



Minutes
Mid-Atlantic Chapter Board Meeting
Conference Call
Tuesday, February 10, 2009
1:00 pm

1) Call to Order / Roll Call

- | | |
|------------------------------|---------------------------------|
| ✓ Tim Clark, President | ✓ Barry Zepp, President-Elect |
| ✓ Brad Yocum, Treasurer | ✓ Raelene Hachkowski, Secretary |
| ✓ Gary Smith, Past President | □ Scott Dietrich, Director |
| □ Art Hance, Director | ✓ Josh Quinter, Director |
| ✓ Gino Demyan, Director | ✓ Jim Markel, Director |

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.** Raelene read the minutes from last month's meeting. Tim asked that the date of the National meeting be changed to January 2010, exact date TBD. Otherwise the minutes were accepted.

4) Treasurer's Report

- a. Current Balance: Checking: \$14,927.66, ING: \$0.00 Account cannot be opened until we are incorporated or have the paperwork for a non-profit.
 - i. Transactions? -Copper conferencing, +TPI check for holiday social sponsorship.
- b. Brad and Raelene met and created detailed spreadsheet of all expenses and income since the organization was started. This also includes a cost breakdown per event.
- c. Next meeting establish 2009 operating budget, reference spreadsheet Brad and Raelene created.

5) Bylaws/Insurance/Tax Items

- a. Art: pricing for Umbrella/GL Policy from our agent that handles our D&O Policy? (\$1 million minimum coverage), Brad offered to touch base with Art to see if he's gotten in touch with Jamie (agent handling D&O policy). Josh and Gino also offered to touch base with contacts they have to get pricing on this type of policy also.
- b. Bylaws
 - i. Josh had sent a set via e-mail for everyone to review. Everyone needs to review these by March 12 so we can adopt the by-laws at that meeting.
 1. In the by-laws it will state that we will review the by-laws the second Tuesday of January each year.

- ii. Raelene will send a notice to ALL M.A.D. members (with read receipt) saying we're amending the bylaws on March 12, 2:00 PM. Location of meeting: Four Points Sheraton. Will then need to send out a reminder 2 weeks (February 26) before meeting and finalize bylaw changes. Notice sent out Tuesday, February 10.
- iii. Next steps to get where we need to be
 - 1. Pass by-laws (March 12)
 - 2. Incorporate (backdate paperwork to Jan. 1, 2009)
 - a. Everyone on the board needs to contact Josh ASAP via phone with their name, SS# and corporate address. Once he has this he can start the corporation paperwork.
 - 3. As we wait for incorporation paperwork we will start the process of filing back taxes.
 - a. What accountant will we use? Tim made a motion to have Gino contact his guy and then conference with Josh. Brad will contact Art to see if he had anyone. Josh will make a judgment call on who to use; from there Brad will get in touch with the accountant that's decided on and start this process. Barry seconds the motion and all were in favor.
 - 4. Register with the state as 501C for non-profit status.

OLD BUSINESS

6) Website

- a. E-mailed to Angela 2/12
 - i. Letter from the president (welcome letter)
 - ii. Training event for March
 - iii. 2009 Event Calendar
 - iv. Gino's bio/photo and Jim's bio.
 - v. Updated board positions.
 - vi. Minutes
- b. To do
 - i. Tips from Erectors?
 - ii. Feedback from surveys (golf, construction law dinner, team building and Dec. social).
 - iii. Josh's bio/photo, Jim's photo and Raelene's photo.

NEW BUSINESS

7) 2009 Events

- 1. Golf Event (Burlington Country Club)-Gary, Brad, Scott
 - a. Monday, June 22, 2009
 - b. Appetizers for lunch and then a sit down dinner, pricing has gone up slightly.
 - c. Event posted on website.
 - d. Send out announcement the first day of spring! Then once/week. Have Angela send out to National contacts.
 - e. Once meals are picked sponsorship cost need to be determined and sponsorship flyers need sent out.
- 2. March: Rigger Mortis (Tom DeSoo of I&I Sling)
 - a. Organizers: Gary, Gino, Barry, Art and Raelene for Logistics.
 - b. Location: Jacksonville Community Center, 1791 Jacksonville Jobstown Road, Bordentown, NJ 08505 (just west of Rt 206 on Rt 670)
 - c. Date: Thursday, March 19
 - d. Time: 8:00 AM Registration/Coffee, 8:30 AM Start-4:00 PM
 - e. Cost: ~~\$25/person~~ (includes: coffee, lunch and training) (our cost is \$100+ meal/coffee). Tom is not charging for his time but Gary will get in contact with him to find out cost of paperwork.
 - i. After meeting found out \$40/person for handouts/paperwork so \$65/person was established as the cost for this event instead of the original \$25/person.
 - f. Flyer sent out Thursday, February 12.
 - g. Raelene create certificates of completion for this training; bring to March 12 meeting so Tim can sign.
 - h. May need to put a waiver together for this event.

