



**Asphalt Roofing Manufacturers Association**  
**Final**  
**Board of Directors Meeting Minutes**  
**May 25, 2006**  
**St. Louis, Missouri**

*All meeting attendees, consultants, presenters, staff and guests per company affiliation alphabetical order*

**Presiding Chair**

**Robert Tafaro\*** GAF Materials Corporation  
President  
Asphalt Roofing Manufacturers Association

**Regular Members Attending**

\* Member, Board of Directors

\*\* Representative for Board Member

<b>Ken Farrish*</b>	Atlas Roofing Corporation
<b>John Donaldson*</b>	CertainTeed Corporation
<b>Maria G. Hannah</b>	CertainTeed Corporation
<b>Dennis Mueller</b>	CertainTeed Corporation
<b>Yves Gosselin *</b>	EMCO Limited Building Products
<b>Joni Burton</b>	Firestone Diversified Products, L.L.C.
<b>Michael Vall*</b>	Firestone Diversified Products L.L.C.
<b>David Millstone</b>	GAF Materials Corporation
<b>Robert Tafaro *</b>	GAF Materials Corporation
<b>W. "Skip" Leonard *</b>	Henry Company
<b>David Koschitsky *</b>	IKO Productions, Inc.
<b>Pat McEvoy *</b>	Johns Manville Corporation
<b>Sheree Bargabos*</b>	Owens Corning
<b>Darrel Higgs</b>	Owens Corning
<b>Scott McDonald</b>	Owens Corning
<b>Daniel Piche</b>	Owens Corning
<b>Dave Lucchetti *</b>	PABCO/A Division of Pacific Coast Building Products, Inc.
<b>Kenneth R. Hunt *</b>	Performance Roof Systems, Inc.
<b>Greg Perkins **</b>	Polyglass USA
<b>Ray Russell*</b>	RGM Products, Inc.
<b>Tim Kersey*</b>	Siplast Incorporated
<b>Michael Mechem**</b>	Soprema Inc.
<b>David Humphreys*</b>	Tamko Building Products
<b>Steve Ratcliff *</b>	Tarco

**Associate Members Attending**

<b>Allen Hank</b>	3M Industrial Mineral Products
<b>Jeff Stermer</b>	Crafco, Inc.
<b>Vincent Fienberg</b>	Huhtamaki 4P Products North America, Inc.
<b>Bob Yasenka</b>	Integrated Films, Inc.

<b>Wade Kemp</b>	ISP Mineral Products
<b>Bob Hodge</b>	Polyplex Corporation, Ltd.
<b>Curtis Maas</b>	Reichel & Drews, Inc.

#### **ARMA Presenters and Guests**

<b>Earl Arp</b>	Asphalt Institute
<b>Brian Terry</b>	Maintenance Solutions Magazine
<b>Dan Housell</b>	Maintenance Solutions Magazine
<b>Andre Dejarlais</b>	Oak Ridge National Laboratory
<b>Jim Cory</b>	Replacement Contractor Magazine

#### **ARMA Staff/Counsel Attendees**

<b>Wendell B. Alcorn, Jr.</b>	ARMA General Counsel
<b>Reed B. Hitchcock</b>	ARMA General Manager
<b>Joseph W. Hobson</b>	ARMA Director of Communications/Member Services
<b>Russell K. Snyder</b>	ARMA Executive Vice President
<b>James E. Hilyard</b>	ARMA Consultant

#### **Board Members Not Attending**

<b>Carl Kuhl</b>	Carlisle SynTec, Inc.
<b>Elaine Mitrano</b>	W.R. Grace

#### **Roundtable with Building Industry Trade Media**

**Brian Terry and Dan Housel**, Maintenance Solutions Magazine, along with **Jim Cory**, Replacement Contractor Magazine, gave their perspective from the commercial and residential building construction markets on the state of their sectors as it relates to asphalt roofing material supply and demand.

**Meeting Convened:** ARMA President Bob Tafaro, called the meeting to order at 9:08 a.m. [CDT]. He welcomed the attendees, and invited new attendees and new members to introduce themselves to the Board

**Antitrust Guidelines:** ARMA General Counsel Wendell Alcorn reviewed the ARMA Antitrust Compliance Guidelines to be followed during the Board meeting deliberations. He noted that a copy of the Guidelines summary was previously advanced and was also contained in the Board meeting materials, as well as that a copy of the Guidelines was available on-site at the meeting, and also available, upon request through the ARMA headquarters. Mr. Alcorn reminded the Board of the ARMA Records Retention Policy.

**Official Roll Call:** ARMA executive vice president Russ Snyder called the roll of the ARMA Board of Directors, recording official delegate or designated substitute per company, and announced that a quorum was present.

