MINUTES OF THE ANNUAL MEMBERSHIP MEETING

OF THE

FRICTION MATERIALS STANDARDS INSTITUTE, INC.

Tuesday and Wednesday, June 14 and 15, 1988

at

Hyatt Regency Monterey, Monterey, California

ACTIVE MEMBERS PRESENT	REPRESENTATIVES
Abex Corporation	Robert E. Nelson
Allied Automotive - Bendix	Stanley Stokes
Carlisle Corporation	Arthur V. Moore
Certified Brakes - Allied-Signal	Larry Mintman, Treasurer
Delco-Moraine Division	Donald L. Emrick
Friction Material Company	Larry Belans
Friction Materials, Inc.	Patrick Healy (Proxy)
HKM of California Corp.	Ronald Randall
Nuturn Corporation	Rita Grisham
Raymark Corporation	Doreen Tomao
Reddaway Manufacturing Co.	Edward F. Eggert
U. S. Automotive Manufacturing	Skip Carroll
Wagner Division - Cooper Industries	John Kourik (Proxy)

ACTIVE MEMBERS - PROXIES TENDERED	PROXY FROM
Coan Equipment Co. (To E. W. Drislane)	Thomas Young
Scan-Pac Manufacturing Co. (To E. W. Drislane)	Henry A. Scandrett
Tappa Enterprises (To E. W. Drislane)	Irv Gladding
Virginia Friction Products (To E. W. Drislane)	Tom Kennedy
S. K. Wellman Corp. (To E. W. Drislane)	Fred A. Kowalcyk

OTHERS PRESENT	
Aimco Division - ITT Industries	Douglas A. Willsie
Carlisle Corporation	William F. Wood
Distex Industries, Inc.	Joseph Nir
HKM of California Corp.	William Axelrod
HKM of California Corp.	W. Max Sleeth, Vice President
Friction Materials Inc.	Edward Kaufman
Nuturn Corporation	Lawrence Battle
Nuturn Corporation	Donald Loftis
Reddaway Manufacturing Co.	F. William Barton, President
Reddaway Manufacturing Co.	William Castle
Reddaway Manufacturing Co.	Hasso Kohks
Harwood Lloyd, Counsellors at Law	Michael Brady
Friction Materials Standards Institute	Edward W. Drislane, Secretary

Mr. Barton, President, called the meeting to order at 8:00 AM, June 14, 1988. As the first order of business, the President called for a roll call.

MINUTES OF PREVIOUS MEETING

The Secretary advised that minutes of the Membership Meeting of June 16-17, 1987 had been distributed. The President suggested that a reading of the minutes be dispensed with, as copies were on hand and no corrections had been suggested. Upon motion duly made, seconded and unanimously passed, it was:

RESOLVED: To accept the minutes of the Membership Meeting of June 16-17, 1987 as written.

PRESIDENT'S REPORT

Mr. Barton, President, read this report. Please refer to EXHIBIT 1 in the report booklet.

Mr. Barton discussed activities of the past year and specifically thanked the Chairmen of the Technical Committees for their work. He discussed examples of certain actions taken or recommended by the Committees. At the conclusion of his report he noted that Mr. Drislane had advised the Officers and Board of Directors of his intention to retire in 1989.

Mr. Drislane's letter to the Officers and Board of Directors was read to the Membership. Mr. Barton noted that the Board of Directors at its meeting on June 13, 1988 had discussed this development, and had asked that Mr. Drislane stay on till June 30, 1989. Mr. Drislane agreed to continue until that date.

The Members were advised that the incoming President will organize and oversee a Committee to select a successor. A timetable was outlined which would have the period from July 1 to August 31, 1988 blocked to get the news out that the Institute is looking for a new Executive Director. Also, the Institute Office would release a bulletin to get this information out to all United States/Canada members. Mr. Barton and Mr. Mintman would serve on the Search Committee.

During the September 1 - December 31, 1988 period, the Committee hopes to interview and select the new Executive Director. During the January 1 - June 30, 1989 period, an overlap of six months with Mr. Drislane is planned.

