

ASTM Test Monitoring System Executive Committee Meeting
March 15, 2016

TMC Office
Pittsburgh, PA

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Call to Order

ASTM D02.B0.08, the Test Monitoring System Executive Committee, met on Tuesday, March 15, 2016 at 10:00 a.m. at the TMC offices in Pittsburgh, PA. There were four voting members present and 4 members who dialed in. One member was unable to attend.

Committee Voting Members

Steve Kennedy, Present
Jason Anderson, Dial-in
Ron Romano, Dial-in
Eric Johnson, Present
Ron Loomis, Dial-in
Doyle Boese, Present
Jason Bowden, Present
Suzanne Neal, Not Present
Bob Campbell, Dial-in

The agenda is shown as Attachment A.

Meeting Minutes

December 7, 2015 meeting minutes were approved.

Membership

The membership was reviewed. The current ballot for the re-election of current members and two new members closes March 18th. No negatives have been submitted to date. Steve Kennedy noted that a new chairman and member would need to be found when his current term expires at the end of 2016. Also, Ron Romano is terming out so a replacement from the USER side is needed starting in 2017.

The current members and their terms are shown on the next page.

	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023
Steve Kennedy			P	P	P	P	P	P							
Jason Anderson							U	U							
Ron Romano	U	U	U	U	U	U	U	U							
Suzanne Neal								U	U						
Eric Johnson						U	U	U	U						
Bob Campbell							P	P							
Ron Loomis								P	P						
Doyle Boese						P	P	P	P						
Jason Bowden				G	G	G	G	G	G						

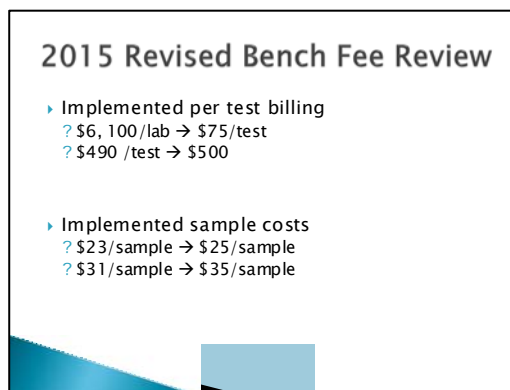
 Eligibility; P=Producer, U=User, G=General Interest

Reporting of TMC Financial Information

The issue of reporting TMC financial information at ASTM semi-annual meetings was discussed. The TMC Director Frank Farber explained that financial information moving forward would only be provided to the voting executive members and not during ASTM semi-annual meetings for various reasons. ASTM International was consulted on this and agrees with this process. The executive committee members felt that this reporting process was acceptable. It was also noted that all emails that include financial information attachments were to be password encrypted.

3-Year Bench Test Fee Re-Structuring Review

Frank Farber presented a review of the approved 3-year bench test fee re-structuring approved in 2014 along with the resulting 2015 income (below). Bench testing activity was up compared to the 2014 proposal. Noted increases in D5800 (NOACK), EOEC, LDEOC and Gelation Index testing were observed. Income for 2015 was up compared to the 2014 projections resulting in a net income of ~\$13K. After the 2015 results were reviewed the committee tasked the TMC with providing a 2016 January-June income/expense summary in July after the semi-annual meeting in order to assess future adjustments. The plan is to have a committee conference call in late July to assess future bench test area adjustments.



2015 Income vs. Expense Summary

2015	Income Statement			
	Sample Revenue (\$)		Test Fee Income (\$)	
	Proposed	Actual	Proposed	Actual
CBT	1,450	500	4,350	2,400
HTCB	14,800	16,500	44,000	41,175
FOFT	5,850	4,450	17,550	21,450
EOWT	37,050	43,575	111,150	133,725
BRT	7,800	10,300	23,400	25,425
FOC	16,870	24,398	36,150	39,675
LEOC	20,300	26,460	43,500	49,650
ROBO	4,750	5,635	95,000	90,530
D-874	300	1,325	6,000	7,500
D-6417	900	1,050	18,000	16,000
SI	950	2,575	19,000	32,500
FEOST	850	1,600	17,000	16,500
MTEOS	4,150	6,175	83,000	90,000
EVID (D5800)	1,600	16,875	32,000	57,000
FOAM (D632)	875	1,260	12,500	10,500
Income	118,495	162,687	563,000	634,030
?	44,192		71,080	

2015	Income	Expenses	Net
Actual	796,717	78,218	1,349
Proposed	681,495	79,194	-110,408

2016 Increases

- ▶ Test billing
 - ? \$75/test → \$90/test
 - ? \$500/test → \$500/test
- ▶ Sample costs
 - ? \$25/sample → \$30/sample
 - ? \$35/sample → \$40/sample

Next Step

- ▶ ?

ASTM PTP Discussions

Frank Farber summarized ASTM Proficiency Test Programs and noted the TMC currently distributes samples for three programs, engine coolant, sheet metal and resins for ASTM International. See the presentation below. These additional revenue streams were brought into the TMC on the request of ASTM International and were intended to offer additional income streams to the TMC to help stabilize the TMC finances in times of testing downturns. The three programs do not represent a significant income source but do offer some diversification. It was noted that from a warehouse space, laboratory equipment and man-power standpoint the TMC would not be able to take on additional PTP programs if requested by ASTM International unless these three areas were addressed. Frank noted that the main mission of the TMC was to provide a test monitoring calibration system to the lubricant industry as has been done in the past. Concern over utilizing TMC staff and infrastructure for ASTM PTP programs was noted. The committee felt that any additional requests for TMC services needed to be presented to the executive committee for review.

