



PHCC – National Auxiliary Annual Reports

100th Annual National Convention
Virtual Convention

September 30 - October 1, 2020

Susie Greene
2019-2020 President

“Our Shining Future is Now!”

FROM THE 2019-20 NATIONAL AUXILIARY PRESIDENT



100th ANNUAL NATIONAL AUXILIARY VIRTUAL CONVENTION ***Officer & Committee Reports***

HELLO TO ALL!

On behalf of the Executive Officers, I want to thank you for your part in making 2019-2020 a successful year for the Auxiliary. We are pleased to provide this report about the Auxiliary's activities this year. We should all be proud of the accomplishments that have been reported. This report would not be possible without the collaborative efforts of many volunteers. We are blessed with members who are willing to put their effort into our continued success.

To follow up on the success of our Women in the Industry videos, we are working with the PHCC Communications staff to add an introduction and conclusion to each video. These additions will include a call to action and links to further information about careers in our industry. In addition, we are creating a toolkit of ideas and resources that contractors and members can use for career fairs and trade shows.

The 100th Annual Auxiliary Convention is going to be different, but we are still looking forward to seeing everyone. Make plans to attend our virtual Auxiliary meetings in September.

Our 100th Anniversary celebration began at CONNECT 2019, and plans are being made to culminate with a great party at CONNECT 2021 in Kansas City, Missouri. Please join us in planning this amazing milestone. Your time and talents are always welcome and appreciated.

Without the dedication and service of our volunteers, this Auxiliary would not be celebrating 100 years. Let's keep the ball rolling.

HAPPY 100th ANNIVERSARY!!

Susie Greene
PHCC – National Auxiliary President, 2019-2020

“Our Shining Future is Now!”

MISSION -- The Plumbing, Heating, Cooling Contractors (PHCC) National Auxiliary, in cooperation with the PHCC—National Association, promotes public awareness of the industry through education and communication.

Table of Contents

FROM THE 2019-20 NATIONAL AUXILIARY PRESIDENT	i
Rules of Convention	1
Parliamentary Procedure at a Glance.....	2
100th ANNUAL BOARD OF DIRECTORS' MEETING AGENDA	3
100th ANNUAL BUSINESS MEETING AGENDA.....	6
Resolution Presented to the 2020 Annual Board of Directors and the 2020 Annual Business Meeting	10
ANNUAL REPORTS – OFFICERS	14
President's Report – Susie Greene	14
President-Elect – Kathy Tindall.....	15
Vice President – Bonnie Whitaker.....	16
Treasurer – Cheryl Gammon.....	17
Membership Secretary – Jorja Dickemann.....	18
Recording Secretary – Janice Voss.....	18
Chaplain – Nancy Eberhardt	20
Parliamentarian – Gerry Calfo	20
Historian – Richela Roy.....	20
Historian Emeritus – Lynne Finley	21
Member-at-Large Representative – Rhonda Robillard	21
COMMITTEE REPORTS.....	22
Budget Committee – Susie Greene	22
Bylaws, Duties & Procedures – Kathy Tindall	22
Convention Committee – Bev Potts & Becky Davis	22
Education and Marketing Committees – Kathy Lewis	23
Educational Foundation Board – Ann Rivers	23
Financial Review Committee – Kathy Stradley, Cheryl Rolwes, Ursula Whitney	24
Government Relations Representative – Chip Greene.....	24
Long-Range Planning Committee – Kathy Tindall.....	25
Membership Committee – Bonnie Whitaker.....	25
Newsletters and Email Blasts –Susie Greene.....	25
Nominating Committee – Lynne Finley	26
Photographers – Linda Bienvenu and Barb Kreifels	27
Registration Committee – Jorja Dickemann	27
Resolutions Committee – Corinne Riley	27
Scholarship Committee – Jorja Dickemann.....	28
Sergeant-At-Arms/Election Teller – Beth Pendergrass.....	28
Silent Auction Committee – Bonnie Whitaker	28

Life Members Club – Rhonda Robillard	29
State Leaders Meeting – Richela Roy	29
STATE PRESIDENTS’ REPORTS	30
Delaware State President’s Report – Gerry Calfo	30
Illinois State President’s Report – Gail McWilliams	30
PHCC Auxiliary of Nebraska State President’s Report – Kelly Bouwens.....	31
Auxiliary of the New York State PHCC State President’s – Noma Roberson	31
Louisiana State President’s Report – Carla Molinario Waguespack	31
North Carolina State President’s Report – Diana Hicks	32
Wisconsin State President’s Report – Nancy Eberhardt.....	32
2019-20 MINUTES	33
2019 Pre-Convention Executive Officers’ Meeting.....	33
99 th Annual Board of Directors’ Meeting.....	39
99 th Annual Business Meeting	45
2019 Post-Convention Executive Officers’ Meeting.....	53
2020 Winter Executive Officers’ Meeting	56
Teleconference of the Executive Officers (April 20, 2020).....	67
2020 Summer Executive Officers’ Meeting #1.....	69
2020 Summer Executive Officers’ Meeting #2.....	74
2020 Summer Executive Officers’ Meeting #3.....	79
APPENDICES	84
Appendix A: 2019 Executive Officers’ Resolution #1.....	86
Appendix B: Equipment Inventory	89
Appendix C: 2019-20 National Auxiliary Sponsors	90

Rules of Convention

In order for the convention meetings to run smoothly, we ask that all members abide by the following rules.

- Members and guests shall register before entering the Meeting Room.
- The number of members attending the business session shall constitute a quorum for the transaction of business.
- All members registered for the business session, with the exception of Honorary and Associate members shall have the right to vote.
- There shall be no voting by proxy.
- All members have the right to speak from the floor.
- Members shall give their name and state in addressing the Chair.
- Lengthy main motions shall be in writing and signed by the maker.
- Microphone time shall be limited to two minutes per speaker.
- No member shall speak more than once on the same question unless everyone who wishes has spoken.
- Cell phones and pagers shall be turned off or to the vibrate function.
- If you must take a call during the meeting, please leave the Meeting Room for your conversation.

I move to adopt these rules.

Parliamentary Procedure at a Glance

Here are some motions you might make, how to make them and what to expect of the rules. These are listed in order of precedence.

To Do This	You Say This	May you interrupt?	Do you need a second?	Is it debatable?	Can it be amended?	What vote is needed?	Can it be reconsidered?
Adjourn meeting	"I move that we adjourn."	No	Yes	No	No	Majority	No
Call an intermission	"I move that we recess for"	No	Yes	No ¹	Yes	Majority	No
Complain about heat, noise, etc.	"I rise to a question of privilege."	Yes	No	No	No	No vote	No
Temporarily suspend further consideration of an issue	"I move to table the motion."	No	Yes	No	No	Majority	No ²
End debate and amendments	"I move the previous question."	No	Yes	No	No	Two-thirds	Yes ³
Postpone discussion for a certain time	"I move to postpone the discussion until..."	No	Yes	Yes	Yes	Majority	Yes
Give closer study of something	"I move to refer the matter to committee."	No	Yes	Yes	Yes	Majority	Yes ⁴
Amend a motion	"I move to amend the motion by ..."	No	Yes	Yes ⁵	Yes	Majority	Yes
Introduce business	"I move that"	No	Yes	Yes	Yes	Majority	Yes

There is no order of precedence in the following.

To Do This	You Say This	May you interrupt?	Do you need a second?	Is it debatable?	Can it be amended?	What vote is needed?	Can it be reconsidered?
Protest breach of rules or conduct	"I rise to a point of order."	Yes	No	No	No	No vote ⁶	No
Vote on a ruling of the chair	"I appeal the chair's decision."	Yes	Yes	Yes	No	Majority	Yes
Suspend rules temporarily	"I move to suspend the rules so that"	No	Yes	No	No	Two-thirds	No
Avoid considering an improper matter	"I object to consideration of this motion."	Yes	No	No	No	Two-thirds ⁷	Yes ²
Verify a voice vote by having members stand	"I call for a division," or "Division!"	Yes	No	No	No	No vote	No
Request information	"Point of information..."	Yes	No	No	No	No vote	No
Take up a matter previously tabled	"I move to take from the table..."	No	Yes	No	No	Majority	No
Reconsider a hasty action	"I move to reconsider the vote on..."	Yes ⁸	Yes	Yes ⁹	No	Majority	No

Notes:

1. Unless moved when no question is pending.
2. Affirmative votes may not be reconsidered.
3. Unless vote on question has begun.
4. Unless the committee has already taken up the subject.
5. Unless the motion to be amended is not debatable.
6. Unless the chair submits to the assembly for direction.
7. A two-thirds vote in the negative is needed to prevent consideration of the main motion.
8. Only if the speaker has the floor but has not actually begun to speak.
9. Unless the motion to be reconsidered is not debatable.



100th ANNUAL BOARD OF DIRECTORS' MEETING AGENDA

**Virtual Convention
September 28, 2020
11:00 a.m. – 12:30 p.m. EST**

“Our Shining Future is Now!”

Auxiliary Mission Statement

The Plumbing, Heating, Cooling Contractors (PHCC) National Auxiliary, in cooperation with the PHCC—National Association, promotes public awareness of the industry through education and communication.

AGENDA

Officers: President Susie Greene, President-Elect Kathy Tindall, Vice President Bonnie Whitaker, Treasurer Cheryl Gammon, Recording Secretary Janice Voss, Parliamentarian Gerry Calfo, Chaplain Nancy Eberhardt, Historian Richela Roy, Historian Emeritus Lynne Finley, Members-At-Large Representative Rhonda Robillard, and all State Presidents. (The position of Marketing Secretary is vacant.)

- | | |
|---|--------------------------------|
| 1. Call to Order | President Susie Greene |
| 2. Invocation | Chaplain Nancy Eberhardt |
| 3. Introduction of Membership
Secretary Jorja Dickemann (2019-20)
Board of Directors Polled Vote
January 16, 2020. To be confirmed
at the Annual Business Meeting | President Susie Greene |
| 4. Pledge of Allegiance | Vice President Bonnie Whitaker |

5. Roll Call Recording Secretary Janice Voss
Note: Any state representative sitting in for the State President should acknowledge themselves so that the state can be officially represented.

6. Rules of Convention Parliamentarian Gerry Calfo

7. President's Address President Susie Greene

8. Approval of Agenda President Susie Greene

9. Approval of Minutes Recording Secretary Janice Voss

2019 Pre-Convention Executive Officers' Meeting

2019 Annual Board of Directors' Meeting

2019 Annual Business Meeting

2019 Post-Convention Executive Officers' Meeting

2020 Winter Executive Officers' Meeting

2020 Teleconference of the Executive Officers (April 20, 2020)

2020 Summer Executive Officers' Meeting #1 (June 11, 2020)

2020 Summer Executive Officers' Meeting #2 (June 26, 2020)

2020 Summer Executive Officers' Meeting #3 (July 31, 2020)

10. Verbal Report Updates

Nominating Committee

Membership Update

Financial Review Committee

Budget 2019

Budget 2020

Proposed Budget 2021

Lynne Finley

Membership Secretary Jorja Dickemann
(unseated)

Kathy Stradley/Cheryl Rolwes/Ursula
Whitney

Treasurer Cheryl Gammon

Treasurer Cheryl Gammon

Treasurer Cheryl Gammon

11. Old Business

A. Status Report on the merger of the PHCC – National Auxiliary under PHCC National.

B. Confirming Votes

- January 16, 2020: Affirmative vote by the Board of Directors to appoint Jorja Dickemann to the position of Membership Secretary.
- February 24, 2020: Affirmative vote by the Board of Directors to award Honorary Membership to Russ Cheney of IAPMO upon his retirement.
- June 27, 2020. Affirmative vote by the Board of Directors to award Honorary Membership to Roger Peugeot and wife Diane Peugeot for their service in honoring Mother Hornbrook.

C. Other

12. New Business

- A. 2020 Resolution to delete the position of Marketing Secretary– Read by Resolution
Committee Chair Corinne Riley

Note: The resolution was printed in the August/September 2020 Newsletter and also printed in the 2020 Convention Report following the agenda of the Annual Business Meeting.

- B. Discussion of Life Members Club

- C. Other

13. Convention Update

President Susie Greene

14. Joint Installation

President-Elect Kathy Tindall

15. Closing Prayer

Chaplain Nancy Eberhardt

16. Motion to Adjourn

President Susie Greene



100th ANNUAL BUSINESS MEETING AGENDA

Virtual Convention
September 28, 2020
2:00 – 4:00 p.m. EST

“Our Shining Future is Now!”

Auxiliary Mission Statement

The Plumbing, Heating, Cooling Contractors (PHCC) National Auxiliary, in cooperation with the PHCC—National Association, promotes public awareness of the industry through education and communication.

AGENDA

Officers: President Susie Greene, President-Elect Kathy Tindall, Vice President Bonnie Whitaker, Treasurer Cheryl Gammon, Recording Secretary Janice Voss, Parliamentarian Gerry Calfo, Chaplain Nancy Eberhardt, Historian Richela Roy, Historian Emeritus Lynne Finley, Members-At-Large Representative Rhoda Robillard. (The position of Marketing Secretary is vacant.)

- | | |
|------------------|--------------------------|
| 1. Call to Order | President Susie Greene |
| 2. Invocation | Chaplain Nancy Eberhardt |



AWARDS

Presentation of 2020 Robert M. Cox Awards by InSinkErator
Presentation of Larry Dore Member of the Year Award by InSinkErator
Presentation of 3D Award by Copper Development
Presentation of Other Auxiliary Awards



- | | |
|--|--|
| 3. Introduction of Membership Secretary
Jorja Dickemann (2019-20) | President Susie Greene |
| 4. Board of Directors Polled Vote
January 16, 2020 | President Susie Greene |
| Confirmation Vote of Members Present/
Quorum | Membership Secretary Jorja Dickemann |
| Membership Update Statistics | Membership Secretary Jorja Dickemann, |
| 5. Seating of the Membership Secretary | President Susie Greene |
| 6. Pledge of Allegiance | Vice President Bonnie Whitaker |
| 7. Welcome | President Susie Greene |
| 8. Introduction of Officers | President Susie Greene |
| 9. Rules of Convention | Parliamentarian Gerry Calfo |
| 10. President's Address | President Susie Greene |
| 11. Remarks by Invited Guests | |
| 12. Presentation of 2020 Robert M. Cox Awards | Presented by InSinkErator |
| 13. Approval of Agenda | President Susie Greene |
| 14. Approval of Minutes | Recording Secretary Janice Voss |
| 2019 Pre-Convention Executive Officers' Meeting | |
| 2019 Annual Board of Directors' Meeting | |
| 2019 Annual Business Meeting | |
| 2019 Post-Convention Executive Officers' Meeting | |
| 2020 Winter Executive Officers' Meeting | |
| 2020 Teleconference of the Executive Officers (April 20, 2020) | |
| 2020 Summer Executive Officers' Meeting #1 (June 11, 2020) | |
| 2020 Summer Executive Officers' Meeting #2 (June 26, 2020) | |
| 2020 Summer Executive Officers' Meeting #3 (July 31, 2020) | |
| 15. Verbal Report Updates | |
| Membership Update | Membership Secretary Jorja Dickemann |
| Financial Review Committee | Kathy Stradley/Cheryl Rolwes, Ursula
Whitney) |
| Budget 2019 | Treasurer Cheryl Gammon |

Budget 2020
Financial Report &
Proposed Budget 2021
Scholarship Committee
Nominating Committee

Treasurer Cheryl Gammon
Treasurer Cheryl Gammon
Chair Jorja Dickemann
Lynne Finley

16. Old Business President Susie Greene
 - A. Status Report on the merger of the PHCC – National Auxiliary under PHCC National.
 - B. Other
17. New Business President Susie Greene
 - A. 2020 Resolution (presented in the August/September 2020 Newsletter) to delete the position of Marketing Secretary– Read by Resolution Committee Chair Corinne Riley
NOTE: The Resolution is printed in this Convention Report following the 2020 Annual Business Meeting Agenda.
 - B. Discussion of Life Members Club
 - C. Other
18. Election of Officers President Susie Greene

Refer to the report from the Nominating Committee. Because of the COVID Pandemic and not being able to have an in-person convention, it has been suggested by several members that the current officers hold their positions for another year. Each has agreed to do so.
19. Presentation of New Officers 2019-20 President Susie Greene

If approved by the Board of Directors and membership, the 2019-20 officers will remain in position.

