MINUTES of the General Meeting held Friday, December 5, 1947 at the Roger Smith Hotel, New Brunswick, N.J.

IN ATTENDANCE:

CAROLINA ASBESTOS CO.

C. H. Carlough

JOHNS-MANVILLE CORP.

F. J. Wakem
S. V. Dillon
J. R. Robson
H. M. Jackson
H. Coss
B. F. Stanton
J. L. Tucker
M. Hahn

KEASBEY & MATTISON CO.

E. Muehleck
D. W. Widmeyer

PHILADELPHIA ASBESTOS CO.

E. R. Teubner, Jr.
A. J. Scanlan
J. W. Weber
H. B. Weaver, Jr.

RAYBESTOS-MANHATTAN, INC.

G. W. Marshall, Jr.
J. A. Bettes, Jr.
J. M. Weaver
B. W. Luttenberger

SOUTHERN ASBESTOS CO.

G. S. Fabel
G. J. Harris
O. C. Ferens

THERMOID CO.

W. H. Hall

RUTGERS UNIVERSITY

Dr. M. C. Shaw

CADWALADER, WICKERSHAM & TAFT

M. I. Ruddock

GUESTS:

UNITED STATES RUBBER CO.

B. E. Foster

INDUSTRIAL HYGIENE FOUNDATION

W. C. L. Hemeon

MANAGER'S OFFICE

H. D. McKinney
W. Hargrave

1. The President called the meeting to order and the Manager read the minutes of the last General Meeting, held in Charlotte, North Carolina, on September 25, 1947. It was moved by Mr. Wakem, seconded by Mr. Carlough and approved unanimously that the minutes be accepted as read.

2. The Manager read the Treasurer's and Auditor's Reports (copies attached)

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and it was moved by Mr. Fabel, seconded by Mr. Widmayer, and approved unanimously that these reports be accepted as read.

3. The Manager read his Quarterly Report (copy attached) and the member companies present agreed to give their fullest cooperation in reply to notices sent from the Manager's office. It was moved by Mr. Wakem, seconded by Mr. Fabel, and approved unanimously that the Manager's report be accepted as read.

4. The President advised the member companies that the Board of Governors Elected for the Fiscal Year 1948 had met and duly elected the following, to serve as officers of the Institute during the year 1948:

G. W. MARSHALL, JR., President
G. S. FABEL, Vice President
W. C. SCOTT, Treasurer
E. D. McKINNEY, Asst. Treasurer

5. The Manager read the 1948 Budget for the general operating expenses of the Institute, as approved by the Budget Committee (copy attached). It was moved by Mr. Carlough, seconded by Mr. Wakem and approved unanimously that the report be accepted as read and that the member companies be assessed $16,000.00 for the General operating expenses of the Institute for 1948. The Manager was asked to notify West, Flint and Company of this action and request them to assess and bill the member companies for the 1948 General Assessment.

6. Mr. Weaver presented a report on the activities of the Technical Committee to date (copy attached). It was moved by Mr. Teubner, seconded by Mr. Fabel and approved unanimously that the report of the Technical Committee be accepted as read. Mr. Weaver then asked that the Technical Committee be given the authority to prepare a list of standard asbestos cloths produced

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in the industry and to suggest a system of identifying style numbers of asbestos fabrics to facilitate the ordering of products by members of the trade. It was moved by Mr. Fabel, seconded by Mr. Teubner, and approved unanimously that the Technical Committee be given this authority, with instructions to report to the Institute at a later date.

7. In the absence of Mr. Bain, the Manager informed the members of the activities of this committee, to date. Briefly, the report was as follows:

   a. The Manager sent 5,000 copies of the "Primer" to the National Science Teachers Association for distribution, as approved at the last Institute meeting. The Manager also gave a report, to date, on requests for additional copies of the "Primer" from this distribution.

   b. Correspondence from Jackson & Company of New York was read by the Manager regarding material for a free radio broadcast on Asbestos Textiles. The Manager advised that a copy of the "Primer" had been sent to this company and if a radio script was submitted by them, he would present a copy of this script to the Institute membership for the necessary action and authority.

   c. As the Manager received acceptances for the scheduled Sales Promotion Committee meeting from only two member companies, the meeting was cancelled. Consequently, the committee's recommendation as regards an advertising and sales promotive program will be determined at the next committee meeting and the recommendations thereon presented at the next General Meeting.

   d. Copies of a reprint of the article appearing in the November, 1947 issue of PLANT ENGINEERING, wherein Asbestos Textiles were classified as "outmoded" by Fibreglas, will be sent to each member company.

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It was moved by Mr. Fabel, seconded by Mr. Widmayer, and approved unanimously that the report of the Sales Promotion Committee be accepted as presented.

8. Mr. Luttenberger presented the report of the Air Hygiene Committee (copy attached). It contains a recommended $5,000 minimum program to the Institute for their consideration. Mr. Hemeon, of the Industrial Hygiene Foundation, was called upon to answer various questions regarding this recommended program. Mr. Hemeon then retired from the meeting room and the member companies discussed the pros and cons of the recommended program. It was generally agreed that all member companies should fully consider the merits of the suggested program. Mr. Hemeon was advised accordingly. The Manager was asked to call to the attention of all member companies the recommended program as set forth in the Report of the Air Hygiene Committee so that they can study the report and be prepared to give their decision on the matter at our next General Meeting.

9. There being no current activities of the Fibre Improvement Committee, Mr. Luttenberger had no report to present.

10. The Manager advised that two companies had replied to the memorandum regarding the formation of a Traffic Committee and only one company appointed a representative to this committee. Consequently, it was unanimously agreed to withdraw the assignment of establishing this committee.

11. The President then called upon several member companies' representatives and Mr. B. H. Foster, representing the U. S. Rubber Company, for their comments regarding the meeting. Mr. Foster expressed his interest in, and personal approval of, the work of the Institute, particularly the activities of the Technical and Air Hygiene Committees.

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12. The President informed the group that the Manager would issue a bulletin to all member companies regarding the Institute's meetings for 1948.

Tentatively, the meeting places are scheduled as follows:

April	-	Chicago, Ill.
June	-	Philadelphia, Penna.
September	-	Charlotte, N. C.
December	-	Philadelphia, Penna.

13. There being no further business before the group, it was moved by Mr. Carlough, seconded by Mr. Fabel, and approved unanimously that the meeting be adjourned.

14. After luncheon, the group visited the Fellowship Laboratories at Rutgers University. Member company representatives were shown the various facilities and equipment, and Dr. Shaw explained many details of the research and testing program now being carried on for the Institute. (Three (3) copies of a report on recent Fellowship activities will be sent to each member company at an early date.)

HARRIS D. McKINNEY
Manager

HDM:wh

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