

ASTM Roster Maintenance

Module for Main and Subcommittee Officers



Roster Maintenance

- A single and convenient area on the ASTM website for membership management
 - Approving Applications
 - Reporting on Membership
 - Committee Balance Report
 - Committee Wait List
 - Etc
 - Access to Roster Information
 - Meeting Attendance Sheets
- Controlled Access
 - Membership Secretaries
 - Subcommittee Chairs



Automated Reminders

- Automated emails are sent out to alert you about
 - New Members
 - Changes in Employment



How To Access Roster Maintenance



Standards Worldwide - Home

- ASTM Home
- MyChoices
- MyCommittees
- Digital Library Home
- Change Password
- Update Your Information
- Invite A Colleague
- Join Additional Committees
- Drop Subcommittees
- Help

My Tools

- Ballots & Work Items >
- Meetings, Minutes & Agendas >
- Additional Resources >
- Roster Maintenance 204**
- Negatives & Comments 175

Account#: 1073190

[Order History](#)

Rick Lake

rlake@astm.org

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100 Barr Harbor Drive
PO Box C700

WEST CONSHOHOCKEN
PA 19428
United States

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MyASTM

MyASTM/MyCommittees

Welcome, Rick Lake - Recent Activity

Please check your contact information and update if needed.

Please Participate

Membership Survey

Coming to Your Inbox Soon

My Outstanding Ballots 4

Select ballot

My Next Meetings

Select meeting

My WK (Work Items)

Select work item

My Collaboration Areas

Select Collaboration Area

MyCommittees [Profile](#)

Committee A05 on Metallic-Coated Iron and Steel Products

| | | | | | | | |
|---------------------------|-------------------------|-------------------------|-------------------------|---|-------------------------|-------------------------------------|------------------------------------|
| Main Page | Ballots | Minutes | Rosters | Meetings & Symposia | Agendas | Committee Documents | Standards Tracking |
|---------------------------|-------------------------|-------------------------|-------------------------|---|-------------------------|-------------------------------------|------------------------------------|

Committee B07 on Light Metals and Alloys

| | | | | | | | |
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Committee C16 on Thermal Insulation

| | | | | | | | |
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Committee C17 on Fiber-Reinforced Cement Products

| | | | | | | | |
|---------------------------|-------------------------|-------------------------|-------------------------|---|-------------------------|-------------------------------------|------------------------------------|
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|---------------------------|-------------------------|-------------------------|-------------------------|---|-------------------------|-------------------------------------|------------------------------------|

Committee E21 on Space Simulation and Applications of Space Technology

| | | | | | | | |
|---------------------------|-------------------------|-------------------------|-------------------------|---|-------------------------|-------------------------------------|------------------------------------|
| Main Page | Ballots | Minutes | Rosters | Meetings & Symposia | Agendas | Committee Documents | Standards Tracking |
|---------------------------|-------------------------|-------------------------|-------------------------|---|-------------------------|-------------------------------------|------------------------------------|

Committee E36 on Accreditation & Certification



Pending Applications

http://roster.astm.org/RosterMaint.aspx

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Rosters and Reports



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MyASTM

MyASTM/My Committees/Roster Maintenance/Applications and Reports

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Rick Lake:

Pending Membership Applications

Access pending applications [here](#).

Reports

Below are options for reports to assist with roster maintenance and membership updates at meeting. For a brief explanation of the various reports, click [here](#)

Committee

Choose Committee *

Report

Select Report *

Go

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Select a Pending Application

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- Invite a Colleague
- Help

MyASTM

MyASTM/My Committees/Roster Maintenance/Pending Applications

[Return to Roster Maintenance](#)

Pending Applications

Use tool below to:

1. View Application by clicking on member name.
2. View Balance Report and/or Committee Roster by clicking on committee designation.
3. Choose Classification and Voting Status ([How do I assign voting status and classification?](#)).
4. Press Submit to apply your change.

