ASBESTOS TEXTILE INSTITUTE

Minutes - Board of Governors' Meeting - October 6, 1971

In attendance:

M.Q.Scowcroft - Raybestos-Manhattan,Inc.
N.D. Brown - Johns-Manville Corp.
J.W. Christenbury - American Asbestos Textile Corp.
E.A. Morris - Uniroyal,Inc.
J.L. Mitchell - H.K. Porter Company Inc. (For L.E.Moody)
Geo. Griswold,Jr. - Nicolet Industries,Inc. (For J.K. Whittaker)
Alex. Kuzmuk - Garlock Inc.
H.C. Roosevelt - Legal Counsel, Cadwalader,Wickersham & Taft
H.E. Sunbury - Secretary, ATI

***** Minutes *****

1. As President L.E. Moody was unable to attend due to illness, Vice President Scowcroft called the meeting to order at 4:00 P.M.

2. The minutes of the last meeting were presented for reading. On motion by Mr.Morris,seconded by Mr.Griswold, it was voted to omit.

3. The Financial Report as of Sept.9,1971 was presented by Treasurer Kuzmuk. Mr. Christenbury moved that it be accepted, Mr.Morris se onded the motion. So voted unanimously. A copy of the report is attached.

4. Mr. Kuzmuk stated that the Annual Audit had been made of the ATI financial records under the supervision of Mr. Robert E. Jeffery, Controller, Garlock Inc. The actual work of checking the records was done by Mr. Dennis S. Bowler in the Controller's Dept.

Under date of September 28,1971 Mr. Bowler wrote President Moody that ... "it appears that the Annual Report presents fairly the cash position of the Asbestos Textile Institute at September 9, 1971 and the cash receipts and disbursements for the year then ended." A copy of his letter, and the Annual Report referred to, is attached.

Mr.Kuzmuk said that Mr. Bowler had made some recommendations to strengthen internal controls which he felt were constructive and should be adopted:-

(a) Pre-numbered checks should be used.
(b) A second check signer should be required on all checks exceeding a certain dollar amount, or, at a minimum, a voucher system should be established whereby an authorization for amounts in excess of "X" dollars would require more than just the Secretary's formal approval.
(c) Copies of Bank Reconcilements and supporting data should be sent to the Treasurer once or twice during the year.
(d) A detail listing of members showing dues paid for current year should be furnished for the annual audit.
(e) An Annual Report similar to that prepared by Mr. Bowler, should be prepared. Comparison with prior year's amounts would add to the value of this report.

The Secretary agreed to follow Mr.Bowler's recommendations.

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6. The Secretary mentioned that he had made a special trip to NY City on October 1st to effect a transfer of reserve funds from the Manhattan Savings Bank to the Chase Manhattan Bank. While this was most unusual, since all previous transactions have been handled by mail it was suggested that the banking could just as well be handled by a bank (or banks) more convenient to the Institute office. Mr.Brown moved that bank accounts should be moved to New Jersey if Treasurer Kuzmuk and the Secretary so desired. Motion seconded by Mr. Griswold and so voted unanimously.

7. Mr. E.A. Morris, Chairman of the Nominating Committee, presented a slate of officers to serve for the coming year:-

President - L.E. Moody; Vice President - M.Q. Scowcroft
Treasurer - Alexander Kuzmuk; Exec. Sec'y - H.E. Sunbury

Mr.Brown moved that the nominations be closed, Mr. Kuzmuk seconded this motion, and approval was unanimous.

8. Appointment of Committee Chairmen:- Mr. Morris submitted the names of:-
J.W. Echerd - H.K. Porter Co.,Inc. for Chairman, Technical Comm.
K.A. Roberts - Johns-Manville Products Corp., for Chairman of the Air Hygiene & Mfg. Committee.

Both nominees were approved unanimously, and are expected to serve for a period of two years.

Mr. Morris said that he had been unable to get agreement on a new chairman for the Fiber Testing Committee to replace D.E. Childers whose two-year term is presently expiring. It was agreed that we would ask Mr. Childers to "carry-on" until a new chairman could b appointed. Following the meeting the Secretary was advised by Mr. E.C. Bratt of H.K. Porter Company that the extension of Mr. Childers duties as Chairman would be limited to a maximum of two months, due tothe pressure of his other responsibilities.

9. Budget for the Fiscal Year ending Sept.9,1972 - The tentative budget prepared by the Secretary was discussed but not approved as the total was greatly in excess of expected income from dues. While this has been true of budgets in the last several years our rapidly decreasing Reserve Fund now necessitates either a major reduction in c sts - or a very substantial increase in income - or a combination of both - in order to arriv at a balanced budget.

