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A message from our President & Chief Operating Officer 2010-Accu-tec's 22nd Business Anniversary

This time every year, people draw up lists of New Year's resolutions: lose weight, exercise, quit smoking. New Year offers us a sort of "restart" button. Sure, we're not cleaning out our mental or physical hard drives entirely. None of us change ourselves completely. But we can use this time to "reboot" — take a pause and, hopefully, perform somewhat better going forward.

That's why in business, too, it's a good idea to commit to New Year's resolutions. So, as Accu-tec celebrates the entrance into its twenty-second year of serving, here are mine for 2010.

1. **Listen more.** This is my No. 1 business, and most personal New Year's resolution because listening is a critical skill for both business and personal success. Listening, really listening, and not just thinking about what you're going to say next enables us to understand others, empathize, and build relationships. That's critical whether we are interacting with customers, employees, suppliers, or our family members and friends.

My grandfather (the wisest man I ever knew) came to this country from Czechoslovakia during the difficult years when Adolph Hitler's army annexed and occupied this European country. My grandfather entered the US through Ellis Island, without the abilities of an education, understanding the language, how he would provide for his family (at that time with seven children).

My grandfather was everything to me. As I grew older, I asked how he became so wise? He said "all the intelligence, experience, and abilities are wasted if a person does not take the time to listen. Listening is the first step of communicating and the most direct route to knowledge".

2. **Embrace change.** Frankly, embracing change is something I'm pretty good at, but this year will be a continuation of the last with an abundance of revelations, welcomed and undesired. Let's face it; January 1st is a transitional day. It is not the day of deliverance.

3. **Be brave.** There's no question that 2010 is going to be a challenging year, but are not they all (or should be)? It will be filled with opportunities, tests, celebrations and disappointments. It will take courage to get through this year; just like every one of my near 60 years have prior. But I know that life goes in cycles. I have great faith in the resilience of those I choose to share my life, both personal and professional.

4. **Grow.** Yes, even now I plan to grow personally and professionally. I will do all that I can to be aware of my stewardship of this business and apply all my abilities to grow our company. I absolutely know that many companies come out of recessions much stronger than when they went in. We should all be stronger because disruption creates opportunities. I will in all earnest do my best to take advantage of them.

May this year find you prosperous. May you rest in togetherness of hope. May you bless everyone you do not know. May you carry the weight of an articulate debate. May you forgive 2009. May you welcome what is next. With an open mind, 2010 we find, can be better than all the rest. Happy New Year!

Stephen J. Homola

President/Chief Operating Officer
Accu-tec International
shomola@accu-tec.com



Accu-tec shall be an integral part of each customer's success!

Planning for the New Year

As managers or supervisors we all need to make some kind of plans for the New Year in your area, whether it is a Strategic plan for the direction of the company, a Tactical plan for the specific goals of the Strategic plan, or a Operational plan to develop the actions required in meeting the Strategic plan.

Here is a basic outline in helping you develop your plan for your needs.

Define the Present Situation

Knowing where you are is critical to establishing a plan. Defining the present situation includes measuring success, understanding your capabilities, recognizing your past failures, and knowing your external threats.

Establish Goals and Objectives

The next step in your planning is to establish goals and identify objectives that contribute to the attaining of the goals.

Analyze the Process and Barriers to Goals and Objectives

As an extension of defining the present situation, you need to predict which internal and external factors will foster or hinder attainment of the desired end.

Develop Action Plans to Reach Goals and Objectives

Goals and objectives are only wishful thinking until action plans are developed. An action plan consists of the specific steps necessary to achieve a goal or objective. You must figure out specifically how they will be accomplished and measured.

Develop Budgets

Planning usually results in action plans that require money to implement. You must know what the cost of your plan to the company. This can be a key factor in the success of the plans.

Implement the Plans

If the plans you developed in the previous steps are to benefit the company, they must be put to use. A frequent criticism of planners is that they develop elaborate plans and then abandon them in favor of conducting business as usual.

Control the Plans

Your Plans do not end with implementation, because plans may not always proceed as conceived. The control process measures progress toward goal attainment and indicates corrective action if too much deviation is detected. Progress against all of the goals and objectives must be measured.

Make Contingency Plans

Set up a backup plan to be used in case things do not proceed as hoped. Contingency plans are often developed from objectives in earlier steps in planning. The plans are triggered into action when you detect deviations from the objectives.

Roy Kraemer
Vice President / General Manager
Accu-tec International



NEW YEAR TRADITIONS

I am sure many of you follow New Year traditions. Have you ever wondered about the origin of some of these traditions? The following excerpt is from the website, Wilstar.

According to the website, <http://wilstar.com/holidays/newyear.htm>, the New Year tradition of making resolutions dates back to the early Babylonians. Popular modern resolutions might include the promise to lose weight or quit smoking. The early Babylonian's most popular resolution was to return borrowed farm equipment.

