



**Agenda**  
**Mid-Atlantic Chapter Board Meeting**  
**Gander Room**  
**Tuesday, June 16, 2009**  
**2:00 pm**

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

- |                          |                            |   |                             |
|--------------------------|----------------------------|---|-----------------------------|
| X                        | Tim Clark, President       | X | Barry Zepp, President-Elect |
| X                        | Brad Yocum, Treasurer      | X | Sasha Graver, Secretary     |
| <input type="checkbox"/> | Gary Smith, Past President | X | Josh Quinter, Director      |
| <input type="checkbox"/> | Art Hance, Director        | X | Jim Markel, Director        |
| X                        | 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.** The minutes were accepted.

**4) Treasurer's Report**

- a. Current Balance: Checking: \$21,118.62, ING: \$0.00 Account cannot be opened until we are incorporated or have the paperwork for a non-profit.
- b. **Establish 2009 operating budget.**

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

- a. Insurance Policy
  - i. Art and Gino both got quotes for Umbrella/GL Policy. (\$1 million minimum coverage). Josh is concerned that the coverage may not be applies to apples since one quote is \$947 and the other is \$297.
  - ii. All chapters are named as additional insured on the national policy. Josh suggested national change to additional named insured and all chapters help cover the increased cost. Josh will call Angela to get a copy of the current policy and/or get the change done.
- b. Bylaws
  - i. Next steps to get where we need to be
    1. Passed by-laws in March.
      - a. At a later date discuss staggered terms and limit successive terms.
      - b. Need to purchase a corporate seal.
    2. Josh will be in touch with Beard Miller about the past taxes situation and then inform the Board whether or not we're going with them or another route.

3. Register with the state as 501C for non-profit status after the past taxes situation is taken care of.

## **OLD BUSINESS**

### **6) Website**

- a. To do
  - i. Construction law dinner still showing May 12. We are scheduling it for Monday, September 14 at 5:30 in the Gander Room, Bethlehem. Sasha will update flyer and work on getting it sent out. Josh would like an email to go out to the members asking them to submit their questions in advance.
  - ii. Home page still shows Rigger Mortis training as upcoming event.
  - iii. Site was never updated with golf outing forms (original request 4/2 & 4/15).
  - iv. Post
    1. Tips from Erectors
    2. Feedback from surveys
    3. Josh's bio/photo, Jim's photo and Sasha's bio/photo. Josh and Jim are going to get the needed info to Sasha.
- b. Josh is going to talk to Angela about updating the website and relay the info to Sasha. We need to know if we have to stick with the same company that is handling it now or not. Brad was also concerned about the fees involved. We need to see if the small things, like changing dates, can be done in-house. Sasha also needs to make sure that Angela is sending out our emails on a regular basis. Either Brad or Barry are going to get the master list of email addresses to Sasha so that she can prepare to send out the necessary emails.

## **NEW BUSINESS**

### **7) 2009 Events**

1. Golf Event (Burlington Country Club)-Gary, Brad
  - a. Monday, June 22, 2009 – 66 golfers, possibly 68
  - b. Lunch – Wings, Egg rolls, Vegies and dip(with take-out trays for those that show up right before shotgun). Dinner (buffet style reduced price from \$23 to \$20) – Salad, choice of Chicken Cordon Blue or Veal Scallopini, Roasted red potatoes, Sugar snap peas. Dessert – Cheesecake and coffee. Sod and water all day. Cash bar.
  - c. Sponsorship
    - i. All 18 holes have sponsors.
    - ii. Brad and Gino are going to review all hole sponsors and make sure that either they already have a sign or the sign is being made. Double check Metal Span and Able.
    - iii. No lunch sponsor - \$450. Tim suggested that if anyone else wants to be a hole sponsor that their money can go towards the lunch. We shouldn't turn any hole sponsors away.
  - d. BCC needs names of all twosomes by Sunday, June 21. Brad is going to have this done and to Gary by the end of the week. The people who signed up as foursomes will be staying together.
  - e. Gino will be getting 4 trophies.
  - f. Giveaway – Range Finder. Spread the word for attendees to bring door prizes.
  - g. Brad will make up an Agenda and review it with Gary so that all sponsors are properly recognized and thanked.
  - h. Tim has a list of the non-members attending and will speak to them about becoming members.
2. 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):
  - a. **June**
    - i. 22 Golf Event: Burlington Country Club
  - b. **July**
    - i. 14 Board Meeting (finalize sponsorship plan), 2:00 PM, teleconference. Verify with Art that he can present his sponsorship plan via teleconference. If not, then we'll meet in the Gander Room again. Also, should the time be 1:00 pm if it's a teleconference? Who establishes the teleconference? If it was Raelene, then Sasha needs some direction...

- c. **August**
  - ii. 4 Insulation Systems/Fall Protection-all day event, FREE for up to 3 members from each company. Each additional \$25. Gander Room 8:30-4. Jim to get flyer together by end of next week. Get \$100 from insulation guys to cover lunch.
  - iii. 11 Board Meeting, 1:00 PM, Teleconference
- d. **September**
  - iv. 14 Board Meeting, 4:30 PM, Gander Room, right before Construction Law Seminar (discuss sending out notice to all members that new officers will be elected in November. They can submit a nomination.)
- c. **October**
  - i. 13 Board Meeting (appoint nominating committee), 2:00 PM, Bethlehem, PA
  - ii. Team Building Event (location and date TBD) Brad to work on Lehigh Valley Grand Prix
- d. **November**
  - i. 10 Board Meeting (election of officers), 2:00 PM, Bethlehem, PA
- e. **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
- f. **January 2010**
  - i. National Conference: San Antonio, TX

## 8) AIA – CES Program

1. Comments on presentation Barry emailed to everyone yesterday.
2. Next step. Barry will contact Art and Gary for their review and then submit application and power point presentation. We'll know how to proceed once the application and presentation are reviewed.

## 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. 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 (August-Insulation Systems)
    - i. Gary
    - ii. Gino
    - iii. Barry
    - iv. Art
    - v. -Logistics
  - b. Social
    - i. Brad (June-golf, October-team building)
    - ii. Josh (May-construction law dinner)
    - iii. -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, July 14, Teleconference**