Susie Greene, President
Kathy Tindall, President-Elect
Bonnie Whitaker, Vice President
Jorja Dickemann, Membership Secretary
Janice Voss, Recording Secretary
Cheryl Gammon, Treasurer - *Since Cheryl will be serving a fifth year as Treasurer, approval will be a specific part of the vote as required by the bylaws.*
Scholarship Committee Members-Jorja Dickemann, Chairman; Bev Potts and Richela Roy; as the remaining elected positions.
Position of Marketing Secretary is currently vacant.
20. Recognition of New Members Vice President Bonnie Whitaker &
& First-time Attendees Membership Secretary Jorja Dickemann
21. Necrology Nancy Eberhardt

- | | |
|------------------------------|---|
| 22. Exchange of Pins | President Susie Greene &
President-Elect Kathy Tindall |
| 23. Presentation of Gavel | Life Members President Rhonda Robillard |
| 24. Joint Installation | President-Elect Kathy Tindall |
| 25. Convention Announcements | President Susie Greene |
| 26. Closing Prayer | Chaplain Nancy Eberhardt |
| 27. Motion to Adjourn | President Susie Greene |

Resolution Presented to the 2020 Annual Board of Directors and the 2020 Annual Business Meeting



Executive Officer's - Resolution 2020-01 February 7, 2020

We, the undersigned, being the Plumbing, Heating, Cooling Contractors (PHCC) – National Auxiliary Executive Officers consent and agree that the following resolution was made,

On February 7, 2020
Winter Executive Officers' Meeting

We do hereby consent to the adoption of the following:

RATIONALE: RESOLUTION TO DELETE THE POSITION OF MARKETING SECRETARY.

WHEREAS: The Plumbing-Heating-Cooling – National Auxiliary's Executive Officers do not deem this position necessary to the current organization and to update the Bylaws to reflect this change; and

WHEREAS: The Plumbing-Heating-Cooling – National Auxiliary's Executive Officers note that the primary responsibility of the Marketing Secretary is to handle marketing merchandise; however, the Auxiliary is not pursuing this avenue at this time; and

WHEREAS: The Plumbing-Heating-Cooling – National Auxiliary's Executive Officer Marketing Secretary had as a primary responsibility developing and promoting all promotional incentives of the Auxiliary; however, the Auxiliary has shifted its focus away from marketing of promotional items at this time; and

THEREFORE BE IT RESOLVED: that the Plumbing-Heating-Cooling Contractors – National Auxiliary Executive Officers approve a resolution to dissolve the position of Marketing Secretary and to delete or redistribute the duties of the position of Marketing Secretary as deemed necessary.

PHCC National Auxiliary Bylaws Change

CURRENT:

ARTICLE VI, Executive Committee and Board of Directors, Section 1A: The Executive Officers shall be comprised of the President, President-Elect, Vice President, Recording Secretary, Membership Secretary, **Marketing Secretary** and Treasurer.

ARTICLE VI, Executive Committee and Board of Directors, Section 3: A Board of Directors shall manage the Auxiliary. This Board shall be comprised of the immediate Past President, President, President-Elect, Vice President, Recording Secretary, Membership Secretary, **Marketing Secretary**, Treasurer, Chaplain, Historian, Parliamentarian, the Members-at-Large Representative and the State Auxiliary Presidents or Local Auxiliary President serving as State Auxiliary Presidents.

ARTICLE VII, Officers, Section 2: If the position of Vice President, Treasurer, Membership, **Marketing** or Recording Secretary becomes vacant, the Board of Directors shall take a polled vote to fill that position until the next Annual Business Meeting, at which time the membership shall confirm. Vacancies among other appointed offices shall be filled by the President.

ARTICLE VII – Officers, Sections 4E-4I Duties:

E. The Marketing Secretary shall perform duties delegated by the President.

1. Serve a two-year term and may be reappointed.
2. Be responsible for developing and marketing all promotional incentives of the Auxiliary.
3. Oversee the records of all promotional items.
4. Remit all funds with an accounting of them to the Treasurer in a timely manner.

F. The Membership Secretary shall perform the duties delegated by the President.

1. Serve a two-year term and may be reappointed.
2. Maintain an updated membership roster.
3. Issue dues notices and collect membership dues.
4. Remit all funds with an accounting of them to the Treasurer in a timely manner.

G. The Recording Secretary shall perform duties delegated by the President.

1. Serve a two-year term and may be reappointed.
2. Keep minutes of all meetings of the Executive Officers, Board of Directors and the Annual Business Meeting.
3. Keep all records required by law and the policies of the Board of Directors.
4. Remit all funds with an accounting of them to the Treasurer in a timely manner.

H. The other officers of the Auxiliary appointed by the incoming President include the Chaplain, Historian and Parliamentarian.

1. They shall serve a one-year term and may be reappointed.
2. They shall perform duties delegated by the President.

I. The Past President shall be the Foundation Representative for the Auxiliary and serve as a link between the Auxiliary and the PHCC Educational Foundation and attend Educational Foundation meetings.

ARTICLE IX – Committees & Representatives, Section 2E: The Financial Review Committee shall review the books of the Treasurer, Membership Secretary, Marketing Secretary and Recording Secretary preceding the Annual Business Meeting to verify accuracy of records. Their findings shall be reported at the Annual Business Meeting.

ARTICLE IX – Committees & Representatives, Section 2G: The Marketing Committee shall have the responsibility of assisting the Marketing Secretary to promote the initiatives undertaken by the Auxiliary to increase public awareness about the plumbing-heating-cooling industry.

ARTICLE XII – Voting & Election of Officers, Section 6: New candidates for Marketing Secretary, Membership Secretary, Recording Secretary, Chaplain, Historian and Parliamentarian shall be appointed and presented for confirmation during the Annual Business Meeting.

PROPOSED:

ARTICLE VI, Executive Committee and Board of Directors, Section 1A: The Executive Officers shall be comprised of the President, President-Elect, Vice President, Recording Secretary, Membership Secretary, and Treasurer.

ARTICLE VI, Executive Committee and Board of Directors, Section 3: A Board of Directors shall manage the Auxiliary. This Board shall be comprised of the immediate Past President, President, President-Elect, Vice President, Recording Secretary, Membership Secretary, Treasurer, Chaplain, Historian, Parliamentarian, the Members-at-Large Representative and the State Auxiliary Presidents or Local Auxiliary President serving as State Auxiliary Presidents.

ARTICLE VII, Officers, Section 2: If the position of Vice President, Treasurer, Membership, or Recording Secretary becomes vacant, the Board of Directors shall take a polled vote to fill that position until the next Annual Business Meeting, at which time the membership shall confirm. Vacancies among other appointed offices shall be filled by the President.

ARTICLE VII – Officers, Sections 4E-4H Duties:


- E. The Membership Secretary shall perform the duties delegated by the President.
 - 1. Serve a two-year term and may be reappointed.
 - 2. Maintain an updated membership roster.
 - 3. Issue dues notices and collect membership dues.
 - 4. Remit all funds with an accounting of them to the Treasurer in a timely manner.
- F. The Recording Secretary shall perform duties delegated by the President.
 - 1. Serve a two-year term and may be reappointed.
 - 2. Keep minutes of all meetings of the Executive Officers, Board of Directors and the Annual Business Meeting.

3. Keep all records required by law and the policies of the Board of Directors.
4. Remit all funds with an accounting of them to the Treasurer in a timely manner.
- G. The other officers of the Auxiliary appointed by the incoming President include the Chaplain, Historian and Parliamentarian.
 1. They shall serve a one-year term and may be reappointed.
 2. They shall perform duties delegated by the President.
- H. The Past President shall be the Foundation Representative for the Auxiliary and serve as a link between the Auxiliary and the PHCC Educational Foundation and attend Educational Foundation meetings.

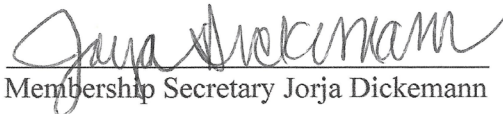
ARTICLE IX – Committees & Representatives, Section 2E: The Financial Review Committee shall review the books of the Treasurer, Membership Secretary, and Recording Secretary preceding the Annual Business Meeting to verify accuracy of records. Their findings shall be reported at the Annual Business Meeting.

ARTICLE IX – Committees & Representatives, Section 2G: The Marketing Committee shall have the responsibility of assisting the Marketing Executive Officers to promote the initiatives undertaken by the Auxiliary to increase public awareness about the plumbing-heating-cooling industry.

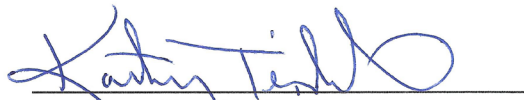
ARTICLE XII – Voting & Election of Officers, Section 6: New candidates for Membership Secretary, Recording Secretary, Chaplain, Historian and Parliamentarian shall be appointed and presented for confirmation during the Annual Business Meeting.



President Susie Greene



Membership Secretary Jorja Dickemann



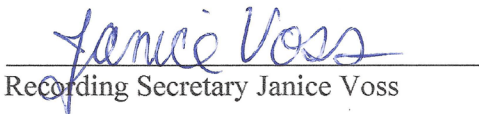
President-Elect Kathy Tindall



Treasurer Cheryl Gammon



Vice President Bonnie Whitaker



Recording Secretary Janice Voss

The Recording Secretary, certifies that the above is a true and correct copy of the resolution that was duly adopted on February 7, 2020 during the above meeting of the Executive Officers.



Recording Secretary Janice Voss

ANNUAL REPORTS – OFFICERS



CONNECT 2020 – Virtual Conference September 30 – October 1, 2020

MISSION -- The Plumbing – Heating – Cooling Contractors (PHCC) -- National Auxiliary, in cooperation with the PHCC - National Association, promotes public awareness of the industry through education and communication

President's Report – Susie Greene

Serving as your National Auxiliary President this year has been an incredible privilege. I am humbled when I consider all the women who have held this position before me. I'm sure that every President has felt like her year was unique or challenging or full of unexpected surprises. But mine takes the cake!

In December 2019, I attended the New Board Member Orientation at the PHCC office in Falls Church, VA. Then in January, I was off to Charleston, SC to participate in my first PHCC Board of Directors' Meeting. The next day we had a Strategic Planning update and a look forward to ideas to consider for the new PHCC Strategic Plan which will be developed at the 2021 Winter PHCC Board meeting.

Our Auxiliary Winter Executive Officers' Meeting was held in February at my second home in Beaufort, SC. We were excited to have Shelly Cook attend our meeting. She brought a different perspective and was often heard to say, "we can help you with that." The year was shaping up to be exciting with our Summer Executive Officers' Meeting planned for Grand Rapids, MI with a tour of the Bradford White plant.

Here's where the train left the tracks!! As COVID-19 became a part of our lives, everything changed. Travel was curtailed and in-person meetings had to be cancelled. Despite all the places I wasn't able to go, I did get to break new ground. I attended the first-ever virtual PHCC Board of Directors' Meeting, made a presentation to the Association Executives, presided over several

video meetings of our Auxiliary Executive Officers, and helped to plan the Auxiliary events for Virtual PHCCCONNECT2020.

Our Auxiliary Summer Executive Officers' Meeting was held by video conference. Instead of meeting for three days in a row as we usually do, we met on three different occasions in June and July. The transition to a Special Committee of the PHCC Association is progressing slowly due to pandemic distractions. Plans have been made for virtual Auxiliary meetings in conjunction with CONNECT. Due to the pandemic the officers decided to postpone the 100th Anniversary celebration until 2021. Also, the history video will be created at a future time in order to do justice to our rich and colorful past.

This year we have had to meet many new challenges. We've had to learn how to utilize new technology. Flexibility and innovation have become absolute necessities. I believe that we are much stronger because of what we have learned this year, both individually and as an organization. Thank you so much for the encouragement everyone has given me this year. It is definitely one for the record books.

President-Elect – Kathy Tindall

Since the Summer Virtual Board Meeting, I have continued learning the new way of communication by emails, virtual calls and telephone. The Executive Board continues to communicate with the Auxiliary members and Sponsors as best we can. During the COVID-19 closures and sponsors working from home, it has been difficult to speak to sponsors but have been able to communicate with the National office regarding our sponsorship. I have continued to assist the President and the Executive Board members when needed.

My submission of my financial request letter to Shelly who submitted it to the National Office with Michael Cop is accepted. I have been in contact with PHCC National President-Elect Hunter Botto regarding the 2020-2021 year and are planning alternative ways for our membership video projects. Working with Elicia at the home office on building our sponsorships and projected costs and projects.

I continue to work on revisions of the current Duties and Procedures. This next year will be a difficult and challenging year for everyone and I commit to helping the joining of the Auxiliary and National in any way I can with open eyes and new ways of promoting the industry, the PHCC, the Auxiliary and welcoming new avenues to continue our work with the current new way of communicating.

Vice President – Bonnie Whitaker

OBSERVATIONS

Our world is ever changing and we must overcome hurdles unheard of in years past. Our best opportunity to entice new members has always been welcoming all spouses to the PHCC CONNECT Conference. Forced virtual meetings this year doesn't promise too much activity with current members, let alone new potential ones. While zooming in this year will likely turn attentions elsewhere, the importance of staying in tuned and in touch cannot be stressed enough! Attendance and participation are paramount to the Auxiliary's success and extra work will be required to keep up our already declining numbers. We all love the auxiliary and what it has to offer but with the fun comes responsibility that we must all share to keep it up to standard. We must all participate, not just the few on boards and committees. Everyone wants to enjoy their time but we all need to take part. How do we stress this? How can we make a virtual meeting fun? How can we turn our 100th year into the best yet? I've worked on some ideas and talked to folks that seem to have lots going on in their states but have yet to see where we can focus our attentions to make the most impact.

My hope is that the Merger with National will help us to do less researching basic information by having someone on national staff keep our basic information up to date. They could keep a running calendar to remind us what is needed and when. All information at our fingertips so we don't have to spend so much time reading long drawn out instructions or looking for lists or reports and information. Keeping it simplified so processes run so smoothly that we can focus on making impactful fun which in turn will have more folks wanting to be a part and adding to our membership.

Volunteers are needed for committees and for the Board. One major area of needed help is keeping folks informed and in touch. Short of calling every single member, I'm at a loss for impactful ideas. I'm not opposed to calling all members but we have lots of seemingly old lists in front of us that need to be updated. We are as strong as our team is and we need more team. Any new, fresh ideas are most welcome. I do like the idea of a play on the 100th year and making a challenge of "Find 100 make \$100" type game to get more involvement. Of course, we would have to somehow incorporate finding passions and talents of members in the game so that we could use that information to our advantage in finding new help. Still working on it but not giving up.