Search By:

Committee Last Name First Name

[Show All](#)

<< First < Previous [Next >](#) Last >>

| Committee | Name | Choose Classification | Choose Official Vote |
|---------------------|-------------------------------------|-----------------------|----------------------|
| A05 | Andrews, Dennis, R | Unclassified | No-Pending |
| A05 | Cobb, Dan | Producer | No-Pending |
| A05 | Dry, Dan | Unclassified | No-Pending |
| A05 | Edwards, Dan | Producer | No-Changed Empl |
| A05 | Graham, Michael | Unclassified | No-Pending |
| A05 | Hatlewick, Julie, R | Producer | No-Pending |
| A05 | Lane, James, F | Producer | No-Changed Empl |
| A05 | Muccia, Dave | Unclassified | No-Pending |



Assign Classification and Official Vote Based on Application

http://roster.astm.org/ContactClassInfo.aspx?param1= - Windows Internet Explorer

http://roster.astm.org/ContactClassInfo.aspx?param1= &accou

File Edit View Insert Format Tools Table Go To Favorites Help

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Body text Update TOC

A05

Member Information Date: 01/09/2012

Contact Information

Name: Michael Graham

Address: Niles Building Products Company
1600 Hunter St

City: NILES **State:** OH **Zip Code:** 44446 **Country:** United States

Telephone: 8132401547 **Fax:** **E-mail:** mgraham@nilesbldg.com

Classification Information

Current Company/Facility: Niles Building Products Company

Former Company/Facility:

Parent Company: none

Major Activity Related to the Committee: Manufacturer of product/service

Organization Description: Manufacturer of steel drywall accessories, cornerbead, metal lath accessories, metal lath, zinc lath, zinc lath accessories and zinc drywall accessories

Organization Website: www.nilesbldg.com

Unknown Zone | Protected Mode: Off



How To View Other Reports

1. Select a Main Committee or Subcommittee

2. Select a Report

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- Help

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Support Desk | Return to MyCommittees

Rick Lake:

Pending Membership Applications
Access pending applications [here](#).

Reports
Below are options for reports to assist with roster maintenance and membership updates at meeting. For a brief explanation of the various reports, click [here](#).

Committee: C163200

Report: Select Report

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Rick Lake:

Pending Membership Applications
Access pending applications [here](#).

Reports
Below are options for reports to assist with roster maintenance and membership updates at meeting. For a brief explanation of the various reports, click [here](#).

Committee: C163200

Report: Select Report

- Select Report
- Roster By Individual
- Producer Wait List
- Balance Report
- Membership Report
- MS Excel Roster
- MS Word Roster
- Meeting Attendance List

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Roster By Individual

- Update Existing Members
 - Classification
 - Official Voting Status

- ASTM Home
- MyChoices
- Change Password
- Update Your Information
- Invite a Colleague
- Help

MyASTM/My Committees/Roster Maintenance/Roster Update

[Return to Roster Maintenance](#)

Roster Update – Classification and Voting Status

1. Click on member's name to view complete contact information.
2. Change Classification and Voting Status ([How do I assign voting status and classification?](#)).
3. Press Submit to apply your change.

For Excel Version of Roster:

[Download Now](#) (may take several minutes); or
[Send me an mail](#) with a hyperlink to the roster once it's been generated, instead.

C16.32 Click [here](#) to view the Balance Report

Search By: Last Name First Name

[Show All](#)

<< First < Previous [Next >](#) [Last >>](#)

| Name | Company | Choose Classification | Choose Official Vote | Join Date |
|------------------------------------|------------------------------|-----------------------|----------------------|------------|
| Adamoli, James R | Tascon Inc | Producer | Yes-Vote | 03/04/1994 |
| Applegate, Terry M | Applegate Insulation Mfg Inc | Producer | Yes-Vote | 10/29/1982 |
| Arch, Paul E | Nova Chemicals Inc | Producer | Yes-Vote | 01/18/2006 |
| Bauer, Franz | Exova Inc | General Interest | Yes-Vote | 02/25/2009 |
| Bergstrom, Todd B | AFM Corporation | Producer | Yes-Vote | 01/18/2006 |
| Black, Cliff | Firestone Building | Producer | No-Wait List | 08/20/2008 |



Producer Wait List

- According to the ASTM Regulations balance is defined as, *in a classified committee or subcommittee, when the combined number of voting user, consumer, and general interest members equals or exceeds the number of voting producer members.*”
- The Producer Wait List holds all non-official voting producers who have been put on this list due to balance requirements.

