

**Parts Standardization and Management Committee (PSMC)
Executive Steering Committee Meeting Minutes
13 November 2000, Sandestin, Florida**

Attendees:

Sam Merritt	DLA/DSCC, Government Co-Chair	(614) 692-3965
Steve Parker	SCI, Industry Co-Chair	(256) 882-4222
Joseph Hartline	ARINC, Senior Manager	(410) 266-4807
Cindy Morrison	United Defense LP	(717) 225-3400 x2225
Carl Muncy	Defense Supply Center/VSC	(614) 692-0635
Lee Gray	Army AMCOM	(931) 433-6126
Dan McLeod	Navy/NAVAIR, Military Co-Chair	(732) 323-7107
Jamie Gluza	NAVAIR	(732) 323-1333

1. Mr. Sam Merritt began the meeting with a welcome to committee meeting members. Sam Merritt extended special thanks to former officers of the committee.
2. The committee briefly discussed the FY 2000 budget expenditures and FY 2001 budget allocations. Mr. Elbert Smith of Morgan Research Group outlined some of the expenditures for marketing materials and admin support. He will submit a full budget report to the committee. Some marketing materials purchased were mouse pads, letter openers, coffee mugs, brochures (1700 PSMC brochures), business cards for all chairpersons, as well as gifts for presenters and speakers. The committee discussed some of the possible expenditures for FY 2001 and ways to offset conference and meeting costs.
3. The committee reviewed the meeting agenda for the general session. No changes were made to the agenda. Sam Merritt announced some changes to speakers for the general session.
4. The committee reviewed minutes and attendance list from PSMC Executive Steering Committee Meeting Minutes, July 24-28, 2000 in Deerfield Beach, Florida. All action items have been completed and minutes of that session were previously provided to all subcommittee chairs.
5. Lee Gray will set up attendance list for general session so that the master list can be updated for new participants. The PSMC member's list is updated after each executive steering committee meeting but the PSMC mailing list is updated with new attendees or members as required. The DMS member's list is also added to the PSMC mailing list to ensure members are duly notified of upcoming meetings. Members can obtain this information on the PSMC website <http://www.dsc.dla.mil/psmc> as well.
6. Sam Merritt informed the committee of the new subcommittee chairs and officers to the executive steering committee: Steve Parker, Industry Co-Chair, and Dan McLeod, Military Co-Chair, Jamie Gluza, Marketing Subcommittee Chair. Sam Merritt noted that no PEM subcommittee chair has been appointed yet.
7. The spring executive steering committee meeting is tentatively scheduled for the week of Feb 5-9, 2001; the alternate date will be the week of Feb. 23, 2001. The Fall 2001 general session will be held sometime in November in San Diego, California.
8. Sam Merritt opened the floor to new business or discussions for the committee. No new business was discussed.
9. Meeting adjourned at 3:30 p.m.