Mr. Barton advised that the Institute would welcome suggestions, recommendations, or nominees for this position.

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

RESOLVED: To accept the President's Report as written.

REPORT ON BOARD OF DIRECTORS ACTIVITIES

The Secretary reported on activities of the Board of Directors during this past fiscal year. As the bulk of the activity is at the Board Meeting immediately preceding this Membership Meeting, there is no written report.

The Secretary noted that he would dispense with reading detailed activities of the Board such as the approval of new Members, termination of Memberships, and certain routine balloting which is ordinarily covered in other reports - particularly the Membership Committee Report.

At its June 13, 1988 Meeting, the Board of Directors approved submission of balloting to the Membership to amend the Constitution. The Secretary noted an inconsistency in the Constitution when the section on rights of Regional Members was amended in 1976. At that time the Constitution was amended permitting Regional Members to have the same rights as Active Members when paying the same dues as Active Members. The relevant clause in our Constitution on Regional Member eligibility restricted it to manufacturers of materials for use outside the United States. The words "for use" in this Eligibility clause are inconsistent with the Rights of Members clause. The Board approved submission of balloting for amendment of the Eligibility section of the Constitution on Regional Membership to remove the wording "for use" outside of the United States.

The Board directed the Secretary to prepare a Supplement to the 1983 Brake Block Identification Catalog in mimeograph form with illustrations to update the blocks released since that Catalog. Also, the Board directed that the color of the Automotive Data Book be rotated so that each Data Book would be distinguished from the preceding Data Book in 1990, 1992, etc. The colors could be green in 1988, red in 1990, blue in 1992, etc. Actual color selection will be by the Data Book and Technical Committee.

In discussing relations with other automotive trade associations, the Board recommended that Institute Members give Institute technical bulletins wide distribution so that there is no call for others to seek copies of these bulletins for outside distribution. It had been noted that the APRA had asked its members to send in copies of Institute Shoe Bulletins, apparently for their re-distribution.

The Board discussed Institute copyright and trademark protection, and approved the general draft of correspondence to certain distributors using the Institute's copyrighted materials without crediting the Institute.

The Board acted on certain Membership applications which had been received too late for consideration by mail ballot prior to the meeting. The Board approved the following applications: Goshen Industries, Taipei, Taiwan, Regional Membership; Total Brake Industries, Ltd., Canada, Regional Membership; Semac Industries, Ltd., Canada, Licensee. Please refer also to Membership Committee report. It was noted that the Board also selected the site for the 1989 Membership Meeting. Please refer to the Annual Meeting Committee report.

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

RESOLVED: To accept the Secretary's report on Board of Directors Activities as read.

TREASURER'S REPORT

Mr. Larry Mintman, Treasurer, read this report. Please refer to EXHIBIT 3 in the report booklet.

The report projected an excess of income over expenses of about $3,000. Expenses were close to budget, and income was favorably impacted by slightly over $3,000 in fee income and $2,000 in investment income over estimate. Individual variances were noted and it was concluded that the Institute continues in healthy financial condition.

There was limited discussion of this report. It was noted that the Institute has a Reserve for Environmental Affairs, which has a $29,200 balance. The Board reviewed this reserve at its Meeting, and took no action on its disposition. The Board will review the reserve again during the 1988-89 fiscal year.

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

RESOLVED: To accept the Treasurer's Report as written.

MEMBERSHIP COMMITTEE

Ms. Rita Grisham, Chairman of the Membership Committee, presented this report. Please refer to EXHIBIT 2 in the report booklet.

Ms. Grisham noted that there was relative stability in the ranks of Active Members and Regional Members during the year. There was more activity in the Licensee area, where the report showed a net loss of 4 members since 1987. The report detailed the changes in each class of membership.

It was noted that there were three new members accepted at the June 13, 1988 Board Meeting. These three additions were not included in the Membership Committee report, as the applications had not been received until a few days before the membership meeting. These application approvals were noted in the report on Board of Directors activities.

