



PPA General Business Meeting

Santa Fe, NM

April 11-14, 2019

General Meeting Minutes (April 13)

Al Hodge called the meeting to order and requested a moment of silence in memory of past members. The meeting minutes from the last PPA general meeting from Sept. 29, 2019 in Louisville, KY were approved.

Financials:

Steve Hoenig, Investment Committee Chair, provided an update on the results of the investment portfolio. PPA has \$1.3 million in the Education fund. It is all housed at Vanguard in Admiral levels funds. The current investment split is 77% bonds and 23% stocks. This provides quite good returns (~ 6.6%), safely providing excellent dividends of over \$2800 / month. The overall fund is divided into the large general fund ((\$1.1 million) and 2 major endowments from the Swain and Neward families. Each of those funds are \$1.06 and \$1.07 and also show good performance in the past year. Hoenig suggested that the committee will be focused on a writing a procedure to guide future investment for the large general fund. No specific directions for how these funds are appropriated nor what happens if the fund does not stay above the minimum level have ever been established. These guidelines will be written and shared by the next meeting.

Lance Neward, PPA Treasurer, provided an update on the current state of the financials for PPA. The Operating cost sheet of shown below and key comments from the Treasury notes are included:

1. PPA current bank balance is \$59,193. Some of the "extra" is the receipts for this meeting; other funds will be used when we start disbursing the scholarships.
 - a. Key items being supported continue to be Plastivan, Polymer Ambassadors, HOP Kits for STEM education at local schools.
 - b. In addition, new items are acquired under Glenn Beall's supervision for the PHAC.
 - c. These are all funded from the Operation budget at the \$5K level.
2. PPA operating funds has been affected by some administrative costs, particularly those for meeting planning. We worked on four meetings simultaneously over the span of the year and that increased the immediate cost; we expect that those costs will go down relatively this year.
 - a. See the line items for each of the last three meetings. We hope to manage these costs in future meetings with host couple support and through efficiency of calls to our travel management company representative (Lesley).

- b. For the MN meeting next fall, some spending has already started for reservations.
3. PPA continues to accumulate small amounts of income from the Amazon Smile program. If you buy from Amazon, sign up for the Smile program; it doesn't cost and PPA gets a small benefit. Last year it was about \$200.