Mr. Griswold moved that the special discount f 20% applicable to

10. Revision of Fiber Test Manual:- The Secretary reported receipt f a letter from QAMA dated August 17, 1971 advising that their Board of Directors had approved the proposal that the Fiber Testing Committee of A.T.I. proceed with a Third Edition of the manual "Testing Proc dures for Chrysotile Asbestos Fibre". Revisions and additions are t be cleared through Mr.W.H. Foster, Chairman of the QAMA Technical Committee. (Note: Little progress is anticipated until we have a new chairman for the ATI Fiber Testing Committee)

11. In reference to the question raised at the Board meeting last June as to independent laboratories or companies capable of making t sts for airborne asbestos fibers (dust), Mr. Scowcroft has supplied the names of five concerns. The Secretary will furnish same on request.

12. Industrial Health Foundation:- The Secretary stated that he had received notice that the yearly dues for our ATI membership would be doubled. ATI has been a member of IHF for quite a few years, paying $100.00/year. In view of the increase of 100% and our own problem of an unbalanced budget, Mr. Scowcroft moved that we resign our membership. His motion was seconded by Mr.Kuzmuk,and so voted,unanimously. The Secretary will tender our resignation effective Dec.31, 1971.

13. Locations for future meetings:-

February 2-3, 1972 - The Mills Hyatt House, Charleston,S.C. (Firm)
June 7-8,1972 - Key Bridge Marriott Hotel, Washington,D.C. (Firm)
September 27-29,1972 - Open (A Cape Cod location desired)
February 7-8, 1973 - (Atlanta's Regency Hyatt House suggested)

14. Discussion period with committe chairmen:-

(a) Air Hygiene & Mfg. Committee - Mr.K.A. Roberts, Acting Chairman, outlined the agenda for the current meeting. Main items to be c vered included the new OSHA regulations, types of respirators, and a disposable coverall garment. Samples were shown.

(b) Fiber Testing Committee - Mr. D.E. Childers, who completes his two-year term as Chairman at this meeting, said that the work of revising and updating of the manual "Testing Procedures for Chrysotile Asbestos Fibre" as recently approved by the QAMA, would be the main subject of discussion by his committee. Mr. Scowcroft thanked Mr. Childers for his leadership of the committee during the last two years.

(c) Technical Committee - Mr. S.G. Dixit, also retiring after s rving two years as chairman, reviewed the work done by his committee on Federal Spec. MIL-I-15349C and MIL-C-10316B, also ASTM D-1118 and various other specifications. In regard to the proposed revision of MIL-I-15349C, Insulation Tape, Thermal, Mr. Dixit asked the Board for guidance on the deletion of amosite asbestos sliver from the proposed specification. It was suggested that his committee should question the proposed deletion since other agencies certifying to this specification may prefer an asbestos "stuffer" instead of the glass stuffer mentioned in the revision. Mr. Scowcroft thanked Mr. Dixit for his leadership of the committee during the last two years.

(d) Environmental Health Committee - Mr. C.L. Sheckler, Chairman, advised that Dr. L.J. Cralley had resigned from the Bureau of Occupational Safety & Health, Dept.of HEW,USPHS, and is now employed as a Consultant to Marcus Key,M.D.,Head of the National Institute f Occupational Safety & Health.(Marcus Key was formerly the head of USPHS) Said that it was presently uncertain what agency will establish a standard TLV for asbestos. Mr. Sheckler is very apprehensive that an impossibly low TLV will be adopted for asbestos and so make it impossible for manufacturers to stay in business if it is to be enforced. In respect to OSHA, confusion exists how to advise employe s of standards, what records to keep, etc.

Regarding the data from plant surveys obtained under Dr. Cralley's supervision over a considerable period of years, Mr. Sheckler said that it was extremely desirable that the data be made available t ur industry, rather than to collect dust in the USPHS files. It was suggested that Mr. Sheckler contact Dr. Cralley at earliest possible time, on behalf of ATI, to determine if data will be made available. He has agreed to do this. (Subsequent to the meeting Mr. Sheckler learned that the QAMA had asked Dr. Geo.Wright to make inquiry into the same matter on their behalf, and Mr. Sheckler will await the outcome of the QAMA effort as a guide to how he had best proceed on behalf of the ATI.)

15. After the Breakfast Meeting at 7:30 A.M.,Oct.7th,meeting adjourned.

Respectfully submitted,

H.E. Sunbury
Secretary

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