These recent additions were: Goshen Industries of Taipei, Taiwan; Total Brake Industries of Dorval, Quebec, Canada; Semac Industries Ltd., of Brantford, Ontario, Canada. Goshen and Total Brake are Regional Members and Semac is a Licensee. The Secretary advised that a Bulletin on this membership activity was sent to the Membership on June 2, 1988, and this bulletin gave more details on the background of the applicants. All three memberships will be effective on July 1, 1988.

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

RESOLVED: To accept the report of the Membership Committee as written.

MR. JACK KOURIK PRESENTATION

The Secretary introduced the Guest Speaker, Mr. Jack Kourik of Wagner Division, Cooper Industries. Mr. Kourik has had 40 years experience as a brake engineer, with a good deal of his time in recent years in contact with Federal and State regulators.

Mr. Kourik outlined the history of regulation of our industry both in the brake performance and health/environmental areas. A slide program was used to illustrate major points in the presentation. At the start, Mr. Kourik quoted from the Federal Statute: National Traffic and Motor Vehicle Safety Act. This was the federal law establishing what is now the National Highway Traffic Safety Administration (NHTSA). A section of the statute read:

> No manufacturer, distributor, dealer or motor vehicle repair business shall knowingly render inoperative in whole or in part any device or element of design installed in a motor vehicle or item of motor vehicle equipment in compliance with an applicable federal motor vehicle safety standard.

Strict interpretation might indicate that one could not remove a set of original equipment brake linings without replacing them with identical parts. Mr. Kourik, his company, other manufacturers and trade associations spent much time in attempting to educate the regulators on the workings of both the original equipment and replacement markets for motor vehicles. His presentation indicated that to assure 100% compliance, one had to tighten tolerances and move the entire sample into compliance. Overdesign was called for in a field with many variables. The impracticality of certain requirements was illustrated with a series of slides which were shown to NHTSA.

Mr. Kourik noted how brake parts have proliferated. Using FMSI Numbers as the base, he charted the explosive growth in FMSI Numbers over the past several years, which magnified the problems facing the replacement supplier.

As the emphasis in Washington moved towards the health and environmental area, with asbestos as the prime target, Mr. Kourik noted how Wagner responded to certain proposals of the Environmental Protection Agency (EPA). One source for certain EPA positions on brake linings was a small brake shop in the Washington, DC area, which was anything but a representative shop. In other cases, spokespersons for certain manufacturers happened to be whoever answered the phone when EPA called. Mr. Kourik noted that in several cases where EPA field work indicated support for its proposals, the "support" lacked reliability.

In closing, Mr. Kourik asked for the support of members to challenge government regulation where that challenge is necessary. He thanked those in the Institute who had presented input to EPA and OSHA, and urged the Members to continue responding to regulations impacting our industry.

Mr. Kourik noted that his comments to the regulators were not to be considered adversarial. They were meant to educate and assist those who write the regulations so that reliable sources are considered and hard facts support the actions taken.

Mr. Nelson noted that over the years Mr. Kourik's papers have been thoroughly researched and supported by detailed tests. His work was instrumental in revising certain parts of the originally proposed DOT 121 Air Brake Systems Standard. Mr. Kourik was particularly effective in getting the facts to NHTSA.

Mr. Barton thanked Mr. Kourik for his presentation. Upon motion duly made, seconded, and unanimously passed, it was:

RESOLVED: That the Institute thanks Mr. Kourik for his presentation on the history of regulatory activity affecting our industry.

HEALTH AND ENVIRONMENTAL AFFAIRS COMMITTEE

Ms. Rita Grisham, Chairman, delivered this report. Please refer to EXHIBIT 9 in the report booklet.

Ms. Grisham covered items such as the Institute bulletins to the Membership on workplace regulations and labeling, and the Institute's co-sponsorship of the October 1987 Fibers in Friction Materials Symposium. Also noted was Institute activity on California Proposition 65 and other regulatory matters.