[Invite a Colleague](#)
[Help](#)

[Printer-Friendly version](#)

Producer Wait List

Below is a listing of non-official voting producers in join date order who have been placed on the wait list because of balance requirements. The online wait list provides a means to assign official voting status.

1. Click on member's name to view contact information.
2. Assign Voting Status by using pull down menu.
3. Press Submit to apply your change.

For Excel Version of Roster:
[Download Now](#) (may take several minutes); or
[Send me an email](#) with a hyperlink to the roster once it's been generated, instead.

C16.32 Click [here](#) to view the Balance Report

Search By: Last Name First Name

[Show All](#)

[<< First](#)
[< Previous](#)
[Next >](#)
[Last >>](#)

| Name | Company | Choose Official Vote | Join Date |
|-------------------------------------|------------------------------|----------------------|------------|
| Sonnenberg, Fred | StyroChem International | No-Wait List ▾ | 4/7/1994 |
| Goodison, Jeffrey | Arclin | No-Wait List ▾ | 1/23/1997 |
| Garn, Claus, B | Rockwool International A/S | No-Wait List ▾ | 10/17/1997 |
| Robbins, Hal, J | Lamtec Corp | No-Wait List ▾ | 6/22/1998 |
| Tackett, Timothy, D | Firestone Building Products | No-Wait List ▾ | 11/8/2000 |
| Steiner, Betsy | EPS MOLDERS ASSOC | No-Wait List ▾ | 10/24/2001 |
| Witt, Joe | International Cellulose Corp | No-Wait List ▾ | 4/25/2002 |
| Leuthold, Doua. A | Advanced Fiber Tech | No-Wait List ▾ | 5/7/2002 |



Balance Report

- Displays whether or not a committee or subcommittee is balanced
- Displays the tally of both Official Voting Members and Non Official Voting Members

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MyASTM

MyASTM/My Committees/Roster Maintenance/Balance Report

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Balance Report Committee C16.32

For Excel Version of Roster:
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[Send me an email](#) with a hyperlink to the roster once it's been generated, instead.

Balance Report
As of 2/24/2012 10:59 AM

Producer Votes Available: 1

| | Producer | User | Consumer | General Interest | Unclassified | Total |
|----------------------------|-----------|----------|----------|------------------|--------------|------------|
| Official Voting Member | 23 | 7 | 0 | 17 | 0 | 47 |
| Non Official Voting Member | 57 | 0 | 0 | 1 | 0 | 58 |
| TOTAL | 80 | 7 | 0 | 18 | 0 | 105 |

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Done Internet | Protected Mode: Off 150%



Membership Report

- Generates a membership report for the specified period.
- Handy tool to print before a meeting.
- Report Includes
 - New members joined
 - Members with change in employment
 - Members removed from roster
 - Affiliate members
 - Committee balance report

The screenshot shows the MyASTM website interface. At the top right, there are navigation links: Logout, Order History, Site Map, Support, Contact, Web/IP Policies, and Copyright/Permissions. A 'Print' button is visible in the top right corner. The main header features the ASTM International logo and the text 'Standards Worldwide - Home'. Below the logo is a vertical menu with options: ASTM Home, MyChoices, Change Password, Update Your Information, Invite a Colleague, and Help. The main content area is titled 'MyASTM' and contains the following sections:

- MyASTM/My Committees/Roster Maintenance/Membership Report**
- [Return to Roster Maintenance](#)
- Select Membership Report**
- Choose date range (maximum of 12 months) for New Members, Members Changing Employment, and Members Removed From Roster. Committee Balance and Affiliates are reported for the current roster - for these, the date range does not apply. Use the check boxes below to select information for your membership report.
- Committee :C16.32**
- For the Period: 8/24/2011 To 2/24/2012
- Selection options (all checked):
 - New Members
 - Members Changing Employment
 - Members Removed From Roster
 - Affiliates (Current Roster Only)
 - Committee Balance (Current Roster Only)
 - All the Above
- Links: [Download Membership Report Now](#) (may take several minutes); or [Send me an email](#) with a hyperlink to the membership report once it's been generated.



