

BOARD MEETING MINUTES

Pittsburgh Area ACI Chapter

November 19, 2020

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

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

1. Administrative

- a. *Ladely motioned to approve the 9-17-20 meeting minutes; Reed seconded. The motion had unanimous approval.*

2. New Business

- a. Centauri Advisory Group reported on finances. Despite the risk factors in the current market, due to the COVID vaccine and the election, our account had an increase of 7.97%. Our initial investment was \$404,383 and our current balance is \$436,611. The \$32,000 gain, and how this money could be utilized, was discussed. Ladely suggested that it be used toward Chapter activities. Bryan questioned what the tax implications would be if we withdraw the money for this purpose. Tyler Falk, our representative from Centauri, will investigate this and let us know.
- b. Sojourner Law Firm acquired our original Articles of Incorporation; therefore, we can now proceed with completion of the REV-72 form with the state to apply for sales tax exemption. Sojourner has quoted a fee of \$450 to complete the form. *Reed motioned to approve this fee. Lawrence seconded. The vote was unanimous.*
- c. Ladely created a draft version of a "Board Member Packet". All board members were asked to review and suggest edits as they see fit. Bryan suggested that the Anti-Harassment Policy, that he recently drafted, and the policy in Section 3 of the packet, be merged to ensure that the statements do not contradict each other. He also suggested that any expenses incurred by board members, and how to be reimbursed for them, be added to the appropriate section of the packet.
- d. Thomas suggested ordering Lanyards/Badges for future meetings. Rader got a quote from Marco for 50 lanyards at \$3.95/piece. Reed suggested we consider ordering a larger quantity, at a possible lower cost per item. Rader will obtain a new quote and forward to the board for a vote.
- e. There was a discussion on the recent request we received about donating to the ACI Foundation. Ladely explained that the donations are solely used to fund their Research, Technology and Student programs. Their salary and overhead expenses are covered by ACI Headquarters. Bryan suggested that we consider using part of our investment return for this purpose. The vote was tabled until we hear back from Centauri regarding the tax implications for withdrawing money.

3. Old Business

- a. **Chapter Policies** – Bryan emailed a draft of our anti-harassment policy this afternoon for Board review. A vote will be taken to implement this policy via email or at the next board meeting.
- b. **Additional Chapter Insurance Coverage** – Rader obtained two quotes from Hylant for additional insurance coverage for our Chapter. The first was for Officer liability insurance. There were several options available for officer liability, depending on the amount of coverage we wanted (\$1,000,000 to

\$5,000,000). After discussion it was decided that the best fit for our Chapter would be \$1,000,000 of coverage for \$565, along with an additional \$100,000 Cyber Option coverage, for \$84. The total premium would be \$649 annually. The second quote was to cover the Chapter certification equipment and trailer. This quote would cover the replacement cost of the equipment (up to \$9,000) and the trailer (\$6,000) at a premium of \$450 annually. *Reed motioned to approve these premiums. Donoghue seconded. The motion had unanimous approval.*

- c. The Chapter has been considering providing the “Engineering is Everywhere Curriculum”, by Tyler Ley, to local school districts. Thomas will email the link to everyone for review. Lucarelli will contact McGuffy School District to question the process the school will have to go through to utilize the curriculum. A decision will then be made on how much money will be put towards this effort.
- d. Mark Snyder and his daughter worked to index our Chapter Library. All the contents are indexed in an Excel worksheet and are searchable. This information will be added to our website and an e-blast sent to members about it.

4. Committee Reports

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

Bob reported that some of the equipment may need maintenance or replaced before the December classes. Also, they will be purchasing PPE (gloves, masks, thermometer) to follow CDD guidelines.

Plans for 2021 certification schedule:

- **Grade I** – Several different companies are on a waiting list for 2021 (about 25 people so far). PJ Dick inquired about a session being held at their location for several of their employees. Lawrence said he did not have an issue with that if they could add the “waiting list” to this class also.
- **Adhesive Anchor** – Only one inquiry to date

Certification Class Dates:

Grade I Schedule:

- December 14 at Ligonier Stone & Lime – Latrobe (22)
- December 15 at Mekis Construction – Fenelton (23)
- 2021 Classes – TBD

Adhesive Anchor: TBD

Flatwork: TBD

Strength/Aggregate: TBD

SCC: TBD

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

Upcoming Meetings & Chapter Events:

- **Member Meetings** – Survey Results: 65 total votes: 35 In-person/30 Virtual

Given the current conditions of the COVID virus, Reed plans to schedule a virtual member meeting in December. Once he confirms a speaker, he will see what day of the week is best for them. With the majority of our membership being in the construction/ready-mix industry, it was decided that 3:30-4:30 may be the best time to hold the meeting. *Tricia Ladely motioned to purchase an annual GoToMeeting membership at a cost of \$122. Bryan seconded. The vote was unanimous.*

- **President’s Dinner** - TBD
- **Awards Banquet** - TBD
- **Golf Outing** - TBD

- c. **Public Relations Committee:** Ryan Pendeville - Committee Chair
 - Newsletter – No new business to discuss
 - Social Media Accounts – No new business to discuss
 - Membership Drive – No new business to discuss

- d. **Awards Committee:** Dominic Giovannucci - Committee Chair
 - **Founders Award** – No response to date
 - **Excellence in Concrete Project Award** – No response to date
Thomas suggested that we add the “Project Title” to the future awards.

- e. **Finance Committee:** Steve Reed – Committee Chair
Steve plans to have a budget finalized before the next board meeting.

Current Finances:

Checking	\$ 9,253
Money Market	\$ 5,687
PayPal	\$ 3,446
Centauri Investments	\$433,154
TOTAL	<u>\$451,540</u>

- f. **Student Chapter Committee:** Josh Bryan - Committee Chair
Josh sent an email to the universities stating that our Chapter would help sponsor them, or provide any resources needed, if they were participating in any ACI competitions. To date, he has not received any response.

Given the state of the virus, PSU and Geneva are interested in holding a Grade I class in the spring of 2021.

Industry Events for the 2020-2021 ACI Year:

World of Concrete – June 8-10, 2021
 PA Concrete Conference – Virtual - Feb 18-19, 2021
 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.”

Giovannucci motioned to adjourn the meeting; Donoghue seconded.

Next Board meeting: December 16th