



**Minutes**  
**Mid-Atlantic Chapter Board Meeting**  
**Conference Call**  
**Tuesday, August 18, 2009**  
**2:00 pm**

**1) Call to Order / Roll Call**

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

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**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: \$22,663.00 , 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. The Board discussed estimating income and expenses for each scheduled event and overhead costs like insurance and website updates. This will be revisited.

**5) Bylaws/Insurance/Tax Items**

- a. Insurance Policy
  - i. Sasha spoke with the agent on 8/17 and the policy has been in force since July 24. The policy and bill are on the way.
  - 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. Tim and Gary will make it a point to discuss this at their National Board meeting.
- b. Bylaws
  - i. Next steps to get where we need to be
    - i. Passed by-laws in March.
      - a. At a later date discuss staggered terms and limit successive terms.

- b. Need to purchase a corporate seal.
    - ii. 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. Status report? Sasha will email Brad and Josh for status report and update the Board.
    - iii. Register with the state as 501C for non-profit status.
- 6) **Sponsorship plan.** Art presented. It will require more work on the website. Can change amounts. There are different levels. The higher the level of sponsorship the more exposure. Will require signage. Sponsors money should cover cost and make a profit. Suggestion to approach sponsors at lower level because of economy. CVENT – meeting registration system online. Chapter sponsor and/or event sponsor. Gary wonders if we have enough members. We'd like to have 2 events a year free. Tim would like to see more events sponsored so they can be free to members. Art spoke of maybe combining events with other associations. Expand demographic of membership. Draw other types of sponsors that member erectors can use. Gary thinks the apprenticeship program will drive up membership. Gary will talk to the Carolina Chapter to get amounts and details of their sponsorship program. A committee was formed of Art, Gary and Tim. They will put a plan together to present to the Board at our October meeting.
- a. In speaking about getting new members Barry mentioned a list from Bruno which encompassed everyone who got the Metal Construction News magazine. Art asked if anyone contacted the magazine again and Barry said Angela did and the list was refreshed. This may be a list we may want to send out event invites and/or reasons to join letters.

## OLD BUSINESS

### 7) Website

- a. To do
  - i. It was a 2-week turnaround time for Sasha to be notified that requested updates were done. Gary felt that was too long.
  - ii. Post
    - 1. Tips from Erectors
    - 2. Feedback from surveys
    - 3. Josh's bio/photo, Jim's photo and Sasha's bio/photo – Just need Josh's and then will post. Tim will email Josh.
- 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. What was the answer? Gary is waiting for a call back from Angela to show they're not under legal obligation to stay with that webmaster. We should be able to do it ourselves. Gary will find out and get the codes to our site. He suggested we take turns being responsible for updates. Brad did not get a bill for the July updates yet.
- c. The Board wants to continue to post minutes. Sasha forwarded the February, March, April, June and July minutes to Angela to be posted. Done.
- d. 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. Are we going to do this? Yes, to members and non-members who attend our events.
- e. Gary will email Sasha the picture from the golf tournament he would like put on the website.

### 8) Insulation/Fall Protection Seminar – 8/4

- a. Had 45 in attendance.
- b. Received \$500 from insulation cos. and \$250 from extra members and non-members.
- c. Cost was \$630.11. Cleared \$119.89.
- d. We gained a member – Todd Jurkowski from GBP/Silvercote.
- e. Should we send the other non-members in attendance some sort of "reasons to join" letter? Who wants to write it? Tim will and we'll send it out to Sasha's non-members database.
- f. Feedback from event (post on website?): Yes, pick out 2 positive ones.
  - 1. Earlier notice of events on website or in newsletter i.e. see New England Chapter website
  - 2. Email to other contractors

3. Hold in diverse geography-move the meeting location around.
4. Advertise on the registration sheet that invitation includes safety directors, field employees, etc. "Bring a friend" invitation
5. Advertising event bi-weekly last 3 weeks prior to event.
6. Attendance was great.
7. Offer a certificate for completing course that OSHA will acknowledge.
8. Change the topics from year to year.
9. I think Jack did a great job on his presentation. He was concise, stayed on his topic, was connected with his audience and knew his material well.
10. Good job overall.
11. This was my first time attending a training seminar for MAD MBCEA and I was very impressed with the speakers and how many different representatives were there to talk about their products. Everything was well organized. Everyone was friendly and could relate to our every day situations. I look forward to more seminars with safety and training on the agenda.
12. Excellent
13. There was a mayo issue. Sasha told Goosey about it.
14. Location suggestions: Toms River, NJ, Eden Resort in Lancaster, PA

g. Gary feels certificates should get sent out to attendees to use 8 hours towards safety training. Sasha will send the sample certificate to Tim and the list of the attendees so that his assistant can send the certificates out.

## NEW BUSINESS

### 9) 2009 Events

- a. Construction Law Seminar – September 14 – 5:30
  - i. "Save the date" flyer was emailed to MAD members and non-members who have attended other seminars on 8/6. Full flyer and registration form was sent to MAD and all MBCEA members on 8/14. Sasha will ask Angela to send it out two times a week.
  - ii. Have to finalize menu. Let the restaurant pick the meal. We're doing \$20/person.
  - iii. Josh wants an email to go out to the members asking them to submit their questions in advance. This was stated on the flyer/reg form. Sasha can also send a reminder to those who register.
  - iv. Gino to get a sign made stating Mid Atlantic Division MBCEA Seminar to be posted at bottom of steps to Gander room. Gary said that Brad should have two of them. If we make a new one it has to be in the same format as the existing ones. Red, white and blue on white background.
  - v. Tim noted that for future notice the committees for each event should be creating the flyer since they know what needs to be on it.
  - vi. Gary is going to draft a letter and forward it to Tim for his approval asking members to forward our event invitations on to their industry associates.
  
- b. 2009 Tentative Schedule to be posted on website (assumed board meeting 2<sup>nd</sup> Tuesday of the month but this can be changed if needed):
  - i. **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) – Lehigh Valley Grand Prix planning is under way. Dates open are 10/15 and 22. He should have the registration form out within 2 weeks.
  - iv. **November**
    1. 10 Board Meeting, 2:00 PM, Gander Room (election of officers)
  - v. **December**

1. Holiday Social (location and date TBD) – Bethlehem, PA wk of 12/7 or 12/14. Sasha emailed members the City of Bethlehem’s website info on tours of the city during that time.
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.
- vi. **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.
- vii. **February 2010**
  1. Sample version of training of apprenticeship program. (TBD)

**10) AIA – CES Program (Finalize and submit)**

1. Application stage....Angela completed form and signed as Point of Contact. Sasha completed form and signed as Alternate Point of Contact. Mailed packet back to Barry on 8/12. Barry mailed in the applications. Allow 8 weeks for them to review. Art requested a copy of the final presentation and application.

**11) Open Discussion**

1. ‘New Member Welcome Packet’- need to send to new member Todd Jurkowski - GBP
  - 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 ()
    - 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
  - d. Sponsorship

**Adjournment**

**Next Board Meeting: Monday, September 14, 4:30 PM Gander Room**