



Minutes
Mid-Atlantic Chapter Board Meeting
Conference Call
Tuesday, July 14, 2009
2:00 pm

1) Call to Order / Roll Call

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

4) Treasurer's Report

- a. Current Balance: Checking: \$21,515.77, 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.

5) Bylaws/Insurance/Tax Items

- a. Insurance Policy
 - i. Josh reviewed both policies and felt they were comparable. Art Hance made a motion to accept the less expensive policy. Josh Quinter seconded. It was unanimously accepted. Gino will get the application.
 - ii. Josh and Angela have not been able to resolve the issue of getting all chapters covered as additional named insured on national's policy. He felt the Board would be better served getting our own liability policy for 12 months and continue to work with national for the future.
- b. Bylaws
 - i. Next steps to get where we need to be
 1. Passed by-laws in March.
 - a. At a later date discuss staggered terms and limit successive terms.
 - b. Need to purchase a corporate seal.

2. Josh clarified with Beard Miller that the Board just wants him to check our past tax liability. No filing of paperwork is expected. Brad has a meeting with Chuck from Beard Miller on 7/23 at 8 am. Brad will then contact Josh and they will figure out logistically how to get done whatever needs to get done.
3. Register with the state as 501C for non-profit status.

OLD BUSINESS

6) Website

- a. To do
 - i. Sasha will follow-up to make sure that all updates forwarded to Angela have been posted in a timely manner.
 - ii. Post
 1. Tips from Erectors
 2. Feedback from surveys
 3. Josh's bio/photo, Jim's photo and Sasha's bio/photo – Still need!!
- 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. Gary will call Angela to see if we can go direct to the webmaster and just copy Angela on our updates to be more efficient.
- c. The Board wants to continue to post minutes. Sasha will forward the February, March, April, June and July minutes to Angela to be posted.
- d. Gary also suggested there be one person assigned only to the website ongoing as we have more updates and training so that it is an effective tool. Sasha suggested seeing how the recent request for updates goes and said the reason why the website hasn't been updated is because the last request from this Board was February 12.
- e. Art suggested we send out an email to members saying "check out the latest updates" with a link to the website after it's been updated each month.

7) June 22 Golf Event

- a. Josh thought that it went off very well. Job well done by everyone.
- b. Anything outstanding?
 - i. Art to send payment in and Sasha to contact Able again.
- c. Income from event? \$5,583.05 if get all money in. Gino still needs to get bill for signs.

NEW BUSINESS

8) 2009 Events

- a. Insulation/Fall Protection Seminar – August 4 – 8:30 to 4
 - i. Sasha will forward flyer to Angela to send out to all members. Change registration cut-off date to July 28.
 - ii. Jim is set with presenters and donations.
 - iii. Lunch will be deluxe sandwiches.
 - iv. Gary is creating another flyer so that the same one isn't being sent over and over.
- b. Construction Law Seminar – September 14 – 5:30
 - i. Sasha will create a new flyer and review it with Josh and get it out to members as a save the date flyer until we decide on pricing.
 - ii. Gino will get menu for \$20/person for dinner.
 - iii. Josh wants an email to go out to the members asking them to submit their questions in advance.
 - iv. Gino will get a sign made stating Mid Atlantic Division MBCEA Seminar to be posted at bottom of steps to Gander room.
- c. 2009 Tentative Schedule to be posted on website (assumed board meeting 2nd Tuesday of the month but this can be changed if needed):
 - i. **August**
 1. 4 Insulation Systems/Fall Protection event, Gander Room, 8:30-4

2. 11 Board Meeting, 1:00 PM, Teleconference
- ii. **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. Team Building Event (location and date TBD)
- iv. **November**
 1. 10 Board Meeting, 2:00 PM, Gander Room (election of officers)
- v. **December**
 1. Holiday Social (location and date TBD)
 2. 8 Board Meeting, 1:00 PM, Teleconference
- vi. **January 2010**
 1. National Conference: San Antonio, TX - There should be a seminar and training on the apprenticeship program.
- vii. **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.

9) AIA – CES Program (Finalize and submit)

1. Application stage....Angela and Sasha were concerned about the responsibilities of being Point of Contact and Alternate. There is a lot listed in the description. If the committee is going to take on making sure the guidelines are being followed as far as presenters and presentation content and Angela and Sasha will just be expected to do recordkeeping then that should be acceptable. Once Angela signs as Point of Contact she will send to Sasha. Sasha will then sign and forward to Barry so he can send the application in.
2. The committee will report in at our next meeting.

10) Sponsorship Plan

- a. Due to time constraints Art will be presenting the Sponsorship plan at our next meeting.

11) Open Discussion

1. 'New Member Welcome Packet'- sent out to 2 new members so far (just welcome letter, schedule of events, and gift certificate)
 - a. President's welcome letter (done)
 - b. Board/bios
 - c. Bylaws (make sure these go out too)
 - 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 (August-Insulation Systems)
 - 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 – getting in touch with non-members that attended gold tourn.
- d. Sponsorship

Adjournment

Next Board Meeting: Tuesday, August 11, Teleconference, 1 PM