



**Board Meeting – Conference Call  
June 11<sup>th</sup>, 2009**

**OFFICIAL MEETING MINUTES**

**1. Call to Order:**

Keith W. called to order the meeting of the MBCEA-NEC board at 4:40 P.M.

**2. Roll Call:**

In attendance: Alan Nunes, Peter Flewelling, Bob Fisette, John Nicholson, Katie Bomersbach and Keith Wentworth

Not in attendance: Marty Barnes, Ray Barbieri and Steve Webster  
*Pat Riess is taking a temporary leave of absence.*

**3. Anti-Trust Statement:**

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

**4. Approval of Minutes from Last Meeting:**

- Minutes of the May 22st board meeting were reviewed and accepted as distributed.
- John Nicholson made a motion to accept the minutes. Alan Nunes seconded the motion.

**5. Financial Report:**

- John has gone through all of the MA state incorporation forms, read the directions and filled out and printed 3 pages of forms. Not done yet but will show everyone what has been done when we meet again.

**ACTION:**

- John to continue with file incorporation paperwork with the state.

**6. Business to Discuss:**

**A. 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 bylaws 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

**4/23/09 update**

- Keith distributed the revised bylaws and did a quick review of the changes for consideration.

**5/21/09 update**

- Due to lack of time we will discuss Bylaws at our next meeting. Please be ready for discussion and have notes for any recommended changes.

**6/11/09 update**

- Tabled until next meeting. There were not enough board members to discuss.

**B. Website Update:**

- Alan forwarded profile pictures to update the contact page.

**ACTION:**

- Katie to add the May 21st meeting minutes to the website in pdf format without balance.
- All to send Katie profile to go with picture on contact page.
- Katie to check with Venture Print about format for pictures and text.

**C. Newsletter:**

- Next newsletter scheduled to go out in August.
- 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

**D. MBCEA-NEC Committees:**

- Membership Services & Benefits/Education/Training: Bob Fisetto
  - Bob and Pat distributed a summary of topics for upcoming meetings.
  - Bob will summarize the topics in order for discussion at the next meeting.

**ACTION:**

- At our next meeting we will work on the 2010 schedule.
- 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.

**ACTION:**

- Katie to send Alan Shawn Zuver's contact information (Design & Build with Metal Newsletter).
- Alan will also contact Blue Book to see if he can have contact list.
- Katie to send Bob at American Steel Erectors a Membership Form.
- Executive Finance/ Fund Raising/ Grants/ Strategic Planning: Ray Barbieri and John Nicholson.
  - Ray and John met at River Ridge in Griswold on Tuesday, June 2<sup>nd</sup> to go over the initial outline of ideas for our committee. The initial outline follows.
    - 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 education 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 send John info and he forwarded to Ray for review.

**ACTION:**

- Keith to send info on Carolina's scholarship program.
- National Liaison: Marty
  - No update

**E. Schedule:**

**July 16<sup>th</sup>, 2009:** Golf Tournament to be held at River Ridge Golf Course in Griswold, CT with a 9:30 AM Shotgun start.

- Price to remain at \$150 per person with a \$50 discount for foursomes. Foursome would cost \$550)
- Cost will be \$57 per person.
- There will be a cookout style lunch at the 9<sup>th</sup> and 18<sup>th</sup> holes.
- A box lunch will also be offered for those who want it.
- The idea of new signs was discussed and tabled until next year due to budget concerns.
- Discussed doing something smaller for a "Welcome gift" this year. Maybe golf towels or tee/ ball bags?

**5/21/09 update:**

- Sponsor's letters have been sent out.

**6/11/09 update:**

- Welcome gift will be a divot tool. Cost is roughly \$8.50/ each.
- Lunch still needs to be finalized.

**ACTION:**

- Jeff will check to see if there is box lunches available versus doing a cookout style every four holes. .
- Bob to send list to Board members to make follow up phone calls to sponsors.
- Bob to follow up with Jeff regarding National Industry Member were sent letters.
- There will be a quick board meeting on Wednesday (7/15) at 7 pm at the hotel.

**August 20<sup>th</sup>, 2009:** Board Meeting changed to face to face meeting at Jesse's in Lebanon, NH at 4:00 pm. By-Laws and schedule will be the main topics.

**September 17<sup>th</sup>, 2009:** Integrating Storefronts, Curtain Walls and Windows in Metal Bldgs.

- Keith has spoken with Adam and confirmed his attendance.
- 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 Andover/ Tewksbury or somewhere in that area.

**6/11/09 update:**

- It was decided to hold the meeting at the Holiday Inn in Tewksbury, MA.

**ACTION:**

- Katie to forward food pricing to Keith for review.
- Keith and Katie to do Flyer for the golf tournament.
- Keith to follow up with Vistawall guy.

**October 15<sup>th</sup>, 2009:** Board Meeting-conf call

- It was discussed whether we should have a face-to-face meeting for this date before our November 19<sup>th</sup> session review any last details.

**November 19<sup>th</sup>, 2009:** CPR/ 1<sup>st</sup> Aid Training Session Sturbridge

- Ray has confirmed with Adam.
- Ray has given Katie Adam's Bio for the flyer. This will be a 4 to 5 hour course with a test at the end.
- Training will be from 1:00 to 5:00 with a light buffet after. Flyer will request people arrive at 12:30.

**ACTION:**

- Ray to check on the maximum amount people that can attend.
- Katie to check with Sturbridge host on rooms rates, food, etc.
- Katie to get flyer ready for distribution at golf tournament.

**December 17<sup>th</sup>, 2009:** Board Meeting-conf call

**F. Survey form**

- a. 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

**4/23/09 update:**

- Had no comments from Morin training.
- We need incentive, such as a raffle.

**5/21/09 update:**

- It's too late to offer 1 free golfer at July's golf tournament, but will possibly do for next year.

**6/11/09 update:**

- No update

**ACTION:**

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

**7. NEW BUSINESS:**

- a. Katie has been informed by her employer that she can no longer participate in the MBCEA-NEC during working hours. The board and Katie would like to work out the details and additional costs associate with change. Keith will have a discussion with Katie about the details and report back to the board.

**ADJOURN:** Being no additional business to come before the board, the meeting was adjourned at 5:30 P.M.

Minutes submitted by: Keith Wentworth



## 2009 CALENDER OF EVENTS

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July 16<sup>th</sup>, 2009

Golf Outing

River Ridge GC – Griswold, CT

August 20<sup>th</sup>, 2009

Board Meeting – Teleconference

September 17<sup>th</sup>, 2009

Chapter meeting

Integrating Storefronts, Curtain Walls, and Windows in Metal Buildings

Location TBD

October 15<sup>th</sup>, 2009

Board Meeting - Teleconference

October 22<sup>nd</sup> – 24<sup>th</sup>, 2009

**\*\*\*POSTPONED – More info to follow\*\*\***

National Conference

San Antonio, TX

November 19<sup>th</sup>, 2009

Training Seminar – First Aid/ CPR

Sturbridge, MA

December 17<sup>th</sup>, 2009

Board Meeting - Teleconference