In discussing the Occupational Safety and Health Administration (OSHA) Asbestos Standard, it was noted that OSHA is considering making Appendix F (1910.1001) for Work Practices and Engineering Controls in the Brake Repair Facility mandatory. Currently, Appendix F is non-mandatory. Also, OSHA is considering a 0.1 fiber per cc exposure limit for the brake repair shop as against a 0.2 fiber per cc limit for the rest of the asbestos products industry. OSHA is also considering a short term exposure limit (STEL) of possibly 30 minutes or an hour. It may be OSHA's plan to make changes such as these without going through the full rulemaking procedure.

Ms. Grisham noted that the courts granted a stay on implementation of the HCS (Hazard Communication Standard) that was to be effective May 23, 1988. There is a question as to whether the stay applies to the construction industry only or to the entire standard.

Discussion turned to the EPA's proposed ban and phase-out of asbestos products. According to certain statistics used by the EPA, friction materials manufacturers are now the largest users of asbestos. The figures are:

Friction materials 24%; AC pipe 23%; Roof coating 22%. They are attempting to quantify the costs for saving a life from asbestos exposure and have projected that 88% of the lives saved would be in the friction material area, assuming that the brake repair facility is a major source of asbestos exposure. Some figures thrown out are that it is worth $7.5 million to save one life, and that it would cost only $100,000 per life if asbestos disc brake pads were banned and $200,000 per life if asbestos drum linings were banned.

Whether EPA has made allowance for the fact that chrysotile asbestos, which the friction materials industry uses exclusively, is the least toxic, and that the crocidolite in AC pipe is the most toxic, is not known. Also, there is a question as to whether it is understood that the average brake mechanic does not machine new or used linings, which is the operation which ordinarily raises dust levels. Most work with wear debris which is less than 1% asbestos, and this asbestos is of a fiber length and aspect ratio that it would not be considered an asbestos fiber by the very definition of a fibre. EPA may be relying on the fact that the brake mechanic cohort is larger than that of AC pipe workers or roofers.

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

RESOLVED. To accept the report of the Health and Environmental Affairs Committee as written.

NOMINATING COMMITTEE

Mr. Nelson, Chairman, presented his committee's report and recommendations. There is no written report for the Nominating Committee.

Mr. Nelson noted that the Institute is governed by seven directors. He discussed the Constitution's requirement that there be three classes of directors made up as follows:

Class 1: Directors from Member with annual fee payable in the top one third bracket of annual fee.

Class 2: Directors from Member with annual fee payable in the middle one third bracket of annual fee.

Class 3: Directors from Member with annual fee payable in the lowest one third bracket of annual fee.

There are to be two directors from each class, with the seventh director from any of the three classes.

There are three directors who were elected in 1987 whose terms do not expire until June 1989. They are: Mr. Art Moore of Carlisle, Mr. Larry Mintman of Certified Brakes, and Mr. Ron Randall of HKM of California Corp.

The Committee recommends the following nominations for terms to serve from July 1, 1988 to June 30, 1990:

Mr. F. William Barton of Reddaway Manufacturing Company
Mr. Larry Belans of Friction Material Company
Ms. Rita Grisham of Nuturn Corporation
Mr. Robert E. Nelson of Abex Corporation

The President asked that these four names be placed in nomination to serve terms until June 30, 1990. The President then called for nominations from the floor. No additional nominations were made.

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

RESOLVED: That nominations for the Board of Directors be closed.

The Secretary was directed to cast one ballot for the election of Mr. F. William Barton, Mr. Larry Belans, Ms. Rita Grisham and Mr. Ron Randall to serve two year terms until June 30, 1990. The Secretary advised that the ballots had been so cast. The Secretary advised that with the election of these four Directors, that the Board had the required seven members.

INVESTMENT ADVISORY COMMITTEE

Mr. Art Moore, Chairman, read the Investment Advisory Committee report. Please refer to EXHIBIT 4 in the report booklet.

