



**Minutes**  
**Mid-Atlantic Chapter Board Meeting**  
**Gander Room**  
**Monday, September 14, 2009**  
**4:30 pm**

**1) Call to Order / Roll Call**

X Tim Clark, President	X Barry Zepp, President-Elect
Brad Yocum, Treasurer	X Sasha Graver, Secretary
X Gary Smith, Past President	Josh Quinter, Director
Art Hance, Director	Jim Markel, Director
X Gino Demyan, Director	

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**2) Anti-Trust Statement Acknowledgement**

Participants of this Board of Directors meeting of the MBCEA Mid-Atlantic Chapter are reminded to refrain from any actions or discussions that may be construed as violations of anti-trust laws. Specifically, there will be no discussions relating to market allocations, selling price, or distribution area. Furthermore, no person is to use this meeting as an opportunity to embarrass any person, company, or association.

Participants should refrain from discussing specific supplier and/or manufacturer problems, and limit their questions and statements to those of general industry practices. Individual contractor/erector and supplier related problems should not be discussed, and will not be a part of this meeting.

**3) Review last meeting minutes.** Minutes were reviewed and accepted.

**4) Treasurer's Report**

- a. Current Balance: Checking: \$ 22,424.53, ING: \$0.00 Account cannot be opened until we are incorporated or have the paperwork for a non-profit.
- b. **Establish 2009 operating budget.** There is a rough outline. Still needs to be refined. The Board discussed estimating income and expenses for each scheduled event and overhead costs like insurance and website updates. This will be revisited.

**5) Bylaws/Insurance/Tax Items**

- a. Bylaws
  - i. Next steps to get where we need to be
    - a. Passed by-laws in March.
      - a. At a later date discuss staggered terms and limit successive terms.
      - b. Josh ordered the corporate seal.
    - ii. Josh clarified with Beard Miller that the Board just wants him to check our past tax liability. No filing of paperwork is expected. Brad had a meeting with Chuck from Beard Miller on 7/23 at 8 am. Josh doesn't feel Beard Miller's answers are correct. He's going to look further into it.
    - iii. Register with the state as 501C for non-profit status.

## OLD BUSINESS

### 6) Website

- a. To do
  - i. After each monthly meeting Sasha is forwarding updates to Angela. August updates have not been completed yet. Sasha has an email into Angela about the status. Sasha put the golf pic in the mail to Angela on 8/26. That was the last piece of info Angela needed to submit the updates. Sasha will let the Board know when the August updates are completed.
  - ii. Post
    1. Tips from Erectors
    2. Feedback from surveys
- b. There was concern about the cost of updating the website. The Board would like to see details on the bills from the webmaster showing exactly what we're being charged for. See July bill present at meeting. Gary spoke to Angela about us managing the MAD website and she said it would not be a problem but she would have to get the info from the current webmaster. Did Gary get the info? Gary asked for suggestions on who could oversee it. Sasha suggested her niece who updates websites. She lives in Port Murray NJ and charges about \$25/hr. We would email her the updates and she would post that evening or no more than a 12 hour turnaround time. Tim needs to officially request the information from Angela so that we can perform our own updates. It was recommended and agreed upon to have Sasha's niece perform the updates.
- c. Sasha will send out an email to members and non-members who have attended our events saying "check out the latest updates" with a link to the website after it's been updated each month.

