



**Board Meeting
Holiday Inn, Marlborough, MA
June 17, 2010**

OFFICIAL MEETING MINUTES

1. Call to Order:

Keith W. called to order the meeting of the MBCEA-NEC board at 4:13 pm.

2. Roll Call:

In attendance: Bob Fiset, Keith Wentworth, Peter Flewelling, Al Nunes, Betsy Shull

Not in attendance: , Pat Riess, Steve Webster, Ray Barbieri, John Nicholson, Marty Barnes, John Iveson, Dave Taylor. *Pat Riess has taken a temporary leave of absence.*

3. Anti-Trust Statement:

Keith W. did not read the Anti-Trust Statement Acknowledgement as there was no quorum reached at this meeting.

4. Approval of Minutes from Last Meeting:

- Minutes of the May 20th board meeting could not be reviewed and accepted as distributed as there was no quorum.

5. Financial Report:

- Review of the 2010 Budget was made. The 2010 budget will be updated by John Nicholson and Ray Barbieri

01/21/10 Update

- No update however, a fee of \$500 will be added for AIA support.

02/18/10 Update

- Taxes are due in May and MA State Incorporation Form does not have to be submitted again until November
- Taxes will be dropped off next week

04/22/10 Update

- The tax filing has been completed
- Budget needs to be adjusted to add AIA fee

05/20/10 Update

- NCCC Deposit not returned yet
- \$1,650 for taxes

06/19/10 Update

- John Nicholson will provide an update to the board at later date.

ACTION:

- John to provide up date.

6. Business to Discuss:

A. **By-Laws:**

- By-laws still need to be incorporated into book.

05/20/10 Update

- Changes sent by Tim Barnes discussed and accepted with the exception of the 501(c) (3) vs. 501 (c) (6) change.
- Resolution letter signed by all board members accepting By-laws

06/17/10 Update

- Betsy faxed Tim Barnes the IRS letter indicating the 501 (c) (6) status and a request to verify that the change that he recommended for filing status be reviewed against it.

ACTION:

- Tim Barnes will need to be contacted by Keith to get status.
- Changes recommended by Tim Barnes need to be made to by-laws
- By-laws need to be put on website as soon as they are put in corporate book.

B. **Website Update:**

- Changes to website were completed except for title for Newsletter section.
- Betsy needs to work on bios and then have board members review.
- Al's picture needs to be put on website

05/20/10 Update

- Betsy has begun bios but still need more information from board members.
- Meeting schedule needs to be updated
- Edit needs to be made to Newsletter tab to read Newsletter/Minutes

06/17/10 Update

- Bios still need to be completed by board members and posted on website

ACTION:

- When approved May 20th meeting minutes to the website in pdf format.
- When completed board profiles will need to be added to website.

C. **Newsletter**

- There was some discussion about selling advertising. It was discussed in the past, but for some reason voted to not be allowed. Further investigation will be done to determine what the reason(s) where.
- Will include:
 - May OSHA meeting
 - Golf Tournament
 - Upcoming meetings and training event
 - New Members
 - National Convention
 - Updated President letter

01/07/10 update

- Betsy working with Keith on new format and article. Still waiting for Jeff's information on golf outing.

01/21/10 update

- Betsy and Keith still working on articles. Still need to get Jeff's information on golf outing.

02/18/10 Update

- Betsy and Keith still working on articles.

04/22/10 Update

- Betsy and Keith still working on articles. Bob Fisette will touch base with Jeff about last years' information.

05/20/10 Update

- Betsy and Keith still working on articles.

06/17/10 Update

- Keith will be one writing newsletter

ACTION

- Keith will continue working on this
- Need to include Solar Panel Application Meeting information
- Need to include Golf Tournament information

D. Insurance Liability

- National Insurance is all set

02/18/10 Update

- Marty and Ray meet with DeSanctis
- DeSanctis needs to know what limits

04/22/10 Update

- Ray has forwarded form supplied by DeSanctis to John who filled out and returned to Ray. It has been submitted to DeSanctis for review.