Merging with National should help remove some of the burdens on the Executive Officers. The pandemic has prevented some travel and related expenses so based on actual expenses over the last few months, it will definitely benefit us if we can maintain those funds we did not spend and perhaps, better yet, use it to grow membership. The forecast for our future and the potential for simply having committees in charge of the duties and items most important to the Executive Officers may be the way to go. I truly think this would be helpful. To fully understand what the members want and how to keep them coming to CONNECT, I believe we would need input from the general membership as well as past board members and involved participants. I hope to work

on this in the time between now and CONNECT and hope to get back some positive ideas and feedback. #AUXILIARY STRONG! That's my personal goal!

Treasurer – Cheryl Gammon

This fiscal year has been nothing short of a roller coaster ride. Lots of ups and downs to say the least! We started strong with CONNECT 2019, had wonderful expectations for 2020, all to be derailed by COVID-19, which not only changed the PHCC Auxiliary, but the world. In our new world, we have gone through transitioning to a new Membership Secretary, finding a Vice-President, transitioning from being autonomous to formally being under the PHCC National's umbrella. We have changed the way we carry out our business by relying on technology, so we can still meet virtually to fulfill our duties. However, due to limitations, we have had to postpone a huge highlight in the PHCC National Auxiliary's history: our 100-year celebration. But through all of this, we have adapted and continued to move forward. We have a wonderful membership base and faithful sponsors who have come through to allow us to continue into the next 100-years.

The following is a recap of the last 12 months:

- The 2018 tax return was filed by the extension due date after the Financial Committee's review of the 2018 records. The 2019 return is currently on extension until November 2020. The 2020 return is awaiting the current year review and is expected to be filed timely.
- The corporate charter was renewed, and we are currently in good standing with the State of Virginia.
- Insurance coverage and Officer's bond was renewed and will cover a two-year period at the recommendation of the insurance company. In the past, we renewed every year.
- The majority of the marketing items were liquidated at CONNECT 2019. We still have a few items remaining which are stored at my home. The plan was for the Recording Secretary to travel to Tennessee and collect the remaining items. We would advertise any remaining items, and the Recording Secretary would be able to fill and ship. Due to COVID-19 and travel restrictions, this was not possible and has been placed on hold.
- Scholarship funds were distributed. There was one student who was awarded \$1,000 but was deemed ineligible for not being a full-time student. These funds will be added to the 2020 scholarship funds and redistributed.
- Due to COVID-19, the transition of funds and daily accounting activities from Auxiliary to National has not been completed. Meetings were held with PHCC National representatives, and it was determined that Auxiliary would invoice members this year and that funds would continue to be deposited into the Auxiliary account at Wells Fargo. National is working to build the data base, so invoicing will be handled by National for the 2021 dues. Funds from the three accounts at Wells Fargo (Checking, Savings, and the Ginny Scholarship) will be transferred to National, segregating accordingly, by September 15. The only expenses that have been paid since June 30, 2020 (effective date of transition) are the fees associated with

credit card processing and are automatically deducted. All future expenses will be paid from funds held by National.

- The Certificate of Deposit remains with Wilson Bank & Trust, Mt. Juliet, TN. The CD will remain at WBT until its maturity. It currently earns 2.25% interest.
- Assets (pins, molds, important papers, etc.) held in the safe deposit box at WBT will be transferred to National in the upcoming month.

From a personal note, this has been a very difficult year. COVID-19 has placed a huge strain on me as an owner of an accounting firm – new laws related to COVID-19, an extended tax season, a devastating tornado in our area, and strategizing to protect staff and clients while continuing to meet the needs of our clients. Not to mention, assisting both parents who have developed serious health issues and dealing with extended family members who resided with me. But at the end of the day, it was my PHCC Auxiliary friends who helped to hold me up and provide support for one of my staff members who lost everything in the tornado. For this reason, I am committed to the PHCC Auxiliary and using my skill sets to move this organization forward.

Membership Secretary – Jorja Dickemann

I started this position in March and have been busy. I updated the membership listing relating to the correct type of member and correct corresponding address in preparation for the merger with National. I also invoiced members that had not yet paid their dues. The treasurer sent National a current list of members, and I will keep their records current as we receive any changes. I also verified the sponsors for the scholarships this year. I am in the process of reconciling that all dues were deposited into the Wells Fargo Account and posted to the correct member as I am authorized to review the Wells Fargo Accounts.

I prepared a list of members for Bev Pots and Becky Davis to send out fans purchased for CONNECT. I prepared a list for the August/September newsletter that was mailed to members.

I joined in on 3 teleconferences with the Executive Officers.

The number of Auxiliary members is 183 which includes a few new members that recently joined.

Recording Secretary – Janice Voss

I am in the first year of my third term as Recording Secretary (2015-17, 2017-19, 2019-21).

I served as Recording Secretary at the following PHCC – National Auxiliary meetings held at CONNECT 2019 in Indianapolis, Indiana:

- Pre-Convention Executive Officers' Meeting (September 30, 2019)

- 99th Board of Directors' Meeting (October 2, 2019)
- 99th Annual Business Meeting (October 2, 2019)
- Post-Convention Executive Officers' Meeting (October 5, 2019)

I served as Recording Secretary for the following meetings and teleconferences:

- 2020 Winter Executive Officers' Meeting (February 7-9, 2020 in Beaufort, South Carolina)
- Teleconference of the Executive Officers (April 20, 2020)
- Summer Executive Officers' Meeting #1 (virtual meeting held June 11, 2020)
- Summer Executive Officers' Meeting #2 (virtual meeting held June 26, 2020)
- Summer Executive Officers' Meeting #3 (virtual meeting held July 31, 2020)

I assisted the President by drafting the agenda for the President's review then finalized the agenda for distribution to the Executive Officers. I drafted all minutes and distributed them to the Executive Officers for review before finalizing the minutes. The minutes were presented to the Executive Officers for approval at the next formal meeting.

For two-hands-on accountability, the Treasurer sends to the Recording Secretary a copy of the deposit slip with detail related to sponsorship and donations. As part of the reconciliation process with the Treasurer, I perform the following two processes.

1. Deposits

I receive from the Treasurer copies of deposits made relating to sponsorship and donations. I log into QuickBooks online to confirm that the deposit is posted. I also log into online banking to confirm that the deposit was made.

2. Recording Income from Sponsors, Donors or Other Income

At the time that I am notified of deposits from sponsors or donors (other than donations in lieu of membership dues), I send written acknowledgement letters.

I maintain an EXCEL spreadsheet of sponsor income and miscellaneous income, if applicable. This file contains data recorded as a result of a deposit. As I record income from deposits, I log into QuickBooks online to reconcile the postings in my document to the postings the Treasurer has made in the respective revenue categories. Once I determine that the figures in my file match the figures recorded in QuickBooks online, I notify the Treasurer that her position and mine are reconciled and up-to-date.

Through notifications from officers, I maintain and update the Sponsor and Equipment/Inventory files.

One resolution came out of the Winter Executive Officers' Meeting. Per the Duties and Procedures, this resolution was presented to the Resolutions Committee Chair and the Parliamentarian. The signed resolution was printed in the August/September 2020 newsletter for review by Membership with action to be taken at the Annual Business Meeting.

I communicated via email with the Executive Officers and others as required by the position. I performed other tasks and duties as requested on behalf of the National Auxiliary.

I assisted the President by editing the Auxiliary newsletters, eBlasts, and other communications as needed.

Chaplain – Nancy Eberhardt

1. On October 16, 2019 I sent a sympathy card to Bill Jones in the death of Patty Jones.
2. November 29, 2019 I sent a get well card to Anne Williams.
3. December 16, 2019 I sent a get well card to Lorraine Morin.
4. January 9, 2020 I sent Prayers to Susie Greene and Janice Voss for Winter Board Meeting.
5. February 18, 2020 I sent a sympathy card to Barb and Terry Kreifels in the death of Pat Kreifels.
6. June 7, 2020 I sent Prayers to Susie Greene and Janice Voss for the Summer Virtual Board Meeting.
7. July 31, 2020 I sent a sympathy card to Don Morin in the death of Lorraine Morin.
8. August 5, 2020 I sent a sympathy card to the family of Dorothy Roehrig due to her death.

Parliamentarian – Gerry Calfo

As Parliamentarian, I reviewed the Resolution from the Winter 2020 Executive Officers' meeting and will notify the chair of the Resolution Committee of my approval. I have consulted Roberts Rules of Order for the virtual meetings and will make sure that the Rules of Convention are followed during the virtual meetings.

Historian – Richela Roy

The Historian collects photos and information on Auxiliary events beginning with the Installation at CONNECT 2019 held in Indianapolis, Indiana and ending after CONNECT 2020 which will be held virtually due to COVID-19.

I request that anyone who has photos to share for our President's activities during her travels and meetings submit these photos to me, identifying person(s) in the picture, the event, and date

taken. These will be included in the two scrapbooks I will begin making after the Convention. One scrapbook will be presented to the President of the Auxiliary, and the other will be submitted to the Smithsonian National Archives in Washington, DC for safekeeping.

Historian Emeritus – Lynne Finley

This is the year for the five-year required history update, but, in fact, it will be the 100-year update of the history. The book, *A Partnership Unique*, covering the first eighty-five years up to the 2005 Convention, was delivered at the 2005 Convention in Orlando, FL in both hardcover and softcover. The five-year update was delivered in both digital and limited printed form at the 2010 Convention, covering the 2005 Convention up to the 2010 Convention. The ten-year update was delivered in both digital and limited printed form at the 2015 Convention covering the 2005 Convention up to the 2015 Convention. The fifteen-year update will be delivered in digital form at the 2020 Convention covering the 2005 Convention up to the 2020 Convention.

The donation of the records of the National Auxiliary to Smithsonian's National Museum of American History in 2013 was documented in digital form and is available on the website. Every year since, the records have been updated with copies of the Annual Proceedings and the Scrapbook for the year.

Member-at-Large Representative – Rhonda Robillard

The email blasts and printed newsletter that are sent to all members serve to provide information to all our members. If anyone has questions or comments, please feel free to contact me or any our officers.

COMMITTEE REPORTS

Budget Committee – Susie Greene

The report of the Budget Committee will be given verbally at the Annual Business Meeting. Documents will be provided.

Bylaws, Duties & Procedures – Kathy Tindall

I have been working on revising the Duties & Procedures to make them easier to read and perform. The Bylaws are being reviewed as well to make sure they are kept up to proper standards.

Convention Committee – Bev Potts & Becky Davis

After the National Auxiliary Board met last winter, they shared their ideas for the 2020 convention with us and we got to work.

Since we are continuing to celebrate 100 years, it was decided to reuse the centerpieces from 2019 for the Bradford White breakfast. New cards will need to be printed for them.

The registration gifts that the Board chose were ordered and received. THEN, the coronavirus decides to disrupt our world.

When it was announced that CONNECT '20 would be held virtually, the Auxiliary officers came up with a new plan. We were asked to mail the registration gifts, along with a letter from Susie, to all paid members and Life Members. This was to encourage everyone to attend CONNECT and to participate in the Auxiliary meetings virtually. Additional registration gifts were needed to accomplish this, and we secured those from our supplier. The gifts will again commemorate the Auxiliary's 100th Anniversary.

Congratulations to Susie Greene on her year as Auxiliary President. Thank you for affording us this opportunity to serve the Auxiliary. (We missed having her visit Illinois when our annual event was cancelled.)

Education and Marketing Committees – Kathy Lewis

We are working with the Communications department at PHCC to add an introduction and conclusion to each of the *Women in the Industry* videos. Currently, we are determining the content for these additions. As soon as the content is finalized, they will begin to add them to the videos. The plan is to have added the intro and concluding frames to at least two of the enhanced Auxiliary videos by PHCCONNECT2020. These two would be played during event breaks. The other videos will be completed shortly after CONNECT, if not before. We will have more of an idea of exact timing for all once we get in the production phase.

The Communications department is also helping us with a toolkit project. This would be an online resource that would provide a checklist and tools that contractors or Auxiliary members could easily download and use to participate in a career fair setting. We are planning to pull existing resources together into one location. We are not reinventing the wheel, just making it easier to access.

Educational Foundation Board – Ann Rivers

I participated in the Educational Foundation Zoom Board Meeting held on May 19, 2020. It was announced during the Board Meeting that CONNECT 2020 will be held virtually this year.

It was noted that in 2019 there were 50 scholarship recipients who received a grand total of \$113,000. The Foundation is planning on awarding \$112,000 in Scholarships for the year 2020 to 55 recipients.

During 2019 the Foundation welcomed Renee and Joel Long and Rick and Bonnie Whitaker to the Board of Governors. In addition, the Invest In Your Future campaign started something new in the way of contributing. During the InSinkErator Luncheon, attendees were able to use their cell phones as an easy way to make a contribution. This helped the campaign raise over \$30,000 at CONNECT. The goal to raise \$170,000 was exceeded by \$18,000.

The Board Members signed the Pledge to America's Workers, pledging to train 75,000 workers over the next 5 years in partnership with our state and local chapters.

Due to the COVID-19 virus several things have had to be cancelled including the March Essentials of Project Management Course, the June Creating Super Foreman Course and Skills USA in June. However, there was a 10-week virtual program offered on Thursday evenings with host Kirk Alter called "Surviving and Thriving in Times of Crisis."

The new Fast Track to Service Plumbing course is now finished and being tested. In addition, the apprentice online eLearning enrollment continues to grow in both plumbing and HVAC.

Craig Lewis will be stepping down at the Fall Board Meeting after serving two 2-year terms. The new Foundation Chair will be Kevin Tindall who will be installed at the Fall Virtual Board Meeting.

Financial Review Committee – Kathy Stradley, Cheryl Rolwes, Ursula Whitney

Cheryl Rolwes, Ursula Whitney and myself are on the committee and are in contact with Cheryl Gammon regarding the necessary information. A report of the committee's findings will be presented at CONNECT 2020.

Government Relations Representative – Chip Greene

Since March, the focus of Congress and the White House has been on pumping stimulus money into the economy due to the impact from COVID-19. Those efforts included:

- Providing \$1,200.00 to every taxpayer; what many people fail to realize that really this is an advance rather than a gift and that it will be paid back when you file your 2020 taxes in the first quarter of 2021.
- \$600.00/week bonus unemployment for those individuals who were displaced from their job due to issues related to COVID-19
- Payroll Protection Program (PPP) monies to encourage businesses to keep people employed, 75% of the monies had to be spent directly on paying wages of the company's employees. Once proper documentation was provided, these monies did not have to be paid back.
- Also, part of the PPP was access to government loans provided at exceptionally low interest rates over a 20-year period with the first payment not due for a year.
- Monies for testing, treatment of COVID patients, medical equipment, and the like.

The unemployment stimulus ended in July of this year and Congress was unable to come to a compromise on whether to continue it and at what level. President Trump issued an executive order extending it but with a \$200 level/week. Updated PPP legislation (HEAL Act) is still being hammered out but whether a deal can be struck between Congress and the executive branch remains to be seen.

Other issues that PHCC is watching:

- Licensing – Part of the federal governments emphasis on workforce development is eliminating barriers such as requiring licensing for many occupations, some of which are perhaps not necessary. PHCC has sent correspondence to the Department of Labor arguing why the plumbing and HVAC industries need to remain licensed.
- Water sense program – President Trump expressed publicly the need for this program, rehashing the painful transition to 1.6 gpf toilets back in the early 1990's. However,

manufacturers have done a lot of research on low flow fixtures since then and the transition to 1.28 gpf toilets, pint flush urinals, and other fixtures has gone very well. PHCC has written a letter to EPA supporting the continuation of the water sense program.

- High efficiency water heaters – Department of Energy wants to implement this with a “one size fits all” application. No provisions to allow exceptions due to undue financial burden on the homeowner to implement these measures such as ventilation, additional power requirements, increased physical size requirements, etc. PHCC is working with other trade associations to get DOE to reconsider this.