Word and Excel Rosters

- Creates an easily sortable and searchable MS Word or Excel Roster
- Can be used to help classify members of similar companies and to see if a company already has an official vote.

http://roster.astm.org/RosterExcel.aspx?isOnline=true - Windows Internet Explorer

http://roster.astm.org/RosterExcel.aspx?isOnline=true

File Edit View Insert Format Tools Data Go To Favorites Help

Share Browser WebEx

| A1 | MAIN | | | | | | | | | |
|----|------|-----------------|-----------|-----------------|---------------------------|--|------------------|------|------------------|--|
| | A | B | C | D | E | F | G | H | I | |
| 1 | MAIN | SUB AND_SECTION | ACCOUNT | OFFICER_LITERAL | NAME | COMPANY_NAME | CLASS_LITERAL | VOTE | NV_REASON | |
| 2 | C16 | 3200 | 000105514 | | Graves, Ronald S | R & D Services Inc | GENERAL INTEREST | YES | | |
| 3 | C16 | 3200 | 000107049 | | Hays, Peter F | | PRODUCER | YES | | |
| 4 | C16 | 3200 | 000119473 | | Hough, Paul A | Armstrong World Industries | PRODUCER | YES | | |
| 5 | C16 | 3200 | 422778 | | Cartmell, Michael | Dyplast Products LLC | PRODUCER | NO | WAIT LIST | |
| 6 | C16 | 3200 | 000212605 | | Arch, Paul E | Nova Chemicals Inc | PRODUCER | YES | | |
| 7 | C16 | 3200 | 1140056 | | Malloy, Mark F | Bechtel Oil Gas Chemicals Inc | USER | YES | | |
| 8 | C16 | 3200 | 000129352 | | Gam, Claus B | Rockwool International A/S | PRODUCER | NO | WAIT LIST | |
| 9 | C16 | 3200 | 1222210 | | Duncan, Richard S | SPRAY POLYURETHANE FOAM ALLIANCE SPFA | PRODUCER | NO | WAIT LIST | |
| 10 | C16 | 3200 | 000116547 | | Goodison, Jeffrey | Arclin | PRODUCER | NO | WAIT LIST | |
| 11 | C16 | 3200 | 000290610 | | Witt, Joe | International Cellulose Corp | PRODUCER | NO | WAIT LIST | |
| 12 | C16 | 3200 | 000104856 | | Larson, Reed | Johns Manville | PRODUCER | NO | REDUNDANT INTERI | |
| 13 | C16 | 3200 | 000104187 | | Applegate, Terry M | Applegate Insulation Mfg Inc | PRODUCER | YES | | |
| 14 | C16 | 3200 | 000111187 | | Harney, Herb | | PRODUCER | YES | | |
| 15 | C16 | 3200 | 000102520 | | Kalis, John W | J W Kalis Engineering Co | USER | YES | | |
| 16 | C16 | 3200 | 000120048 | | Bonforte, John M | Monmouth Rubber & Plastics Cor | PRODUCER | NO | WAIT LIST | |
| 17 | C16 | 3200 | 000485820 | | Resetar, Michael J | Armaccell Llc | PRODUCER | NO | WAIT LIST | |
| 18 | C16 | 3200 | 1088374 | | Frysjonger, Clint | Owens Corning | PRODUCER | NO | REDUNDANT INTERI | |
| 19 | C16 | 3200 | 000109073 | | Hoffee, Alisa R | PACTIV BUILDING PRODUCTS | PRODUCER | YES | | |
| 20 | C16 | 3200 | 000115561 | | Adamoli, James R | Tascon Inc | PRODUCER | YES | | |
| 21 | C16 | 3200 | 1245511 | | Federzoni, Andrea | Duna-Usa | PRODUCER | NO | WAIT LIST | |