## NEW BUSINESS

- 7) **Sponsorship plan.** A committee was formed of Art, Gary and Tim. They will put a plan together to present to the Board. There is no deadline for this at this time.
- 8) In speaking about getting new members Barry mentioned a list from Bruno which encompassed everyone who got the Metal Construction News magazine. Art asked if anyone contacted the magazine again and Barry said Angela did and the list was refreshed. This may be a list we may want to send out event invites and/or reasons to join letters. Are we doing anything with this info?
  - a. a. (side note from fall protection seminar review) Should we send the other non-members in attendance some sort of "reasons to join" letter? Who wants to write it? Tim will and we'll send it out to Sasha's non-members database. Was that ever written? Gary and Tim will create the letter and Sasha will send it to non-members who have attended our events.
- 9) Discuss sending out notice to all members that new officers will be elected in November. They can submit a nomination. We'll appoint a nominating committee at our next meeting. In the meantime we'll solicit interest. Gary and Tim will come up with the body of the email to our members.
- 10) **2009 Events**
  - a. Team Building Event – Thursday, October 22, 2009 – 3 pm
    - i. Brad created flyer/registration form. Sasha sent it out to all MAD members and non-members in database on 9/10. Sasha also forwarded it to Angela on 9/10 to have it sent out to all members. Gary suggested we find out what the minimum participation required is to hold the event. Sasha will email Brad.
    - ii. Brad has the place booked. He has to square up some minor details like food and trophies. He'll take care of that and Tim Seyler will be helping him plan the event agenda. This year's theme is Stress.
    - iii. Gino to get a sign made stating Mid Atlantic Division MBCEA Seminar to be posted at bottom of steps to Gander room. Gary said that Brad should have two of them. If we make a new one it has to be in the same format as the existing ones. Red, white and blue on white background. (Instead of making new one, see if Brad has them.) Sasha will email Brad.
  - b. 2009 Tentative Schedule to be posted on website (assumed board meeting 2<sup>nd</sup> Tuesday of the month but this can be changed if needed):

- i. **September**
  - 1. 14 Board Meeting, 4:30 PM, Gander Room (Discuss sending out notice to all members that new officers will be elected in November. They can submit a nomination.)
  - 2. 14 Construction Law Seminar, Gander Room, 5:30 PM
- iii. **October**
  - 1. 13 Board Meeting, 2:00 PM, Gander Room (appoint nominating committee)
  - 2. 22 Team Building Event – Lehigh Valley Grand Prix
- iv. **November**
  - 1. 10 Board Meeting, 2:00 PM, Gander Room (election of officers)
- v. **December**
  - 1. Holiday Social (location and date TBD) – Bethlehem, PA wk of 12/7 or 12/14. Sasha emailed members the City of Bethlehem’s website info on tours of the city during that time. Gary suggested a giveaway.
  - 2. 8 Board Meeting, 1:00 PM, Teleconference
- vi. **January 2010**
  - 1.
- vi. **Come up with dates for 2010 for events and board meetings.** Tim suggested putting a new month on each time we drop a month rather than waiting until the end of the year and having to come up with all the dates at once. Other directors felt it was better to look at the whole year at once.
- vii. **February 2010**
  - 1. 25-27 National Conference: San Antonio, TX
  - 1. Sample version of training of apprenticeship program. (TBD)

**11) AIA – CES Program**

- 1. Application was received by AIA on 8/24. Allow six weeks for review and approval time. Once approved it is passed on for processing.

**12) Open Discussion**

- 1. ‘New Member Welcome Packet’
  - a. President’s welcome letter (done)
  - b. Board/bios
  - c. Bylaws
  - d. Schedule of events
  - e. List of members (direct them to website)
  - f. Gift certificate for event (done)
- 2. National
  - a. Looking for ways to increase membership
  - b. Discussing erector certification
  - c. Not happy with how website is being handled
  - d. Additional named insured
- 3. Committees established:
  - a. Training Events ( )
    - i. Gary
    - ii. Gino
    - iii. Barry
    - iv. Art
    - v. Sasha-Logistics
  - b. Social
    - i. Brad (October-team building)
    - ii. Josh (September-construction law dinner)
    - iii. Sasha-Logistics
  - c. Membership (\$495 Nat’l, we get \$130)
    - i. Jim Markel
    - ii. Tim Clark
  - d. Sponsorship

**Adjournment**

**Next Board Meeting: Tuesday, October 13, 2 PM Gander Room**