Roger Williams Chapter IAEI Executive Board Minutes
December 11th, 2019

Board of Directors:
President - Steve Antonson
1st Vice President - Mike Medeiros
Treasurer - Robert Rainbeault
Secretary - Jessica Paris
Membership Chairman - Rick Green
Education Chairman - Dave Tavares
Inspector Member - Bill Plamondon
Inspector Member - Bob Moniz
Inspector Member - Dave Cenci
Manufacturer Member - Lyn Brigham
Associate Member - Richard Souza
Contractor Member - Roland Charron
Contractor Member - Kevin Curt
Contractor Member - Josh Barrette

The meeting was opened at 5:18PM by Steven A.

Board Members and guests in attendance:
Steve A. Mike M. Bob R. Jess P. Rick G. Dave T.
Bill P. Bob M. Lyn B. Dick S. Roland C.

Secretary/Treasurer Report:
Secretary report: the secretary presented the November minutes. A motion to accept was made by Mike M, seconded by Bob M., motion passed.

Treasurer report: the treasurer presented the October and November finance reports. A motion to accept was made by Bob M., seconded by Dave T., motion passed.

Committee Reports:
Code Committee: (Consists of Bill Plamondon, Roland Charron and Kevin Curt)

Education / General meeting: (Consists of Dave Tavares and Jess Paris)
Kevin C. and Jess P. to coordinate event details with Mike Holt’s office to firm up flyer for distribution by Friday, 12/13. We will have a 50/50 raffle as we do with every General Meeting and have a Membership/Product table set up. We will have a buffet instead of a sit down meal, dinner from 5:45-6:45, presentation from 7-9PM. No refunds for tickets.
Jess P to firm up buffet menu and confirm cancellation ‘rules’ with Alan from the Venus.
Eventbrite link to be live by Friday, 12/13. Jess P. to distribute to MECA, the Paul Revere Chapter, the Cape & Island Chapter and other Distributors; Kevin C. to help with the Distribution to other Distributors.

Products:
Steve A. to complete an inventory of promotional items on hand as well as what we paid for them and what we are reselling them for. Will have for next board meeting.

Public Relations:
Steve A to get an update on the mailing after he’s recognized as interim president by National and will be ready to discuss for January Board Meeting
A motion to accept using a Chapter mail using Gmail was made by Kevin C., seconded by Dick S., motion passed.
Officers and Rick Green (as Membership Chair) and Lyn Brigham (as Expo Chair) to have access to the email system; password to be changed upon the change in any of these individuals Board status. Jess P. to upload all contacts for members (current and past), non-members and vendors. As Secretary, Jess P. to send out meeting reminders and other Chapter correspondence as directed by the Board.

Eastern Section Meeting report:
The submission of the new Bylaws is being delayed for a few months. We still need to review and discuss. Steve A. to get more definitive information as to when this will need to be completed by.

Membership:
With the recent addition of a female member, it appears we should look into appealing to women in the trades as well, perhaps create a subcommittee for Women in the Trades. More discussion needed.
Steve A. has a new student member. We need to look into how we can attract more student members

Expo:
Lyn is about 50% through the emails listed on the Vendor list and Lou has also sent out emails.
Jess P to work with on the Expo flyer to incorporate the old lettering, logo and any other graphics to make it stand out. She’ll have it ready for the January Board meeting for approval so it can be distributed and posted.
Bob M. made a motion to accept using Eventbrite for Expo tickets sales with fees the responsibility of the attendee, seconded by Dick S., motion passed.

Legislation:

Old Business:
Mike M made a motion to accept the draft Jess P prepared for the Trade School/Tool Kit letter, seconded by Kevin C., motion passed.
Lou - Board meeting to accept/implement the Membership Raffle (to be funded by...
Mike M. made a motion to write letters to Josh B. and Dave C. about the importance of Board Member participation as discussed as a Board, seconded by Jess P., motion passed. Jess P. to draft letter for the President/V. President to approve prior to sending.

New Business:
Mike M. made a motion to accept Lou P.‘s resignation of the office of President effective 11/13/2019, seconded by Bob M., motion passed.
Mike M. made a motion to instate Steve A. as interim President until elections, seconded by Bob M., motion passed.
Bob M. made a motion for Steve A. to remain our delegate for the Eastern Section, seconded by Dave T., motion passed.
Rick G. and Jess P. to host a January South County meeting to help determine whether it makes sense to continue those meetings moving forward and how to do so in the spirit of our Chapter.
Jess P. to scan and email the Eastern Section scholarship form to the Board and look into posting on our Facebook page in the future to promote; to work with Rick G. to send a communication to membership on the scholarship opportunity as well.

Motion to adjourn was made by Jess P., seconded by Roland C., motion passed.
Meeting closed: 7:33PM