

ASTM D02.B
Technical Guidance Committee

Surveillance Panel Chair's Handbook Task Force Minutes
Date: 02/23/2023
Time: 10:00 – 11:00 AM EST

Attendance:

Jason Bowden – OHT
Mike Lopez – Intertek
Andy Ritchie – Infineum
Dylan Beck – ASTM
Bill Buscher – Intertek
Andrew Smith – Intertek
Maddie Dellinger – BG Products
Khaled Rais – SwRI
Bob Campbell – Afton
Pat Lang – SwRI
Andrew Stevens – Lubrizol
Elisa Santos – Infineum
Travis Kostan – SwRI
Amanda Stone – Afton
Don Bell – Afton
Rich Grundza – TMC
David Brass – Infineum
Michael Charron – SwRI
Shawn Whitacre – Chevron
Mike Deegan – Ford
Jo Martinez – Chevron
Amy Ross - Valvoline
Mike Lopez – Intertek
Al Lopez – Intertek
Joe Franklin – Intertek
Robert Stockwell – Oronite

MINUTES:

Work Product -

Andy Ritchie - Word doc (can ASTM be facilitators). Live in TMC site. Include what Chairs or NOT supposed to do.

Bob Campbell - Make a specific focus for this group to lay out what a Chair IS NOT supposed to do. In ASTM view, the SPs are just informal Task Forces

Rich - doc should be accessed from TMC website. Perhaps a flow/structure matching the LTMS document. Ensure we very specifically address what the Chair IS NOT responsible for.

Bill - follow the layout/flow of an ASTM procedure. Good agreement on this path.

Pat Lang - Word doc makes sense. Does like format of Excel spreadsheet. Have a folder with full Word doc AND Excel as a "quick guide."

Rich - TGC is focal point for all SP Chairs. Should be under TGC governance.

Jason Bowden - who will be in "control" of the doc long term? This probably won't be on official ASTM doc. Might be helpful to have a current list of who all SP Chairs are.

Pat - the SP list already exists.

CEC website - they include link to whoever a Chair is at that point.

Pat - TGC has an effort on the side to review voting guidelines

Bill - leader of that task force. Just haven't started yet.

Joe Franklin - Extracts from D02 (facts for Members?) to use as a baseline for voting rules

Andy Ritchie - 1st Thursday of each month, 90 min. for meeting frequency.

***Updates to Excel Outline based on feedback for included content

Meeting Adjourned 11:00 EST