**UNCONFIRMED MINUTES**

**21-FEBRUARY-2017**

**NEW ORLEAN, LOUISIANA, USA**

**These minutes are not final until confirmed by the SSC Leadership Team (LT) in writing or by vote at a subsequent meeting. Information herein does not constitute a communication or recommendation from the SSC LT and shall not be considered as such by any agency.**

**TUESDAY, 21-FEBRUARY-2017**

# OPENING COMMENTS

## Call to Order / Quorum Check

The Supplier Support Committee (SSC) was called to order at 5:00 p.m., 21-FEB-2017 by Dale Harmon, SSC Chairperson.

A quorum was established with the following representatives in attendance:

***Supplier Support Committee Leadership Team Members Present***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | NAME |  | COMPANY NAME |  |
|  |  |  |  |  |
|  | Lei | Bao | NCS Testing Technology Co., Ltd. |  |
|  | Dale | Harmon | Cincinnati Thermal Spray | Chairperson |
|  | Jonathan | Hebben | Avcorp Composite Fabrication | Co-Vice Chairperson |
|  | Eric | Jacklin | F. M. Callahan & Son, Inc. |  |
|  | Steve | Payne | Praxair Surface Technologies | Secretary |
|  | Arno | Toelkes | Euro-Composites |  |
|  | Gary | White | Orbit Industries Inc. |  |

***Suppliers/Guests Present***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | NAME |  | COMPANY NAME |  |
|  |  |  |  |  |
|  | Roy | Adkins | Braddock Metallurgical |  |
|  | Anita | Andrews | James Fisher NDT |  |
|  | Amy | Azzano | Arrow Gear Company |  |
|  | Andy | Bakewell | E M Inspection Co Ltd. |  |
|  | Adam | Baxter | Wyman Gordon Forgings Houston |  |
|  | Frederick | Binda | Paradigm Precision |  |
|  | Dirk | Busmann | International Seal |  |
|  | Sean | Crossley | MIL Inc. |  |
|  | George | Dean | Fountain Plating |  |
|  | Suzanna | DeMoss | 3M |  |
|  | Sheldon | Emmanuel | DCI Aerotech |  |
|  | Edward | Engelhard | Solar Atmospheres Inc. |  |
|  | David | Eshleman | The Young Engineers, Inc. |  |
|  | Ramsis | Farag | Auburn University |  |
|  | Bruce | Fuhrmann | Meggitt Polymers & Composites |  |
|  | Lu | Gan | Hexcel Corp. |  |
|  | George | Geiger | Braddock Metallurgical |  |
|  | Jose | Gonzalez | Meggitt Polymers & Composites |  |
|  | Dave | Gray | Mitchell Labs |  |
|  | Cynthia | Hagan | NSL Analytical Services, Inc. |  |
|  | Curtis | Harvey | The Lighthouse for the Blind, Inc. |  |
|  | Ronald | Hendriks | Chemetall |  |
|  | Elizabeth | Herman | Kaman Composites-Vermont, Inc. |  |
|  | John | Ihrke | Lake Engineering Inc. |  |
|  | Rick | Ingram | Skills Inc |  |
|  | David | Jordan | Chemetall |  |
|  | Connie | Kelly | Certified Metal Finishing, Inc. |  |
|  | David | Kelly | ASKO Processing Inc. |  |
|  | Don | Klein | Arrow Gear |  |
|  | Eva | Klein | Blades Technology Ltd. |  |
|  | John | Kunkle | Arconic Howmet |  |
|  | Martin | Lapierre | Technologies de Surface Ellison Canada |  |
|  | Randy | Layton | Hytek Finishes Company |  |
|  | Kelie | Lee | AMPP Services Ltd. |  |
|  | Richard | Lewis | PCC Structurals |  |
|  | Mike | Liccketto | CDM Electronics Inc. |  |
|  | Johanna | Lisa | Continental Heat Treating/Quality Heat Treating |  |
|  | Tao | Liu | NCS Testing Technology |  |
|  | John | Luman | Chem-Tek Metal Finishing |  |
|  | David | Mailes | Paulo |  |
|  | Khinlay | Maung | Air Industries Company A PCC Company |  |
|  | Marty | McAnulty | LPI Industries, A HEICO Company |  |
|  | William | McKessy | Arconic |  |
|  | Simone | Murphy-Fickenworth | Valence Surface Technologies / Chrome Plus International |  |
|  | Oveis | Nayeri | LISI Aerspace |  |
|  | Jeremy | Needs | Ultra Electronics |  |
|  | Ken | Nelson | Continental Heat Treating |  |
|  | Michael | Niedzinski | Constellium |  |
|  | Mike | Noettl | Magnetic Inspection Laboratory |  |
|  | Sharon | Norton | Atlas Testing Laboratories Inc. |  |
|  | Robert | Peters | R Peters Consulting, LLC. |  |
|  | Dean | Pitts | SA Thermal Engineering Ltd. |  |
|  | Gordon | Porterfield III | Solar Atmospheres, Inc. |  |
|  | Karen | Quinn | Orbital ATK |  |
|  | Barry | Rafan | Dunkirk Specialty Steel (USAP) |  |
|  | Kevin | Ramlal | Oerlikon Metco (Canada) Inc. |  |
|  | Dennis | Reidy | CIL Metal Finishing |  |
|  | Stan | Revers | Senior Aerospace - Thermal Engineering |  |
|  | Elisha | Rogers | Kaman Composites Vermont |  |
|  | Yesenia | Romero | Aluminum Precision Products |  |
|  | Ben | Rupp | Kaydon/SKF |  |
|  | David | Satlawa | Fountain Plating Co. Inc. |  |
|  | Mike | Schleckman | Voss Industries, LLC |  |
|  | Tammi | Schubert | Helicomb International |  |
|  | Douglas | Schueller | ABelConn Electronics |  |
|  | Kevin | Seidel | Dunkirk Specialty Steel - Universal Stainless |  |
|  | Dave | Serbousek | Olympic Scientific Inc |  |
|  | C. Taylor | Sewell | Aluminum Finishing Co Inc. |  |
|  | Stephen | Simacek | Esterline - Hytek Finishes |  |
|  | Chad | Simpson | Paulo |  |
|  | Katherine | Small | SPS Technologies |  |
|  | Mark | Sorrell | Airtech Supply, Inc. |  |
|  | Vitorio | Stana | Avcorp Industries Inc. |  |
|  | Jeff | Steele | Solvay |  |
|  | Ernie | Stricsek | Carpenter Technology Corp. |  |
|  | Yoshiomi | Sukesada | Asahi Kinzoku Kogyo Inc. |  |
|  | Rhonda | Sutter | Composiflex, Inc. |  |
|  | Vern | Talmadge | Arconic Power & Propulsion - Howmet Thermatech Coatings |  |
|  | Jon | Thomas | Orizon |  |
|  | Russ | Tischer | TECT Power |  |
|  | Lisa | Tobin | Aluminum Finishing Co Inc. |  |
|  | Jeff | Tomczak | Techmetals |  |
|  | Quoc (Andy) | Ton | Avcorp Composite Fabrication |  |
|  | Donald | Tyler | Corfin Industries LLC |  |
|  | Kees | van der Schoor | Fokker Elmo B.V. |  |
|  | David | Winter | Olympic Scientific Inc. |  |
|  | Lori | Witt | Avcorp Composite Fabrication |  |
|  | Joel | Yu | ALLJACK Technologies, Inc. |  |