| 22 | C16 | 3200 | 000104129 | | Clayville, Chris J | Clayville Insulation | PRODUCER | YES | | |
| 23 | C16 | 3200 | 000316056 | | Dolin, Rick L | Industrial Insulation Group | PRODUCER | YES | | |
| 24 | C16 | 3200 | 1491350 | | Bowman, David | Greenfiber | PRODUCER | NO | WAIT LIST | |
| 25 | C16 | 3200 | 000395128 | | Verrill, Thomas S | Blue Ridge Fiberboard | PRODUCER | NO | WAIT LIST | |
| 26 | C16 | 3200 | 000301811 | | Powers, Ralph L | Industrial Insulation Group | PRODUCER | NO | REDUNDANT INTERI | |
| 27 | C16 | 3200 | 1419106 | | Sparling, Kale | Thermafiber, Inc | PRODUCER | NO | WAIT LIST | |
| 28 | C16 | 3200 | 000105195 | | Smith, Ivan T | | GENERAL INTEREST | YES | | |
| 29 | C16 | 3200 | 1347869 | | Willems, Paul | Kingspantarec Industrial Insulation | PRODUCER | NO | WAIT LIST | |
| 30 | C16 | 3200 | 000112459 | | Noonan, Patrick M | Knauf Insulation Gmbh | PRODUCER | NO | REDUNDANT INTERI | |
| 31 | C16 | 3200 | 000324428 | | Straight, Randy | CERTAINTEEED CORPORATION | PRODUCER | NO | REDUNDANT INTERI | |
| 32 | C16 | 3200 | 000142319 | | Shiver, James C | Thermafiber Inc | PRODUCER | NO | REDUNDANT INTERI | |
| 33 | C16 | 3200 | 1334665 | | Hutchinson, Derrick W | Usg | PRODUCER | NO | WAIT LIST | |
| 34 | C16 | 3200 | 000118604 | | Whalen, James | PLASTI-FAB LTD. | PRODUCER | YES | | |
| 35 | C16 | 3200 | 000415250 | | Mantonya, Mark E | Owens Corning | PRODUCER | YES | | |
| 36 | C16 | 3200 | 000478089 | | Fisler, Diana K | Johns Manville | PRODUCER | YES | | |
| 37 | C16 | 3200 | 1504180 | | Day, George | FiberAmerica | PRODUCER | NO | WAIT LIST | |
| 38 | C16 | 3200 | 1154789 | | Mathews, Richard S | Advanced Ceramics Corp | PRODUCER | NO | WAIT LIST | |
| 39 | C16 | 3200 | 000129328 | | Tackett, Timothy D | Firestone Building Products | PRODUCER | NO | WAIT LIST | |
| 40 | C16 | 3200 | 1308436 | | Fischer, Michael P | ltw Insulation Systems | PRODUCER | NO | WAIT LIST | |
| 41 | C16 | 3200 | 1140194 | | Bauer, Franz | Exova Inc | GENERAL INTEREST | YES | | |
| 42 | C16 | 3200 | 000123058 | | Clayville, Linda L | Clayville Insulation | PRODUCER | NO | REDUNDANT INTERI | |
| 43 | C16 | 3200 | 000108782 | | Chu, Gary | | GENERAL INTEREST | YES | | |
| 44 | C16 | 3200 | 000130512 | | Kwart, Michael | Insulation Contractors Assn of America | USER | YES | | |
| 45 | C16 | 3200 | 000354506 | | Hamilton Eames, Christy L | Hmi Hamilton Mfg | PRODUCER | NO | WAIT LIST | |
| 46 | C16 | 3200 | 000104475 | | Secor, Eugene J | HB Fuller Company | PRODUCER | YES | | |
| 47 | C16 | 3200 | 000109311 | | Sonnenberg, Fred | StyroChem International | PRODUCER | NO | WAIT LIST | |
| 48 | C16 | 3200 | 000112572 | | Shumata, Monroe W | Johns Manville | PRODUCER | NO | REDUNDANT INTERI | |