2020 Presidential election-President Trump looked like he could easily be reelected for another four years, but then he was dealt a wildcard – COVID-19. Now, with record high unemployment, economies being hit hard by shelter in place orders, and other civil matters, it remains to be seen if he can remain in office for another four years. One thing you can count on – either party will have to have a tax increase to pay for the stimulus spending. If the Democratic party takes the Presidency, it is likely that the increases will be significantly higher on business with the 2017 tax cuts being partially rolled back in various areas.

Long-Range Planning Committee – Kathy Tindall

The Long-Range Planning Committee meeting did not take place this year. With the approval of the Executive Board of Directors and from our sponsor “Federated Insurance, we will be having this meeting bi-annually instead of yearly. I did send an email to the Long-Range Planning Committee asking if they would like to have a phone or virtual meeting this year, but due to COVID-19 it was decided to wait until next year and have the Board concentrate on the previous suggestions that have not taken place yet.

Membership Committee – Bonnie Whitaker

This information is contained in the report of the Vice President. I have been contacting individual State Presidents and am contemplating calling each member of our National Auxiliary to determine their positions and passions for the future of the National Auxiliary.

Newsletters and Email Blasts –Susie Greene

To date, newsletters for 2019-20 have included four electronic newsletters and one printed, mailed newsletter. In addition, we transmitted the printed newsletter in electronic format. We celebrated our award winners and scholarship recipients and included some fun facts about our Auxiliary. To prepare this report I looked back over this year’s newsletter and realized how

many plans have changed since the year started. Much of our newsletter content this year was about changes. If you have something you would like to see included in a future newsletter, please let me know.

This year we also continued to use MailChimp for our email blasts in addition to the newsletters. We sent the following email blasts:

January – Membership Secretary Announcement & Committee Book

June – Scholarship Deadline Extension

August – Award Deadline Extension

I would like to say a huge thank you to Janice Voss for her proofreading skills and to Ashton Greene for her writing assistance.

Nominating Committee – Lynne Finley

Each year we present a slate of officers to be elected or confirmed during the Annual Business Meeting at Convention. Because of the COVID Pandemic and not being able to have an in-person convention, it has been suggested by several members that the current officers hold their positions for another year. Each has agreed to do so.

We are blessed with amazing talent and experience to continue the transition of the Auxiliary from a stand-alone organization to an organization under PHCC and beside the Association Executives Council. As a result of everyone's focus on alternative procedures for day-to-day operations, completion of this transition has been delayed.

The Committee Members will be asked individually to also hold position for another year, if possible.

There is precedent in our history. During World War II when conventions were not held, the officers elected in 1943 continued to serve until they were able to hold the Convention in 1946, after the War was over.

If the Board of Directors and the membership approve, this will be our slate of Executive Officers for 2020-21 with the exception of the Marketing Secretary position which will continue to be vacant. They are:

Susie Greene, President

Kathy Tindall, President-Elect

Bonnie Whitaker, Vice President

Jorja Dickemann, Membership Secretary

Janice Voss, Recording Secretary

Cheryl Gammon, Treasurer - *Since Cheryl will be serving a fifth year as Treasurer, approval will be a specific part of the vote as required by the bylaws.*

Scholarship Committee Members-Jorja Dickemann, Chairman; Bev Potts and Richela Roy; as the remaining elected positions.

The future is so bright, and we have dedicated officers to get us through this unique period in our history. Please join them and support them in any way you can!

Photographers – Linda Bienvenu and Barb Kreifels

My job is to take photos of all Auxiliary functions at National Convention. After Convention. I will post all pictures to PHCC Auxiliary's Shutterfly Account for the Historian to document the president's year in two scrapbooks (Archives and President). I asked Barb Kreifels to post any pictures she may have, also.

Committee members include myself, Barb Kreifels, and Ann Belus.

I wish President Susie Greene and her executive board a very successful meeting.

Looking forward to seeing everyone at the Convention on ZOOM!

Registration Committee – Jorja Dickemann

This information will be reported verbally at the Annual Business Meeting.

Resolutions Committee – Corinne Riley

One Resolution was submitted in 2019 by the PHCC – National Auxiliary Executive Officers following their Summer 2019 meeting. A summary of the resolutions is below:

To implement a vertical merger of the PHCC – National Auxiliary 501 (C) (6) organization into the PHCC National 501 (C) (6) organization.

The Auxiliary shall still have the authority to elect its own officers, establish eligibility requirements for its membership and determine the Auxiliary dues. The Auxiliary president shall be a voting ex-officio of the Association board of directors.

The 2019 resolution was approved by the Board of Directors and by the membership at the Annual Business Meeting. These meetings were held at CONNECT 2019 in Indianapolis, Indiana on October 2, 2019.

A 2020 resolution was submitted by the PHCC – National Auxiliary Executive Officers following their Winter 2020 meeting. The resolution proposes the deletion of the position of Marketing Secretary and will be reviewed by the Resolution Chair and Parliamentarian prior to CONNECT 2020. It will be presented to the Board of Directors and the membership at the Annual Business Meeting at the CONNECT 2020 meeting.

Scholarship Committee – Jorja Dickemann

The Scholarship Committee consists of myself along with Bev Potts and Richela Roy. We originally received only 12 scholarship applications by the first deadline. The EO board then agreed to change the deadline with the hopes that we would receive more applications. With the deadline extended until July 15, we received 4 more for a total of 16 scholarship applications. All are in order except one that still needs attention from the sponsor as of this report date.

All applications were reviewed and graded individually by the scholarship committee members. As chairperson I tallied the scores and the committee will review and discuss our scores via a phone call in the near future.

A number of our applicants will receive special awards. We would like to thank our known sponsors for the support and contributions this year for these awards. Our sponsors include InSinkErator, Bradford White and the Carlson family. At this date we do not yet know the amount of donations nor if there will be other sponsors or donors.

I would like to thank the committee members Bev Potts and Richela Roy for their hard work and remind everyone to support the Scholarship Fund so that we can continue to help many deserving students further their education.

Sergeant-At-Arms/Election Teller – Beth Pendergrass

The Sergeant-At-Arms and Election Teller will be present at the Annual Business Meeting being held virtually. It is the responsibility of the Sergeant-at-Arms to check the credentials of National Auxiliary members at the Annual Business Meeting.

Silent Auction Committee – Bonnie Whitaker

Due to COVID-19, the PHCCCONNECT2020 Conference is virtual, and it was decided that the silent auction would be very difficult to manage – collecting items, putting them online for bid, then sending the items to the highest bidder after payment. We will plan a special auction with our 100th year celebration at the 2021 CONNECT Conference.

Life Members Club – Rhonda Robillard
Submitted by Jorja Dickemann

There are 56 Life Members and \$2,046.78 in the Edwardsville\Busey Bank PHCC National Auxiliary Life Member Account. Officers are President Rhonda Robillard, Treasurer Jorja Dickemann, Secretary Ann Rivers, and Sunshine Chair Corinne Riley. The officers have had discussions regarding the club. Among issues discussed is that it has been hard to squeeze the Life Member meetings into the convention schedule in the past number of years and hard to fill the Life Member Officer's positions. The Duties and Procedures state that the club shall meet annually during convention. It was recommended that we change the D's and P's and discontinue the specific meeting at convention. All Life Members would continue to be Life Members and any past National Officer could still become a Life Member. The privileges of the members would stay the same. Life Members would continue to receive recognition as a Life Member at meetings, luncheons and on convention badges. The funds that are currently maintained by the LMC treasurer, after the Sunshine Chair is reimbursed for her current expenses, will be forwarded to the National Auxiliary Treasurer and restricted for such uses that include costs associated with the Sunshine Chairperson's position (postage and stationary), purchase of gifts for first-time attendees at Annual Business Meeting, and purchase of gifts for first-time convention attendee guests.

The discussion above was brought to the Executive Officers and there was consensus by Life Members Kathy Tindall, Janice Voss, Cheryl Gammon and Jorja Dickemann. There will be additional discussion at the Auxiliary's Board of Directors' meeting and the Annual Business meeting.

The By-Laws describe who are considered Life Members, but policy is listed in the D's and P's; therefore, no By-Laws revision is required.

State Leaders Meeting – Richela Roy

A State Leaders' Meeting was not held at CONNECT 2019 due to scheduling time constraints.

STATE PRESIDENTS' REPORTS

Delaware State President's Report – Gerry Calfo

All of the Delaware members are now senior citizens. Very few of us feel comfortable driving at night, so we have fewer dinner meetings and communicate mostly via email/telephone calls (even pre-COVID). We did, however, have a November meeting at a member's home. She prepared dinner for everyone. After dinner we had a brief meeting at which we stuffed stockings for the Salvation Army.

In February, we sponsored the Skills USA Plumbing Contest, supplying judges, materials, and lunch. We were to give awards in Plumbing, HVAC, and Sheet Metal in March of this year when everything shut down. We then hoped schools would be open again, and that we would be able to give out our awards for Outstanding Seniors. The Awards were to be for Plumbing and HVAC at St. George's, Plumbing at Hodgson and Plumbing, and HVAC and Sheet Metal at Delcastle. Unfortunately, schools were not able to re-open due to COVID-19.

St. George's reached out and asked if we would continue this tradition. They were having a drive-by graduation-diploma/awards ceremony. They offered to hand out our award/cash prize on our behalf. We gladly accepted.

Thanks to the officers for a great, difficult job well done!

Illinois State President's Report – Gail McWilliams

Despite having to cancel all in-person activities as of March, the Illinois Auxiliary still had a productive year. We began with involvement in CONNECT 2019 in Indy. Convention chairs Bev Potts and Becky Davis did an admirable job and were aided by Illinois members and volunteers from other states—special thanks to Barb Kreifels. We also appreciate the Cox awards we received at CONNECT 2019 and are putting those funds to good use.

The Auxiliary continued support of IL PHCC by helping with registration for continuing education classes and the EXPO South in Collinsville in November, where we also sold t-shirts and codebooks.

Thanks to the efforts of Janice Graybeal, our Ad Book was ready to go for the Expo in March. Fortunately, Shelly Lott and Bev Potts successfully put the Ad Book online instead. It is now on the IL PHCC website, making it available for everyone to see.

Our editor, Becky Davis, kept members informed by sending newsletters in March and June, and we held our June board meeting via Zoom. We were able to award scholarships to two deserving

students in the amount of \$1200 each. We made a donation to the PHCC Educational Foundation, and we continued our financial support of the IL PHCC with a \$3000 donation.

We look forward to completing our delayed community service project and have a collection of items awaiting our next auction when circumstances allow.

PHCC Auxiliary of Nebraska State President's Report – Kelly Bouwens

Who would have thought after I was installed as the Auxiliary State President at our convention Feb 1, 2020 that the year would take a turn like this!

I'm grateful that prior to everything that has happened in 2020 that our auxiliary was able to have the University of Nebraska Foundation for Brain Cancer Research as one of our philanthropic projects, we have also been able to raise money for our scholarship fund with gift card and tool raffles during our trade show and with selling Super Tickets at our golf tournament held during our summer conference. We have been working with Southeast Community College which has just recently started a Plumbing Program. With funds we raised we were able to purchase \$750.00 worth of torch kits for the school. We also continue to invite the students to our trade show and to be involved with the Association.

As our world returns to the new normal, we hope to be able to meet again and continue our fundraising efforts to support and promote the PHC trades.

Auxiliary of the New York State PHCC State President's – Noma Roberson

In February of 2020, the Auxiliary of the New York State PHCC notified the National Auxiliary President that the Auxiliary was in the process of closing and would be returning its State Charter to the National Auxiliary. Submitted by Acting President Noma Roberson.

Louisiana State President's Report – Carla Molinario Waguespack

Due to COVID-19, the Louisiana convention was postponed until next year. There is nothing to report at this time.

North Carolina State President's Report – Diana Hicks

The PHCC of North Carolina Auxiliary has not met during 2020 due to the COVID-19 pandemic. There was, however, a call for scholarship applications which were sent to Education Chair Carolyn Barbour.

PHCC of North Carolina's Executive Director Jim Pendergrass and assistant Beth Pendergrass announced their retirement. The Summer Convention would be their last convention with the Association. Therefore, the PHCC of NC decided to hold an "unconventional convention" at Wrightsville Beach, North Carolina from July 22-26, 2020. This was not a formal convention as large numbers were not allowed to congregate under the State's Phase 2 mandate. At a dinner at the end of our stay, four \$1,000 scholarships were awarded to dependents of PHCC members or to dependents of employees who had been employed with a PHCC member company for at least two years.

Wisconsin State President's Report – Nancy Eberhardt

In January I usually send out a letter to each member informing them of activities going on during the year, asking for membership dues and our Pink Charity Envelope request.

Wisconsin has usually met at our annual State Convention and made decisions on what to do with any scholarships we would be giving out. Also, we would inform everyone of where the Charity requests were and how much we would add to the amount donated before sending them to the Charity. Due to the fact that we did not have a convention for health and safety reasons, we did an e-mail meeting among the officers to decide on these issues. Wisconsin is celebrating our 125th Anniversary, but we will be celebrating it in 2021, hopefully.

We had an increase in membership this year, from 26 members last year in 2019 to 29 members in 2020. We collected \$480 in our Pink Charity Envelopes. We increased the amount for 6 Charities to \$585 that we sent out. We also received a generous pledge from Plumbing Contractors Association of Southeastern Wisconsin for scholarships and were able to give out Five (5) \$1000 scholarships to some very deserving young adults.

I want to thank my officers, especially Secretary/Treasurer Carol De Young for all the work she has done on the reports she got to me and collecting all the dues, etc. I couldn't have done my job without her. Thank you.

2019-20 MINUTES



2019 Pre-Convention Executive Officers' Meeting Minutes

**Westin Hotel, Indianapolis, Indiana
September 30, 2019
Approved February 7, 2020**

“WOMEN IN THE INDUSTRY”

1. Call to Order at 9:21 a.m. by President Ann Rivers.
2. Invocation provided by Chaplain Nancy Eberhardt and read by President-Elect Susie Greene.
3. Pledge of Allegiance led by Vice President Kathy Tindall.
4. Roll Call by Recording Secretary Janice Voss. Present: President Ann Rivers, President-Elect Susie Greene, Vice President Kathy Tindall, Treasurer Cheryl Gammon, Membership Secretary Sandy Stack, Recording Secretary Janice Voss. The position of Marketing Secretary is vacant.
5. Opening Remarks by President Ann Rivers. President Rivers thanked the Executive Officers for all their work over the past year. She is proud of this group of officers and will help where needed in the future.
6. Presentation of President's Gift. President Rivers was presented with a thank-you gift by the Executive Officers.
7. Approval of Agenda. MOTION 1: On a motion and second, approve the agenda. VOTE 1: Motion carried. None opposed. No abstentions.

