



MBCEA-MAD

Metal Building Contractors & Erectors Association
Mid-Atlantic Division

Meeting Minutes

Date: Tuesday, August 12, 2008, 1:00 PM-2:30 PM

Location: Conference Call

1) Attendees:

	Gary Smith – Thomas Phoenix	(Current President)
	Tim Clark – Zartman Construction Co.	(President-Elect)
	Brad Yocum – Nucor Building Systems	(Treasurer)
	Raelene Hachkowski – Martin Construction	(Secretary)
Absent	Art Hance – Hance Construction Co.	(Director)
	Barry Zepp – Martin Construction	(Director)
	Scott Dietrich – Miller Buildings	(Director)

2) Meeting Called to Order at 1:00 pm

a. Opened the meeting by reading the Mission Statement & Anti-trust statement.

3) Reviewed last meeting minutes

- a. Raelene read meeting minutes from July 15 meeting.
- b. Minutes were accepted.

4) Treasurers Report

- a. Outstanding balances from September 27th Training Event? (\$60 Tom Carney of Nucor & \$180 for 3 people from Famous Buildings). All RECEIVED IN FULL
- b. Discuss balance spreadsheet, current checkbook balance: \$ 18,059.28
 - 1. July 24 Event
 - a. \$960 Income
 - b. -\$285.09 Cost
 - c. -\$120 Hance Refund (6 registered but 4 in attendance)
 - d. \$554.91 Profit
 - c. Annual membership fees income (chapter dues): \$260
 - i. Famous Buildings-PAID
 - ii. Bellwether Construction Company-New Member PAID
 - iii. Patriot Roofing, Inc.-New Member PAID
 - iv. Smith Wimer, Inc.-Nonrenewal
 - v. Pravco, Inc.-Nonrenewal
 - vi. Metallic Building Company-Nonrenewal
 - d. Brad looked into interest account options, an ING will give us about 3%, board okayed and said to put \$10,000 in an ING.
 - e. New Tax Item: federal government is requiring all non-profits yielding less than \$25,000 to file a 'postcard' at end of our fiscal year (w/in 5 months from fiscal year end).
 - i. Decided our fiscal year is July 1-June 30
 - ii. Brad will take care of.

OLD BUSINESS

5) Website Updates

- a. Remove old registration from July 24 event
- b. Post photos from December 07
- c. Post registration for
 - i. Equipment Training
 - ii. Team Building
 - iii. December Social
- d. Post minutes
- e. Post feedback from past events

6) President elect becomes president January 1, 2009

- a. Order of officers: Past President, President, President Elect, Vice President
 - i. President elect nominated: Barry
 - ii. **Vote and fill Vice President position next month**
 - iii. Members must serve one year on the board before being nominated to an officer position.
 - iv. Barry made a motion/nominated to have Secretary and Treasurer positions remain. All were in favor. Brad will remain the Treasurer for 2009 and Raelene will remain the Secretary for 2009.
- b. Need to bring 1 or 2 additional directors on board and need a new president elect.
 - i. Gino Deyman was nominated to the board; Tim will get in touch with him.
 - ii. Josh Quinter was nominated to the board, Barry touched base with Josh since the meeting and Josh accepted the nomination, Josh will be at our next board meeting.
 - iii. We had previously discussed Art getting in touch with someone from VA but are not sure of the status. We had tossed around NY too.
- c. Vote on board positions at team building event in October and install the new officers at the December Social.
- d. National Board: Tim Clark is on the Executive Committee and Gary Smith was nominated to Vice President of national.

7) Past Events

- a. May 29 Golf
 - i. Results of survey e-mailed 07/21/08 along with thank you letter from the president
 - a. Value received for registration fees: 1 neutral, 4 good, 1 excellent
 - b. Facilities: 1 neutral, 3 good, 2 excellent
 - c. Meals: 2 neutral, 4 good
 - d. Tee time: 3 earlier, 2 as is, 1 no preference
 - e. Putting green: 5 necessary, 1 no preference
 - f. Driving range: 2 necessary, 1 unnecessary, 3 no preference
 - g. Course overall: 4 good, 2 excellent
 - h. Difficulty of course: 1 neutral, 2 good, 1 excellent
 - i. Return to course: 1 maybe (non-golfer), 5 definitely,
 - j. Course suggestions: none
 - k. Other feedback/comments:
 1. 'I thought it went over well and was glad I took part. I would definitely attend next year. Thanks for all the hard work!'
 2. 'Not a golfer, but had a great time, thank you.'

