



## MINUTES

### April 17th, Board Meeting, Oxhead Tavern, Sturbridge, MA – 4:00 PM

- In attendance: Keith Wentworth, Bob Fisetto, Marty Barnes, John Nicholson, Ray Barbieri, Katie Bomersbach, Pat Riess, Lori Morrow. *Called to order at 4:12 P.M.*

#### MEETING MINUTES REVIEW:

February 21 Teleconference

- Keith made a motion to accept the minutes from the February 21<sup>st</sup> teleconference. John seconded the motion.

#### FINANCIAL REPORT:

John

#### BUSINESS TO DISCUSS:

1. **March Training Session:** Keith: -Discuss financial and general results and feedback. -List of attendees would be helpful for future.
  - All agreed this was a great turnout. There were approximately 40 attendees.
  - Michael Moore is to send pictures of seminar.

#### **ACTION TO BE TAKEN:**

- Katie to get the list of attendees and send to Keith and Marty. It would be helpful next time to have a sign in sheet so we know who attended.
  - Katie to attend next training session in November. This will help with name tags & sign in sheet to keep things organized.
  - We should send Michael Moore a thank you card.
2. **May 15th Chapter Meeting:** Distribute and approve flyer. Discuss price. Final detail run-through
    - After discussing the price, we will now raise the cost to \$50 for member, and \$60 for non member.
    - We should start at 3:00 so that we can thoroughly talk about By-Laws (need to confirm with Holiday Inn that we can be there early, as our room is reserved for 5:30) Pat will run the by-laws discussion.

#### **ACTION TO BE TAKEN:**

- Revise flyer to reflect new prices. Confirm with the Holiday Inn that we can come early for meeting.
  - Confirm with the Holiday Inn that we can come early for the meeting.
  - We should bring a projector. (a microphone is also available if we need one)
  - Bring copies of the Golf Flyer to this meeting so people can sign up.
3. **July 17<sup>th</sup> Golf Outing:** Jeff and Bob to confirm Falmouth CC, food, and time? Need to confirm discount with local hotel? There are 15 rooms held for both Wednesday and Thursday. It is best to confirm your room sooner than later. Why not send this flyer with Flyer.
    - Food, course, and rooms are all set.
    - There was a discussion on whether or not to have a gift (fleece vest, nylon pullover, polo shirt, etc). It was finally agreed that we have to have at least something. There will be a \$20 limit to what we spend this on.

#### **ACTION TO BE TAKEN:**

- Katie to send out flyer again with May meeting flyer.
- Bob will send out the letter regarding hole sponser, etc.
- Hotel rooms need to be booked ASAP so we do not lose them.
- Bob will get Marty the website on the shirts, or pullovers, (or whatever is decided)-this will need to be decided before May meeting

**4. November 20<sup>th</sup> Training Meeting - Morin Corporation in Bristol, CT:**

- Topics of discussion to be horizontal panels, hidden fasteners, single skin, and welded corners
- Meeting to start at 2:00 with a plant tour, which will last an hour.
- The meeting will last until 5:00.
- Do we want to find someone to cater this?
- This will be for approximately 30 to 40 attendees

**ACTION TO BE TAKEN:**

- Keith will sort out the details with Eric and Morin Corp.
- Keith and Katie to work on a flyer, and sort out food, and hotel.
- This flyer should be done by the golf tournament so we can hand it out there.

**5. September 18<sup>th</sup>: Chapter Meeting - Jessie's in Lebanon, NH:**

- Topic of discussion to be related to LEED, and directed more toward metal buildings, for example, cool roofs, insulation systems, etc.
- No speaker at this time - Board members will make an attempt to find and qualify a speaker for this event.

**ACTION TO BE TAKEN:**

- Katie to call Jessie's and make sure room is available for 40 people.
- We still need to come up with a firm topic to discuss with LEED being primary. Therefore, Ray said he would talk with Metallic to see if they have anyone interested in being a speaker similar to Las Vegas speaker at their national meeting and Keith is to check with the local chapter for a potential speaker.
- Katie to send flyer out in our next newsletter

**6. Website:** Katie: review additions and changes with Katie. Updated 2008 Schedule and February Minutes. Post all members and their affiliation with the industry-broken out to industry members and contractors members..

- Should we post all the members and their contact information?

**ACTION TO BE TAKEN:**

- Separate newsletters from chapter news so it's easier to find the newsletter. Create a button just like the national website.
- Ask members if it's okay to post their company information on our website – Katie to send an email to all NEC members telling them that we intend to post all members information in regard to Company name, address and contact information very soon and if they object to this to please respond immediately to this email and we will not post them!
- Katie to post minutes & post the chapter newsletter, as the one on there now is the national.

**7. Nominations for MBCEA-NEC Board:** Keith: What about some of the new members that have been attending: Maroney, Flynn, etc.?

- It was discussed to have a committee to elect new board members

**ACTION TO BE TAKEN:**

- Marty will nominate a committee to select new board members
- Send forms out for nominations before September meeting.

**8. Recruitments:** Bob: Any new potential companies? Stephensen and Brook have joined-Bonnie Brook is doing Comp Presentation.

