

## ICMA Spotlight

### Manley Brothers, Troy Grove, Illinois

Manley Bros. of Indiana Inc., was founded in 1974 which was subsequently acquired by Hepworth PLC in the late seventies. The company became independent in 1991 as the result of a management buyout. But the Manley name, always synonymous with quality, still survives in the sand business, operating from its location in Troy Grove, Illinois.

It has mined the St. Peter Sandstone, an ancient deposit of highly pure rounded grain sandstone, since the late 1950's. During 1998 Manley Bros. was certified by Lloyd's Register Quality Assurance as having a Quality Management System that meets the standards of ISO 9002.

Manley Bros. ships in excess of 400,000 tons/year with much of this material going to the foundry industry as core and mold-  
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The Foundation for  
Metal Casting Education



# THE ILLINOIS CAST METALS ASSOCIATION Runner

[www.ilcastmetals.org](http://www.ilcastmetals.org)

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Winter 2010

From Executive Director Stan Zielinski . . .

## How to avoid identity theft

One of the many tidbits of advice we learned while attending a recent workshop was the use of a ballpoint pen when writing out a check. Since the printing on a check is embedded into the paper, a ballpoint pen only writes on the surface of the paper, thus it can be washed and a different amount and payee is rewritten on to the check. The way to defeat this maneuver is to use a "gel" pen that actually embeds the ink into the paper that cannot be washed.

**Check Washing:** Check washing is a form of fraud. The criminal uses various solvents to remove data from a signed check — the "pay to" name, the amount — and replace it with data more beneficial to the criminal: his own name, a larger amount.

What type of pen to use when writing a check: If you are a ballpoint pen lover, switch to black ink when security is important. Among water-based inks, remember that gels are the most impervious. But when you're writing checks to pay the monthly bills, only one type of ink, the kind in gel pens, has been found to be counterfeit proof to acetone or any other chemical used in "check washing." Most ballpoint and marker inks

are dye based, meaning that the pigments are dissolved in the ink.

Based on recent ink security studies, we highly recommend that you use a gel pen, like the Uniball 207 that uses gel ink that contains tiny particles of color that are trapped into the paper, making check washing a lot more difficult. The pen sells for about \$2. Personally I sign all my checks and important documents with one. But if you don't want to switch, do not hesitate to use your favorite fountain pen. Just fill it with ink in one of the more durable colors and enjoy!

They offer the following advice to people with old-fashioned mailboxes:

- Don't leave outgoing mail in an unlocked box. Take it to work, drop it in a collection box, hand it to a letter carrier or take it directly to the post office.
- If you have to leave outgoing mail in your box, do it immediately before the letter carrier comes, and don't raise the mailbox flag. Remember thieves look for the "Red Flag" to notify them it's shopping day for checks, statements with account numbers and maybe even a document with a social security number on it.

- Avoid leaving mail in a box on Sundays and holidays, when letter carriers don't work.
- Install a lock on your box. This can be done by placing the lock on your mailbox and then cutting a small slit in the mailbox that is large enough to slide mail through, but which is not big enough for a hand to fit in. Residents also can purchase a mailbox with a lock already on it for roughly \$20 at a hardware store. In both cases, you will not be able to have outgoing mail picked up.

### Common ways ID theft occurs

According to AVOID THEFT ([www.ftc.gov/idtheft](http://www.ftc.gov/idtheft)), there are several ways that thieves can steal your personal information:

- Dumpster Diving: They search through trash for bills or papers with your personal information on it.
- Skimming: They steal credit/debt card numbers by using a special storage device when processing your card.
- Phishing: They pretend to be financial institutions or companies and send spam or pop-up messages to get you to

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## BRIEFLY

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From Executive Director Stan Zielinski . . .

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reveal your personal information.

- Changing your address: They divert your billing statements to another location by completing an "change of address" form.
- "Old-Fashioned" Stealing: They steal wallets and purses; mail, including bank and credit card statements; pre-approved credit offers; and new checks or tax information. They also steal personal information from their employers, or bribe employees who have access.

Associations Advance America and the world

## Prepare your home for Old Man Winter — Ice and heavy snows can produce prolonged power outages

Heavy accumulations of ice and snow coupled with fluctuating winter temperatures can bring down utility poles, trees and limbs with the ability to disrupt power for days on end. With this comes a threat to property and also to life itself. "In a winter storm emergency, restoring power and heat to consumers is the highest priority, and electric utility crews work around the clock to restore service," says Natalie Hemmer, member of the Safe Electricity team. "Severe damage to power lines and distribution systems may take days to repair, especially if the icy conditions are ongoing."