**Minutes of Previous Meeting:** The minutes of the previous meeting of November 3, 2005 were approved on a motion offered by Pat McEvoy, Johns Manville, seconded by Greg Perkins, Polyglass, and unanimously approved by the Board of Directors.

**President's Report:** Mr. Tafaro thanked Mr. Alcorn and went on to present the "ARMA President's Report" wherein he updated the Board of Directors on the progress ARMA has made since the last board meeting. He reiterated the agreed mission statement of ARMA: "To represent and advance the asphalt roofing industry in those matters which member companies cannot accomplish individually."

Mr. Tafaro indicated that there have been substantial inroads made toward the goals and objectives set forth in the ARMA Strategic Plan. He discussed the conceptual thoughts of considering a change in the ARMA Governance Structure to help ARMA achieve further efficiency and effectiveness.

He then discussed several of the Strategic Plan Goals and actions by the organization relative to Title 24 in California; asphalt fumes; codes and standards; and the educational efforts by the Health Safety and Environment Committee. Mr. Tafaro closed by thanking the Committee Chairs and Board members for their assistance and for the progress.

**Asphalt Fumes Issue Update:** Dennis Mueller, Chair, ARMA HS&E Committee and Russ Snyder, ARMA Executive Vice President introduced Earl Arp, HS&E Director, Asphalt Institute, who presented to the Board an overview of the asphalt fumes research in the roofing and refining sectors and the background on the research.

He reported that the timeline for the IARC review process is already underway, with 2009 now as the target for completion of the review. He indicated that all published data related to asphalt fume will be presented the following week in Dresden Germany and that the roofing sector is well prepared for the presentation.

Mr. Snyder also described the activity in preparing for the Bitumen Fumes Health Symposium in Dresden, Germany, June 6-8, 2006. Thanks to the National Roofing Contractors Association (NRCA), two videos (application and manufacturing) were viewed by the Board of Directors prior to final approval by the Asphalt Roofing Environmental Council.

A motion was made, seconded (McEvoy/Lucchetti) and unanimously approved to initiate a program to study oxidized versus straight-run asphalts at different temperatures. The total cost to conduct this study is not to exceed \$40,000.

**Low-Slope Committee Report:** Tim Kersey, Siplast, overviewed activities of the ARMA Low-Slope Committee. He reported that the committee was very involved in activities surrounding "cool-roofing" regulations for non-residential roofing applications which went into effect on October 1, 2005.

Mr. Kersey informed the Board of the significant change Factory Mutual made to Loss Prevention Data Sheet 1-29 which will cost the commercial roofing manufacturers significant dollars to retest their systems in order to be on the approved FM listing for an insured building.

The Low-Slope Committee is actively completing all current ARMA low-slope publications, and is also planning to closely examine issues related to ACQ Treated Wood when used in roofing applications.

**Steep-Slope Committee Report:** Darrel Higgs, Owens Corning, provided the Board with an update on the activities of the ARMA Steep-Slope Committee. He recognized the efforts of Tim Kersey, Siplast, the Executive Committee and in particular Dick Nowak of Elk Corporation for reaching consensus on several different positions. He also recognized Reed Hitchcock and Andre Dejarlais, Oak Ridge National Laboratory for his efforts in assisting the industry to present the most accurate science to the California Energy Commission.

The Board approved the ARMA Executive Committee recommendation to develop cost modeling for steep-slope non-cool versus cool roofing on a motion by Mr. Lucchetti, seconded by Mr. Russell.

Another motion by Mr. Lucchetti, seconded by Mr. Nowak passed unanimously was to approve the Executive Committee recommendation to develop language to submit to the California Energy Commission that will allow building envelope component trade-off options for steep-slope roofing with a not to exceed cost of \$65,000.

Finally, the Board unanimously approved the Executive Committee recommendation stated that if the California Energy Commission (CEC) accepts the inclusion of overall building envelope trade-off options, then ARMA will support the CEC-proposed 0.25 reflectance. (Donalson/Nowak).

Mr. Higgs also presented the Steep-Slope Roofing Committee recommendation to translate the ARMA Good Applications Manual to the Spanish language. A motion by Mr. Perkins, seconded by Mr. Humphreys to spend up to a maximum of \$3,000 with future consideration to translate other ARMA publications was unanimously approved by the Board.

The final action for the Steep-Slope Roofing Committee recommended is to contribute \$15,000 to the development of the ASHRAE Attic Research Project that will begin in 2006. On a motion by Ms. Bargabos, seconded by Mr. Nowak, the motion was approved unanimously.

Mr. Higgs introduced Andre Dejarlais, Oak Ridge National Laboratory regarding "Modeling Peak Heat Loads on Steep Slope and Low Slope Roofing."

