



## **MINUTES**

**Board Meeting - 4:30 PM**

**Monday, November 17th, 2008**

**All Star Grill @ Best western – Marlboro, MA**

In attendance: Marty Barnes, Alan Nunes, Jeff Mullaney, Keith Wentworth, John Nicholson. *Called to order at 4:33 P.M.*

### **MEETING MINUTES REVIEW:**

- Alan made a motion to approve the minutes from the October 16<sup>th</sup> meeting and Keith seconded the motion

### **FINANCIAL REPORT: John**

### **BUSINESS TO DISCUSS:**

#### **Display Board: Ray**

- Proof for the Board to review would be good.
- Completion for January meeting is essential.

#### **ACTION:**

- Ray is waiting for the proofs so they can be reviewed and any changes necessary be made and we can finalize things.
- Marty noted that it needs to be pushed so it is ready for the January event.

#### **January 15<sup>th</sup> Foxwoods Event: Alan**

- Alan to discuss further details of the event – time, set-up style, food choices, etc.
- Board to decide on entry fee amount?
- Board to decide on format to present this event to chapter for tabletops – charge / no-charge
- Chris Collins is booked for ½ hour presentation, what time would he come on?

#### **ACTION:**

- Marty requested that Alan find out about room size. The room should be at least 30' X 40' or 30' X 50' to accommodate the booths and seating for the guest speaker, Chris Collins. The Bar and Buffet / Heavy Hors d'Oeuvres will be set up in the room also. This is why we need a game plan for the set up of the room, the servers etc.
- Alan and Marty concurred that this should be promoted as a "Cocktail Hour" / "Cocktail Reception" type function, NOT dinner.
- Podium and chairs need to be furnished for the Chris Collins portion of the event.
- Time frame of the event should be 5:00 PM to 8:30 PM with the speaker starting at 7:30 PM
- The Board discussed the Table Tops and the cost for "non-members" was set at \$150. Members are free.
- Keith asked the question as to how we should promote the "Table Top" portion of the event. The Board concurred that a separate flyer should be sent out and sent out soon. Alan was to have all pertinent information on the event put together by the end of the week so the flyer can be sent.

- MBCEA-NEC will have a Table Top of its own at the event and Marty suggested a questionnaire be at the association's booth. Keith has a questionnaire that has been utilized in the past and he will review, make any changes necessary and have that for us. An additional suggestion was made to give a ticket to everyone that completes the questionnaire which would qualify them for a drawing made that evening for some type of door prize. Some suggestions were made as to what the door prize would be but no decision was made as to what it would be. Alan suggested that we also include the hotel information, including the great price, in the flyer being sent out. (\$145)

**Website Update: Katie**

- Add Newsletter
- Update Foxwoods meeting with latest info after today.
- Post October minutes

**ACTION:**

- Keith asked me to make sure Katie added the last Newsletter to our Website AND all documents need to be pdf files. (Katie-this is your official notice)
- Jeff mentioned that it should be brought to the attention of all MBCEA members that they can, if they wish to, have an article that highlights their company, included in the MBCEA Newsletter, similar to the one done for Riess Construction. It can include anniversaries, special company events, projects or whatever brings special attention to the members company. All agreed that these types of things bring value to MBCEA membership.
- Marty thought that with the ease of doing these types of things on the web, that the frequency of the MBCEA Newsletter could be looked at and maybe increased. A January Newsletter could help in promoting the March meeting at Morin Corp.

**Newsletter: Bob and Katie**

- Completed / Comments

**ACTION:**

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**Nominations for MBCEA-NEC Board: Keith / Pat to assist**

- Keith and Pat to assemble committee and discuss at Chapter meeting.

**ACTION:**

- Keith has spoken to several people or at least left message, but has received no replies regarding their interest in being on the Board. The names of "Flynn Construction" and "Pelletier Construction" constantly come up due to their participation and interest shown in the MBCEA Dinner meetings and other events.
- There were some questions brought up about our by-laws and Keith asked John to look and see if there ever was a vote on the By-Laws by the Association. During the discussion, it was suggested that we add to the By-Laws, the conditions that "One must be an active member of the MBCEA-NEC for one full year prior to being considered for the Board.
- It was noted that nominations need to be in by the end of December or early January. The exchanging of the gavel takes place at the January event (January 15<sup>th</sup>, 2008).
- During this portion of the discussion, it came up that some thought the Board may be getting somewhat "stale" and needed new blood. Jeff Mullaney offered to step down at a time to be decided but committed to continuing his work to do the golf tournament. John voiced his objections on Jeff's decision and added that if this was Jeff's choice, we should have a replacement in line prior to his stepping down.

**Recruitment New Chapter Members: Bob and Keith**

- Any new potential members?

**ACTION:**

- Keith continually makes calls when the opportunity arises.

**Schedule: Marty**

- Discussion for future 2009 events, programs, ideas, especially May 21st.
- Discuss confirming location for July Golf Outing by January.

2008/2009 SCHEDULE:

- December 18<sup>th</sup>: Board Meeting Teleconference
- January 15<sup>th</sup>, 2009: Foxwoods
- February 19<sup>th</sup>, 2009: Board Meeting
- March 19<sup>th</sup>, 2009: Morin Corp.
- April 16<sup>th</sup>, 2009: Board Meeting
- May 21<sup>st</sup>, 2009: Technical or educational meeting
- June 18<sup>th</sup>, 2009: Board Meeting
- July 16<sup>th</sup>, 2009: Projected date of Golf Outing

**ACTION:**

- The January, February, March and April agenda's are all set but May needed to be firmed up as to topic, location etc. A motion was made to have the May meeting in Sturbridge and the topic will something involving OSHA and safety. We haven't had this topic addressed in several years and all felt it was appropriate at this time. John offered to talk to Dow and John Fugate regarding Thermax insulation but that topic was put off to another meeting. Jeff will do some more research on the golf outing which has tentatively been set for a course down near the casinos.

**NEW BUSINESS:**

- No new business to discuss at this time.

**ADJOURN:**

- Marty made a motion to adjourn. John seconded the motion. *Adjourn 6:25 P.M.*



## 2008 CALENDER OF EVENTS

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**November 20, 2008  
Board Meeting**

**December 18, 2008  
Board Meeting – Teleconference**

**January 15<sup>th</sup>, 2009  
Foxwoods**

**February 19<sup>th</sup>, 2009  
Board Meeting**

**March 19<sup>th</sup>, 2009  
Morin Corp. – Bristol, CT  
Horizontal Panel Training Seminar – Plant Tour**

**April 16<sup>th</sup>, 2009  
Board Meeting**

**May 21<sup>st</sup>, 2009  
Technical or educational meeting**

**June 18<sup>th</sup>, 2009  
Board Meeting**

**July 16<sup>th</sup>, 2009  
Golf Outing**