

Board Meeting Minutes
Pittsburgh Area ACI Chapter
September 17, 2020
Location – Golden Triangle, Imperial, PA

Members of the Board: Dave Thomas (Chair), Josh Bryan, PJ Donoghue (*regrets*), Dominic Giovannucci, Tricia Ladely, Bob Lawrence (*regrets*), Brian Lucarelli, Carly McGee, Ryan Pendeville and Steve Reed

Staff: Beth Rader (Secretary/Treasurer), Andy Lawrence (Certification Coordinator - *attendance is optional*)

1. **Administrative**

- a. Approval of 2-5-20 meeting minutes – **Vote by email**

2. **New Business**

- a. **Chapter Policies** - Tricia supplied a rough copy of an anti-harassment policy.

Action Item: Josh Bryan agreed to draft a version for our Chapter. Upon completion, it will be reviewed and approved by the board and then posted to the website.

3. **Committee Reports**

- a. **Certification Committee:** Bob Lawrence- Committee Chair

We discussed the plans for this certification season and the new protocols due to COVID-19.

- **Grade I** - At this point we have two Grade I classes scheduled in December. Classes will only be one day, for exam purposes only and will be limited to 20 people. In lieu of holding a review session, a virtual review will be emailed to registrants.

Action Item: Dave Thomas plans to contact Mike Morrison at ACI Corporate to see if there is any on-line training available to registrants to prepare for the exams.

- **Adhesive Anchor** – Steve talked to District 1, and due to Covid, they only need 3-4 people certified within the next six months. At this time, we have not set a class date. Because this program is very involved, and this will be our trial run, the class size will be limited to five people.

Certification Class Dates:

Grade I Schedule:

- December 14 at Ligonier Stone & Lime – Latrobe (2)
- December 15 at Mekis Construction – Fenelton (9)

Adhesive Anchor: TBD

Flatwork: TBD

Strength/Aggregate: TBD

SCC: TBD

- b. **Programs Committee:** Steve Reed - Committee Chair

Upcoming Meetings & Chapter Events:

- **Member Meetings** – After discussion, it was decided that our October meeting would be virtual. Steve is going to contact Headquarters for speaker/topic options. Once decided he will let us know the date.

Action Item: Beth to send a survey to membership in regards to holding an “in-person” meeting in November.

- **President’s Dinner** - TBD

- Awards Banquet - TBD
- Golf Outing - TBD

c. **Public Relations Committee:** Ryan Pendeville - Committee Chair

- **Newsletter** – We will start on October issue.
 Action Item: Dave to write a President’s message
 Action Item: Ryan to provide an article
- Social Media Accounts – No new business
- Membership Drive – No new business

d. **Awards Committee:** Dominic Giovannucci - Committee Chair

- **Founders Award** – Announcement to be sent with 1/31/21 deadline
- **Excellence in Concrete Project Award** – Announcement to be sent with 2/28/21 deadline

e. **Finance Committee:** Steve Reed – Committee Chair

Current Finances:

| | |
|----------------------|-------------------------|
| Checking | \$ 7,500 |
| Money Market | \$ 5,686 |
| PayPal | \$ 1,100 |
| Centauri Investments | \$422,235 |
| TOTAL | <u>\$436,521</u> |

Vote on sponsorship of the Virtual ACI Concrete Convention this fall – This was tabled until Tricia spoke to Headquarters to question the costs related for a “virtual” convention.

There was a discussion regarding the Chapter Liability Insurance coverage that is provided by ACI Headquarters and if we needed to supplement this policy. Beth spoke to Gary Cornillie, with Hylant Insurance, on Friday, September 18th regarding this matter. Hylant is the insurance provider that Headquarters deals with. Gary provided an estimate for following insurance coverage:

- General Liability and Hired and Non-owned Equipment Floater): \$750 – \$900
- Directors and officers liability: \$850 - \$950

Last year we had discussed having our Chapter incorporated. Tricia provided one quote in the amount of \$4,800. It was felt that this cost was fairly high and that we would obtain additional quotes. Beth contacted Lope Casker Law Offices in Zelenople on Friday, September 18th and requested a quote from their firm to provide these services.

Post meeting update: Beth contacted the IRS and confirmed that we are already recognized as a 501(c)(3) Non-Profit Organization. They are sending me an Affirmation Letter that confirms our organization's tax-exempt status. This letter should be received within 10-14 days. As far as the PA Exempt Tax Status goes, the Department of State confirmed that since we already have an EIN #, all we need to do is complete a PA REV-72 Form. In order to complete the PA Rev-72, we need to include our “Articles of Incorporation”. Therefore, this will need to be put on the backburner until that step is complete.

Action Item: Create an income and expense budget.

Action Item: Steve to contact Centauri to have an investment update to present at the next meeting.

f. **Student Chapter Committee:** Josh Bryan - Committee Chair

-Status of:

- University of Pittsburgh @ Johnstown (Paperwork is submitted – Josh will follow-up)
- Penn Tech (Paperwork is submitted – Josh will follow-up)
- University of Pittsburgh (Josh will contact)
- Pennsylvania State University – (Active)
- Geneva College (No interest at this time)

Industry Events for the 2020-2021 ACI Year:

ACI Virtual Fall Convention – Oct 25-29th

PACA Annual Meeting – Nov 15-17th – Event cancelled

World of Concrete - January 19 - 22, 2021

PA Concrete Conference in Harrisburg - TBD

Pittsburgh Regional Science & Engineering Fair - TBD

ACI Spring Convention – Baltimore – Mar 28th-Apr 1st

Anti-Trust Statement: Our chapter's meetings and activities are subject to strict compliance with antitrust laws and shall be conducted in a manner that is consistent with the antitrust laws. Any discussion of competitively sensitive topics with a competitor should always be avoided before, during, and after any meeting or activity of the chapter. **If at any time during any meeting or activity, the chapter Executives or Officers believe that antitrust laws are being violated, or will be violated, they will advise attendees as such and halt further discussion.** Attendees at any meeting or activity also should immediately voice their concerns. The chapter President will report the incident to ACI."

Josh Bryan motioned to adjourn the meeting; Dominic Giovannucci seconded.

Next Board meeting TBD after setting the October Meeting date.