Avoid going outside if possible. Downed power lines could be submerged in snow and ice and difficult to identify. When outside, treat all downed and hanging lines as if they are energized electric lines: Stay away, warn others to stay away and immediately contact your utility company. Remember that downed power lines do NOT have to be arcing, sparking or moving to be "live" — and deadly. Safe Electricity stresses the importance of being prepared for dangerous winter storms and the power outages they may cause. Preparing ahead of time in order to have the right supplies and the knowledge to stay warm safely are keys to weathering a winter storm emergency. Safe Electricity offers the following tips to winterize your home:

- Insulate walls, attics and pipes
- Caulk and install weather-strips on windows and doors
- Install storm windows or plastic sheeting to cover windows
- Repairs roof leaks
- Call the utility company to cut branches away from your home and power lines
- Safe Electricity emphasizes that everyone, particularly families with special needs, must be prepared in case of a winter emergency and long-term power outages.
- Always keep a battery-powered radio or TV, flashlights and a supply of fresh batteries in case of an emergency. Test these ahead of time to make sure they are operational.
- Know where to find extra blankets.
- Fill spare containers with water for washing, and keep a supply of bottled drinking water on hand.
- Keep a supply of non-perishable food items, along with a hand opener for canned food.
- Switch off lights and appliances to prevent damaging appliances and overloading circuits when power is restored. Leave one lamp or light switch on as a signal for when your power returns.
- To prevent water pipes from freezing, keep faucets turned on slightly so that water drips from the tap. Know how to shut off water valves just in case a pipe bursts.
- Check on elderly or disabled friends and neighbors.
- Do not use charcoal grills or gas ovens to heat your home; this could lead to carbon monoxide poisoning.
- It's a good idea to assemble a disaster supply kit that includes needed items ahead of time. Don't forget to include a first aid kit, prescription medications, and any special items needed for infant, elderly or disabled family members. Maintaining warmth is a priority during a winter emergency. Loss of body heat or hypothermia can be life threatening. In order to avoid cold weather fatalities:
  - Stay inside and dress in warm, layered clothing.
  - Close off unneeded rooms.
  - When using an alternative heat source, follow operating instructions, use fire safeguards and be sure to properly ventilate. Always keep a multipurpose, dry-chemical fire extinguisher nearby and know how to use it.
  - Stuff towels and rags underneath doors to keep the heat in.
  - Cover windows at night.
  - Maintain a regular diet. Food provides the body with energy for creating its own energy.
  - Drink plenty of fluids to stay hydrated.
  - Move around to keep

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# Jack Wymer receives Keating Founders' Freedom Award

Jack W. Wymer, Jr., vice president of administration, Fairmount Minerals, Wedron, Ill., recently was honored for his considerable contributions to the industry by the American Foundry Society at its Foundry Executive Conference in September at Coronado, CA. Mr. Wymer received the 2009 Keating Founders' Freedom award for significant contribu-

tions to the metal-casting industry and active participation in the fields of government affairs, human resource management and education.

"Jack Wymer has been an extraordinary example of commitment and dedication to the metal casting industry," said Jerry Call, AFS executive vice president. "His many years of leading the AFS Govern-

ment Affairs Committee have helped ensure the future of the industry." Jack Wymer is an ICMA associate and member of the board of directors

Fairmount Minerals, Wedron IL is a loyal member of the ICMA.

*from Modern Casting Publication, AFS. November 2009*

## SPOTLIGHT

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ing sand. It also ships melting sand to the glass container industry, in addition to specialty sands for the construction market, used in stucco's, plaster, polymer concrete sand blends, and many other

diverse applications.

Apart from the people who are Manley's strongest asset, the processing plant gives the firm the ability to blend nine fractions of sand produced by the fractionators back into the many standard and non-standard grades we offer. The mining, stockpiling,

and processing produce a tightly controlled feed to the blend belt, allowing its standard specs to be some of the tightest in the industry, and giving their customers a consistent quality product and peace of mind.

Paul Salt is Vice President and General Manager.

## WINTER

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warm, but not enough to perspire. Perspiring causes the body to lose fluids which could potentially lead to dehydration.

- Keep a close eye on the temperature in your home. Infants or persons over age 65 are more susceptible to the cold. You may want to stay with friends, relatives or in a shelter if you can't keep your home warm.
- Consider installing ground fault circuit interrupters (GFCI) for electrical outlets in areas that might be affected by

melting snow or ice. This will help prevent electrocutions and electrical shock injuries. Portable GFCIs that do not require tools for installation can also be purchased for winter emergency supply kits.

