

Board Meeting Minutes
Pittsburgh Area ACI Chapter
November 6, 2019 at 4:30 pm
Location – Domenico’s in Cranberry

Members of the Board: Tricia Ladely (Chair), Josh Bryan, Dominic Giovannucci, Brian Lucarelli, Ryan Pendeville, Justin Rader, Steve Reed, April Snyder and Dave Thomas

Not Present: Beth Rader (Secretary/Treasurer), Andy Lawrence (Certification Coordinator - *attendance is optional*) and Bob Lawrence

1. **Administrative**

a. **Call meeting to order & confirm attendance**

The Chair started the meeting at 4:39 pm, a quorum was present.

b. **Approval of past meeting minutes**

Reed motioned to approve the minutes of Oct. 2, 2019; Thomas seconded; 7 members approved and two abstained; motion passed.

c. **Review proposed agenda**

2. **Committee Reports**

a. **Education Committee:** Bob Lawrence, committee Chair, was not present; no report.

b. **Programs Committee:** Dave Thomas, committee Chair reported that all dinner meetings have speakers confirmed except for March 4, 2020. Thomas asked the group if touring a lab or concrete structure would be a good event for the last program of the season.

Action Item: [confirm the speaker or educational tour for 3-4-2020.](#)

c. **Public Relations Committee:** Ryan Pendeville, committee Chair, reported on the status of the following:

- **Newsletter** – first newsletter was distributed, will need content for next one.
- **Social Media Accounts** – Bryan noted that the Board approved funds to enable push notifications on the Chapter FaceBook account. Ladely noted that there are other programs that will do that across all platforms: FaceBook, Twitter, LinkedIn, etc. for a set price.

Action Item: [collect costs and options for 2-3 programs that will help ‘manage’ social media posts and compare and choose best option for our Chapter.](#)

• **Membership Drive** – still plan to make individual calls with the help of long-time members (telemarketing)

d. **Awards Committee:** Dominic Giovannucci, committee Chair, reported on the status of Chapter awards:

- **Founders Award** – award was promoted to the list of schools
- **Excellence in Concrete Project Award** – application was revised and distributed

e. **Audit Committee: to be created**

Centauri Advisory reported that the money was transferred on October 17.

Ladely noted the following minimum requirements & recommendations regarding Chapter finances as detailed in the ACI Guide to Chapter Organization & Operation:

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- Chapters should operate within an income and expense budget setup before the fiscal year’s activities begin. (GAP)
- Most, if not all, activities of the chapter should be self-supporting. (Agreed)
- Treasurer should be bonded. (We Comply)
- Audit Committee comprised of 3 Chapter members that are not on the Board or hold an office should conduct a year-end audit of the Chapter financial records. (GAP)
- An audit or review should be made by an outside firm with no other relationship to the chapter every 3 years. (GAP)

Members present reaffirmed the Chapter goals to break even and not make excess in funding each year. Based on the information in the Chapter Guide and board discussion the following action items regarding finances were determined:

1. Reed, Ladely and Rader will meet and create a draft budget based on the last 5 years of operation.
2. Audit Committee – Board will review membership list and identify at least 3 members to serve on an audit committee.
3. Ladely will ask ACI how much money is typically needed to host a convention.
4. Once a budget is established, and needs and future funding answered, the Board will work on a spend policy for any excess funds.

f. **Student Chapter Committee:** Josh Bryan, committee Chair, reported on student chapter status:

- University of Pittsburgh (main campus) – no active chapter
- University of Pittsburgh @ Johnstown – has a chapter ready **Action Item: they need a “Sponsorship Letter” from our Chapter to finalize their charter.**
- Pennsylvania State University – active chapter, has a large beam competition that is a joint ACI/ASCE program. **Action Item: want a Grade 1 Certification class scheduled for spring 2020**
- Geneva College – has interest in a Chapter. **Action Items: want a Grade 1 Certification class scheduled for spring 2020. Inquire if they could incorporate a concrete competition into their standard lab program. May be a way to get them more involved and have enough activity to form a student chapter.**

3. Old Business:

- a. Julie Vandebossche was available for the Board to discuss their questions related to IRISE membership.
- b. Guide to Chapter Organization & Operation – 11th edition
- c. Update Mission Statement (not discussed, low priority at this time)

4. New Business:

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- a. Local support of ACI code and certification proposals to PA State Legislature
- b. Chapter support of ACI 318-19 code change seminar (**Tuesday - April 21, 2020**)
- c. Giovannucci shared membership feedback on the Golf Outing – prefer a Friday date and a different location than summer of 2019.

UPDATES/REMINDERS:

Upcoming Board & Dinner Meeting Dates:

Dec. 4, 2019: Chris Eagon - BASF- Nanotechnology-The Future of Concrete (Domenico's)

Jan. 8, 2020: Jim Casilio - Scaling & Concrete Finisher Certification to Reduce It

Feb. 12, 2020: PTC & CDR Maguire - Southern Beltway-Long Life Concrete Pavement & Bridges

Mar. 4, 2020: **TBD**

Certification Classes & Testing:

Grade I Schedule:

- December 2-3 at Ligonier Stone & Lime – Latrobe **(21)**
- December 16-17 at Castle Builders Supply – Hermitage **(20)**
- January 6-7 at J.J. Kennedy - Shipperville **(11)**
- January 27-28 at New Enterprise – Roaring Spring **(17)**
- February 10-11 at DuBrook - Clarion **(2)**
- February 24-25 at GTC – Imperial **(4)**
- March 9-10 at Stone & Co – Greensburg **(7)**

Adhesive Anchor: TBD (Limited to 5 registrants)

SCC: November 15, 2019 at Concrete Concepts in McKees Rocks; will do a test run with about 7 attendees to prepare for spring class.

Flatwork: February 22, 2020 @ GTC

Strength/Aggregate: January 17-18, 2020 at Neville Island in Pittsburgh

Finances:

Checking	\$ 18,806
Money Market	\$ 5,684
PayPal	\$ 8,750
Centauri Investments	\$ 406,577
TOTAL	<u>\$439,817</u>

Events for the 2019-2020 ACI Year:

PACA's Annual Meeting – November 16-17, 2019

World of Concrete – February 3-7, 2020

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PA Concrete Conference in Harrisburg – February 13-14, 2020
Pittsburgh Regional Science & Engineering Fair – March 2020
ACI Spring Convention – March 29-April 2, 2020 in Chicago IL

The meeting was adjourned at 5:40 pm.

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.”

Next Board Meeting will take place on Wednesday, December 4, 2019 at 4:30 pm at Domenico’s.