

**Minutes**  
**Floors Working Group**  
Saturday, 20 January 2001  
Dallas/Ft. Worth Marriott  
Irving, TX

**Chair:** Tim Hansen; Oasis Stage Werks; principal; producer

**Recording secretary:** Karl G. Ruling, ESTA

**Members attending:** Keith Sklar; Actors' Equity Association; observer; gen. interest  
Ken Greenwood; Actors' Equity Association; observer; gen. interest  
Edward Paget; Jones & Phillips Associates, Inc.; principal; gen. interest (joined at this meeting)  
Seth Popper; League of American Theatres and Producers, Inc.; observer; gen. interest (joined at this meeting)  
Michael Sean Graves; Rosco Laboratories; principal; producer (arrived at 13:19)  
Jerry Gorrell; Theatre Safety Programs; principal; User  
Steven Wiese; Wenger Corp.; principal; producer

**1 Opening remarks**

Tim Hansen called the meeting to order at 13:10

**2 Attendance and membership**

**2.1 Introductions and taking of roll**

A yellow attendance sheet was circulated and the attendees were instructed to check in the box next to their name. Keith Sklar and Kenneth Greenwood were present via speaker phone, so Karl G. Ruling marked them as present. Michael Sean Graves arrived at 13:19, after the meeting had started and after the agenda had been approved.

Tim Hansen asked those physically present and on the speaker phone to introduce themselves.

Karl Ruling noted that a quorum (three voting members or more) was present and that the assembly could conduct business as a working group.

**2.2 Requirements for membership**

Tim Hansen explained that membership is open to all who are affected by the work of the group.

**2.3 Processing of new membership requests**

Hansen read the applications from Edward Paget of Jones & Phillips Associates, Inc., who was applying as a principal in the general interest category, and Seth Popper of the League of American Theatres and Producers, Inc., who was applying as an observer in the general interest category.

Jerry Gorrell moved that the applications be accepted. The motion was seconded. The motion was accepted unanimously on a voice vote.

The voting body for this meeting was:

Name	Company or organization	Voting status	Interest category
Edward Paget	Jones & Phillips Associates, Inc.	Principal	Gen. interest
Tim Hansen	Oasis Stage Werks	Principal	Producer
Gary Justesen	Oasis Stage Werks	Alternate	Producer
Tim Cox	PLASA	Principal	Gen. interest
Michael Sean Graves	Rosco Laboratories	Principal	Producer
Jerry Gorrell	Theatre Safety Programs	Principal	User
Steven Wiese	Wenger Corp.	Principal	Producer

**3 Approval of the minutes of the previous meeting**

Steven Wiese moved that we accept the minutes as written. The motion was seconded. The motion was accepted unanimously on a voice vote.

**4 Call for patents**

Tim Hansen read the following aloud:

“ESTA intends to publish no standard that contains protected intellectual property, unless that property can be licensed by anyone for a reasonable fee. ESTA uses a process of open patent disclosure to implement this intent. ESTA does not conduct patent searches and does not warrant that its standards contain no protected intellectual property.

“In keeping with the open disclosure policy, I ask if anyone present wishes to notify the working group of the existence of a patent or copyright that might protect material in a standard being developed by the working group. You need not be the holder of the patent or copyright in order to notify the working group of its existence.”

There were no intellectual property issues identified by any member of the working group.

**5 Anti-trust statement**

Tim Hansen read the following aloud:

“The ESTA Board of Directors, the Technical Standards Committee, and the leadership of this working group will reject or nullify any actions that restrain trade. Anyone who feels that an action restraining trade is being or has been taken is requested to bring the matter to the attention of the Chair immediately. Anyone who feels that actions in restraint of trade have been taken and not properly annulled is requested to notify the TSC Chair or ESTA President immediately.

“ESTA legal counsel has informed us that any member of this working group may be found individually liable for any action that restrains trade taken by this working group. An individual convicted of a violation of the Sherman Act may be fined as much as \$100,000 and be imprisoned for up to three years. An easy to read pamphlet describing restraint of trade is available from the Technical Standards Committee.”

No restraint of trade issues were identified.

