PLAINTIFF'S EXHIBIT

ATI-164

MINUTES of the Meeting of the Board of Governors of the Asbestos Textile Institute held at the Essex House, New York City, September 9, 1953

IN ATTENDANCE:

D. W. Widmayer, President
KLASBEY & MATTISON CO.

AMERICAN ASBESTOS TEXTILE CORP.:
J. W. Weber

ASTEN-HILL MFG. CO.
J. G. Schoepf

JOHNS-MANVILLE CORP.
F. J. Wakem

RAYBESTOS-MANHATTAN, INC.
J. A. Bettes

SOUTHERN ASBESTOS CO.
G. S. Fabel

UNION ASBESTOS & RUBBER CO.
J. F. Corcoran

CADWALADER, WICKERSHAM & TAFT
M. I. Ruddock

RUTGERS UNIVERSITY
M. C. Shaw

1. The meeting was called to order by President Widmayer and recognition was extended to Mr. J. F. Corcoran representing Union Asbestos & Rubber Co., Mr. J. A. Bettes representing Raybestos-Manhattan, Inc. and Mr. J. W. Weber representing American Asbestos Textile Corp.

2. The Minutes of the last meeting of the Board of Governors were read and approved as presented.

3. The first order of business presented for consideration concerned the Asbestos Textile Handbook, and Mr. G. J. Harris, Chairman of the Sales Promotion Committee was introduced to discuss this subject. Copies of the completed Handbook were presented to each member present. Mr. Harris reviewed the discussions held earlier in the day by the Sales Promotion Committee relative to (1) the distribution and circulation of the Handbook and (2) the financial position of the Publicity Fund account consigned to this endeavor.

Asbestos Textile Institute document ATI-164: Asbestos Textile Institute Board of Governors Minutes, September 9... Published by AsbestosClaims.Law
ACL Doc 21171 · Page 1 of 5 asbestosclaims.law/library/21171/1

Circulation and Distribution. It was originally agreed at the General meeting held June 11, 1953 that the distribution of the 10,000 copies of the Handbook should be made as follows:

Regular Members----------7500
Associate Members-------- 600
Secretary----------1900

However, after due consideration and discussion by the Sales Promotion Committee it was felt that many companies would receive a greater number of copies than would be required under the above arrangement and also, that the supply consigned to the Secretary should be greater than 1900 to meet the demand which will probably arise as a result of a proposed publicity release program. In view of these considerations it was agreed and recommended that the distribution schedule should be revised as follows:

Regular Members----------5400
Associate Members--------- 600
Secretary----------4000

Further, it was agreed that those companies requiring a greater number than will be received on the basis of the second proposal, may order additional copies at the rate of 24½ cents each, such orders to be placed before September 17th in order that the additional copies may be printed at the same time as the first 10,000.

Following this discussion it was moved by J. A. Bettes, seconded by F. J. Wakem and unanimously agreed that the above action be recommended for approval at the General meeting.

Financial Position of Publicity Fund. The receipts and expenditures, to date, for the Publicity Fund, were presented in the analysis as follows:

Balance in Publicity Fund prior to initiation of Handbook		369.43
Receipts, through assessments, for Handbook account		3,500.00
Transfer from General Fund to Handbook account		1,000.00
Balance in Publicity Fund, after receipts and prior to disbursements		$4,869.43

Disbursements:

Editor's Stipend	$ 1,000.00	
Miscellaneous Expense	284.81	$1,284.81
Balance in Publicity Fund, Sept. 10, 1953		$3,584.62

This statement sets forth all of the receipts as well as all of the major expenditures made, to date. Conversations by Chairman Harris with Mr. MacLaughlin, Hibbert Printing Company, on this day, indicated that the total cost of printing will be $4,547.00, F.O.B. Trenton. This amount exceeds the present balance by $963. In view of this situation, it was agreed that it should be recommended in the General meeting to be held on September 10th that the regular members be assessed for an additional total of $1000 to cover the contemplated difference, such assessments to be made on the regular Publicity Fund basis of "textile sales".

Following these discussions it was moved by G. S. Fabel, seconded by J. G. Schoepf and unanimously agreed that the above proposals covering the financing of the Handbook be recommended for adoption at the General meeting to be held on September 10.

The general distribution of the Handbook from the Secretary's office will be initiated through the circulation of a publicity release by the Secretary to a group of selected publications approved by the Sales Promotion Committee. The text of the release has been drafted by the Publicity Committee and a copy is herewith attached. Distribution by the Secretary is to be carried out with care in order that the Handbook may be given

Asbestos Textile Institute document ATI-164: Asbestos Textile Institute Board of Governors Minutes, September 9... Published by AsbestosClaims.Law
ACL Doc 21171 · Page 3 of 5 asbestosclaims.law/library/21171/3

the best circulation and in this endeavor, only those requests on company letter-head will be honored; all others being referred to the Publicity Committee for consideration and approval.

In concluding the discussion covering the Handbook, it was moved by F. J. Wakem, seconded by G. S. Fabel and unanimoulsy agreed that the Board of Governors extend their commendations to the Sales Promotion Committee, Mr. Howard T. Bain, Mr. G. J. Harris and those others associated with the preparation of the Handbook for the excellence of the publication and further recommended that such recognition be expressed in the General meeting.

4. The next subject introduced for consideration concerned the Treasurer's Report. Copies of this report were submitted to the members present and are attached as a part of the Minutes of the General Meeting. General approval of the report as presented was expressed.

5. During the meeting of the Board of Governors held in Philadelphia on June 10th it was agreed that the Institute should extend recognition to J. M. Weaver, who has retired from active service with Raybestos-Manhattan, Inc. Mr. G. W. Marshall, Jr., was assigned the task of selecting a gift or remembrance to be given Mr. Weaver and during the past quarter has been engaged in selecting something suitable for this occasion. It was finally concluded that an illuminating scroll would perhaps best serve the intended purpose and this suggestion was unanimously agreed to by the members of the Board of Governors who have assumed the responsibility for the presentation.

Asbestos Textile Institute document ATI-164: Asbestos Textile Institute Board of Governors Minutes, September 9... Published by AsbestosClaims.Law
ACL Doc 21171 · Page 4 of 5 asbestosclaims.law/library/21171/4

In light of this, it was agreed that the Secretary and Mr. M. I. Ruddock should proceed with the procurement of a suitable scroll for presentation. Mr. Ruddock was asked to compose the text to be set forth on the scroll and, with the Secretary, have it prepared by the time of the next General meeting, at which time, all of the officers of the Institute will place thereon their signatures.

6. The final matter placed before the Board of Governors was included in the announcement by the President that the General meeting to be held on September 10th would be the annual meeting at which time the election of Board of Governors members and officers of the Institute would be held.

7. There being no further business to come before this meeting, it was moved by G. S. Fabel, seconded by F. J. Wakem and unanimously agreed that the meeting be adjourned.

Myril C. Shaw,
Secretary

Asbestos Textile Institute document ATI-164: Asbestos Textile Institute Board of Governors Minutes, September 9... Published by AsbestosClaims.Law
ACL Doc 21171 · Page 5 of 5 asbestosclaims.law/library/21171/5