05/20/10 Update

- DeSanctis quoted \$956 per year. 3 year option chosen by unanimous vote

06/17/10 Update

- Keith filled out paperwork that John faxed to him and forwarded it to insurance company.

ACTION

- Keith will follow-up with Ray for latest status

E. Schedule:

July 15, 2010 Golf Outing

01/21/2010 update

- Bob will work with Jeff on Locations, etc.
- Keith will help supply names of locations
- Possible Lakes Region location?

02/18/10 Update

- Jeff has made several calls and is awaiting return calls.
- Kingswood has called back, however there is limited hotel accommodations in that local
- Due to the lack of hotel accommodations near Kingswood, it was suggest that Jeff should focus more around North Conway particularly North Conway Country Club or around Jackson.

04/22/10 Update

- With location determined to be Falmouth County Club, work will continue on the draft flyer.
- It was decided that sponsorship categories should be added for Golf Ball Sponsor, Morning Coffee Sponsor, and 50/50 Hole Sponsor (\$250). Sponsorship Flyer to be updated.
- Tournament Flyer will be updated to include Early Bird Special and Hole in One Contest.
- A more professional sign for the Hole Sponsors was suggest by Keith
- A welcome gift of a hat designed like the ones from the MBCEA convention will be given out.

05/20/10 Update

- Sponsorship flyers need to be updated to reflect correct pricing and then sent out.
- Signs will be ordered and will be one part, not two part.

06/17/10 Update

- Bob was meeting with various companies to finalize hats and prices so that they can get order
- The contact lists were reviewed and board members were assigned people to call for sponsorships and volunteers

ACTION

- Bob will order welcome gift of hats once all prices received
- Sponsors are continuing to send their JPEG logos to Bob Fisette
- Betsy to send board members lists of contacts so that they can make phone calls to get sponsors and volunteers.
- Betsy to revise sponsorship flyer and send out with Jeff's sponsor letter and golf tournament flyer. (To be emailed to contacts on Jeff's list and list Bob will do)
- Bob continuing to order signs

August 19, 2010 Board Meeting

04/22/2010 update

- Meeting will be held on August 12th and will be a conf call unless we need to meet face to face the meeting will be held at the All Star Grill in Marlborough, MA.

September 16, 2010 – Chapter Dinner Meeting

Condensation/HVAC Design (Venting Metal Buildings)

- Bob Fisette to ask John Iveson to help

01/21/2010 update

- John Iveson is currently working on putting together the program.
- Suggested locations for the meeting included Portsmouth, Hampton, Southern Maine

02/18/10 Update

- John Iveson is almost done putting together this program
- The location will be determined by the area that the speaker is coming from

04/22/10 Update

- John is putting finishing touches on program
- Location is still to be determined

05/20/10 Update

- Location will be Portsmouth.

06/17/10Update

- Keith would like to be able to hand out flyer at golf tournament
- Betsy to provide Keith with list of hotels/restaurants contacted and menus

ACTION:

- Betsy to provide hotel/restaurant information to Keith
- Keith to put together flyer and hand out at golf tournament

October 21, 2010 - Board Meeting

04/22/10 No update

06/17/10 No update

November 18th Training

- It was decided that this should be an AIA training session.

05/20/10 Update

- Meeting will be on November 4. It will not be at Build Boston as they are not accepting any more applications for training sessions.

06/17/10 No update

ACTION:

- Location in Boston area to be determined

December 16th Board Meeting

- It was suggested that we look into a Christmas social

05/20/10 Update

- None

06/17/10 No update

ACTION:

- Keith to check with Mid-Atlantic Chapter to see what they did

F. MBCEA-NEC Committees:

- **Membership Services & Benefits/Education/Training: Bob Fisette and John Iveson**

- **01/07/10 update**

- March meeting will be changed from Fall Protection to Welding. Fall Protection will now be topic for November meeting

- **02/18/10 update**

- Keith will continue to work on November meeting

- **04/22/10 update**

- Bob and John Iveson will begin to looking ahead for next years' training topics

- **05/20/10 update**

- No update

- **06/17/10 update**

- No update

- **Membership Recruitment/ Marketing/ Public Relations: Peter Flewelling and Alan Nunes.**

- Alan has contacted Metal Construction News about their contact list. They will discuss and get back to us or Angela at National.
 - We need an up to date contact list.