8. Approval of Minutes. MOTION 2: On a motion and second, approve the following minutes as presented.
- 2019 Summer Executive Officers' Meeting
Teleconference of the Executive Officers (July 8, 2019)
VOTE 2: Motion carried. None opposed. No abstentions.
9. Executive Reports – Verbal updates in addition to reports submitted for the 2019 National Auxiliary Convention Report: Membership reports that Peggy Greenslade passed away. There are 301 members (active and inactive) which includes 33 seniors. There are \$12,321.80 in dues and donations from October 2018 to October 2019.
10. Financial Report – Treasurer Cheryl Gammon
- A. Distributed were
- Statement of Financial Position (as of August 30, 2019)
 - Statement of Activity (January – August 2019)
 - 2018 Budget vs. Actual
- The Auxiliary budgeted for a 2018 deficit of \$21,000, and less was moved from the reserve than originally estimated. Revenue from membership dues needs to increase vs. dipping into the reserve.
- B. Sponsor Updates
- AO Smith, \$1,500 not received at this time.
 - Contractor, \$500: Contact has been made, and the company requested a W-9 be completed.
 - LA-CO, \$1,250: Lynne Finley is contacting them.
 - IAPMO, \$10,000: Paid.
 - Bradford White, \$7,500 (via PHCC National): Will contact National about issuing a check.
- C. Video project expenses were \$6,328 for the contract and travel. The videos need to be linked together with an introduction, call to action, and an ending. Feedback has been good. President-Elect/President Greene will work with her daughter to suggest an opening and call to action, then President/Past President Rivers will work with Josie Gregory to finalize the videos. PHCC will be showing the videos throughout CONNECT, e.g., the contractors board meeting, the workforce development breakfast, and the awards luncheon.
11. Discussion of Additional Reports not Submitted for the 2019 Annual Convention Report. Vice President Tindall reported that she did not have any reports from Members-At-Large Representative Cheryl Mosier. The purpose of this position was to disseminate

information to state members without auxiliaries. There was discussion of this position assisting with the “info@” email. New Jersey did not submit a report.

12. Discussion of Additional Items from Committee Reports

Scholarship Chairperson Jorja Dickemann reports that 25 recipients will be awarded \$54,850 in scholarships, an average of \$2,194/person with the lowest award being \$1,000, and the Bradford White \$7,500 award being the highest.

The officers discussed getting scholarship recipients to give back by joining the Auxiliary.

13. Order to file reports. MOTION 3: On a motion and second, file the reports as submitted. VOTE 3: Motion carried. None opposed. No abstentions.

14. Old Business

- A. We need to get flowers on Mother Hornbrook’s grave. President Rivers will find the plot number and have flowers delivered to the grave.
- B. Marketing items were received from ShipMonk and delivered to Nashville, TN. The Gammons transported the items to CONNECT. They will bring unsold items back to Nashville, and the Vosses will pick up unsold items for storage in Boone, NC. Marketing will be open Tuesday and Wednesday. Except for jewelry, items will be sold half price. Treasurer Gammon and Recording Secretary Voss will assist at the marketing table, and Steve Gammon will assist when officers are busy.
- C. Registration will be held on Tuesday and Wednesday and staffed by Membership Secretary Stack and Vice President Tindall.
- D. Silent Auction (10 a.m. – 1:45 p.m.). Items will be stored in the Auxiliary storage room in the hotel. Vice President Tindall will direct setup. Gail McWilliams, Beth Pendergrass, and the Molinarios will assist during the Silent Auction. Vice President Tindall and Recording Secretary Voss will leave the Bradford White breakfast at 8:45 a.m. to setup. Treasurer Gammon and Recording Secretary will assist during check-out.

BREAK at 11:30 a.m. RECONVENED at 12:03 p.m.

- E. Meet at 9:00 a.m. to setup for registration and marketing.
- F. EOs were asked to be present at the first-timers reception at 5 p.m. on Wednesday.
- G. Gifts
 - Pens for registration bags were purchased by Convention Co-Chairs Bev Potts and Becky Davis.
 - President Rivers has gifts for first-time attendees at convention.
 - Vice President Tindall has six gifts for first-time attendees at the Business meeting.

- H. Bradford White Breakfast – Recording Secretary Voss has the napkins. Convention Co-Chairs Bev Potts and Becky Davis have the remaining items for centerpieces and will work with Maureen Coleman about room setup.
- I. ISE Awards Luncheon. There will be table assignments for the EOs and spouses at the Luncheon.
 - Robert M. Cox Awards had 11 applicants
 - Larry Dore had 2 applicants, and one was selected as the awardee.
- J. Workforce Development Breakfast. President Rivers will introduce the videos. Membership applications will be distributed to each table.
- K. The EOs will attend the Contractor Business Meeting on Friday. Installation will be at the Indianapolis Speedway on Friday evening. There will be a social for all installed officers at the hotel after buses return from the Speedway.
- L. Auxiliary-sponsored Special Events
 - 1) Mind Tripping Show – Begin with a welcome from the Auxiliary and recognize sponsors.
 - 2) Chair Massages – Assign someone to be present to sign in attendees. It was suggested to ask Richela Roy and Rhonda Robillard.
 - 3) Rhythm! Discovery Center. President Rivers ordered the 100th anniversary sheet cake and punch. Catering will deliver and clean up the facility. Vice President Tindall will welcome attendees and recognize sponsors. Buses begin running at 4:30 p.m. to transport to the Speedway. Note: President Rivers and President-Elect Greene will be in the post-convention PHCC Board meeting for the “changing of the guard.”

BREAK at 1:00 p.m. RECONVENED at 2:15 p.m.

- M. Web Update. Kudos for establishing the new website. Archived items will be kept on a separate site (TBD) but can be linked to the website. Two years of newsletters will be linked.
15. New Business
- A. Preparation for the Discussion of Resolution 1 to merge the Auxiliary under PHCC National. The recommended date of implementation is January 1.
 - Board of Directors. Ann will keep the meeting moving.
 - Annual Business Meeting. As the meeting progresses, notify Ann who wishes to speak, and she will direct the question to who wants to answer.
 - B. MOTION 4: On a motion and second, donate \$1,000 to the Education Foundation for 2019 Invest in Your Future. VOTE 4: Motion carried. None opposed. No abstentions.
 - C. MOTION 5: On a motion and second, donate \$100 to the Auxiliary Scholarship Fund on behalf of Deceased Members. VOTE 5: Motion carried. None opposed. No abstentions.

- D. MOTION 6: On a motion and second, give Maureen Coleman \$100 in appreciation for all the work she did to make CONNECT 2019 a success. VOTE 6: Motion carried. None opposed. No abstentions.
- E. MOTION 7: On a motion and second, give the PHCC National staff \$350 for a staff luncheon. VOTE 7: Motion carried. None opposed. No abstentions.
- F. Discussion of the Position of Marketing Secretary (2-year term). MOTION 8: On a motion and second, discuss at the Board of Directors' meeting.

The position was originally created for publicity purposes. It evolved into sales of merchandise. In terms of marketing the industry, National has resources to do this; it does not need to be duplicated. Ask PHCC National what we can help them to market. In terms of marketing items, the Auxiliary needs to get a new polo and oxford shirt in addition to pre-order sales on dry-weave convention t-shirts.

An excerpt of the position description for the Marketing Secretary from the Bylaws and the Duties and Procedures will be distributed at the meetings of the Board of Directors and at the Annual Business Meeting.

VOTE 8: Motion carried. None opposed. No abstentions.

- G. Long-Range Planning Update. There were two stated goals: 1) Have 10% of spouses & guests registered for convention attend at least one of the Auxiliary events; and 2) Have 10% of people who attend Auxiliary events who are not members to join.

President-Elect Greene will collect data and report results later.

Long-Range Planning and Bylaws, Duties, and Procedures are supposed to meet on alternating years. This year the Bylaws, Duties, and Procedures must meet. Long-Range Planning can communicate via emails and conference calls.

The President will speak to Nate Oland (LRP sponsor) to seek confirmation of LRP meeting on alternate years.

- H. Confirming Votes since 2019 Summer Board

- July 8, 2019: MOTION: On a motion and second, the Executive Officers recommend that the Board of Directors award honorary membership to Nick Guiffre of Bradford White and Dale Powell of Copper Development. VOTE: Motion carried unanimously.
- July 8, 2019: MOTION: On a motion and second, the Executive Officers recommend that the PHCC – National Auxiliary join resources with PHCC National, receiving clerical assistance as outlined through discussions. VOTE: Motion carried.
- August 9, 2019: MOTION: On a motion and second, in light of information made known to the EOs that David Jinson will not be using the \$6,200 balance of the scholarship funds earmarked for him at the June, 2019 Summer EO meeting, I move that this \$6,200 balance revert back into scholarship funds. VOTE: Motion carried unanimously.

These votes of the EOs will be recorded in the minutes.

16. Closing Prayer provided by Chaplain Nancy Eberhardt and read by President-Elect Susie Greene.
17. Adjournment at 5:00 p.m.



99th Annual Board of Directors' Meeting

Minutes

Westin Hotel, Indianapolis, Indiana

October 2, 2019

Approved February 7, 2020

“Women in the Industry”

Auxiliary Mission Statement

The Plumbing, Heating, Cooling Contractors (PHCC) National Auxiliary, in cooperation with the PHCC—National Association, promotes public awareness of the industry through education and communication.

1. Call to Order at 9:05 a.m. by President Ann Rivers who thanked all for their attendance.
2. Invocation by Chaplain Nancy Eberhardt.
3. Pledge of Allegiance led by Vice President Kathy Tindall.
4. Roll Call by Recording Secretary Janice Voss
Present: President Ann Rivers, President-Elect Susie Greene, Vice President Kathy Tindall, Treasurer Cheryl Gammon, Membership Secretary Sandy Stack, Recording Secretary Janice Voss, Past President Greta Fischer, Parliamentarian Terry Giebelhaus, Chaplain Nancy Eberhardt, Historian Rhonda Robillard, Linda Bienvenu, Diana Carder, Lynne Finley, Barb Kreifels, Gail McWilliams, Corinne Riley, Karla Tinius. The position of Marketing Secretary is vacant.
5. Rules of Convention read by Parliamentarian Terry Giebelhaus. MOTION 1: On a motion and second, adopt the rules of convention. VOTE 1: Motion carried. None opposed. No abstentions.
6. President's Address. President Ann Rivers thanked all for being present. She stated that she is proud of the Auxiliary and its work putting together the Women in the Industry videos. The videos were produced for use in schools and colleges to encourage women to

enter the p-h-c industry. One of the women interviewed, Melissa Cary of M. Cary & Daughters Plumbing (Atlanta, GA), is in attendance at CONNECT. PHCC will show the videos throughout convention: Board of Directors, Workforce Development Breakfast, Bradford White Breakfast, and the Annual Business Meeting.

7. MOTION 1: On a motion and second, approve the agenda. A change to the agenda includes the listing of the budget according to calendar year (2018, 2019, 2020 (not 2017-18, 2018-19, 2019-20). VOTE 1: Motion carried with changes noted above. None opposed. No abstentions.
8. Approval of Minutes – Recording Secretary Janice Voss. The Minutes as printed in the 2019 Convention Report are listed below:
 - 2018 Pre-Convention Executive Officers’ Meeting
 - 2018 Annual Board of Directors’ Meeting
 - 2018 Annual Business Meeting
 - 2018 Post-Convention Executive Officers’ Meeting
 - 2018 Teleconference of the Executive Officers (November 3, 2018)
 - 2019 Teleconference of the Executive Officers (January 11, 2019)
 - 2019 Winter Executive Officers’ Meeting
 - 2019 Teleconference of the Executive Officers (May 2, 2019)
 - 2019 Teleconference of the Executive Officers (May 24, 2019)
 - 2019 Summer Executive Officers’ Meeting
 - 2019 Teleconference of the Executive Officers (July 8, 2019)Hearing no additions or corrections, these minutes will be filed with the official record after being presented in the general meeting.
9. Verbal Report Updates (not printed in the 2019 Convention Report)
 - A. Nominating Committee – Lynne Finley gave an update on nominations.
 - Vice President – Vacant
 - Marketing Secretary – Vacant
 - Historian – Richela Roy (LA)
 - Parliamentarian – Gerry Calfo (DE)
 - Members-At-Large Representative -- Vacant
 - Scholarship, Three-Year Member – Richela Roy
 - B. Membership Update – Membership Secretary Sandy Stack
 - There are 301 members (active and inactive) which includes 33 seniors and 11 Life Members. There are 137 paid members.
 - There was \$12,321.80 in donations from October 2018 to October 2019.
 - New members since last convention: Steve and Isabella Schaefer and Danny Crigler.

- C. Necrology – Chaplain Nancy Eberhardt. Deceased members since CONNECT 2018: Jim Finley (2018); Fay Lundeen (2018); Mary Roberts (2018); Ruth Parkes, wife of Walter Parkes (2018); Peggy Greenslade (2019); Dorothy Roehrig (2019); Mitzi Parkes, wife of Buddy Parkes (2019); and the younger brother of Noma Roberson (2019).

These reports will be filed with the official record.

- D. Financial Review Committee – Jorja Dickemann and Cheryl Rolwes. There was nothing unusual found in the financial review. Treasurer Gammon stated that there are some controls that need to be put into place related to credit cards, but this will be reviewed after convention by the committee along with the Treasurer's assistance. MOTION 2: On a motion and second, the Board of Directors concur with these findings. VOTE 2: Motion carried. None opposed. No abstentions.
- E. Budget 2018, Budget 2019, and Proposed Budget 2020 – Treasurer Cheryl Gammon

1) Distributed were

- Statement of Financial Position (as of August 30, 2019)
- Statement of Activity (January – August 2019)
- 2018 Budget vs. Actual

2) MOTION 3: On a motion and second, postpone discussion of the 2020 budget until after New Business. VOTE 3: Motion carried. None opposed. No abstentions.

3) In the 2018 budget, we budgeted for \$25,350 to come from the reserve to balance the budget, but only \$21,754 was pulled from the reserve (actual \$116,000 vs. budgeted \$136,000).

The reserve has been tapped for 2018 and 2019. The reserve was not tapped in 2017, but some convention costs and travel were paid in 2018. Also, some 2016 sponsors "back paid" during 2017, helping the 2017 budget.

Hearing no objections, these financial reports will be filed with the official record after presentation at the general meeting.

10. Old Business – N/A

11. New Business

- A. 2019 Resolution to merge the Auxiliary under PHCC National – presented in the September 2019 Newsletter and read by Resolutions Committee Chair Corinne Riley. Recommendation from Resolutions Committee Chair Corinne Riley: On behalf of the resolutions committee, move for the Board of Directors to concur with the resolution. A second is not required as the recommendation comes from a committee.

Refer to Appendix A for the Resolution. Discussion:

- The assets become part of PHCC, but the Auxiliary manages these funds. These funds are restricted in use for the Auxiliary. Any surplus remains with the Auxiliary.

- The Auxiliary becomes part of PHCC National but with its own leadership. National will help the Auxiliary with clerical duties, such as sending out invoices for membership dues.
- Auxiliary officers (President and Treasurer) will continue to approve expenses, but checks will be cut by national. The Treasurer will review reports and make changes, if needed, such as the reclassification of expenses.
- An advantage is that PHCC will help with Auxiliary membership by promoting Auxiliary membership on PHCC invoices.
- With the Auxiliary pulling \$25,000 per year from its reserve, the Auxiliary will be closed in 4 years! If this relationship does not work for the Auxiliary, it can reverse this decision.
- There are 3 options:
 - ❖ Make the merger and direct PHCC as to how funds will be spent. The Auxiliary gets assistance and remains in control of its funds.
 - ❖ Hire staff to assist Auxiliary officers due to the time-consuming nature of duties.
 - ❖ Close the Auxiliary at the 100th Anniversary.
- PHCC will invoice the Auxiliary for services rendered. For the immediate future, PHCC will work with the Auxiliary for a smooth transition until the processes “settle down.” Shelly Cook will remain the liaison to the Auxiliary, and Auxiliary volunteers will continue to do many of their tasks.
- PHCC is committed to having the Auxiliary succeed. PHCC and the Auxiliary are making the merger “on a gentleman’s hand shake.” Once the resolution passes the Auxiliary Board of Directors and the membership at the Annual Business Meeting, the resolution will be presented for approval at the PHCC Business meeting. The resolution has been approved by the PHCC Executive Officers. Once approved, the merger process will be worked out.
- PHCC made a waiver that the Auxiliary does not have to hold membership in PHCC.
- It was suggested that if the Auxiliary withdraws from PHCC in the future, funds return to the Auxiliary. This verbiage can be put into the “contract” between PHCC and the Auxiliary.
- Auxiliary bylaws will not change. Any changes to state and local bylaws will depend on how those bylaws were written.