| PPA Santa Fe Meeting Operating Funds Report | | | | | |
|---|---|---------------|----------------------|------------|--------------------|
| Balances on hand: | | 12/31/2017 | 12/31/2018 | 12/31/2018 | 3/31/2019 |
| | Wells Fargo (Cash) | \$ 28,972 | \$ 54,644 | \$ 54,644 | \$ 59,193 |
| | | | | | |
| | | 2018 Budg. | 2018 Actual | 2019 Budg. | 2019 YTD Act |
| Income | | | | | |
| | 2018 Receipts not counting meeting income (see below) | | | | |
| | Dues & Fees | \$ 24,250 | \$ 20,975 | \$ 22,250 | \$ - |
| | Misc Donations | \$ 100,000 | \$ 131,971 | \$ 22,100 | \$ 3,000 |
| | PPEF Transfers In Awaiting Distribution | \$ 48,000 | \$ 49,171 | \$ 46,000 | \$ - |
| | | | | | |
| | Total Income | \$ 172,250 | \$ 202,117 | \$ 90,350 | \$ 3,000 |
| Disbursements | | | | | |
| | 2018 General Expenses not counting meeting expenses (see below) | | | | |
| | Operations-Administrative* | \$ 24,250 | \$ 29,202 | \$ 23,850 | \$ 6,335 |
| | Operations-Communications+ | \$ 5,300 | \$ 4,780 | \$ 4,400 | \$ 106 |
| | | | | | |
| | Subtotal | \$ 29,550 | \$ 33,982 | \$ 28,250 | \$ 6,441 |
| | *Oper-Admin includes Administrator stipend, Accounting, Legal, PR, Meeting planning, D&O insurance, Corporation fees, Discretionary | | | | |
| | +Oper-Communic includes Newsletter expenses, Membership Comm. Expenses, Misc. Communications, website, teleconferences | | | | |
| | | | | | |
| | 2018 Educational Expenses | | | | |
| | Scholarships (2018: Scholarships + \$15k final payment to | \$ 48,000 | \$ 48,000 | \$ 45,000 | \$ - |
| | Grants (PlastiVan, Ambassadors, PHAC budget amount, H | \$ 10,000 | \$ 9,940 | \$ 18,000 | \$ 3,000 |
| | | | | | |
| | Subtotal | \$ 58,000 | \$ 57,940 | \$ 63,000 | \$ 3,000 |
| | | | | | |
| | 2018-2019 Meeting Income and Expenses | | | | |
| | | | Safety Harbor | | Santa Fe |
| | Spring Safety Harbor Meeting Income 2019 Santa Fe Budget/Act | \$ 20,000 | \$ 21,845 | \$ 22,000 | \$ 19,485 |
| | Meetings Safety Harbor Meeting Expenses 2019 Santa Fe Budget/A | \$ 18,100 | \$ 21,124 | \$ 22,000 | \$ 1,772 |
| | | | | | |
| | meeting net | \$ 1,900 | \$ 721 | \$ - | \$ 17,713 |
| | | | | | |
| | | | | | |
| | | | Louisville | | Minneapolis |
| | Fall Meetings Louisville Meeting Income Minneapolis Planned Income | \$ 17,800 | \$ 23,895 | \$ 22,000 | \$ - |
| | Louisville Meeting Expenses Minneapolis Planned Expense | \$ 14,850 | \$ 22,166 | \$ 22,000 | \$ 700 |
| | | | | | |
| | meeting net | \$ 2,950 | \$ 1,729 | \$ - | \$ (700) |
| | | | | | |
| | Both meetings, net | \$ 4,850 | \$ 2,450 | \$ - | \$ 17,013 |
| | | | | | |
| | | | | | |
| | Total Expenses | \$ 87,550 | \$ 91,922 | \$ 91,250 | \$ 9,441 |
| | | | | | |
| | Income less Disbursements | | \$ 112,645 | \$ (900) | \$ 10,572 |
| | Income+Cash less Disbursements | | \$ 144,116 | \$ 145,894 | \$ 51,621 |
| | | | | | |
| Plastics History and Artifacts Committee | | 12/31/17 Act. | 12/31/18 Act. | | 2/28/2019 |
| | 12/31/2018 American Community Bank (Cash) | \$ 15,705 | \$ 15,748 | \$ 15,800 | \$ 15,695 |
| | Certificates of Deposit | \$ 46,116 | \$ 46,387 | \$ 46,500 | \$ 46,500 |
| | | | | | |
| | subtotal | \$ 61,821 | \$ 62,135 | \$ 62,300 | \$ 62,195 |
| | | | | | |
| | Disbursements by PHAC (Syracuse) | \$ - | \$ - | \$ - | \$ (10,000) |
| | | | | | |
| | net | \$ 61,821 | \$ 62,135 | \$ 62,300 | \$ 52,195 |

Committee Updates:

1. Education (Lance Neward, Chair):

An update on the scholarship support from the Education Committee was provided by Lance Neward. PPA provides scholarships to students that are pursuing 2-year and 4-year degrees with the intent of working in the Plastics industry after graduation. These can be degree plans in Plastics engineering or technology, polymer science, materials science, chemical engineering, etc.

The decision was taken by the committee to provide a \$3000 gift of support for the SPE's Hands-On Plastics kits program, as an adjunct of their PlastiVan program. The funding is for one year and will come from our previous funding of one, \$3000 PPA scholarship.

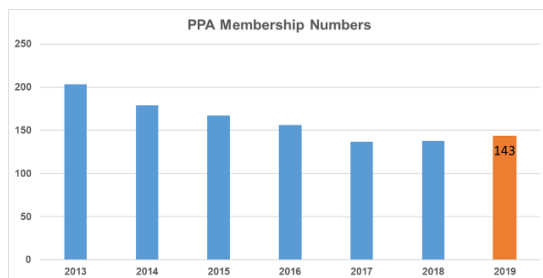
It was decided to name one of the PPA Scholarships for long-time member John Kretzschmar. In addition, Dennis Knaus offered to donate \$3,000 for a single scholarship, to be named in memory of his children. This donation is to replace the funds PPA will be donating to SPE for the HOP Kits, Polymer Ambassadors, and the PlastiVan programs.

PPA sent applications and information to approximately 175 schools across the US. The candidates must be US. Citizens to apply. We have 16 scholarships to provide, and this season we only received 16 applications. Even with an extension of the application deadline. The Ed Com will review the candidates to ensure they meet the qualifications. Scholarships will be awarded in the next two months.