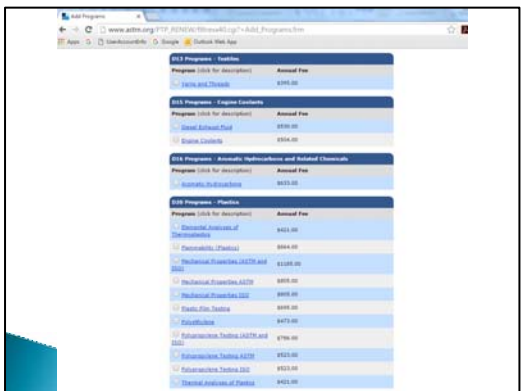
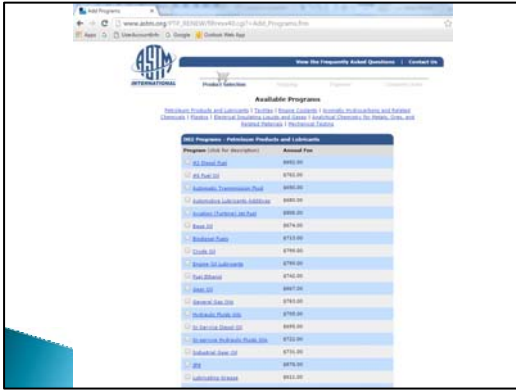
ASTM International Proficiency Test Program Discussion
March 15, 2016

ASTM Proficiency Test Programs (PTP)

- ▶ ASTM International offers a number of laboratory round-robin like programs where labs are shipped reference materials for testing
- ▶ Data is submitted back to ASTM International for analysis to assess a laboratories proficiency in running given ASTM test methods in comparison to other laboratories

ASTM Proficiency Test Program

- ▶ The programs encompass Petroleum Products and Lubricants, Textiles, Engine Coolants, Plastics, Metals, etc.



TMC Involvement

- ▶ At the end of 2013 ASTM International approached the TMC about distributing engine coolant samples for PTP
- ▶ Distribution involved 1-gallon samples to ~ 50 participants twice a year
- ▶ TMC agreed to provide the distribution service as a new income source

Additional Proficiency Test Programs

- ▶ July 2015 ASTM asked the TMC to ship metal samples
- ▶ November 2015 ASTM asked TMC to distribute resin samples

PTP Schedule

Shipment Month	Program	Quantity Shipped	Target Date
January	EAT	2 - 75g bags	1/22/2016
February	TAP	3 - 5g bags	2/19/2016
March	POLY	4 - 1lb bags	3/18/2016
April	COOLANT	1 - 1 gallon	4/29/2016
May	METALS	1 package	5/27/2016
June	EAT	2 - 75g bags	6/17/2016
July	TAP	3 - 5g bags	7/15/2016
August			
September	METALS/POLY	Various	9/30/2016
October			
November	COOLANT	1 - 1 gallon	11/18/2016
December			

Concerns of PTP Distribution Services

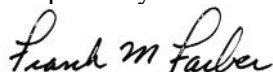
- ▶ ASTM has suggested they may wish to have TMC provide additional distribution services
- ▶ Manpower concerns without disrupting TMC's main mission
- ▶ Utilizing industry resources for ASTM International's benefit

2015 Audit Review

Portions of the 2015 independent audit were discussed with the committee. Testing activity for light and heavy duty testing was strong. Donated oil revenue was high due to PC-11 and GF-6 development. The complete audit will be distributed to the executive committee shortly. No deficiencies in the operation of the TMC were noted by the audit. Frank Farber noted that the auditor suggested re-classifying \$250,000 from the "Custodian Unrestricted" line item to the "Custodian Designated" line item. This was recommended by the auditors to reflect inflationary real costs in case of a necessary move or closure of the TMC offices. Both line items monies are invested by ASTM International in the same fund. No monies actually transfer with this re-classification. The committee approved this move unanimously.

The meeting ended at 2:00 pm. A tour of the TMC office and warehouse followed.

Respectfully submitted,



Frank M. Farber, Secretary
ASTM Test Monitoring System Executive Committee

Attachments
FMF/fmf

**ASTM Test Monitoring System
Executive Committee Meeting
Tuesday – March 15, 2016
10:00 - 3:30 PM**

TMC Offices – 6555 Penn Avenue, Pittsburgh, PA 15206

AGENDA

- 1. Call to Order**
- 2. Approval of Minutes – December 7, 2015**
- 3. Membership – Current Ballot Closes March 18th**
- 4. Bench Test 3-Year Fee Implementation Review**
- 5. ASTM Proficiency Test Program Project Discussion**
- 6. 2015 Audit Review**
- 7. Next Meeting – Monday, June 27, 2015 Bellevue, WA**
- 8. Adjournment**