If you use a standby generator, make sure it has a transfer safety switch or that your power is cut off at the breaker box before you operate it. This prevents electricity from traveling back through the power lines, or what is also known as "back feed." Back feed creates danger for anyone near power lines, particularly crews working to restore

power. Be sure to let your electric utility know that you have a generator.

Safe Electricity is committed to educating everyone on how to have a safe winter. For more information and electrical safety tips, visit the SafeElectricity.org website. Safe Electricity is an electrical safety public awareness program created and supported by a coalition of hundreds of organizations, including electric utilities, educators and other entities committed to promoting electrical safety.

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[www.ilcastmetals.org](http://www.ilcastmetals.org)

# Business writing — The hidden dangers of email

The business letter is gone forever — replaced by the ubiquitous email! There's no question that email is one of the greatest productivity tools ever invented for business.

According to a recent survey, almost 2/3 of American adults send or read email daily. Emails are so quick and easy to write - and it's so simple to hit the Send button. But most of us never consider how our emails are being received, much less whether we've exposed our companies to any potential dangers.

How well written are the emails coming from your company? Are they clear and concise? Do they accomplish their writer's purpose effectively? Do they reflect well on the person who wrote them — and your company? Do you worry about an inappropriate message or information finding its way out of the organization? With modern back-up technology, an email may last forever — potentially exposing your organization in a lawsuit at any time.

Karen Babb is Director of Learning Solutions for

Communispond. She has several decades of experience in the field of Human Performance Improvement. She applies a rigorous methodology to the development of training in the field of business communication skills, analyzing the situation, the environment, and individuals involved, as well as the motivation to retain new skills. Then she configures specific skill-sets to create targeted learning solutions.

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## AFS UPCOMING EVENTS

February 1-28, 2010 — Ductile Iron Metallurgy — Internet

## FEF College Industry Conference

The 62nd annual FEF College Industry Conference was recently held at the Drake Hotel in Chicago. Over 225 industry executives, student delegates, key professors and university administrators were in attendance this year. The conference began on Thursday, November 19, with the Industry Information Session and social time which gave 74 student delegates the

opportunity to interact with representatives of 19 companies in the metal casting industry. During the General Session luncheon, the Student Delegate scholarships were presented to 17 students who were awarded a total of \$35,000.00.

At the Annual Reception on the evening of November 20, FEF's highest award, the E.J. Walsh Award, was presented to former FEF student and

President Lifetime Patron, Chuck Fowler, President and CEO of Fairmount Minerals. Fairmount Minerals is a loyal member of the ICMA.

Information is available on any of the FEF activities and can be obtained from the FEF office at 1695 N. Penny Ln., Schaumburg, IL 60173, Phone 847/490-9200, Fax 847/890-6270, email [info@fefinc.org](mailto:info@fefinc.org), web page <http://www.fefinc.org>.

### Something to think about . . .

*"Roughly speaking, any man with energy and enthusiasm ought to be able to bring at least a dozen others round to his opinion in the course of a year no matter how absurd that opinion might be."*

~ Aleister Crowley, British Occultist (1929)

## DIOSH DAY 2010

Wednesday, March 3, 2010  
Peoria Civic Center  
Peoria, Illinois

DIOSH Day is for employers, employees, and all others interested in safety and health. Experts in the field will present a program on the most current issues in safety and health today. Many governmental agencies will have booths in the exhibit area. This is a great opportunity to get your workplace safety questions answered in a neutral setting

### AGENDA

7:00 am — Registration  
7:00-11:30 am —  
Mini Health Fair  
7:00 am- 3:10 pm  
Exhibit Area Open  
8:00-8:50 am —  
Breakout Session 1  
8:00-10:05 am —  
Workshop 1  
9:00 am — Concession Stand  
Opens  
9:15-10:05 am —  
Breakout Session 2  
10:30-11:20 am —  
Breakout Session 3  
11:20 am-12:50 pm —  
Hot Buffet Lunch  
12:50-2:50 pm —  
Workshop 2  
12:50-1:40 pm —  
Breakout Session 4  
2:00-2:50 pm —  
Breakout Session 5  
3:10-4:00 pm —  
Breakout Session 6

Visit the DIOSH DAY website  
for additional information  
[www.dioshday.com](http://www.dioshday.com)

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