This is also the last year in a multi-year scholarship endowment from both the M. Holland and Mueller companies. All members were encouraged to determine if other companies will step up and fund additional scholarships in the coming years to replace these outgoing funds.

2. Membership (Wendy Hoenig, Chair)

An update on the current membership numbers and strategic initiatives was provided by Wendy Hoenig. The membership numbers have ticked up slightly to 143 total members, staying above attrition rates, but they are still off from historical levels of over 200 as shown in 2013. The Mem Com will remain focused on the member-get-a-member campaign, and the rest of the membership was encouraged to do the same.



Key initiative updates:

- A. Enhanced communication and understanding of PPA through awareness and public outreach
 - a. Your help with Member-get-a member campaign is going strong BIG Thank You!

- b. Mem Com will be reaching out to new honorary members in industry about joining
- c. Any opportunity to talk about PPA, take the time to spread the word with folks that could be members
- B. Membership Rebuild is working
 - a. We are updating the PPA website to assist with recruiting
 - b. Directory list of names is being built to keep more current. Outside firewall descriptors will also be adjusted
 - c. PPA “sales tool kit” message is working in recruiting discussions. The new PPA slide deck and “invitation to join” letter have been used extensively in recruiting new members. New computer-friendly application available.
 - d. Seven new members joining:
 - i. Mike Friend, Chris Landis, Mike Mattina, Ed Schott, Wayne Hertlein, Lynette Russo, Ron Oberstar
- C. Meeting Attendance – great turn-out in Santa Fe!

3. Website, Publicity, and Newsletter Committees (Wendy Hoenig & Steve Sopher)

This joint committee timeslot was used to announcement the integration of the Website, Publicity, and Newsletter committees into one integrated Communication Committee. As we move forward into the era of the circular economy and sustainable plastics industry, it is even more important for PPA to have an integrated and focused message about the organization, both internally and externally. The key drivers for changes included:

- Attracting scholarship applicants - Public image of plastics is under fire. PPA must be specific in our messages on the benefits of plastics and working in the industry
- Recruiting new members - Many competing non-profits and other organizations; less company support for fraternal organizations
 - PPA must have strong, clear message that is refreshed frequently. We are not winning members with the current website appearance and lack of clarity. This is critical for getting a younger generation to join PPA.
- Communication modes have changed
 - USPS no longer primary mode. Driving people to website (or other online options) for applications, to register for meetings, etc. will be critical to new membership
 - Software packages available to make the website easy to edit. Larger edits can be paid for at designers

This integration was approved at the Board of Governors (BoG) meeting, and Wendy Hoenig will be the interim chairperson for the newly-formed committee. Key focal points of individual tasks within the committee will be:

- Newsletter – Sal & Erika Monte
- Publicity – Clare Goldsberry
- Website – Steve Sopher

4. By-Laws (Gail Bristol, Chair)

Gail Bristol provided an update on the changes to the By-Laws that were approved by the BoG. One key modification was made to the Article IV - Officers section. The changes are highlighted below:

Current Language:

Section 1. Election and Term

During the Annual Meeting of Members in the odd-numbered years, the newly comprised Board of Governors shall elect the following officers in this order: President, Vice President, Secretary, Treasurer and such other officers as they deem necessary, from a list presented by the current President and such floor nominations as may be made. The incoming Officers shall be elected from the previously constituted Board of Governors, with the exception of the Immediate Past President, and may include Officers succeeding themselves as provided for in Section 3, below. Each Officer shall hold office for two (2) years each.

Note: Section 3. Reelection states: Officers of the Association shall not be eligible for reelection to the same office within two (2) years after the expiration of the term for which they were elected, with the exceptions of the Secretary and the Treasurer, who may succeed themselves to those offices.

New Language approved by BoG:

Section 1. Election and Term

During the Annual Meeting of Members in the odd-numbered years, the newly comprised Board of Governors shall elect the following officers in this order: President, Vice President, Secretary, Treasurer and such other officers as they deem necessary, from a list presented by the current President and such floor nominations as may be made. The incoming Officers shall be elected from the previously constituted Board of Governors, with the exception of the Immediate Past President and the Treasurer. The Treasurer may be elected from the general membership. Each Officer shall hold office for two (2) years. Incoming Officers may include Officers succeeding themselves as provided for in Section 3, below.