3. 'Keep evening program moving. People were anxious to eat and get home. Do awards during and after the meal.'
 4. 'More door prizes and maybe run a 50/50 to raise more money.'
- ii. Next year possibly start at 11 am, will note this in our 'golf event notes' along with comment about door prizes and 50/50 tickets

b. July 24 Thursday Evening: Josh Quinter on Construction Law

- i. 16 total in attendance including Josh.
- ii. Feedback
 - a. Value received for registration fees: 2 good, 2 excellent
 - b. Presentation: 1 good, 3 excellent
 - c. Facilities: 1 satisfactory, 3 good
 - d. Meal: 2 neutral, 2 good
 - e. Time of Event: 1 earlier, 2 as is, 1 no preference
 - f. Day of the Week: 2 as is, 2 no preference
 - g. Location: 1 poor, 3 neutral
 - h. Event Overall: 4 good
 - i. Suggestions on how to increase attendance:
 1. Convenient access location off major hwy's (i.e. 476)
 2. Summer is difficult on account of vacations. Long drive for an hour presentation.
 3. Word of mouth and direct calling...whoever missed it...missed very valuable information. Can you ask members who didn't attend....why??
 - j. Location suggestions: Four Points Sheraton Allentown Airport
 - k. Other feedback/suggestions:
 1. 'Joshua Quinter was excellent-great topic!'
 2. Having a bar available may also attract attendance.
 3. 'I thought the presentation was very informative and practical to us.'
- iii. President send thank you letter to Josh Quinter
- iv. Everyone in attendance felt they still had questions and that Josh still had more to share when the evening ended, we should do this event again. Board members that were in attendance definitely felt that if we did this event again you'd have repeat attendees because Josh Quinter has so much information to share and the presentation was excellent.

NEW BUSINESS

8) 2008 Tentative Training/Event Schedule

- a. Wednesday, September 17
 - i. Event: Equipment Training (Manlift and Forklift)
 - ii. Location: Thomas Phoenix office and then move to Ahern Rentals just a few miles from the TPI office
 - iii. Organizers: Gary and Karen
 - iv. Times? Cost?
 - v. Gary will send Raelene final details and Ahern Rental's logo so that a flyer can be created as soon as possible.
 - vi. Gary has 6-8 people interested and we're hoping for a group of 25
- b. Thursday, October 16 2008 a Saturday-Update by Brad
 - i. Event: Team Building, Location: Lehigh Valley Grand Prix (www.lehighvalleygrandprix.com)

- vii. Time: 5-8 PM
- viii. Organizers: Art and Brad
- ix. 10 teams of 4 would be ideal (50 max.), track develops team based on test run results (note this on event flyer/registration).
- x. \$125 for 4+ registered or 135/person (1st hr \$1300 base, \$1000 for each additional)
- xi. Dinner (pizza and wings) speaker then hit the track
- xii. Have a speaker on team building? Lehigh Valley has 2 speakers that are options but could use our own too. Brad did not recommend the one speaker he spoke to at the track. Arts looking into other options.
- xiii. Brad confirm date, time, cost and food options with Lehigh Valley.
- xiv. Flyer out as soon as possible once this is all verified.
- xv. Once sent out update board weekly on registration #'s in order to stay on top of it and start making calls early to promote event if needed.

c. December 10, 2008 Wednesday

- i. Event: Holiday Social/Casino Night
- ii. Organizers: Tim and Gary
- iii. Location: Four Points Sheraton @ Allentown Airport (Rms A,B & C from 5:30 PM-12:00AM)
 - a. Contract signed and deposit of \$250 sent 08/08/08
 - b. \$500 due by 11/10/08
 - c. Balance due by 12/03/08
- iv. Bobby K Entertainment: <http://www.bobbyk.com/casino.php>
 - a. Need to accept their initial scope so they can create a contract
 - i. 6 casino tables & pit boss \$950
 - ii. Dealers (6 required) @ \$175 each (\$1050)
 - iii. Travel surcharge \$100
 - iv. Each table is 6'x3' + 2' radius around each for players and dealers to stand
 - v. No electric necessary.
 - vi. May need up to 2 additional 6' tables for prizes and registration
 - 1. Are we in charge of registration and handing out initial money or does Bobby K Entertainment do that? Bobby K
 - vii. Start with \$5000 in fantasy money, participants play casino games, once finished they can then buy raffle tickets for \$1000 each and use the raffle tickets to put in for prizes, for those not wanting to participate in the casino they can still use their \$5000 to buy raffle tickets.
 - viii. Once everyone has put their tickets in for raffle, tickets can be drawn for prizes, each person can only win once.
 - ix. Board agreed with cost of casino and # of tables. Since the meeting Raelene has contacted Bobby K to get a contract typed up.
 - v. Need to work out details:
 - a. Chinese auction: donated prizes? Purchased prizes?
 - b. Cost/person? Member spouses FREE again. Need more detail on costs from Four Points as far as the rooms, meals and the cash bar before establishing member and non-member cost. Find out if it's possible to provide everyone with 2 drink tickets to start and after that it's cash bar?

- c. Order of events: 5:30-6:30 hors d'oeuvres, 6:30-8:00 dinner, 8-? Casino then prize drawings
- d. Work on flyer for event
- e. Would like to have 60+ in attendance again
- f. Meet with Four Points before next board meeting to see room, go over casino set up, work out any other details

9) Open Discussion

- a. Raelene will e-mail registration form samples to Brad, Gary and Tim so they can put items together for upcoming events or gather information and get it to Raelene so the flyers can be created. The samples from past events were sent out after the conference call 08/12/08.
- b. Discussed establishing a year or two year operating budget similar to national and what other chapters do. From that you know what amount to have in an ING or similar to cover you for two years of operating costs.
 - i. Brad will work on it.
 - ii. Include: web cost, conference call costs, insurance, etc. and two main events for the year (golf and December social).

Next Board Meeting Tuesday, September 9 2:00 PM @ Four Points Sheraton Allentown Airport.

Adjournment