The Tournament of Roses Parade dates back to 1886. In that year, members of the Valley Hunt Club decorated their carriages with flowers. It celebrated the ripening of the orange crop in California.

The tradition of using a baby to signify the New Year was begun in Greece around 600 BC. It was their tradition at that time to celebrate their god of wine, Dionysus, by parading a baby in a basket, representing the annual rebirth of that god as the spirit of fertility. Early Egyptians also used a baby as a symbol of rebirth.

Although the early Christians denounced the practice as pagan, the popularity of the baby as a symbol of rebirth forced the Church to reevaluate its position. The Church finally allowed its members to celebrate the New Year with a baby, which was to symbolize the birth of the baby Jesus.

The use of an image of a baby with a New Years banner as a symbolic representation of the New Year was brought to early America by the Germans. They had used the effigy since the fourteenth century.

Traditionally, it was thought that one could affect the luck they would have throughout the coming year by what they did or ate on the first day of the year. For that reason, it has become common for folks to celebrate the first few minutes of a brand new year in the company of family and friends. Parties often last into the middle of the night after the ringing in of a new year. It was once believed that the first visitor on New Year's Day would bring either good luck or bad luck the rest of the year. It was particularly lucky if that visitor happened to be a tall dark-haired man. (This is just folklore, so if any of you get a visit from Steve, don't worry!)

Traditional New Year foods are also thought to bring luck. Many cultures believe that anything in the shape of a ring is good luck, because it symbolizes "coming full circle," completing a year's cycle. For that reason, the Dutch believe that eating donuts on New Year's Day will bring good fortune.

Many parts of the U.S. celebrate the New Year by consuming black-eyed peas. These legumes are typically accompanied by either hog jowls or ham. Black-eyed peas and other legumes have been considered good luck in many cultures. The hog, and thus its meat, is considered lucky because it symbolizes prosperity. Cabbage is another "good luck" vegetable that is consumed on New Year's Day by many. Cabbage leaves are also considered a sign of prosperity, being representative of paper currency. In some regions, rice is a lucky food that is eaten on New Year's Day.

Regardless of the traditions you may or may not follow, I wish all of you luck and prosperity in the New Year!

Tina Mann

Controller/Human Resource Manager
Accu-tec International



"High expectations are the key to everything."

Setting clear expectations keeps people focused on what really matters.

The year was 2005 and we (the shop floor group) realized we needed a new culture to make long strides toward a higher level of achievement. That new culture was built on the foundation of *Higher Expectations*. Everyone was given clear expectations that 100% was the goal. Today that is clearly imbedded in our daily work life. And we have been able to build on that foundation with strong pillars of teamwork, integrity, personal development, and leadership. We have moved way beyond accomplishing new productivity goals to reaching ever increasing overall efficiency gains. We are determined to face the future, to build it, and to succeed.

The strongest personal motivating factor is pride in an accomplishment of value for a worthy cause. And we sincerely believe we are worth it.

Larry Bossidy outlines his preferred set of expectations in "What Your Leader Expects of You, And What You Should Expect in Return".

Here's a summary of his nine expectations that leaders should impart on their direct reports:

1. Get involved
2. Generate ideas
3. Be willing to collaborate
4. Be willing to lead initiatives
5. Develop leaders as he or she develops
6. Stay current
7. Anticipate
8. Drive his or her own growth
9. Be a player for all seasons

For direct reports, expect it, don't wait to be given the challenge. Make it personal. Be important to your business and make the goals of your business important to you. Take it upon yourself to figure out how your company can grow its profits -- and how you can make a contribution to that goal.

Now you have a starting point for creating some 2010 resolutions.

"The best way to have a good idea is to have a lot of ideas."

Larry F. Leopold
Industrial Engineer



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ATTITUDE

Our attitude is worn on our sleeve, no matter if it is good or bad. Others around us have a pretty good idea as to what our frame of mind is, at any given time. This is why it is so important to keep a positive attitude always.

We ALL have our bad days from time to time, but expressing negative thoughts, has a far bigger impact than you might imagine. Your outward expressions will influence all others who come in contact with them. When we expose others to our positive attitude, it has a natural tendency to impact them in a positive way. Conversely, negative attitudes do the same. This is why it is so important to put an effort into maintaining a positive outlook.

In the workplace, those around us will no doubt sense our attitude, and be affected by it. The attitude of one will have an impact on the entire team, as human nature will make it difficult to ignore. Human nature also makes it difficult for us to leave the workplace at the end of the day, and go home without the effects of other people's attitudes lingering into our personal lives. Being considerate of others is a good reason to maintain a healthy attitude, as you will have an impact on the rest of their day.