**6 Approval of agenda**

Ted Paget moved that the agenda be approved with the addition of a presentation by Karl Ruling under "Other business" about hotel reservations. The motion was seconded. The motion was approved unanimously on a voice vote.

**7 Old business – Existing standards task group report**

Gorrell offered a four-page paper of more standards and publications he had found. There was a discussion of which standards should be reviewed further. Hansen said the following might be okay to pursue:

ASTM F2048  
prEN 13810-1 and prEN 13810-2  
UL 410  
SS 923515  
ASTM F355-95

The discussion lead to Karl Ruling being directed to

- a) contact Kathleen Smith at the United States Sports Surface testing laboratory to see if an English translation of DIN 18032 can be purchases from her.
- b) If not, Ruling will then pursue getting an official DIN translation through VPLT.
- c) If this is not possible, Ruling will pursue commissioning a translation and having VPLT vet it for accuracy
- d) Ask if Kathleen Smith can come to the next working group meeting.
- e) Ask Kathleen Smith why the DIN standard is preferred to the BSI standard.

Tim Hansen will try making a BSI testing machinery and see how it works.

Kenneth Greenwood said that testing of a selection of stage floors per ASTM, DIN, and IAAF testing procedures are included in a proposal from Smith's firm.

There was a discussion of some studies that have already been done on the effects of stage rakes. Dr. Randy Evans wrote monographs on Broadway and West End stages and found that the chance of being injured on a raked stage compared to a flat surface are three times greater. Seth Popper agreed to give copies of the Evans studies to Ruling for distribution.

Michael Sean Graves agreed to ask Rosco Italy and Rosco Russia for help in identifying studies done there on raked stages in those countries, since raked stages are more common there. He also will search the Yale Library for relevant reports. He further agreed to contact Disney to find out what they use for floor testing and will check with the manufacturers of his flooring products too.

**8 New business**

Tim Hansen showed the working group the new icon, which was well received.

**9 Other business**

Ruling distributed the open letter from Lori Rubinstein asking people to make their hotel reservations for the Irving meetings through ESTA rather than going to the hotel directly or booking through another agency. Ruling reinforced the points that booking through ESTA helps get the best rates for all the working group members in the long run, helps ESTA negotiate good rates for the meeting rooms and services, and helps us anticipate how many people will be attending each meeting.

**10 Schedule for future meetings**

Hansen announced that the next meeting is scheduled for Friday, March 23, 10:00 to 14:00 at the Westin Hotel in Long Beach.

**[NOTE: THE MEETING TIME HAS BEEN CHANGED TO 13:00 TO 17:00. The day and place are unchanged.]**

**11 Adjournment**

Ted Paget moved the meeting adjourn. The motion was seconded. The motion was approved unanimously on a voice vote. Hansen declared the meeting adjourned at 14:55.



## Floors Working Group Membership at End of 20 January 2001 Meeting

Name	Company	Company/ Org. represented	Voting status	Int. Cat.
Keith Sklar	Actors' Equity Association	Actors' Equity Association	O	G
Ken Greenwood	Actors' Equity Association	Actors' Equity Association	O	G
Fred Allen	Fred Allen & Associates	Fred Allen & Associates	O	U
Edward Paget	Jones & Phillips Associates, Inc.	Jones & Phillips Associates, Inc.	P	G
Seth Popper	League of American Theatres and Producers, Inc.	League of American Theatres and Producers, Inc.	O	G
Tim Hansen	Oasis Stage Werks	Oasis Stage Werks	P	P
Gary Justesen	Oasis Stage Werks	Oasis Stage Werks	A	P
Tim Cox	PLASA	PLASA	P	G
Michael Sean Graves	Rosco Laboratories	Rosco Laboratories	P	P
Jerry Gorrell	Theatre Safety Programs	Theatre Safety Programs	P	U
Steven Wiese	Wenger Corp.	Wenger Corp.	P	P

### Voting status

- O Observer, non-voting
- P Principal voting on behalf of an organization or company
- A Alternate voting member representing an organization or company
- I Individual voting member representing no entity other than him or herself

### Interest category

- G General interest
- U User of floors or flooring products
- P Manufacturer of floors or flooring products