



MINUTES
Board Meeting - 4:00 P.M.
February 19th, 2009
Oxhead Tavern – Sturbridge, MA

1. Call to Order:

Keith W. called to order the meeting of the MBCEA-NEC board at 4:09 pm.

2. Roll Call:

In attendance Peter Flewelling, Marty Barnes, Ray Barbieri, Bob Fiset, John Nicholson, and Keith Wentworth

3. Anti-Trust Statement:

Keith W. read the Anti-Trust Statement Acknowledgement and was acknowledged by all present.

ACTION:

- This will be read at the commencement of every meeting.

4. Approval of Minutes from Last Meeting:

- Minutes of January 15th board meeting were reviewed and accepted as distributed.
- John Nicholson made a motion to accept the minutes from January 15th. Marty Barnes seconded the motion.

5. Financial Report:

- JOHN

ACTION:

- John N and Ray to develop a financial budget forecast for 2009.

6. Business to Discuss:

A. National Update:

- Membership committee: All Chapters are sharing ideas on how to achieve new membership. An attempt is being made to “can” training and educational events to share with other chapters.

- During conversation, Peter Flewelling mentioned that the membership has always seemed to be “supplier heavy” and there should be a push to get more contractor members.
- Gary Smith of the Mid-Atlantic chapter is pursuing an AIA certified training for architects to get CES/ CEU credits. Each chapter will have to send a member for training to present to local architects.
- Keith mentioned that the National Conference has been moved to January 2010 (San Antonio) because the proximity to the Metalcon event had a negative effect on the attendance. People were not attending BOTH events, instead choosing to attend one or the other so each event suffered. Bob Fisetle suggested having the National Conference at the SAME TIME and SAME CITY so people could attend both events at the same time. Board thought that was a good suggestion.

ACTION:

- Keith to forward idea of having national conference at the same time as METALCON to national board. Also conflict with World of Concrete in January.

B. By-Laws:

- It appears there was never a final approval made for the revisions? Unless we have some proof which does not show in the minutes as the last mention was February 08 minutes where Katie was suppose to distribute By-laws to all for review and vote. It does not appear as though a vote was cast.

2/19/09 update

- Marty and John felt the by laws had already been reviewed and that Steve and Pat probably have them somewhere.
- Ray B. suggested that Industry Members have the ability to vote if in good standing. For an Industry Member to be in “good standing”, they must have their National Dues paid, attend at least 50% of the meetings/ functions

ACTION:

- Keith is going to research this and try and have an answer within a couple weeks.
- Steve W. to review old emails for copy of revised bylaws.

C. Display Board:

- The goal is to have the display ready for March 19th training session.

2/19/09 update

- Ray has taken care of the Display Board. It should be ready for the March meeting. Ray has paid for the Display Board and the MBCEA-NEC has reimbursed him.

ACTION:

- Ray will not be able to attend March training, but will give display to John to bring.

D. January 15th Foxwoods Event

- John N had already given the financial recap.
- There was a discussion on the idea of alternating the F-1 Event with the Foxwoods event.
- Ray B. thought having the Foxwoods Event every year was too much and not recommended. Board members agreed.
- Board felt we should have had more participants and Sponsors for the Foxwoods Event but the fact that we don't usually allow enough notice on these events leads to less than average participation.

E. Website Update:

- Bob Fiset suggested that we add links to the other MBCEA Chapters which everyone agreed was an excellent idea. This way we could see what other chapters are doing and derive ideas etc. from other sources.
- Keith suggested that we all add our profiles to the website with a picture and what we do, what our companies do.
- Ray B. felt we should not be promoting our companies through the association and that the profile should only include our company name, company position and maybe the website. In addition to that we could add what we do for MBCEA-NEC, years of service, position etc. Everyone concurred that this would be the way to go.

ACTION:

- Katie to add the January 15th meeting minutes (that were approved) to the website in pdf format.
- Katie to update board member contact list.
- Keith needs to give Katie the “welcoming letter” to add to the website.
- The schedule of functions needs to be updated.

F. Newsletter:

- April's Newsletter should include a recap of:
 - Foxwoods (already done),
 - March Training Seminar at Morin
 - Info on the upcoming Golf Tournament (such as date, location, available hotels etc.),
 - President's letter
 - Upcoming May mtg.
 - Add the names of any new members to the association and our new Board member Pete Flewelling.
 - The National Conf. update should also be included.

ACTION:

- Board members to write section and include pics for above items by March 27th.

G. Nominations for MBCEA-NEC Board:

- This was moved to be included in the discussion regarding “Committees”.

H. Recruitment New Chapter Members:

- Keith went over the list of past members that have not yet paid their National Dues for 2009 which actually aren't past due until March 31, 2009.
- This topic was also moved to a “Committee”.