Mr. Moore noted that total investment assets at June 30, 1988 would be about $295,000 versus $285,000 at June 30, 1987. There was an increase in investment income from slightly higher interest rates on our Treasury Note holdings. Investment income was projected at about $25,000, which was over the amount estimated in the June 1987 report.

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

RESOLVED: To accept the report of the Investment Advisory Committee as written.

BUDGET COMMITTEE

Mr. Sleeth, Chairman, presented the Budget Committee Report. Please refer to EXHIBIT 5 in the report booklet.

The Committee proposed an expense budget of $145,545 for the 1988-89 fiscal year, about a 4% increase over the expense budget for the year now ending. The major items are Salaries, Pension and Rent.

There was comment concerning Mr. Drislane's planned retirement and the hiring of a successor. A Member asked how this would effect the budget. It was stated that it was not known exactly how much the expenses would increase with the planned six month overlap of a new Executive Director with Mr. Drislane. However, since the Institute has had several years of an excess of income over expenses, the basic financial structure of the Institute should not be hurt. The President noted that the Board will review their reserves during this coming year and may decide to write them off. If that action was taken, these reserves could be taken into income in 1988-89.

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

RESOLVED: To accept an Expense Budget of $145,545 for the 1988-89 fiscal year.

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

RESOLVED: To accept the Budget Committee report as written.

TREASURER'S REPORT

Mr. Larry Mintman, Treasurer, read this report. Please refer to EXHIBIT 3 in the report booklet.

The Treasurer projected an excess of income over expenses of about $3,000. The expenses were close to budget, and income was favorably impacted by slightly over $3,000 in fee income and $2,000 in investment income over estimate. Individual variances were noted with the conclusion that the Institute continues in healthy financial condition.

In discussion it was noted that the projected expenses were awfully close to budget. The Secretary stated that these were preliminary figures and that the final figures would be audited. He does not expect the final figures to vary markedly from the projected figures.

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

RESOLVED: To accept the Treasurer's Report as written.

FEE FORMULA COMMITTEE

Mr. R. E. Nelson, Chairman of the Fee Formula Committee, presented his committee's report. Please refer to EXHIBIT 6 in the report booklet.

Mr. Nelson noted that the fee formula was restructured last year with a change in the definitions of categories. It was the committee's intent to keep the new formula "revenue neutral," so that the change could not be considered another means of raising the fee. Also, an attempt was made to have the individual members' fees reasonably consistent with earlier fees so that some would not bear an inordinate proportion of the fee formula change.

At the earlier Board meeting, the Board of Directors resolved to continue with the same formula for the 1988-89 fiscal year. That formula is:

Active Members and Regionals paying same dues as Active Members:
Basic Fee $1,600
Category Charge: $250 for each of the first two categories and $500 for each of the third and fourth categories
Regional Members (Regular): $1,600
Regional Members (Associations): $2,600
Licensees: $600

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

RESOLVED: To accept the Fee Formula Committee Report as written.

INSTITUTE PENSION PLANS

The Secretary reported on the Institute Pension Plans. Please refer to EXHIBIT 10 in the report booklet.

There are two plans: (1) the Simplified Employee Pension Plan (SEP) for current employees, and (2) the Trust established for Harriet G. Duschek which was funded by an Institute contribution of $55,000 in 1980. The SEP calls for 15% of eligible employee salaries to be contributed to the employee's IRA. The Duschek Trust pays Miss Duschek $550 monthly, with assets at December 31, 1987 of $48,673.

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

RESOLVED: To accept the report on Institute Pension Plans as written.

DATA BOOK AND TECHNICAL COMMITTEE

Mr. Doug Willsie, Chairman, presented this report. Please refer to EXHIBIT 8 in the report booklet.

Mr. Willsie advised on changes in the Committee roster and certain revisions to the Automotive Data Book that was published in 1988. In the report, Mr. Willsie noted that the Brake Block Identification Catalog published in 1983 was five years old, and that there had been but 11 new blocks issued since that publication. The Board of Directors, at its meeting the previous day instructed Mr. Drislane to issue a supplement to this Brake Block Catalog. The Supplement would be released in mimeograph form with illustrations patterned after those in the 1983 catalog.