- Everyone agreed that there needs to be a more efficient of doing recruitments.
- Follow up should be done on a local level.
- As of now, the lead goes through the member, and then to Angela. Angela sends out information

**ACTION TO BE TAKEN:**

- Keith will be writing a "Welcome" letter
9. **Mailing list:** Katie: Slacker Jeff M to finally submit his culled list! Katie to cull and organize entire list for May mailing by end of next week.
- List has been staying up to date with all the returns we are getting back (deleting those on the list who have no forwarding address)
  - Jeff M has still not submitted his list. Keith, do you want to handle this?
  - Mailing is going out end of this week.

**ACTION TO BE TAKEN:**

- When contact list is done, Katie needs to get this to Angela.
10. **Agenda / Minutes:** Keith to discuss potential new format.
- No more agenda. (Marty will be the only one with an agenda)

**ACTION TO BE TAKEN:**

- Angela should get a copy of our chapter minutes also.
11. **Schedule:** Quick review for information required for any of our other meeting dates.

**2008 SCHEDULE:**

- **March 20<sup>th</sup> - Foam Panel Training**
- **April 17<sup>th</sup> - Board Meeting: Sturbridge, MA – Oxhead Tavern**
- **May 15<sup>th</sup> - Chapter Meeting at Holiday Inn in Woburn, Ma – DeSanctis Insurance and Bonding**
- **June 11<sup>th</sup> - Board Meeting - MB Boat**
- **July 17<sup>th</sup> - Golf Outing – Falmouth CC, Falmouth, MA**
- **August 21<sup>st</sup> - Board Meeting Teleconference**
- **September 18<sup>th</sup> - Chapter Meeting: Jessie's-Lebanon, NH**
- **October 16<sup>th</sup> - Board Meeting – Teleconference?**
- **October 23<sup>rd</sup> - 25<sup>th</sup> National Conference Biloxi, Mississippi at Beau Rivage**
- **November 20<sup>th</sup> - Chapter Meeting / Training: Morin Corporation-Bristol, CT**
- **December 18<sup>th</sup> - Board Meeting Teleconference**

**INFORMATION/ DUTIES FOR KATIE:**

- Look under the Heading MBCEA-NEC WEBSITE above for more information
- Web site information – Print Unlimited – Andy – 603-536-2410- Email address: [webworld@printunlimited.com](mailto:webworld@printunlimited.com)
- Look at the web sites for the National and new England Chapter of the MBCEA
- Get in touch with Angela – 913-432-3800 – E-mail: [angela@mbcea.org](mailto:angela@mbcea.org) – talk to her about templates and advice.
- New format for documenting minutes to be handled by Keith and Katie
- Metal Construction News need a FREE Press Release to be posted in magazine. Katie to call Angela for directions and contact.
- Update Calender of Events attached here and continually on Web-site.
- Still waiting on some Board members to assist here - Prospect List to be updated by Board Members and the following people will be responsible for updating the section assigned to them on the list provided via email by Cathy on September 13<sup>th</sup> during conference call.
  - # 13 thru # 42 John Nicholson
  - # 43 thru # 84 Ray Barbieri
  - # 85 thru # 126 Jeff Mullaney
  - # 127 thru # 168 Marty Barnes
  - # 169 thru # 210 Bob Fisette
  - # 211 thru # 252 Keith Wentworth
  - # 254 thru # 300 Pat Riess
  - # 301 thru # 340 Alan Nunes

After the updates have been done Cathy to update the original and use the information to do the mailings in the future. Needs to be revised as soon as everyone sends their section in; Rays' list was divided between Keith and Bob

**BUILDER OF THE YEAR PROGRAM**

*This has been tabled and will be working on for the end of year*

**SAFETY AWARD PROGRAM**

*This has been tabled and will be working on for the end of year*

**EDUCATIONAL PROGRAMS DEVELOPMENT:**

*This has been tabled until future meeting after Cathy has had time to adjust.*

**SCHOLARSHIPS PROGRAM:**

*This has been tabled and will be working on for the end of year*

**NATIONAL CONFERENCE October 23<sup>rd</sup>-25<sup>th</sup> 2008 Biloxi Mississippi:**

**NEW BUSINESS:**

- Topic still needs to be firmed up for September meeting. Location is Jessie's in Lebanon, NH
- November training session held at Morin Corporation in Bristol.
- Discussion for trainings/fun events/meetings: We should have a MBCEA display board and a small table. It will include our video, applications, and safety information. Members to make effort to see what we can come up with. Keith, Ray and John both said they know people that may do this.

**ADJOURN:**

- Pat made a motion to adjourn the meeting. Keith seconded the motion *Meeting adjourn at 5:55 P.M.*



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## 2008 CALENDER OF EVENTS

**March 20, 2008**  
**Foam Panel Training – Metl-span Corp.**  
**Package Industries – Sutton, MA**

**April 17, 2008**  
**Board Meeting – 4:00PM**  
**Sturbridge, MA – Oxhead Tavern**

**May 15, 2008  
Chapter Meeting  
Insurance and Bonding  
Woburn, MA – Holiday Inn**

**June 11, 2008  
Board Meeting  
Weymouth, MA**

**July 17, 2008  
Annual Golf Outing  
Falmouth Country Club  
Falmouth, MA**

**August 21, 2008  
Board Meeting - Teleconference**

**September 18, 2008  
Chapter Meeting – Jessie's-Lebanon, NH**

**October 16, 2008  
Board Meeting – Teleconference**

**October 23<sup>rd</sup> - 25<sup>th</sup>, 2008  
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**November 20, 2008  
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