3. 2009 Tentative Schedule to be posted on website (assumed board meeting 2nd Tuesday of the month but this can be changed if needed):
 - a. **January**
 - i. 13 Board Meeting (bylaws and events calendar), 2:00 PM, Four Points by Sheraton Allentown Airport, Allentown, PA
 - b. **February**
 - i. 10 Board Meeting (non-profit status), 1:00 PM, Teleconference
 - c. **March**
 - i. 12 Board Meeting (finalize bylaws and budget), 2:00 PM, Four Points by Sheraton Allentown Airport, Allentown, PA
 - ii. 19 Rigging Training, 8:00 AM-4:00 PM, Jacksonville Community Center, Bordentown, NJ
 - d. **April**
 - i. 14 Board Meeting, 1:00 PM, Teleconference
 - e. **May**
 - i. 12 Construction Law Dinner, 6:00 PM, Gander Room, Bethlehem, PA (tentative date, time and location)
 - ii. 12 Board Meeting, 4:00 PM, Gander Room, Bethlehem, PA (tentative date, time and location)
 - f. **June**
 - i. 9 Board Meeting, 1:00 PM, Teleconference
 - ii. 22 Golf Event: Burlington Country Club
 - g. **July**
 - i. 14 Board Meeting, 2:00 PM, Bethlehem, PA
 - h. **August**
 - i. Insulation Systems/Fall Protection-all day event (location and date TBD)
 - ii. 11 Board Meeting, 1:00 PM, Teleconference
 - i. **September**
 - i. 8 Board Meeting, 1:00 PM, Teleconference
 - j. **October**
 - i. 13 Board Meeting (appoint nominating committee), 2:00 PM, Bethlehem, PA
 - ii. Team Building Event (location and date TBD)
 - k. **November**
 - i. 10 Board Meeting (election of officers), 2:00 PM, Bethlehem, PA
 - l. **December**
 - i. Holiday Social (a Thursday evening, location and exact date TBD)
 - ii. 8 Board Meeting, 1:00 PM, Teleconference
 - m. **January 2010**
 - i. National Conference: San Antonio, TX
4. Survey members on what they want. Webinars? Art will send out survey.
 - a. Topics brought up previously: 'The Bridge', 'A day in the Life of a Construction Worker'

9) Open Discussion

1. Continue working on 'New Member Welcome Packet' including: President's welcome letter, board/bios, bylaws, schedule of events, list of members (or direct them to website) and gift certificate for event (\$50 towards one social event or 1 FREE training event, good for one year).
2. Barry had looked into offering continuing education credits, this involves an annual fee. Talked to Angela about doing this at the National level. National offered to take care of the bill if the Mid-Atlantic Division would put something together. Gary, Barry and Art are working on putting a lesson together to submit to AIA.
 - a. Barry needs pre-engineered building photos.
 - b. Gary had Keith from New England Chapter forward him Butler presentation. Gary forwarding to our board.
 - c. Barry having Angela e-mail building of the year photos to possibly use in presentation.
3. National still discussing erector certification.

4. National is looking for ways to increase membership
 - a. Looking to have a booth at MetalCon October 6-8, 2009
 - b. May look to chapters for help to make this happen.
 - c. Our board will discuss further once we receive letter from National.

5. Committees being established:
 - a. Training Events (March 19-Rigging, August-Insulation Systems)
 - i. Gary
 - ii. Gino
 - iii. Barry
 - iv. Art
 - v. Raelene-Logistics

 - b. Social
 - i. Brad (June-golf, October-team building)
 - ii. Scott (June-golf)
 - iii. Josh (May-construction law dinner)
 - iv. Raelene-Logistics

 - c. Membership (\$495 Nat'l, we get \$130)
 - i. Jim Markel
 - ii. Tim Clark
 - iii.

 - d. Sponsorship
 - i.
 - ii.

Next Board Meeting: Tuesday, March 12, 2:00 PM, Four Points Sheraton

10) Adjournment