The Executive Officers are asking membership to trust them to make the transition in the best interests of the Auxiliary. When the vote passes the various bodies, discussions will begin. MOTION 4: On a motion and second, approve Resolution 1 to merge the Auxiliary under PHCC. VOTE 4: Motion carried.

Note: The Resolution states (#2), “The Auxiliary shall have the authority to elect its own officers and Board of Directors.” This will be amended in the PHCC discussion, noting that membership elects officers per Auxiliary Bylaws.

B. Long-Range Planning Update – President-Elect Susie Greene

The Long-Range Planning Committee met in February. The LRP suggested fun events for everyone registered. LRP had two stated goals: 1) Have 10% of spouses and guests registered for convention attend at least one of the Auxiliary events; and 2) of those who attend, have 10% join the Auxiliary. President-Elect/President Susie Greene will work with Shelly Cook at National to get numbers to evaluate if goals were met.

The events scheduled were the Mind Tripping Show, chair massages, and the Rhythm! Discovery Center. Kudos were expressed to the LRP for bringing “fun” back to convention.

C. Convention Update

Wednesday

- Life Members luncheon at 11:45 a.m.
- Annual Business Meeting at 2:00 p.m.
- First-Timers Get Together at 5:00 p.m. – Auxiliary Board members are encouraged to attend.
- Opening Reception at 5:30 p.m.

Thursday

- Bradford White Breakfast at 8:00 a.m.
- Silent Auction from 10:00 a.m. to 1:45 p.m.
- Mind Tripping Show in the afternoon

Friday

- Workforce Development Breakfast
- Chair massages in the morning
- InSinkErator Awards Luncheon
- Rhythm! Discovery Center on Friday afternoon

Marketing – The Auxiliary is liquidating current inventory at the Marketing Table. Water Drop pendants will remain full price.

12. 2020 Budget. The 2020 budget as proposed does not include proration which will occur when the Auxiliary is merged with PHCC National. It also does not include services which PHCC will bill to the Auxiliary as these expenses are TBD.

On behalf of the Budget Committee, Treasurer Gammon moves that the Board of Directors concur with the budget. A second is not required. VOTE 5: Motion carried. None opposed. No abstentions.

13. Other

A. Scholarships – 25 applicants received a total of \$54,850. There was one Bradford White award of \$7,500. The average award was over \$2,100. There is \$26,138 remaining in the Ginny Scholarship Fund which awards \$3,000 per year.

- B. It was suggested that Life Members and State Leaders have one luncheon open to all, recognizing members of these groups. Life members, however, want to continue to hold an annual meeting. There are seven state Auxiliaries that might also want to meet.
 - C. Kudos to Steve Gammon (TN) for manning the Marketing table, Ellen Whitaker (GA) for covering registration during this meeting, and Convention Co-Chairs Bev Potts and Becky Davis (IL) for helping to plan convention.
- 14. Joint Installation and Reception – President-Elect Susie Greene announced a reception honoring newly installed officers at the hotel following the Closing Ceremony at the Speedway.
 - 15. Closing Prayer by Chaplain Nancy Eberhardt
 - 16. Adjournment at 10:41 am.



**99th Annual Business Meeting
Minutes
Westin Hotel, Indianapolis, Indiana
October 2, 2019
Approved February 7, 2020**

“Women in the Industry”

Auxiliary Mission Statement

The Plumbing, Heating, Cooling Contractors (PHCC) National Auxiliary, in cooperation with the PHCC—National Association, promotes public awareness of the industry through education and communication.

Seated at Head Table: President Ann Rivers, President-Elect Susie Greene, Vice President Kathy Tindall, Treasurer Cheryl Gammon, Membership Secretary Sandy Stack, Recording Secretary Janice Voss, Parliamentarian Terry Giebelhaus, Chaplain Nancy Eberhardt. (The position of Marketing Secretary is vacant.)

1. Call to Order at 1:43 p.m. by President Ann Rivers.

**PRESENTATION OF AWARDS
Presented by InSinkErator’s Rob Grim and Joe Maiale**

Robert M. Cox Awards

Humanitarian Award, Image (Small Auxiliary)

First Place: Janice Graybeal, Illinois PHCC Auxiliary (Community Service Project)

Second Place: Richela Roy, Baton Rouge PHCC Auxiliary (Community Service Project)

Third Place: Greta Flinn, PHCC of Washington State Auxiliary (Legislative Efforts)

Honorable Mentions:

- Janice Graybeal, Illinois PHCC Auxiliary (Conventions and Trade Shows and Legislative Efforts)
- Sheila Haas, PHCC of North Carolina Auxiliary (Community Service Project)
- Linda G. Bienvenu, New Orleans Auxiliary PHCC (Community Service Projects)
- Geraldine Calfo, PHCC Auxiliary of Delaware (Community Service Projects)
- Carla Waguespack, PHCC Auxiliary of Louisiana (Community Service Projects)

Humanitarian Award, Image (Large Auxiliary)

First Place: Karla Tinius, PHCC of Lincoln Auxiliary (Community Service Projects)

Second Place: Karla Tinius, PHCC of Nebraska Auxiliary (Conventions and Trade Shows)

Humanitarian Award, Recruitment (Large Auxiliary)

First Place: Geraldine Calfo, PHCC Auxiliary of Delaware (Promoting Industry Careers and Recruiting into the Industry)

Larry Dore Award

Runner Up: Rhonda Robillard, Baton Rouge PHCC Auxiliary

Note: The winner of the Larry Dore Award will be announced at the InSinkErator Awards Luncheon.

Mr. Grim and Mr. Maiale expressed their pride of the 100 years of the National Auxiliary. They expressed appreciation for InSinkErator being a participant for 56 of the 100 Auxiliary's years. Mr. Maiale has been involved for 42 of the 100 years!

(continuation of the meeting)

2. Invocation given by Chaplain Nancy Eberhardt.
3. Pledge of Allegiance led by Vice President Kathy Tindall.
4. Welcome by President Ann Rivers. The Auxiliary is proud to announce that there are five videos of "Women in the Industry" which will be shown at various meetings and events throughout convention. The women represent HVAC and plumbing. She gave a special thanks to the Auxiliary officers and other Auxiliary members for helping to put it together. In addition, she expressed appreciation to the 2018-19 officers and to all who helped this

past year. Special thanks were extended to Bev Potts and Becky Davis for serving as 2019 Co-Chairs of convention.

5. Introduction of Officers by President Ann Rivers. In addition to those seated at the head table are Past-President Greta Fischer and Historian Rhonda Robillard.
6. Rules of Convention were read by Parliamentarian Terry Giebelhaus. MOTION 1: On a motion and second, accept the Rules of Convention as presented. VOTE 1: Motion carried. None opposed. No abstentions.
7. Registration Report / Quorum. Membership Secretary Sandy Stack reported that 49 members signed registered and received credentials. There are 32 present in the room. Quorum is met.
8. Approval of Agenda. MOTION 2: On a motion and second, approve the agenda. Changes to the agenda include: 1) the Pledge will be led by Vice President Kathy Tindall, 2) the budget years are 2018, 2019 2020 (instead of 2017-18, 2018-19, 2019-20), and discussion of the 2020 Proposed Budget is postponed until the end of the meeting. VOTE 2: Motion carried. None opposed. No abstentions.
9. Approval of Minutes. Recording Secretary Janice Voss noted that members had the opportunity to read the minutes as printed in the 2019 Convention Report. Hearing no additions or corrections, the minutes listed below will be filed with the official record.
 - 2018 Pre-Convention Executive Officers' Meeting
 - 2018 Annual Board of Directors' Meeting
 - 2018 Annual Business Meeting
 - 2018 Post-Convention Executive Officers' Meeting
 - 2018 Teleconference of the Executive Officers (November 3, 2018)
 - 2019 Teleconference of the Executive Officers (January 11, 2019)
 - 2019 Winter Executive Officers' Meeting
 - 2019 Teleconference of the Executive Officers (May 2, 2019)
 - 2019 Teleconference of the Executive Officers (May 24, 2019)
 - 2019 Summer Executive Officers' Meeting
 - 2019 Teleconference of the Executive Officers (July 8, 2019)
10. Verbal Report Updates
 - A. Membership Update. Membership Secretary Sandy Stack reported that there are more than 137 paid members.
 - B. Financial Review Committee
 - Jorja Dickemann and Cheryl Rolwes performed a financial review of reports prepared by the Treasurer and agreed these reports with the prior year, with statements

from the applicable banks, and with reports prepared by the different secretaries and found nothing in their review and believe the Financial Statements are properly prepared and stated.

During the review, the Treasurer stated that some controls need to be put into place regarding the credit card approval process. It was decided that this process related to the credit cards will be reviewed after convention by this committee along with the Treasurer's assistance.

MOTION 3: On a motion and second, accept the report from the Financial Review Committee. VOTE 3: Motion carried. None opposed. No abstentions.

C. Financial Reports Distributed by Treasurer Cheryl Gammon:

- * Statement of Financial Position (as of December 31, 2018)
- * Statement of Activity (January-December 2018)
- * Statement of Financial Position (as of August 31, 2019)
- * Statement of Activity (January-August 2019)

Treasurer Cheryl Gammon reported that, with no objections, the Financial Reports will be filed with the official record.

D. Scholarship – Chair Jorja Dickemann, Bonnie Whitaker, Bev Potts. On behalf of the committee, Bonnie Whitaker reported that there were 25 awards for a total of \$54,850. Scholarship sponsors include InSinkErator (\$25,000), IAPMO (\$10,000), Bradford White (\$7,500), Ginny (\$3,000), and AO Smith (\$1,500) as well as Life Members and the Auxiliary. Appreciation was expressed to the committee for its work.

E. Nominating Committee. Lynne Finley reported the following nominations:

- Vice President: Bonnie Whitaker (NC). Beth Pendergrass supported her nomination.
- Parliamentarian: Geraldine Calfo (DE)
- Third-Year Scholarship Member: Richela Roy (LA)
- Marketing Secretary: TBD
- Members-At-Large Representative: TBD
- Scholarship Chair: Jorja Dickemann (IL)

NOTE: If elected Vice President, Bonnie Whitaker will be unable to progress from Second-Year Scholarship Member to Chair, necessitating a replacement Scholarship Committee chair. Jorja Dickemann agree to remain as Chair for one year.

MOTION 4: On a motion and second, accept the Nomination Report as presented.

VOTE 4: Motion carried. None opposed. No abstentions.

11. Old Business. Discussion postponed at the 2018 Annual Business Meeting (October 11, 2018): Dues Increase Effective January 1, 2019

Bylaws Article XIV states that "National Auxiliary dues shall be as determined by the Board of Directors and confirmed by the voting members at the Annual Business Meeting." At the Summer Executive Officers' meeting, the officers approved the following: Raise regular dues from \$100 to \$125 effective January

2019 with an additional \$25 increase to \$150 effective January 2021. Increase Senior member dues from \$50 to \$75.

The Board of Directors did not concur on the dues increase at its meeting held on October 10, 2018.

MOTION 5: On a motion and second, withdraw this resolution. VOTE 5: Motion carried. None opposed. No abstentions.

12. New Business

A. Long-Range Planning (LRP) Update by President-Elect Susie Greene. The LRP met in February. They identified two goals for the year: 1) 10% of all registered spouses/guests attend events; and 2) 10% of the people who attend the events will join the Auxiliary.

Fun events are taking place this year, including a Mind Tripping Show, chair massages, and a visit to the Rhythm! Discovery Center. Refreshments, including a 100th Anniversary cake, will be served at the museum.

The Committee will evaluate numbers of attendees to see if goals were met. Please encourage attendees to come to the events.

B. MOTION 6: On a motion and second, postpone discussion of the resolution until later in the meeting as some members are running late. VOTE 6: Motion carried. None opposed. No abstentions.

13. Election of Officers.

A. Nomination for Members-At-Large Representative (one year): Rhonda Robillard (LA).

B. There were no additional nominations for officers. The nominations from the Nominating Committee stands as presented with the addition of the Members-At-Large nomination noted above. There will be a presidential appointment for the position of Marketing Secretary.

C. MOTION 7: On a motion and second, have the Recording Secretary cast a unanimous ballot for the slate of officers. VOTE 7: Motion carried. None opposed. No abstentions.

Elected Officers:

- Vice President: Bonnie Whitaker (NC)
- Third-Year Scholarship Member: Richela Roy (LA)
- Members-At-Large Representative: Rhonda Robillard (LA)
- Scholarship Chair: Jorja Dickemann (IL)

Officers appointed by the incoming President to be confirmed by membership:

- Recording Secretary Janice Voss (2019-20, 2020-21)
- Chaplain – Nancy Eberhardt (WI)
- Historian – Richela Roy (LA)
- Parliamentarian – Geraldine Calfo (DE)

MOTION 8: On a motion and second, confirm the appointed officers. VOTE 8: Motion carried. None opposed. No abstentions. These officers are confirmed.

Officers continuing:

- Treasurer Cheryl Gammon (Elected 2018-19, 2019-20)
- Membership Secretary Sandy Stack (Appointed 2018-19, 2019-20)

14. Presentation of New Officers 2019-20

President*	Susie Greene (GA)
President-Elect*	Kathy Tindall (NJ)
Vice President*	Bonnie Whitaker (NC)
Marketing Secretary*	<i>Presidential Appointment</i>
Membership Secretary*	Sandy Stack (WA)
Recording Secretary**	Janice Voss (NC)
Treasurer*	Cheryl Gammon (TN)
Chaplain**	Nancy Eberhardt (WI)
Historian**	Richela Roy (LA)
Parliamentarian**	Geraldine Calfo (DE)
Members-at-Large Representative*	Rhonda Robillard (LA)
Scholarship Three-Year Member*	Richela Roy (LA)
Scholarship Chair (extended one year)*	Jorja Dickemann (IL)

* Elected offices

** Appointed offices

15. Recognition of New Members and First-time Attendees by Vice President Kathy Tindall and Membership Secretary Sandy Stack with presentation of a gift:

- New Member Jonathan Byrd (GA)
- First-time Attendee: Farren Bourgeois (LA)

16. Necrology by Chaplain Nancy Eberhardt

Recognition of members deceased since CONNECT 2018: Jim Finley (2018); Fay Lundeen (2018); Mary Roberts (2018); Ruth Parkes, wife of Walter Parkes (2018); Peggy Greenslade (2019); Dorothy Roehrig (2019); Mitzi Parkes, wife of Buddy Parkes (2019); and the younger brother of Noma Roberson (2019).

Chaplain Eberhardt read the poem *Rest in Peace*. by Grace E. Easley.

17. 2019 Resolution (presented in the September 2019 Newsletter) and read by Resolutions Committee Chair Corrine Riley. On behalf of the Resolutions Committee, Corinne Riley moved that the recommendation be adopted. (Refer to Appendix A for the Resolution.)

Discussion:

- Dues are established by membership, not the Board of Directors as written in the resolution.
- There are 3 options:
 - 1) Join forces with PHCC National Association which allows the Auxiliary to have control over its organization while getting needed support to continue on. (I.E., the Auxiliary gets resources but remains in control.)
 - 2) Hire someone to do the work volunteers are now doing. However, with the Auxiliary currently dipping into its reserves, hiring someone would further reduce funds.
 - 3) Close down after the 100th year. Per Auxiliary Bylaws, remaining funds revert to National PHCC. However, officers do not feel that this is an acceptable option.
- National will handle membership invoicing, do monthly financial reconciliations, and write checks as directed by the Auxiliary. Expenses will continue to be approved by the President and Treasurer. Monthly reports will be provided by National to the Auxiliary for review. With National performing financial and clerical duties for the Treasurer and Membership Secretary, duties of these positions will be freed up.
- Charges to the Auxiliary for services rendered are not known at this time, however, National will work with the Auxiliary during the transition.
- National can promote membership in the Auxiliary, making a statement on its invoices.
- Caution was expressed that there is nothing in writing about how the merger will proceed. A great unknown are the National charges to the Auxiliary for services.