**Communications Committee Report:** Marcia Hannah, CertainTeed Corporation, presented the Communications Committee report. She reported on the current activities of the Committee and the actions of the last Committee meeting. She indicated that the Committee continues to work on the previously approved 3-year communications outreach program as well as key interactions with the ARMA Board of Directors and the Committees.

Ms. Hannah reviewed the objectives of the revised ARMA communications program to be more association focused, including:

- Focus on strengthening ARMA's visibility
- Assert ARMA as the authoritative voice and "go-to" resource for technical information
- Provide guidance on roofing in general and asphalt roofing in particular

The ARMA Website has been completely revised and is now live.

This is Ms. Hannah's last meeting as she is retiring and Mr. Snyder presented her a plaque on behalf of the ARMA Board of Directors for her years of service and high marks of excellence.

**Quality Commercial Asphalt Roofing Council Overview:** Mr. Almon reported on the success of the Quality Commercial Asphalt Roofing Council thus far in the 1<sup>st</sup> program year. The QARC has grown to 12 members and over \$120,000 in additional income to ARMA and to service this PR effort. A behavioral survey has been completed and initial technical articles are waiting to be placed in the various trade magazines. A steady flow of news releases continues to be seen in the industry publications. QARC staff were in attendance at the March 22-25, 2006 Roof Consultants Institute's Trade Show to promote quality BUR and MB systems.

**Industry Affairs Committee Report:** Dennis Mueller, CertainTeed Corporation presented the report of the Industry Affairs Committee. He indicated that the Committee has recommended to change its name to the Health Safety and Environment Committee and to focus its efforts more to regulatory affairs rather than legislative.

The Board voted unanimously to change the name from the Industry Affairs Committee to the Health Safety and Environment Committee on a motion by Mr. McEvoy, seconded by Mr. Nowak and unanimously passed.

Among the topics being monitored by the Industry Affairs Committee are Crystalline Silica, Formaldehyde, Area Source Emissions, the EPA, Toxic Release Inventory and PM2.5

Mr. Snyder updated the Board on the activity with the U.S. EPA office of Air and Radiation regarding the inclusion of ARMA in a future regulatory effort for asphalt roofing manufacturing and processing. A task group has been formed under the HS&E Committee to work with the U.S. EPA on a regulation, which will likely be completed in 2008-09.

Mr. Mueller reported to the Board of Directors that the Committee is seeking to measure PM-2.5 in a roofing manufacturing plant with new test methods published by the U.S. EPA. Since ARMA member company plants may have PM emissions, the Committee would like to develop a test program to evaluate different methodologies and gather some data collectively as an industry association.

On motion by Mr. Humphreys, seconded by Mr. Nowak, the Board of Directors voted unanimously to approve the retention of an emissions testing expert to assist the industry measure PM emission sources in asphalt roofing manufacturing facilities and asphalt processing plants.

**Treasurer's Report:** Mr. Donaldson reported on the current financial situation of ARMA and the results of the recent meeting of the ARMA Audit Committee. He indicated that expenses and income are both on track for this point in the year.

Specific to the Audit, Mr. Donaldson reported that the Audit Committee, met with the auditors via teleconference with legal counsel but independent of the ARMA Staff. He indicated that the auditors had agreed to provide more detail to specific line items. The Board requested a wording change in the draft investment policy from "Insured Investment Vehicles" to read "Low-Risk Investment Vehicles". Also the Board wanted a change in the draft Collection Policy from "45 days" to "75 days" to be more consistent to other organizations' policies

A motion by Mr. McEvoy, seconded by Mr. Nowak, was unanimously adopted to approve the December 31, 2005 audited financial statements as presented.

A motion by Mr. Russell, seconded by Mr. Vall, was unanimously adopted to approve the Treasurer's Report as presented.

A motion by Mr. Vall, seconded by Mr. McEvoy, was unanimously adopted to approve the ARMA Investment Policy with the from "Insured Investment Vehicles" to "Low-Risk Investment Vehicles".

The Board approved the Audit Committee recommendation to change auditors on a motion by Mr. McEvoy, seconded by Mr. Nowak.

In addition, the Audit Committee recommends that staff obtain cost estimates for Sarbanes/Oxley Compliance for the 2007 Audit Committee to review. The motion by Mr. Nowak, seconded by Ms. Bargabos, was unanimously approved.

Finally, the Board approved the auditor recommendation to develop "Conflict of Interest" statements for the association for future audits.

**Next Meeting:** The 2006 Fall Meetings of the ARMA Executive Committee and the Board of Directors will be held November 1-3, 2006, at the Sanibel Harbor Resort in Ft. Myers, Florida

**Adjournment:** There being no further business, a motion to adjourn was made by Mr. McEvoy, seconded by Mr. Humphreys, and approved unanimously. The meeting adjourned at 2:28 p.m. [CDT].