Also, the Board of Directors at its meeting instructed the Secretary to rotate the colors of the Automotive Data Books in future years. For the last three editions, the cover has been green. There have been mix-ups at certain members where the 1986 and 1988 catalogs were mistaken for one another.

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

RESOLVED: To accept the report of the Data Book and Technical Committee as written.

BRAKE PERFORMANCE STUDY COMMITTEE

Mr. Bill Wood, Chairman, delivered the Brake Performance Study Committee report. Please refer to EXHIBIT 7 in the report booklet.

Mr. Wood noted that the Committee held two meetings during the past fiscal year. The meetings were called to give Mr. Randy Petresh, Chairman of SAE's Brake Effectiveness Task Force, industry input on the draft J1801/1802 Recommended Practices. Further, the Committee was asked to prepare comments on Federal Specification HH-L-361G, the General Services Administration Specification for Automotive Brake Lining.

The American Trucking Associations (ATA) petition to DOT (Department of Transportation) was discussed. They had petitioned that DOT adopt SAE J1802 Recommended Practice for evaluation of truck/trailer blocks. J1802 in its current form is missing many parts such as the actual brake configuration, drum selection, cast or fabricated shoes, etc. The J1802 procedure, as such, has not actually been run because of the many missing sections. A member noted that the fleets would eventually object to picking up the added cost of the J1801 friction identifier cut into the edges of the blocks. This could run $2.00 a set (8 blocks). It was suggested that the ATA be informed of this added cost before they pursue J1801 identification.

One member questioned the many acronyms used in the Committee Report. For reference, in addition to AMA and DOT, other acronyms are:

TTBRG - Truck Trailer Brake Research Group (Originally organized by ATA, NHTSA, MVMA, Truck/Trailer Mfgrs.)
NHTSA - National Highway Traffic Safety Administration
MVMA - Motor Vehicle Manufacturers Association

One questioned why J661 marking was insufficient. Replies indicated that the J661 procedure was deficient in evaluating linings for matching tractors and trailers which is the aim of the TTBRG. The actual marking is not the main issue. It is the fact that the J661 procedure is considered unsatisfactory by the users (Trucks, fleets, ATA, etc.).

In the passenger car/light truck area, Mr. Wood noted that Mr. Jim Trainor of Brake Systems Inc. chairs another Task Force. That Task Force's target is reliable friction evaluation for linings used on passenger cars and light trucks. While its activity is just past the start-up point, it is considering a compact dynamometer test. This would be a special machine patterned after the Teves/Krauss machine.

On Federal Specification HH-L-361G, the Committee drafted comments to TACOM (Tank Automotive Command) with criticisms of certain sections of the specification along with recommended changes. Detailed comments and worksheets were sent to TACOM in October 1987. Mr. Mike Hurst who had worked for TACOM (now with Abex) reviewed the Institute's presentation and concurred with it. A member questioned the "First article inspection" requirements of HH-L-361G. It was noted that a four set order might call for this first article inspection. The costs of such testing would be prohibitive for small orders. He stated that the requirement was inappropriate for this specification. The Institute did not address "First article inspection" in its October 1987 comments to TACOM. It was suggested that in any further comments that this requirement be challenged.

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

RESOLVED: To accept the report of the Brake Performance Study Committee as written.

PUBLIC RELATIONS ACTIVITY

Mr. Drislane noted that there no longer was a Public Relations Committee, and his report would be verbal only. The only announcement released was that of the reelection of officers at the June 1987 Meeting. The Secretary advised that this release was sent to the automotive press.

The Secretary noted the publicity which surrounded the Institute's co-sponsorship of the Fibers in Friction Materials Symposium held last October in Atlantic City, at which he delivered one of the welcoming addresses. Also noted was an article in TRUCKS Magazine (January 9, March 9, 1988). The article was entitled "Asbestos And Your Brakes" and was a merger of the Institute's notice "Recommended Procedures for Reducing Asbestos Dust During Brake Servicing" with OSHA's timetable for implementation of the new Asbestos Regulations. Credit was given to the Institute's Health and Environmental Affairs Committee in the magazine.