- **02/18/10 update**

- Phone calls will be made to the 9 members who have not yet renewed.
- Dave and Alan are meeting on February 19 and will split up call list
- National has authorized that for those who having a tough time economically, that 50% can be paid prior to March 31 and final 50% paid by April 30.

- **05/20/10 update**

- No update

- **06/17/10 update**

- No update

ACTION:

- Members who have not signed up yet this year will be contacted

- **Executive Finance/Fund Raising/Grants/Strategic Planning: Ray Barbieri and John Nicholson.**

- Maintain our commitment of providing Continuing Education to our Members.
 1. Review number of Educational Seminars
 2. Is four enough, too many, insufficient?
- Encourage Sponsorships at all Dinner Meeting and Educational Seminars by Industry Members of the MBCEA-NEC
- Recognize the need to have a plan to develop a "written criteria" so we can Integrate the DVD Series into the Technical Schools.
- Continue to try and develop new methods of raising revenue so we can continue to finance the educational efforts and other goals of the MBCEA-NEC.
- Revisit our plan to offer Scholarships to deserving students seeking careers in the Metal Building Industry.
- Educational Grant Research. Steve sent John info and he forwarded to Ray for review.

- **02/18/10 Update**

- Ray and John will be putting together a Strategy Plan after returning from the National Conference.
- Scholarship program will be discussed in the near future. Review what the Carolinas are doing.

- **04/22/10 Update**

- No update

- **05/20/10 Update**

- No update

- **06/17/10 update**

- No update

- **National Liaison: Marty**

01/07/10 update

- AIA membership program is still progressing
- Apprenticeship Program still going forward. Paperwork to be signed soon at DOL

01/21/10 update

- Convention
 - Mike Reynolds to be sending out letter about sponsoring of golf hole
- Tim Seyler will be sending out letter with regard to AIA program
- National would like one member from each chapter to go through the Train the Trainer program
- Apprenticeship Program just got received by DOL for final approvals.

02/18/10 update

- Keith had conference with Chapter Development members.
 - Keith updated all on status of other chapters and the development of 3 new possible chapters in Texas, Arizona, and California.
 - AIA program seems to be well received. The Mid-Atlantic Chapter did a dry run which was very successful.
 - The Apprenticeship program is ready for its debut at the Convention.

04/22/10 update

- SRW updated all on national convention. Convention well attended and new Apprenticeship program was very well received.
- MBCEA will be doing a booth at MetalCon on October 21 and 22
- Orlando, FL is being looked at as the location for the next National convention.

05/20/10 update

- None

06/17/10 update

- No update

G. 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:

- Keith to make a list of suggestions for prizes to entice people to respond to survey and discuss further at the next meeting.

04/22/10 Update

- None

05/20/10 Update

- None

06/17/10 update

- No update

NEW BUSINESS:

ADJOURN: Being as there was no additional business to come before the board, the meeting was adjourned at 5:20 pm.

Minutes submitted by: Betsy Shull



2010 CALENDER OF EVENTS

January 21st, 2010
Bowling Night for Charity – PinZ, Milford, MA

February 18th, 2010
Board Meeting – Conference Call

March 18th, 2010
Welding Demo – Arc Source, Seabrook, NH

April 15th, 2010
Board Meeting – All Stars, Marlborough, MA

May 20th, 2010
Chapter Dinner Meeting - Solar Panel Applications
Holiday Inn, Marlborough, MA

June 17th, 2010
Board Meeting – All Stars, Marlborough, MA

July 15th, 2010
20th Annual Golf Outing – Falmouth Country Club

August 12th, 2010
Board Meeting – Conference Call

September 16th, 2010
Condensation/HVAC (Venting Metal Buildings) Chapter Dinner Meeting
– Location TBD

October 21st, 2010
Board Meeting – Location TBD

November 18th, 2010
Fall Protection/Insulation Training – Location TBD

December 16th, 2010
Board Meeting – Location TBD