



Minutes
Mid-Atlantic Chapter Board Meeting
Conference Call
Monday, April 20, 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 | □ 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: \$14,863.52, ING: \$0.00 Account cannot be opened until we are incorporated or have the paperwork for a non-profit.
- b. **Establish 2009 operating budget in May.**

5) Bylaws/Insurance/Tax Items

- a. Insurance Policy
 - i. Jamie's pricing for Umbrella/GL Policy from our agent that handles our D&O Policy? (application has been with underwriting for 4 weeks). Art will follow-up on this.
 - 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. Gary has COI (certificate of insurance) from National and forwarding to Josh. We still need to carry our own primary insurance.
- b. Bylaws
 - i. Next steps to get where we need to be
 1. Passed by-laws last month.
 - a. At a later date discuss staggered terms and limit successive terms.

- b. Need to purchase a corporate seal.
- 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. Do we need to ask for an extension? Status update needed from Brad and Josh.
 - a. Brad will touch base with Beard Miller.
- 4. Register with the state as 501C for non-profit status.

OLD BUSINESS

- 6) March: Rigger Mortis (Tom DeSoo of I&I Sling) March 19**
- a. Had 26 in attendance.
 - b. Gary e-mailing invoices to Raelene or Brad for reimbursement.
 - c. Received bill from I&I Sling, Brad will cut check.
 - d. Certificates of completion given to attendees, few extras were sent to Tim to be signed, were they sent to individuals.
 - e. Income from event: \$1560.00
 - f. Cost of event:
 - i. I&I Sling \$1000.00
 - ii. Community Center \$150.00
 - iii. Meals: Coffee/donuts, water, soda: \$89.98, Lunch-\$215.92
 - iv. Total Cost=\$1455.90
 - g. Feedback from event (post on website):
 - i. Increase attendance:
 - 2. Promote importance of information in advance via short videos that can be sent via e-mail or some other form of communicating the info.
 - 3. More advance notice of event and more intense saturation of event.
 - 4. Good size group, much bigger and you'd need microphone for speaker.
 - 5. Thought it was well attended.
 - ii. Other Feedback
 - 1. Presentation had a lot of information, may have been rushed at times. Could be a two day event with more time for details.
 - 2. Cold and damp in building!
 - 3. Event was put together very well. Tom DeSoo did a great job.
 - 4. It was a little bit out of my commuting range, but well worth the trip.

7) Website

- a. To do
 - i. Change date of construction law dinner.
 - ii. Waiting on web guys to update site with golf outing forms (original request 4/2 & 4/15).
 - iii. Post
 - 1. Tips from Erectors
 - 2. Feedback from surveys
 - 3. Josh's bio/photo, Jim's photo and Raelene's photo.
- b. The question was asked, 'Can we work directly with web guys and eliminate the middle man?' Gary will contact Angela about this.

NEW BUSINESS

8) 2009 Events

- 1. Golf Event (Burlington Country Club)-Gary, **Brad-send out golf update**
 - 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 and e-mailing weekly.
 - d. Dinner meals selected, Brad and Gary decide on lunch.
 - e. Sponsorship
 - i. Still have a few hole sponsorships left and lunch sponsorship.
 - f. Need a minimum of 60 to register in order to hold the event.
 - g. Raelene send personal e-mails out to past attendees and sponsors.

- h. Board calling some companies to try to fill other sponsorships.
 - i. Giveaway this year: Range Finder worth \$350-\$400.
2. 2009 Tentative Schedule to be posted on website (assumed board meeting 2nd Tuesday of the month but this can be changed if needed):
- a. **May (change date)**
 - 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. Need to call location, waiting for feedback from Josh if this date works, may need to schedule for later in May as it's already April 20!
 - ii. 12 Board Meeting, 4:00 PM, Gander Room, Bethlehem, PA (tentative date, time and location)
 - b. **June**
 - i. 9 Board Meeting, 1:00 PM, Teleconference
 - ii. 22 Golf Event: Burlington Country Club
 - c. **July**
 - i. 14 Board Meeting (finalize sponsorship plan), 2:00 PM, Bethlehem, PA
 - d. **August**
 - i. Insulation Systems/Fall Protection-all day event, FREE to members (location and date TBD)
 - ii. 11 Board Meeting, 1:00 PM, Teleconference
 - e. **September**
 - i. 8 Board Meeting, 1:00 PM, Teleconference
 - f. **October**
 - i. 13 Board Meeting (appoint nominating committee), 2:00 PM, Bethlehem, PA
 - ii. Team Building Event (location and date TBD)
 - g. **November**
 - i. 10 Board Meeting (election of officers), 2:00 PM, Bethlehem, PA
 - h. **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
 - i. **January 2010**
 - i. National Conference: San Antonio, TX

9) Open Discussion

- 1. 'New Member Welcome Packet'-need to send to the one new member so far in 2009
 - 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. Barry had looked into offering continuing education credits, Gary, Barry and Art are working on putting a lesson together to submit to AIA.
 - a. Status of presentation-outline is put together, National is covering cost of 1st presentation (\$3500.00)
 - i. What are we trying to sell?
 - ii. What credit are we going for?
 - b. 10:00 AM, Tuesday, April 28 meet at Hance's PA office to discuss
 - i. Anyone able to attend please let Art know so he can plan accordingly.
- 3. 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.

4. Committees established:
 - a. Training Events (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
 - d. Sponsorship
 - i.
 - ii.

10) Adjournment

Next Board Meeting: Tuesday, May 12, 4:00 PM, Gander Room, Bethlehem, PA
(This may change)