



Minutes
Mid-Atlantic Chapter Board Meeting
Gregory's Restaurant, Allentown, PA
Thursday, March 12, 2009
2:00 pm

1) Call to Order / Roll Call

- | | |
|------------------------------|---------------------------------|
| ✓ Tim Clark, President | □ Barry Zepp, President-Elect |
| ✓ Brad Yocum, Treasurer | ✓ Raelene Hachkowski, Secretary |
| ✓ Gary Smith, Past President | ✓ Josh Quinter, Director |
| ✓ Art Hance, Director | □ Jim Markel, Director |
| ✓ 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.** Raelene read the minutes from last month's meeting. The minutes were accepted.

4) Treasurer's Report

- a. Current Balance: Checking: \$13,876.31, ING: \$0.00 Account cannot be opened until we are incorporated or have the paperwork for a non-profit.
- 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.
 - i. April meeting use this to establish 2009 operating budget.

5) Bylaws/Insurance/Tax Items

- a. Insurance Policy
 - i. Art waiting on pricing for Umbrella/GL Policy from our agent that handles our D&O Policy? (\$1 million minimum coverage).
 - ii. Josh touching base with ABC to see what agent they use and better details of the policy.
 - iii. Gary look into seeing if National can list us as 'additional insured' on their policy and the cost involved in doing this.

- b. Bylaws
 - i. Next steps to get where we need to be
 - 1. Pass by-laws TODAY
 - 2. Incorporate (backdate paperwork to Jan. 1, 2009) –sent 3/12/09
 - 3. As we wait for incorporation paperwork we will start the process of filing back taxes.
 - a. What accountant will we use? Brad will touch base with Beard Miller.
 - 4. Register with the state as 501C for non-profit status.

OLD BUSINESS

6) Website

- a. Updated mid-February
 - 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
 - a. Monday, June 22, 2009
 - b. Appetizers for lunch (with take-out trays for those that show up right before shotgun) 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. Dinner meals selected, Brad and Gary decide on lunch.
 - f. Sponsorship
 - i. Ask past sponsors first then open up to all members.
 - ii. Need: Lunch, Dinner, Putting Contest (possibly do pay as you putt instead) and Hole Sponsors.
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
 - i. Cost: \$65/person (includes: coffee, lunch and training) (our cost is \$100+ meal/coffee).
 - ii. \$40/person for handouts/paperwork
 - e. Raelene created certificates of completion, Tim signed.
 - f. Josh putting a waiver together for this event.
 - g. 22 signed up so far.
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), 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 (finalize budget), 1:00 PM, Teleconference
- e. **May**
 - i. 12 Construction Law Dinner, 6:00 PM, Gander Room, Bethlehem, PA (tentative date, time and location). Josh asked that if any of the members have anything in particular/topics they want to discuss, let him know ahead of time and he'll try to cover it. Barry has flyer on the Gander Room with contact information.
 - 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 (finalize sponsorship plan), 2:00 PM, Bethlehem, PA
- h. **August**
 - i. Insulation Systems/Fall Protection-all day event, FREE to members (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), need to find location shortly.
 - ii. 8 Board Meeting, 1:00 PM, Teleconference
- m. **January 2010**
 - i. National Conference: San Antonio, TX

9) Open Discussion

1. Scott Dietrich is requesting a leave of absence from the board. Tim made a motion in favor of this request, Josh 2nd, all were in favor. Scott has been granted a leave of absence until he's back on his feet.
2. Status of '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)
3. Barry had looked into offering continuing education credits, Gary, Barry and Art are working on putting a lesson together to submit to AIA.
 - a. In contact with Steve Webster, Angela is contact AIA, possibly partner up with MBMA
 - b. Art looking into requirements for new 'sustainability' AIA credit
 - c. Keith Fisher to do a presentation to Gary, Barry and Art.
4. National
 - a. Looking for ways to increase membership
 - i. Discussing having a booth at MetalCon October 6-8, may ask for help from each chapter
 - b. Discussing erector certification.

5. Committees 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. Josh (May-construction law dinner)
 - iii. Raelene-Logistics
 - c. Membership (\$495 Nat'l, we get \$130)
 - i. Jim Markel
 - ii. Tim Clark
 - iii.
 - d. Sponsorship
 - i.
 - ii.

10) Pass Bylaws

1. Josh made a motion that all board designations remain the same, all were in favor.
2. Josh made a motion to accept the bylaws, Tim 2nd, all were in favor.
3. At a later date discuss staggered terms and limit successive terms.
4. Gary asked if these bylaws can be used as an example for other chapters? Josh agreed that can be but each state has different regulations and each chapter should consult with a lawyer locally in their own state.
5. Need to purchase a corporate seal.

11) Adjournment

Next Board Meeting: Tuesday, April 14, 1:00 PM, Teleconference