Of note, members of the PHCC National Board and the PHCC National Executive Director halted their meeting to join the Auxiliary Business Meeting.

The Education Foundation has a service agreement with National. The partnership is negotiated and discussed to the satisfaction of both organizations. Financial books will be kept separate. Going forward, it will be as a partnership, supporting one another. PHCC National feels strongly that the Auxiliary shall survive.

Once approved, the two organizations will begin working on the details. If it does not work out, the Auxiliary can again separate.

- The Auxiliary will become an affiliate of PHCC. Daily operations will continue to be governed by the Executive Officers. If the Auxiliary has the skills to do a task, it will do so. It was suggested that the Auxiliary should trust the officers to work out the details.
- The Auxiliary needs help. PHCC is offering such.

- PHCC is excited to have this collaboration with the Auxiliary. PHCC is here to help as we are one large family of PHCC.
- Question was called. VOTE 9: Motion carried. Opposed: 1. Abstentions: 3.
18. Exchange of Pins. President Elect Susie Greene pinned the Past President's pin on outgoing President Ann Rivers. Ann Rivers pinned the President's pin on Susie Greene.
 19. Presentation of the Gavel by Life Members President Rhonda Robillard to incoming President Susie Greene.
 20. Joint Installation and Reception. Incoming President Susie Greene announced that there will be an open reception at the Westin honoring all incoming officers following the Closing Ceremony at the Speedway.
 21. Convention Announcements by President Ann Rivers
 - Wednesday evening: Opening Reception at 5:30 p.m.
 - Thursday
 - The Bradford White breakfast is at 8:00 a.m.
 - Trade Show is 10:00 a.m. to 2:00 p.m.
 - Silent Auction is in the Trade Show from 10:00 a.m. to 1:45 p.m.
 - Mind Tripping Show is 2:30 p.m. – 4:30 p.m.
 - Friday
 - Chair massages from 9:00 – 11:00 a.m.
 - InSinkErator Awards Luncheon
 - Rhythm! Discovery Center celebrating with a 100-year anniversary cake
 - Closing Ceremony and Installation
 22. 2020 Proposed Budget was distributed in the Financial Report packet. Hearing no concerns or questions, Treasurer Cheryl Gammon, on behalf of the Budget Committee, moved that the 2020 budget be approved. VOTE 10: Motion carried. None opposed. No abstentions.
 23. Closing Prayer given by Chaplain Nancy Eberhardt.
 24. Adjournment at 3:15 p.m.



2019 Post-Convention Executive Officers' Meeting

Westin Hotel, Indianapolis, Indiana

Minutes

October 5, 2019

Approved February 7, 2020

1. Call to Order at 9:09 a.m. by President Susie Greene.
2. Opening Prayer by Chaplain Nancy Eberhardt.
3. Pledge of Allegiance by President-Elect Kathy Tindall.
4. Roll Call by Recording Secretary Janice Voss.
Present: President Susie Greene, President-Elect Kathy Tindall, Treasurer Cheryl Gammon, Membership Secretary Sandy Stack, Recording Secretary Janice Voss, Chaplain Nancy Eberhardt. Not present due to travel arrangements: Vice President Bonnie Whitaker. The position of Marketing Secretary is vacant.
5. Old Business – Convention Recap
 - Four new members joined the Auxiliary. These dues count toward 2020 membership but are included in 2019 revenue. There was one first-timer at the Annual Business Meeting.
 - Convention revenue is \$8,398 which includes \$350 membership dues. Treasurer Gammon will break down revenue by Silent Auction and marketing sales. Both destination locations accepted second bookings at the Silent Auction bid-price.
 - Kudos to Steve Gammon for working the marketing table.
 - The Auxiliary will request the Silent Auction again be housed within the CONNECT 2020 trade show but will point out to Maureen the issue of persons congregating in the aisle as it created a fire hazard. President-Elect Tindall offered to get a signed football for the Dallas Silent Auction.
 - President-Elect Tindall has contact information for an organization that wants to sponsor a fun event at CONNECT 2020 in Dallas.
Note: One fun suggestion was to offer dance classes under the instruction of Linda Bienvenu of Louisiana.
 - Investigate having someone to run the clerical part of registration with an Auxiliary member present to welcome registrants.

- Bring back a convention shirt as a presale item distributed in registration bags.

6. New Business

- A. Use the Auxiliary diamond logo for all correspondence this year.
- B. The 2019 Resolution passed. President Greene asked each position to describe help needed from PHCC National.
 - Treasurer – PHCC National will have all funds and issue checks as requested. The Auxiliary will receive and review monthly reports.

The Auxiliary must determine the process to have payments made. Many processes need to be reviewed as a result of this merger, including the Auxiliary's approval process. These processes will be reviewed at the Summer EO meeting, however, President Greene wants to have an overview prior to PHCC Orientation. Membership – Membership Secretary Stack will coordinate the cleanup of the database (delinquent and non-renewals) with the Membership Committee.

Treasurer Gammon will work with Membership Secretary Stack to submit the reports to PHCC National. National will put up-to-date Auxiliary membership records into the PHCC database and invoice for membership dues.

Whether the Auxiliary or PHCC National sends 2020 invoices will depend on the timeline to clean up the Auxiliary's membership records.

Note: President-Elect Tindall noted that she plans to review long-range planning and select her President's project according to what the Auxiliary can do for PHCC National.

- C. The President will serve as point-of-contact with Shelly Cook at PHCC National.
- D. 2020 Budget – approved at the Annual Business Meeting held on October 2. Unknown are PHCC National staff costs. Treasurer Gammon will give the current Auxiliary budget (January to December) to Michael Ahearn; PHCC National budget is July to June. The Auxiliary will remit the tax return which was extended to November. The Auxiliary will keep the 501c6 open until all has cleared and been finalized.
- E. Thank you notes to sponsors. Recording Secretary Voss will send to the EOs the 2019 Sponsor list so EOs can write sponsor thank you notes. Include pictures when appropriate. Ask Corinne to include a picture of Life Member attendees in her thank you note to LA-CO. Note: For 2020, consider having a thank-you poster for each sponsor signed by attendees.
- F. Board Members' Photos for Website and Committee Book. New photos needed: Vice President (Bonnie Whitaker), Historian (Richela Roy), and Parliamentarian (Gerry Calfo). Chaplain Eberhardt requested that her photo be updated.
- G. 2019-20 Committee Book. President Greene noted that the committee book is almost complete. The Auxiliary will decide whether to mail or send it electronically. Posting on the website is not secure as Auxiliary logins are not required.
- H. PHCC National Logins. President Greene will contact Shelly Cook about obtaining National logins for new officers.
- I. Upcoming Meetings

- Duties and Procedures Meeting and Long-Range Planning Meeting. These two groups alternated years to meet, but LRP began meeting every year. For 2020, the Bylaws, Duties and Procedures needs to meet. Long-Range Planning can meet via conference calls and discuss goals through emails.
 - Winter Executive Officers' Meeting in Beaufort, SC – January 23-27 or February 6-10. Preference was shown toward February 6-10 (arrival February 6 and departure February 10). Let President Greene know whether flights are cheaper into Savannah or Charleston.
 - Legislative Conference, Washington, DC – held in May. Travel is funded for the President and President-Elect.
 - Summer Executive Officers' Meeting (TBD) – Carl Pinto offered the Grant Rapids, MI Bradford White facility for the Summer meeting. A plant tour can be arranged. It was suggested spouses attend. The Bylaws, Duties, and Procedures can also meet.
- J. Office Equipment – Purchase a laser printer and discard the Canon. An Auxiliary tablecloth was not with marketing items received from Cristal Pinnix. Janice will ask Cristal.
 - K. Marketing Secretary – To be discussed at the Winter EO meeting. At the Annual Business meeting, the position was approved as “President’s Appointment.”
 - L. Newsletter. President Greene will continue to serve as editor and will distribute newsletter assignments. Next issue: awards, thank you to sponsors, necrology, introduction of the Vice President.
 - M. Social Media. President Greene will continue to do eblasts but would like to turn social media over to someone else.
 - N. State Convention Attendance – to be discussed at a later date.
 - O. Auxiliary Shrugs for Officers. Ann Rivers’ shrug will be given to Bonnie Whitaker.
 - P. Name Tag for the Vice President – President Greene will request this of Shelly Cook.
 - Q. Auxiliary Insurance Policy Renewal. Treasurer Gammon will renew the policy at the end of the year (\$850).
 - R. 2019-20 Theme of President Susie Greene: ***Our Shining Future is Now.***
 - S. The Recording Secretary will update the Wells Fargo bank accesses (Rivers to Greene), cancel the credit card for Rivers, and request a credit card for Greene.
 - T. Honorary Life Member – consider Honorary Life Membership for Russ Chaney, IAPMO, at CONNECT 2020 to be given either at the awards or at the Annual Business meeting.
7. President’s Notes. President Greene thanked the Executive Officers!
 8. Closing Prayer by Chaplain Nancy Eberhardt.
 9. Adjournment at 10:59 a.m.



**2020 Winter Executive Officers' Meeting
Minutes
February 7-9, 2020
Beaufort, South Carolina
(Approved June 11, 2020)**

Day 1: February 7, 2020

1. Call to Order at 11:20 a.m. by President Susie Greene.
2. Invocation from Chaplain Nancy Eberhardt read by President-Elect Kathy Tindall.
3. Pledge Allegiance led by Vice President Bonnie Whitaker.
4. Roll Call by Recording Secretary Janice Voss
Present: President Susie Greene, President-Elect Kathy Tindall, Vice President Bonnie Whitaker, Treasurer Cheryl Gammon, Recording Secretary Janice Voss.
Excused: Membership Secretary Jorja Dickemann
Guest: PHCC National Director of Executive Office Operations and National Auxiliary Shelly Cook
5. Opening Remarks. President Greene welcomed everyone, especially Shelly Cook, to her to home and to South Carolina.
6. Approval of Agenda. MOTION 1: On a motion and second, approve the agenda. VOTE 1: Motion carried unanimously.
7. Approval of Minutes. MOTION 2: On a motion and second, approve the following minutes:
 - 2019 Pre-Convention Executive Officers' Meeting (September 30, 2019)
 - 99th Annual Board of Directors' Meeting (October 2, 2019)
 - 99th Annual Business Meeting (October 2, 2019)
 - 2019 Post-Convention Executive Officers' Meeting (October 5, 2019)

VOTE 2: Motion carried unanimously.

8. Executive Reports. Written reports were submitted from Executive Officers prior to the meeting. There were no additional reports.

9. Financial Report – Treasurer Cheryl Gammon

- The Directors and Officers Insurance was renewed (2 years) and paid.
- The tax return was filed and accepted by the IRS.
- Budget Update

Receipts need to be updated. There is \$16,550 in memberships. Sponsorships received are \$3,500 from Federated (PHCC pass-through). Bradford White's \$7,500 from 2019 was not received (PHCC pass-through). All convention sponsors paid, but not all 2019 sponsors paid (LA-CO and the 2 magazines).

Going forward, the Treasurer will work through our PHCC liaison and PHCC National's Vice President of Business Development Elicia Magruder to follow-up with sponsors about non-payment. BrassCraft agreed to catch up on 2018 and 2019 sponsorships. Lynne Finley contacted the magazines, but additional follow-up is needed. Susie will resend a request and copy Lynne Finley on her email.

The following is in the Auxiliary accounts: \$91,000 in checking, \$20,142 in Ginny Scholarship, a \$35,480 CD in the Wilson Bank & Trust, and \$100,705 in savings. Annual revenue includes approximately \$17,500 in membership dues and \$22,250 in sponsorships.

Receipt of 2019 scholarship payments will be confirmed.

Action Items:

- Review a breakdown of convention revenue and expenses.
- Inquire about the 2019 payment from Bradford White. (Shelly)
- Arrange a conference call with Susie, Cheryl, Shelly, Michael Copp (PHCC Executive Vice President) and Michael Ahearn (PHCC VP of Finance and Human Resources) to discuss the transfer of funds. (Shelly) Note: Cheryl will email Shelly date options.
- Determine process to follow-up for delinquent membership dues. Develop generic letters and, if necessary, remove from the membership for non-payment.

10. Committee Reports (Not formally requested at this time.)

Scholarship Committee. Checks were issued to the institutions with an email to announce that the checks were being sent. There was one institution that did not receive a check.

Action Item: Cheryl will follow-up.

11. Old Business

- A. Vacant Marketing Position (See New Business.) It was decided that the Auxiliary would liquidate inventory, setting a sale price of \$10/item.
- Take remaining marketing inventory items from Nashville to Boone. (Janice)
 - Send an eblast announcing the liquidation. (Susie)
 - Ship items. (Janice)
 - Kudos were expressed to Steve Gammon and Channing for handling the marketing table at convention.
- B. Directors and Officers Insurance – Discussed under Financial Report (above).

BREAK at 12:30 p.m. RECONVENED at 1:15 p.m.

- C. Financial Review Committees. As a follow-up to the Financial Review Committee report presented at convention, the following concerns were shared with Executive Officers.)
- 1) Delinquent accounts receivables for sponsors should have been received prior to convention. Responses: a) The EOs are discussing these sponsors, working toward bringing sponsors current, or removing them. b) Susie plans to work with National on identifying, receiving, and/or following up funds from sponsors. c) Susie will follow-up with BrassCraft since Debra Lewis stated she would bring sponsorship up to date.
 - 2) Delinquent membership. Response: The EOs are in the process of cleaning up membership lists before turning data over to National.
 - 3) The online store is losing money. Response: The online store is not in use. Inventory items will be liquidated, advertising \$10 sale on items. (See Old Business, Item 11-A.)
 - 4) In QuickBooks, there was \$5,000 under expenses on the credit card without receipts. Responses: a) These amounts were identified for the Treasurer by the past President at convention and recorded under the appropriate expense categories. b) Credit cards will not be held by the President and Treasurer once under National, so unreceipted expenses will no longer be an issue.
 - 5) Travel and food expenses of \$38,000 were questioned, a loss of \$20,000 in these categories. Response: The past two Presidents have held meetings in locations where there was no lodging charge or minimal. Both breakfast and lunch were in-house. The EOs are trying to minimize travel expenses.
 - 6) Going forward: a) The EOs are trying to minimize expenses. b) With the transition of the Auxiliary's finances to National, many processes will be fine-tuned with better follow-up. c) The Treasurer will receive reports on a monthly basis, and these reports will be reviewed by the Board at each meeting.
- D. Other
- 1) Roger and Diane Peugeot put flowers on the grave of founder Mother Hornbrook. The Auxiliary requested that the Peugeots continue to submit a picture for the newsletter.

