retirement of Miss Duschek as it would be difficult to replace her because of the work load which she carries. The President felt that if the organization were to continue as in the past, it would be necessary to secure someone with the Secretary's capabilities. If the activities are to be expanded in order to serve the members as they may wish, it would mean a larger staff with perhaps an executive secretary or an executive director. Comments were as follows:

1. Short range and long range programs.

a. Short range:

- (1) Continue the present service
- (2) Because of labor conditions, should the office be moved to another city.
- (3) What procedure will be followed to find a replacement. Considerable training is involved.
- (4) Should the replacement be a person with technical background such as Mr. Nelson's because of government activity.
- (5) Train the present personnel to determine whether interested and able.

b. Long range:

- (1) Should the activities be broadened to include scientific studies in connection with brake linings and clutch facings as permitted by the Constitution.
- (2) Should market studies and surveys be undertaken - is business increasing and the effect on this industry.
- (3) Should the catalogs be changed so that they meet the member's requirements and obviate the necessity of each member printing another.
- (4) To change catalogs, there is no need to change the operations of the Institute. Re-name the committee and have another committee for catalogs.
- (5) On legislative activities: A person to handle this phase of the work at the Institute Office might be more effective than having the members' employees taking care of this in addition to their company duties.
- (6) Poll the members as to whether they have any ideas as to changes to be made in Institute policy. What are their ideas as to the total market and a consolidated report released.
- (7) Obtain a description of the work to be accomplished and then obtain the qualified individual.

2. Appoint a committee to consider the short range and long range programs.
3. Advise the membership, at the annual meeting, that the Board is of the opinion that many of the members would like more activities. Their opinions are requested.

After further discussion, the President appointed Mr. Greenen, Chairman of the Institute Development Committee with Mr. Conway as Vice-Chairman. He would advise the membership of appointment and that the other committee members would be selected by Mr. Greenen.

Upon motion duly made, seconded and unanimously passed, it was

RESOLVED: To accept the Secretary's report.

LICENSING FOREIGN MANUFACTURERS

The Chairman introduced the subject of the practice of the members licensing foreign brake lining manufacturers to use the F.M.S.I. numbering system without filing such authorization with the Institute Office. He felt that the members over-looked filing such information but that it was an Institute administration problem to check on what appeared to be violations of the copyright.

Counsel stressed the importance of the copyright and the fact that it is owned by the Institute - a corporate body - and not by the individual member and that the improper use of the numbers is constantly being brought to his attention. The Institute assigns the numbers and the use has to be limited. Only the Institute can issue the license and the use and purpose must be on file at the Office. If not established in the files, such improper use may lead to the loss of the copyright and nothing could then be done. Rules and regulations must be adopted with regard to such licenses. Since more than one member may wish to license the same person, they should file the name and what the license authorization permits with the Institute Secretary. The Secretary will then issue the authorizations and the limitations will be set forth. As to the duration of the licensee arrangement, that would depend upon the member who may renew it annually or bi-annually.

It was agreed that the members should be informed that they may not grant licenses to brake lining manufacturers outside of the United States and its territories but that they are required to file the names of such manufacturers to whom they wish to grant the license with the Institute Office, stating the terms under which the license is to be granted and the letter of authorization, stating the limitations, is to be issued by the Secretary.

ANNUAL MEETING DATE

At the request of a member to have the annual meetings held in some other month other than June or July was brought to the meeting's attention. This Active Member, who has been connected with the organization for many years, is most anxious to attend the sessions but finds it impossible to do so because of other commitments, such as labor negotiations, which had to be renewed in June or July for the various products which he manufactures and which cannot be deferred. He suggested September or one of the Spring months.

The meeting felt that perhaps other members also found it difficult to attend the meetings in June and therefore suggested that the question be placed before the members at meeting the following day.