When customers are exposed to your positive attitude, it naturally allows them to feel safe in their decision to entrust us with their business. Customers do not want to be concerned about the type of day we are having. This only offers them reason to second-guess their decision to do business with us in the first place. Our attitude does not just indicate what kind of a day we are having, but shows what type of person we are. It is also an indication of the company we work for, the people we work with, and the environment that we work in.

Each of us has a choice. We need to feel comfortable in our workplace, and with those around us. If the comfort level is not there, then we might find the need to look elsewhere for it. Our customers have the same option. They can do business with other companies if they feel the need to do so. This is why it is so important that our customers are made to feel that there are other companies out there, but the PEOPLE that they TRUST, and ENJOY doing business with, are at ACCU-TEC INTERNATIONAL.

KEEP IT POSITIVE



Warren Ellis - Plant Manager, Canada

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REYNOLDS PHYSICAL INVENTORY UPDATE...

I would like to thank everyone who participated in the recent Reynolds Physical Inventory on December 4. Just about every Accu-tec employee contributed to its smooth operation. There were 175 different items in 350-tagged locations. Eight 2-person teams were each assigned areas to count using our custom inventory tags that block the first count from any necessary recounts by additional teams or individuals. Two days were set aside for the inventory and we were able to finish in only one day. There were only ninety-three 2nd counts and eight 3rd counts needed, and the auditors found no discrepancies in their series of random evaluation procedures.

Even though we did not have as many different locations to count this year as last year, preparations were more extensive. Product was organized to be easily counted with only one item per row or skid, items that needed to be reworked were shipped back to Reynolds, and the scrap inventory was shipped to the recycler. When the counting started there was product only showing in the Oracle Finished Goods sub-inventory, no items were in the rework or scrap sub-inventories.

We are now responsible for over 238 different items due to our operation of the Reynolds International item shipments. Way to go team Accu-tec!

When you are evaluating the past year and looking for ways to improve your future operation, take a closer look at us. We are a team that can help you.

Gary Klass
Inventory Control Manager
Louisville Facility
Accu-Tec International



Windows 7 Features “Windows XP Mode”

For those of you that have wondered what this new and great sounding feature is all about well here it is. First off it's not new; in fact this technology has been available for some time now. Here are the basics, whether you are on a MAC or a PC you have the option of (in most cases) installing a third party software that will allow you to run a second machine (virtual machine if you will) on your primary machine. In other words one piece of hardware running two environments. Macintosh users have had a second option for some time now called Bootcamp and what it does basically is when you start the machine it would ask you do you want to run Windows or MAC. As time went on the third party vendors seen a great market potential within virtual environments and started coming out with better ways to run parallels. It became apparent that not only the single license home users were eager to adopt this new technology but IT departments worldwide were ready to jump on the bandwagon as well. So the industry started gearing its focus towards the business level, which caused the single user license prices to drop almost next to nothing.

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ACCU-TEC PERSONNEL NOTES

January Birthdays

Mandeep Sidhu	January 1
Kathleen Lee	January 8
Earl Crawford	January 18
Jeet Brar	January 21
Roy Kraemer	January 22
Andrew Mahabir	January 24

January Anniversaries

Steve Homola	3 years
Chris Wiseman	1 year

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As a result, Microsoft with the recent Vista fiasco still in mind they came out with their version of this software and offered it free as a download.

Courtesy of PC Magazine

Definition of: **Windows XP Mode**

An optional add-on to the Professional, Enterprise and Ultimate versions of Windows 7 that provides a virtualized **Windows XP** environment for running older applications. Users can download Windows XP Mode (XPM), which includes Microsoft's Virtual PC and a copy of Windows XP (SP3). Windows 7 communicates with Virtual PC and XP via Microsoft's **Remote Desktop** Protocol (see **RDP**). See **Virtual PC** and **Windows 7**.

http://www.pcmag.com/encyclopedia_term/0,2542,t=Windows+XP+Mode&i=61260,00.asp

For those of you that do not fit the criteria for Windows XP Mode but are interested in virtual technology, below are just a few of the third party vendors/software to help you get started.

VMWare – (industry leader in my opinion)

Microsoft Virtual PC

Parallel's Desktop

With this information and the information from the last issue "compatibility mode", which has been integrated in Windows for some time now and has been greatly improved in Windows 7 you should be in a better position to decide the best path for your needs.

Danny Williams

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Questions, Comments, or Feedback

We at Accu-Tec International take great pride in our work, customers, friends, associates, and business partners. For that reason we are incorporating this section as another enhancement in the opportunity to contact us regarding general questions, comments, or feedback. This will be reviewed by our management staff as they come in. The option to fill out the Request for Quote (RFQ) on our web site is still available at <http://www.accu-tec.com> or call us directly for one on one assistance. We look forward to hearing from you.