***Subscriber Members/Participants Present***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | NAME |  | COMPANY NAME |  |
|  |  |  |  |  |
|  | Elizabeth | Chapman | Triumph Group |  |
|  | Bob | Koukol | Honeywell Aerospace |  |
|  | Frank | McManus | Lockheed Martin Corp. |  |

***PRI Staff Present***

|  |  |
| --- | --- |
| NAME |  |
|  |  |
| Joseph | Pinto |
| Connie | Hess |
| Carol | Martin |
| Louise | Stefanakis |
| A’Raiyna | Washington |
|  |  |

## Introductions / Routing of Attendance List / Code of Ethics / Review Agenda

Safety Information was reviewed.

* + Reviewed Fire Exits in the meeting room
  + Inform PRI Staff person of any emergencies

Dale Harmon, SSC Chairperson, introduced the SSC Leadership Team (LT), SSC Sub-Team Leads, Task Group Reps and first time attendees introduced themselves

Routing of the Attendance List - Completed

The Code of Ethics and Anti-Trust & Conflict of Interest (pg. 7 Attendees Guide) were reviewed by Dale Harmon, SSC Chairperson.

The SSC viewed the PRI anti-trust video.

Dale Harmon, SSC Chairperson, reviewed the Agenda.

## Meeting Rules

The attached meeting rules were reviewed in detail with all attendees.



## Minutes

Motion made by Gary White and seconded by Jonathan Hebben to approve the Minutes from October 2016 Nadcap meeting in Pittsburgh as written.

# SSC MEMBERSHIP CHANGES / Awards

No SSC LT changes to report.

The following changes to the SSC Task Group Representative roster have been approved by the SSC Chair, Dale Harmon, in consultation with the appropriate Task Group Chairs and Staff Engineers and took effect following report out at NMC Steering.

* Dirk Busmann (International Seal) is now the Elastomer Seals SSC Task Group Representative
* Curtis Harvey (Lighthouse for the Blind, Inc.) is now the Measure & Inspection SSC Task Group Representative

Helpdesk Sub-Team lead – Nancy Vancil (Toray Carbon Fibers America) stepped down as Helpdesk leader.

Awards / Recognition - Nancy Vancil (Toray Carbon Fibers America) was awarded for contributions to the Helpdesk.

# Asian Support SUb-team

Contact Lei Bao if interested in joining the Asian Support Sub-team.

# supplier news

Detailed review of the attached supplier news was given by Dale Harmon, SSC Chair.



# nadcap management council (NMC) self audit update

Detailed review of the attached NMC self-audit was given by Bob Koukol.



# supplier survey action status

Detailed update of the attached 2015 Supplier Survey Actions was given by Arno Toelkes. Volunteers are needed for the next survey. The survey helps the SSC better support the supplier base.



# breakout sessions

* Auditee Communications Kit
* How to better communicate in today’s world

Breakout sessions were conducted and input was given by attending suppliers. The input will be reviewed and actions will be selected based on SSC responsibility and control.

# new business

PRI has a form used by audit observers to evaluate auditors. It was requested that the post audit survey that suppliers fill out be aligned with this form to provide more consistent data.

ACTION ITEM: Connie Hess to explore having the post auditor survey aligned with the form used by Subscribers for auditor consistency. (Due Date: 5-Jun-2017)

# adjourn

ADJOURNMENT – 21-FEB-2017 – Meeting was adjourned at 7:00 p.m.

Minutes Prepared by: Carol Martin, cmartin@p-r-i.org

|  |  |  |
| --- | --- | --- |
| \*\*\*\*\* For PRI Staff use only: \*\*\*\*\*\*  Are procedural/form changes required based on changes/actions approved during this meeting? (select one)  YES\*  NO  \*If yes, the following information is required: | | |
| Documents requiring revision: | Who is responsible: | Due date: |
|  |  |  |
|  |  |  |