



sun microstamping technologies

DEPENDABLE AND VALUE-ADDING

**SPECIAL
POINTS OF
INTEREST:**

- **CEO visits
Estonia**
- **Management
Training kicks
off!**
- **5S improve-
ments on the
shop floor and
other areas.**
- **Look back at
last November**

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What's New at Sun Microstamping

As 2010 is coming to a close Sun's "A Team" is busy manufacturing and shipping the last orders of this year. Sun is also preparing for new projects launching in 2011 and sales are still rolling in! The CEO has been out visiting customers in this last quarter forming stronger bonds and ensuring we are meeting our customer's expectations. Read the "Letter from the CEO" section to find out more about Bryan's recent visit to Estonia.

This month the head of Molding, Stamping and Quality have been working together to improve Sun's 5S standards on the manufacturing floor and other areas. As many of you know 5S stands for; sorting, shining, set in-order, standardizing and sustaining. This is a lean manufacturing tool to cut waste, improve quality and safety with the goal of increasing productivity. The heads of these departments held themselves accountable and really followed through on their commitment to 5S and showed a strong improvement on the shop floor. This demonstrates Sun's commitment to continuous improvement throughout the business.

The IT, Accounting and Purchasing departments are still working

together to improve our computer system and implementing the new bar code system for our inventory. This has had some unforeseen challenges but, they are working together to overcome these challenges. The next round of training on the new system starts in December. We are hoping to have this system fully up and running next year.

Management training started this month. Sun is implementing some changes to our management style by adding more support and structure to help our Company grow successfully. We are excited about these changes and acknowledge that this will bring challenges as change always does. But the management team is onboard and committed to work together towards Sun's vision. Please read the rest of the attached Newsletter for more on these stories.

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Wishing Everyone a Happy Holiday Season

**Check out
our Shut
Down
Dates!**

We would like to wish all of our customers, suppliers and other newsletter readers a very Happy Holiday Season. May you have a safe and happy holiday with your family and friends. We would like to thank you all again for your continued support as we have worked together this year to form stronger partnerships and prosper together in our Industry.

Please mark your calendars Sun will be shut down Thursday November 25th and Friday November 26th in observance of Thanksgiving. Sun will also be shutdown in December from 12/24/2010 through 1/4/2011 in observance of the holidays and New Years.



Letter from the CEO

During the last several weeks I have been visiting customers throughout North America discussing upcoming business and making sure we are meeting expectations as a supplier partner. I also went to Europe where I visited several customers in the UK, Portugal and Estonia.

It was my first visit to Estonia and I was extremely impressed not only by the sophistication of our customer but also by the Estonian people. I can hear you saying "Where is Estonia?" Well I found it! Estonia is situated on the eastern coast of the Baltic Sea, it is South of Finland and north of Latvia and west of Russia, St Petersburg is only 200 miles west. Tallinn the capital city is almost on the 60th parallel north, a bit different to Clearwater, Florida! Although only 1.34 million people live in Estonia it is truly an information society, with 70% of the

population registered internet users. Sun's customer had a super modern facility and all the people I interacted with spoke almost perfect English, which is good because my Estonian is a bit rusty!

Back in Florida we are approaching the Holiday Season and on behalf of all of Sun's "A Team" we wish you and your families a safe and happy holidays.

Kind Regards,
Bryan Clarke

Management Training Workshop

The Baton Management System

The Company wide training initiative is still moving forward. Earlier this year Sun's employees attended a "Think Tank" session to develop a stronger brand image. Our team decided that training was an area that could be improved. Sun's commitment to training has played a key role in Sun's 2010 goals.

This month it was the Managers turn to receive training. Sun's entire Management team, attended a Saturday seminar at the Collaborative labs of St Petersburg. This dynamic office space allowed us to create an interactive workshop and it turned into a very high energy experience. The speaker (Art McNeil - founder of the Baton Management System) and Sun's CEO (Bryan Clarke) led us through the workshop agenda and activities.

The primary functions of this workshop was to get the entire management team onboard with Sun's vision. To have the whole team understand how important this goal was and to discuss how we could meet this goal as a team. We also went through an exercise where we identified the restraining forces that were holding us back from achieving our goal.

The key skill set that the managers were taught or refreshed on was how to be inspirational leaders. In order to lead the Company by creating a high energy and motivated workforce. We are going back to basics letting our Company values of Respect, Accountability and Integrity lead the business and are empowering the workforce to hold themselves accountable to these values and recognizing employees for their commitment to this.

This workshop is just the tip of the iceberg on implementing this new management style. Upper Level Management will be implementing skills training sessions over the next few months to ensure all managers have the necessary tools, skills and support to successful implement this change in their management style.

One of the next steps of this management system will be evaluating Process Management throughout the business. We will be documenting processes in each department and evaluating waste and rework in our processes. The shop floor is obviously ahead of the curve on process documentation and waste elimination but, we will also be looking at documenting processes in other parts of the business for example Sales, Accounting, and Customer Service. The task of documenting all of our processes will take work from each employee and a commitment to Sun's vision to ensure this goal is met. We are optimistic of the benefits of this new management system and counting on the managers to once again lead the way!



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Sun's Future is Bright



Sun's "A Team" is working together to form a company culture of continuous improvement, dependability, integrity, respect and accountability to ensure Sun can successfully manage and sustain the future growth of the business. As our Industry is emerging from the Recession we are forecasting that we will continue to grow with the Industry. We believe the future is bright at Sun!

As I was writing this Newsletter Edition I decided to look back at the November 2009 Edition and see what I wrote in this section to see where Sun was and what was our mind set a year ago. This is what I wrote;

"As we move into this Holiday Season and 2009 draws to a close, we can not help but reflect over the last year and half remembering the challenges, the success, the lows, the highs and the pressures of this demanding industry that threatened many companies very existence. We reflect and we smile, we did it we are surviving and we have come through stronger than ever, more efficient than we have been in years.

Thanks to our "A Team's" determination, to step up and be leaders for our Company. Sun's "A Team" is here to move our company into the future and we are excited to see what 2010 has in store."

Well here we are a year later still going strong. Sun has proved that we are survivors! So now let us prove we have what it takes to continue to grow and prosper. Not only in sales but in all areas of the business in our processes on and off the shop floor, our technology, our engineering skills, our level of management, our elimination of waste and our ability to continually adapt to the market place.

Happy Thanksgiving from the team at Sun Microstamping Technologies! Please visit our web site for our favorite Thanksgiving Recipes on our 'Around the Sun Page' at www.sunmicrostamping.com