ACTION:

- Phone calls to current members not renewed

I. MBCEA-NEC Committees:

- The following Committees were set up with the following chairs for each.
 - Membership Services & Benefits and Education/Training were combined as one committee and the chairs are Bob Fiset and Pat Riess.
 - Membership Recruitment and Marketing / Public Relations were combined as one and the chairs are Peter Flewelling and Alan Nunes.
 - Executive Finance, Fund Raising and Strategic Planning will work as one and the formidable duo of Ray Barbieri and John Nicholson will chair that committee.

ACTION:

- The responsibilities of the co-chairs will be to come up with an outline on how we plan to achieve the goals of the association.
- Keith to email all MBCEA-NEC members to see if any are willing to assist on a committee.

J. Schedule:

- March 19th, 2009: Horizontal Panel Training- MORIN Corp.
 - Katie has found the new caterer.
 - Hotel Reservations are set.
 - As of Feb. 19th, the hotel will release 25% of the rooms held, two weeks later they will release 50% and one week later they will all be released.

ACTION:

- Katie to finalize food as soon as possible.
 - Katie to send out the flyer 3 weeks, 2 weeks and 1 week before the date.
 - The May flyer NEEDS to be ready by March meeting.
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- April 16th, 2009: Board Meeting
 - Conference call is scheduled for April 16th (tentatively) to discuss the May 21st meeting at Fratello's.

ACTION:

- Katie to set up this conference call which is to be held at 4:30 PM
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- May 21st, 2009: OSHA & Safety
 - Pat is still working on the speaker.

ACTION:

- Pat to confirm with OSHA guy
 - Katie to confirm reservations and menu with Fratello's.
 - Golf flyer to be ready for may Meeting.
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- June 18th, 2009: Board Meeting
 - June 18th Board meeting is to be held at Sturbridge at 4:30 PM.
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- July 16th, 2009: Golf Outing
 - Golf Tournament to be held at River Ridge Golf Course in Griswold, CT on July 16th with a 9:30 AM Shotgun start.
 - Flyer to be ready by March 21st meeting for all attendees to see.
 - Price to remain at \$150 per person with a \$50 discount for foursomes. Foursome would cost \$550)
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- August 20th, 2009: Board Meeting-conf call
 - September 17th, 2009: Technical or education meeting
 - A decision to have the topic for our Sept. 17th meeting to be Doors and Windows.
 - There is still a question on what approach should be taken on addressing this topic. Many suggestions were made on what type of presentation would be beneficial to the members. Installation details, products, accessories etc.
 - Everyone agreed it had to be a generic presentation and the companies discussed that may be potential presenters were PDL, Dominion and Wintech.
 - The location discussed was Tewksbury or somewhere in that area.

ACTION:

- Katie to get pricing for Hotels in the Tewksbury area.
- October 15th, 2009: Board Meeting-conf call
- November 19th, 2009; Training Session
 - November 19th meeting (CPR) tentatively set for Sturbridge.

ACTION:

- Ray is getting pricing for training and will report back to the board
- December 17th, 2009: Board Meeting-conf call

K. Survey form

- It was suggested that to entice more survey returns, to offer as a prize, 1 free golfer at the July tournament Everyone thought that was a good idea

ACTION:

- Katie to get back to Keith on whether she received any survey responses.

7. NEW BUSINESS:

- Keith will have 3-ring binders made up for each board member to help organize minutes, schedule, financial info, etc.
- Katie to update contact list with “tabs” for current members, national industry members, prospects, national and regional industry prospects and architects/ engineers. This will help with future fundraising efforts and getting flyers to the correct targeted audience.

ADJOURN: Being no additional business to come before the board, the meeting was adjourned at 6:16 P.M.

Minutes submitted by: John Nicholson, Katie Bomersbach and Keith Wentworth



2009 CALENDER OF EVENTS

March 19th, 2009
Training Seminar
Morin Corp. – Bristol, CT
Horizontal Panel Training Seminar – Plant Tour

April 16th, 2009
Board Meeting - Teleconference

May 21st, 2009
Chapter Meeting
Fratello's – Manchester, NH
OSHA & Safety

June 18th, 2009
Board Meeting
Sturbridge, MA

July 16th, 2009
Golf Outing
River Ridge GC – Griswold, CT

August 20th, 2009
Board Meeting – Teleconference

September 17th, 2009
Chapter meeting
Integrating Storefronts, Curtain Walls, Overhead Doors, Windows
and Doors in Metal Buildings
Location TBD

October 15th, 2009
Board Meeting - Teleconference

October 22nd – 24th, 2009
*****POSTPONED – More info to follow*****
National Conference
San Antonio, TX

November 19th, 2009
Training Seminar – First Aid/ CPR
Location TBD

December 17th, 2009
Board Meeting - Teleconference