Sheet1

Unknown Zone | Protected Mode: Off



Attendance Sheets

- Prints out a meeting attendance list which is generated from the latest committee or subcommittee roster
- Should be printed out and brought to all ASTM committee and subcommittee meetings
- Can be easily used to identify
 - Classification
 - Official Voting Status
 - Committee Join Date

MEETING ATTENDANCE LIST

C163200
02/24/2012

Instructions: Members - check next to your name. Visitors - sign attached visitor sheets. Proxies - initial by member name and sign visitor sheets. Return at Chairman so that the number of attending members and visitors may be recorded in minutes.

| Name | Organization | Cls | Vote | Join Date | Name | Organization |
|---|--------------------------------|-----|------|-----------|--|-----------------------------|
| <input type="checkbox"/> Adamoli, James R | Tascon Inc | P | 1 | 03/04/94 | <input type="checkbox"/> Edmunds, William M | Naima |
| <input type="checkbox"/> Applegate, Terry M | Applegate Insulation Mfg Inc | P | 1 | 10/29/82 | <input type="checkbox"/> Ellicott, Graham | VERMICULITE ASSOCIAT |
| <input type="checkbox"/> Arch, Paul E | Nova Chemicals Inc | P | 1 | 01/18/06 | <input type="checkbox"/> Fabian, Barbara A | Owens Corning |
| <input type="checkbox"/> Bauer, Franz | Exova Inc | G | 1 | 02/25/09 | <input type="checkbox"/> Farrell, Caitlin | ASTM International |
| <input type="checkbox"/> Bergstrom, Todd B | AFM Corporation | P | 1 | 01/18/06 | <input type="checkbox"/> Federzoni, Andrea | Duna-Usa |
| <input type="checkbox"/> Black, Cliff | Firestone Building Products | P | 0-WL | 08/20/08 | <input type="checkbox"/> Fischer, Michael P | Itw Insulation Systems |
| <input type="checkbox"/> Blasius, James R | In Cide Technologies Inc | G | 1 | 07/01/79 | <input type="checkbox"/> Fisler, Diana K | Johns Manville |
| <input type="checkbox"/> Blundell, Jack R | Itw Insulation Systems | P | 0-WL | 05/13/10 | <input type="checkbox"/> Frysinger, Clint | Owens Corning |
| <input type="checkbox"/> Bomberg, Mark | Syracuse Univ | G | 1 | 05/01/78 | <input type="checkbox"/> Garn, Claus B | Rockwool International A/S |
| <input type="checkbox"/> Bonforte, John M | Monmouth Rubber & Plastics Cor | P | 0-WL | 11/21/06 | <input type="checkbox"/> Garry, James R | Red Core Consulting Ltd |
| <input type="checkbox"/> Bovard, Timothy | Pittsburgh Corning Corporation | P | 1 | 04/04/02 | <input type="checkbox"/> Goodison, Jeffrey | Arclin |
| <input type="checkbox"/> Bowman, David | Greenfiber | P | 0-WL | 10/11/11 | <input type="checkbox"/> Grant, Ted A | Atlas roofing Corporation - |
| <input type="checkbox"/> Brayman, Willis "Bill" J | Brayman Insul. Consultants LLC | G | 1 | 02/20/90 | <input type="checkbox"/> Graves, Ronald S | R & D Services Inc |
| <input type="checkbox"/> Cartmell, Michael | Dyplast Products LLC | P | 0-WL | 01/06/10 | <input type="checkbox"/> Hamilton Eames, Christy L | Hmi Hamilton Mfg |
| <input type="checkbox"/> Chu, Gary | | G | 1 | 04/28/88 | <input type="checkbox"/> Harner, Mark D | CERTAINTED CORPOR. |
| <input type="checkbox"/> Church, Jordan M | Exova Inc | G | 1 | 02/10/11 | <input type="checkbox"/> Harney, Herb | |
| <input type="checkbox"/> Clayville, Chris J | Clayville Insulation | P | 1 | 10/29/82 | <input type="checkbox"/> Haslam, Jeremy | Industrial Insulation Group |
| <input type="checkbox"/> Clayville, Linda L | Clayville Insulation | P | 0-RI | 08/15/95 | <input type="checkbox"/> Hays, Peter F | |
| <input type="checkbox"/> Coler, Jim | Coler Natural Insulation | P | 0-WL | 02/02/11 | <input type="checkbox"/> Hess, Linda M | Dow Chemical Company |
| <input type="checkbox"/> Crall, G, Christopher P | Ccrall Consulting | G | 1 | 04/20/01 | <input type="checkbox"/> Hoffee, Alisa R | PACTIV BUILDING PROD |



Roster Maintenance Summary

- Accessible Only By Membership Secretaries and subcommittee chairs
- Allows for Updating the Classification and Voting Status for Committee and Subcommittee Members
- Downloadable MS Word and Excel Rosters
- Generates Membership Reports for Easy Reporting at Meetings
- Generates Meeting Attendance Sheets



QUESTIONS?

If questions about Roster Maintenance or any other questions about ASTM please contact your Staff Manager

Thank You!