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

RESOLVED: To accept the Secretary's verbal report on Public Relations Activity.

ANNUAL MEETING COMMITTEE

Mr. Eggert, Chairman, delivered this report. Please refer to EXHIBIT 12 in the report booklet.

Essentially, Mr. Eggert recommended returning to the Hyatt Regency Monterey for the 1989 Meeting. He noted that the Directors, at their meeting on June 13, had chosen Sawgrass as the first choice for 1989 with the Hyatt Regency Monterey as the back-up. In discussion on the meeting sites it was noted that the earlier Institute "tradition" of returning to the same meeting site for two years in a row had apparently given way to selecting Sawgrass every third year (1983, 1986, 1989).

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

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

Per the Board resolution on June 13, 1988, Sawgrass is the 1989 Meeting site with the Hyatt Regency Monterey as the back-up.

HISTORICAL SALES

The Secretary reported on the Historical Sales program for the past year. Please refer to EXHIBIT 11 in the report booklet.

The Sales Reporting period covered was calendar 1987. There was a break during the year when Fras-Le discontinued participation after the first quarter. Further, one Active Member (Brake Systems, Inc.) did not elect to participate during the 1987 year after having been part of the program since its beginning.

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

RESOLVED: To accept the report on Historical Sales Reporting as written.

ELECTION OF OFFICERS

Mr. Barton advised the Membership on the election of Officers for the 1988-89 fiscal year. This election took place at the meeting of the new Board of Directors which followed immediately after the June 14 session of the Annual Membership meeting. The Board elected the following for the 1988-89 year:

President: Mr. W. Max Sleeth
Vice President: Mr. Larry Mintman
Treasurer: Mr. Larry Belans
Secretary: Mr. Edward W. Drislane

Also, the Membership was advised that Mr. Sleeth, the new President, would oversee the special Committee that he had appointed to seek a successor to Mr. Drislane. Mr. F. William Barton and Mr. Larry Mintman are the members of that Search Committee.

Mr. Drislane had been asked to prepare a Job Description which would assist in selection of his successor. Members with Job Descriptions were asked to send Mr. Drislane copies to assist in his preparation of a Job Description.

OTHER BUSINESS

A member questioned the lack of clutch facing information on import cars. The Secretary advised that this was difficult because unlike domestic manufacturers, the Japanese and European manufacturers do not provide product information. Also, even with domestics, the clutch manufacturers such as Borg and Beck, and Spicer will not send the Institute facing prints. Import information is primarily picked up from samples. Where certain member manufacturers are original equipment on foreign vehicles (such as Pyeong Hwa Clutch, Fras-Le) and where that is known, we have accessed certain facing prints. It was stated that over 30% of the clutch facing market was now imports. The Secretary indicated that he must rely on the members for information on clutch facings and apparently this will have to be in the form of print preparation from samples.

One member illustrated the voids in clutch facing information with the facing for a 1984 Camaro V8 with 5 speed transmission. The Secretary noted that he had been unable to get a print on this facing, even though the Institute had general specification information of OD, ID, Thickness and Number of Holes on the MVMA Specification Sheets from General Motors. An assignment may be made for this part from a sample.

A member suggested that the Institute Office purchase a FAX machine. This same recommendation had been made to the Secretary earlier, but he stated that he had deferred making such a decision until plans for his retirement were known. Also, he noted that the main beneficiaries of an Institute FAX machine would be overseas Regional Members.

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

RESOLVED: That the Institute Office would purchase a FAX machine.

The President directed the Secretary to purchase a FAX machine at its earliest convenience.

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There being no other business brought to the attention of the Membership, upon motion duly made, seconded and unanimously passed, it was:

RESOLVED: To adjourn

Adjourned at 9:30 AM, June 15, 1988.

E. W. Drislane
Secretary