5. Fund-Raising Sub-committee (Stu Swain, Chair)

The PPA is extremely blessed to have such generous member donors, and we thank all those who have contributed and assisted the PPA in the fund raising activities this past year. These include:

- \$3,000 endowment from W. Müller– 5 year commitment – expires in 2020
- \$3,000 endowment from M. Holland – 5 year commitment- expires in 2020
- Friday's reception sponsored by Royce Global- Thank you Wylie!
- Saturday's reception sponsored by TW Womer and Associates- Thank you Tim!

Fund-raising: Historical and YTD results for 2019:

| PPA Donation | 2019 YTD Mar 27 | 2018 | 2017 | 2016 | 2015 | 2014 | 2013 |
|--|--------------------|-----------------------------|--------------------------------|--------------------------------|--------------------------------|--------------------------------|--------------------------------|
| Gift Size | | | | | | | |
| \$10-\$49 most from Amazon | 1 | 1 | 7 | 2 | 9 | 5 | 7 |
| \$50-\$99 | 1 | 6 | 10 | 15 | 16 | 13 | 32 |
| \$100-\$199 | 15 | 48 | 59 | 38 | 49 | 43 | 38 |
| \$200-\$299 | 1 | 6 | 8 | 5 | 15 | 3 | 9 |
| \$300-\$599 | 1 | 7 | 9 | 7 | 5 | 3 | 5 |
| \$600-\$899 | 0 | 0 | 0 | 0 | 0 | 1 | 0 |
| \$900-\$1,000 | 1 | 6 | 2 | 1 | 11 | 4 | 2 |
| Over \$1,000 Muller, M. Holland, A, Hodge | 0 | 4 | 4 | 2 | 1 (SPI) | | |
| \$100,000 Beall, Neward, Swain | 0 | 0 | 0 | 3 | 0 | 0 | 0 |
| Total No. | 20 | 78 | 98 | 72 | 106 | 72 | 92 |
| Total \$ | \$3,325 | \$58,783 (avg. \$754) | \$24,758 (avg. \$252.00) | \$326,980 (avg. \$4,541) | \$30,797 (avg. \$290.00) | \$11,829 (avg. \$164.00) | \$12,000 (avg. \$130.00) |

The Committee has created and distributed literature to help “get the word out” to our members regarding the benefits of the PPA and reasons why one should consider contributing.

- The PPA Bequest letter was created for the purpose of educating people who may consider making a bequest to the PPA in their Last Will and Testament.
- The PPA Support letter was developed for people to review with an associate or business owner in hopes of securing funds for the PPA
- Smile.amazon.com : This is another way to provide funding for PPA. It is free and easy to use. Members needs to consider using this version while shopping online. Be sure to designate **Plastics Pioneers Association** as your charity to receive funds.

Lastly, the Fund Raising Committee needs hands-on volunteers to join our committee. Individuals who would like to roll up their sleeves and contribute their time, talents, and ideas are welcomed and encouraged. If interested, please see Stu Swain.

6. Site Selection (Al Hodge, Chair)

Al Hodge provided a brief update on the Site Selection committee’s recent work in identifying the next places to hold the bi-annual PPA meetings. The Fall meeting will be held in Minneapolis, MN from Sept. 25 – 29, 2019. Reservations and plans are already underway.

Wolfgang is considering having “themes” for the next few meetings. The theme for Minneapolis will be Education. We will have a tour of Steinwall, Inc. and they are considering another tour as well.

Maureen Steinwall is the new committee chair. The committee has already identified six interesting sites for Spring 2020 meeting. They plan to discuss and narrow down to just a few. They also plan to use Survey Monkey to have all membership vote on their top choices. The survey will also allow for members to add suggestions for places they would like to be considered in the future. The committee believes this will help with buy-in and potentially increase meeting attendance.

7. New Business

Clare Goldsberry discussed the need to do more on supporting the Circular Economy and Sustainability. As PPA members and veterans in the plastics industry, we should advocate more to legislators on the merits of using plastics. She will draft a letter to send to various legislators in the future. She will start with New Mexico as there are potential bans being considered. She will forward to the general membership for everyone’s use.

Wolfgang Meyer gave a brief review of the day’s activities in Santa Fe.

The meeting was adjourned at 10:00 am.