- 2) Josie Gregory was not able to attend convention and videotape interviews with members for the 100th anniversary. She will be asked to attend Legislative in May to both interview members and interview personnel from the Smithsonian.
Action Items:
 - Contact Josie about attending Legislative in May. (Susie)
 - Obtain a list of Legislative attendees when known. (Shelly provide to Susie)
12. New Business
- A. Resignation of Membership Secretary effective January 5, 2020.
 - B. Jorja Dickemann agreed to serve as Membership Secretary for the remainder of 2020.
 - C. Confirmation of votes taken since the last meeting.
 - Vote January 6, 2020: Affirmative vote by the Executive Officers to reimburse Sandy Stack for airfare to the winter Executive Officers' meeting on the condition that the ticket not be used. Reason: Airline ticket purchased prior to her resignation.
 - January 16, 2020: Affirmative vote by the Board of Directors to appoint Jorja Dickemann to the position of Membership Secretary. To be confirmed by Auxiliary membership at the 2020 CONNECT Auxiliary's Annual Business Meeting.
 - D. 2019-20 Committee Book – distributed via eblast to membership
 - E. Direction for Education and Marketing Committees
 - 1) Finalizing *Women in the Industry* videos. The videos need a) an introduction about the purpose of the videos and b) a closing encouraging HVAC or plumbing as a choice career and listing of persons to contact for additional information. These videos are on PHCC's website as well as YouTube.
Action Items:
 - Charge the Education and Marketing Committees to work together to 1) create the introduction and closing to the videos, 2) create a marketing program to distribute the videos (e.g., membership, guidance counselors, principals, career fairs, AEC), and 3) to create a toolbox to be used by members as a workforce recruiting tool to take to third parties with a checklist and directions for dissemination. Completion deadline is the summer EO meeting. (Susie)
 - Inquire whether PHCC Marketing Manager Yari Collazo can be a committee member or serve as a consultant to the committee. (Shelly)
 - 2) Duties of the Marketing Secretary:
 - Web Page/Web Manager, Auxiliary Online Store, Marketing items, Social Media, Eblasts – Susie is managing the web page and newsletters.
 - The online store is not active. Refer to Old Business, Item 11-A regarding liquidation of remaining inventory.
 - Convention t-shirts can be presold with extras available for sale at convention.
- Action Items:

- Solicit submissions for a convention t-shirt graphic. A \$50 prize can be given to the selected designer. Deadline will be the end of March. The chosen graphic will be sent to Shelly for National's approval. (Susie and others)
 - Inform the EOs when registration materials will be distributed for inclusion of t-shirt orders. (Shelly)
- 3) MOTION 3: On a motion and second, dissolve the position of Marketing Secretary with redistribution of duties to the Marketing Committee and others as needed. VOTE 3: Motion carried unanimously.
Action Item: Draft a resolution for review by the EOs and for signature at the Summer EO meeting. (Janice)

BREAK at 3:12 p.m. RECONVENED at 3:28 p.m.

- F. Additional Follow-Up to Meeting with National. Plans for the Auxiliary's transition to National continue. Shelly has been appointed liaison between the Auxiliary and National.
- 1) MOTION 4: On a motion and second, reimburse 50% of Shelly's travel expenses (airfare, hotel, and car rental) to National. VOTE 4: Motion carried unanimously.
Action item: Request an invoice from National. (Shelly)
- 2) Development of a Strategic Plan. The Auxiliary's Strategic Plan has no measurable objectives. National offered to help the Auxiliary create a strategic plan, however, the Auxiliary needs to transition over before this can be done.
- G. Sponsoring Apprentice for 2020 CONNECT contest. MOTION 5: On a motion and second, sponsor an HVAC apprentice for at 2020 CONNECT. VOTE 5: Motion carried unanimously.
Action Item: Find out from National the sponsorship amount. (Shelly provide to Cheryl)
- H. Attendance by the President & President-Elect at 2020 Legislative Conference. Susie plans to be at the PHCC Board meeting but not Legislative. Kathy and Janice plan to attend at no expense to the Auxiliary.
- I. Update of Bylaws and Duties and Procedures. The Bylaws and Duties and Procedures Committee will work on revisions via conference calls and email.
Action Items:
- 1) EOs should review the duties and procedures listed under their respective positions and submit changes to Kathy to draft the Duties and Procedures.
 - 2) Consult with Michael Copp to see how the Auxiliary should proceed with the Bylaws revision. (Shelly)
 - 3) Draft the Bylaws revision for review at the summer meeting, including dates of approved changes. (Janice)

Day 1 adjourned at 4:07 p.m.

Day 2: February 8, 2020

Called to order at 10:00 a.m. by President Greene.

- J. CONNECT 2020 Tentative Planning. The President represents the Auxiliary on the Convention committee.
- 1) Maureen Coleman's contract was not renewed for Convention planning. A new meeting planner has been contracted.
 - 2) The Auxiliary will not enter into contracts for convention events. National will issue contracts.
 - 3) Budget – unknown until events are determined.
 - 4) Schedule
EOs should be at 2020 CONNECT on Sunday, September 27 and depart mid to late afternoon on Saturday, October 3.
 - Monday, September 28: Pre-convention EO meeting and dinner with spouses.
 - Tuesday, September 29: Susie and Kathy will be in PHCC's board meeting. EOs can setup and help with registration.
 - Wednesday, September 30: Auxiliary Board of Directors' meeting in the morning (2 hours); 100th Anniversary luncheon with members and sponsors; Auxiliary Annual Business Meeting in the afternoon (2.5 hours, beginning with awards); First Timers at 5:00 p.m.; and the Opening Reception at 5:30 p.m.
 - At the luncheon, the 100th Anniversary video will be shown. States and locals will be asked to share activities of their Auxiliaries.
 - There was discussion whether Life Members must meet annually. Review of the Bylaws does not state such. The Ds&Ps will be revised to reflect that Life Members "may" meet at convention.
- Action Items:
- Confirm whether EOs and spouses are invited to PHCC's board dinner on Tuesday evening. (Shelly)
 - Contact Corinne Riley to determine whether Life Members choose to meet prior to the Board of Directors' meeting, after the Annual Business Meeting, or not meet at convention. (Kathy)
- 5) Auxiliary Trade Show Booth replaced with the Silent Auction (Bonnie Whitaker). Time 10 a.m. to 2 p.m.
- Action Items:
- Share with Bonnie a checklist for planning and running the Silent Auction. (Kathy)
 - The number of tables will be determined at a later date.
 - Cheryl and Janice will collect money at the end of the Silent Auction.
- 6) Registration – manned by the Membership Secretary and volunteers.
 - 7) Special Activities

- Thursday afternoon – a “get to know you” activity with information sharing at the end of the session.
- Friday morning – PHCC Board of Directors’ meeting and messages. Notes: a) Advertise that massage tips are prepaid by the Auxiliary, and b) schedule more chairs on site.
- Friday lunch – InSinkErator Awards Luncheon
- Friday afternoon – TBD.

Action items:

- Contact Linda Bienvenu about teaching a line dancing class. (Kathy)
- Investigate how much it would cost to work with the Dallas Cowboy cheerleaders. (Kathy)

8) Saturday morning – Post-convention EO meeting.

Action Items:

- Confirm that EO registrations are comp’d and that the Auxiliary has a 2-room suite with meeting space from Sunday through Saturday. (Shelly)
- Confirm that the Auxiliary registration will be next to PHCC’s registration similar to 2019. (Shelly)
- Make sure PHCC books EO rooms during convention. (Shelly) Note: Rooms are paid by the Auxiliary.
- Inquire about an on-site Parliamentarian in the event the Auxiliary’s Parliamentarian is unable to attend convention. (Shelly)
- Check invoicing for the two additional destination trips from the 2019 Silent Auction. (Cheryl)

K. Awards

MOTION 6: On a motion and second, there was consensus of the EO selection of the recipient for the 2020 3D Award.

The EOs discussed possible nominees and possible nominators for the 2020 Larry Dore Member of the Year Award.

BREAK at 11:17 a.m. RECONVENED at 11:27 a.m.

Action Items:

- North Carolina did not receive its Cox Award from 2019 CONNECT. Check with Linda Bienvenu to see if Louisiana received its honorable mention. (Janice)
- Contact InSinkErator to inquire on the check issuance(s). (Janice)
- Discuss with Nikki Wagoner the revamping the Cox Awards since the same Auxiliaries submit and win each year. (Susie)

L 100th Year Celebration: historical videos, 100-year balloons

Action Item: Announce the Auxiliary’s 100th Anniversary Celebration on all CONNECT communications. (Shelly)

M. Newsletter – deadline the end of March

- 1) Ask Jonathan Moyer then Michael Copp to submit articles for the newsletter, respectively – Shelly
 - 2) 2019 Scholarship recipients with pictures – Jorja
 - 3) 2020 Scholarship deadlines – Jorja
 - 4) New members – Cheryl and Jorja
 - 5) President's message, noting the 100th Anniversary Celebration – Susie
 - 6) Save the Dates for Legislative and 2020 CONNECT – Susie
 - 7) Rework levels of sponsors, sized according to level of giving. (Janice) Consult with Elicia Magruder before print. (Susie)
- N. Life Membership for Russ Chaney. MOTION 7: On a motion and second, award honorary Life Membership to Russ Chaney of IAPMO contingent upon the confirmation vote by the Board of Directors. VOTE 7: Motion carried unanimously. The award will be given at the Annual Business Meeting or the Auxiliary Luncheon. Action Items:
- Make sure company representatives are invited. (Kathy)
 - Send an email to the Board of Directors for confirmation. (Susie)
- O. Sponsors
- 1) Sponsor levels and recognition on the website. The following was drafted for presentation to Elicia Magruder to discuss with sponsors. Kathy will submit the document.

Diamond Sponsorship Opportunities (\$20,000 and above)

- Sponsor Logo on Newsletters
 - Sponsor article in Newsletters
 - Sponsor Logo on Website
 - Sponsor signage at events sponsored
 - Sponsor availability to pick events/awards/projects to sponsor
 - Sponsor promotional display at event sponsored
 - Sponsor welcome speaking/awarding at events sponsored
 - Sponsor recognized at events sponsored
 - Sponsor priority in selection of additional sponsorship opportunities
- Current Sponsor in this category: InSinkErator

Platinum Sponsorship Opportunities (\$10,000 - \$19,999)

- Sponsor Logo on Newsletters
- Sponsor article in Newsletters
- Sponsor Logo on Website
- Sponsor signage at events sponsored
- Sponsor availability to pick events/awards/projects to sponsor
- Sponsor recognized at events sponsored
- Sponsor welcome speaking/awarding at events sponsored

Sponsor priority in selection of additional sponsorship opportunities

Current Sponsor in this category: IAPMO

Gold Sponsorship Opportunities (\$5,000 - \$9,999)

Sponsor Logo on Newsletters

Sponsor article in Newsletters

Sponsor Logo on Website

Sponsor signage at events sponsored

Sponsor availability to pick events/awards/projects to sponsor

Sponsor recognized at events sponsored

Current Sponsor in this category: Bradford White

Silver Sponsorship Opportunities (\$1,500 – \$4,999)

Sponsor Logo on Newsletters

Sponsor Logo on Website

Sponsor signage at events sponsored

Sponsor recognized at events sponsored

Current Sponsors in this category: AO Smith, Carlson's, Copper Development, Federated,

Bronze Sponsorship Opportunities (Under \$1,500)

Sponsor Logo on Newsletters

Sponsor Logo on Website

Current Sponsors in this category: BrassCraft, Contractor Magazine, LA-CO, PM Magazine, TMB Publications, Fran Williams Contributors

BREAK at 12:54 p.m. RECONVENED at 1:46 p.m.

- 2) Sponsors aren't just pass-through. Elicia is working on sponsorships, increasing amounts if possible.
- P. Scholarships (See Day 3)
- Q. Summer EO tentative meeting place/dates discussion. EOs fly into Grand Rapids, MI on June 11 and meet June 12-14. Lodging at Hilton Garden Inn Grand Rapids East (2321 East Beltline Ave SE, Grand Rapids, Michigan, 49546). EOs' spouses fly in on June 14. Bradford White tour on June 15. Depart June 16. EOs attend at no charge to the Auxiliary. Spouses attend at their own expense.
Action Item: Confirm the above dates with Bradford White. (Susie)
- R. Updates to Auxiliary accesses. The credit card issued to the President changed from Ann Rivers to Susie Greene. The Treasurer, President, Recording Secretary and Membership Secretary have bank accesses. Janice is processing Jorja's access and deleting the access of Sandy Stack.

Action Item: The President (\$3,000) and Treasurer (\$7,000) will not have credit cards under PHCC. Inquire about recurring credit card expenses, such as the web site. (Shelly)

- S. “We won’t be our best unless you are involved!” Susie explained that instead of explaining the benefits of Auxiliary membership, the focus should be that the Auxiliary will not be its best unless members are involved.

Action Item: Include this phrase on Auxiliary communications, the membership application, the membership welcome letter, and convention signage.

- T. Inventory – discussed Auxiliary property and clarified who has each item. Kathy emailed Sandy Stack to ship items of the Membership Secretary to Jorja Dickemann.

- U. Other

- 1) Provide Shelly and Bonnie with the 100th Anniversary logo. (Kathy)
- 2) Obtain shrugs for new EOs, Bonnie and Jorja.
- 3) Obtain a magnetic name tag for Jorja. (Shelly)
- 4) Create business cards for persons new to their positions: Kathy, Bonnie, and Jorja. (Janice)

Day 2 adjourned at 3:37 p.m.

Day 3: February 9, 2020

Called to order at 10:03 a.m. by President Susie Greene.

Jorja Dickemann was brought in via conference call to discuss scholarships. Jorja agreed to remain as Scholarship Chair for 2020 as the incoming chair, Bonnie Whitaker, is serving in the position of Vice President.

1. Applications for 2020 – Application edits were made by Jorja Dickemann in 2019. The application was updated for 2020 dates.
2. Status of 2019 Scholarship Awards. Refer to #10 Committee Reports.
3. Thank-you notes from recipients – distributed and read by EOs.
4. Industry scholarship donors want industry scholarships. See Action Item below.

Action Items:

- Upload the application to the website. (Susie)
- When scholarship recipients’ pictures and names are printed in the newsletter or other communications, identify the scholarship(s) received by each. (Jorja)

Membership Invoices. There was consensus to review the accuracy of the membership data prior to exporting to National. National will invoice for 2020. After 30 days, review

outstanding receivables from membership invoices. Send a 2nd notice. When the EOs meet, they will review outstanding receivables.

Action Items:

- Refer to procedure above.
- Grant QuickBooks access to Jorja via an invitation from QuickBooks. (Cheryl)
- Jorja will receive emails via membership@phccnationalauxiliary.org. Make sure email is redirected to Jorja. (Susie)
- Following review of non-payment of dues – timeline TBD – a letter will be generated to the member informing he/she will be removed from the membership list unless the Auxiliary is notified otherwise.
- Find out what database fields are needed by National to import data. (Shelly)

Jorja was thanked for participating in the conference call.

Continuation of agenda (#12-U New Business, Other)

- 5) Newsletter Editor. Who will take over newsletters when Susie no longer serves as editor.
Action Item: Discuss this with PHCC's Communication Department. (Shelly)
- 6) Attendance at state conventions was discontinued due to expense. There was consensus that Susie should attend the Illinois and Nebraska conventions, if possible.
action Item: Discuss with National whether the Auxiliary should have representation at the conventions with the largest Auxiliaries (NE and IL).
(Shelly)
13. Closing Remarks. Susie expressed appreciation to Shelly for attending this Winter meeting of the Executive Officers.
14. Closing Prayer submitted by Chaplain Nancy Eberhardt and read by President-Elect Kathy Tindall.
15. MOTION 8: On a motion and second, adjourn. VOTE 8: Motion carried unanimously. Meeting adjourned at 11:30 a.m.

“Our Shining Future is Now!”



Teleconference of the Executive Officers (*April 20, 2020*)

Present: President Susie Greene, President-Elect Kathy Tindall, Vice President Bonnie Whitaker, Treasurer Cheryl Gammon, Membership Secretary Jorja Dickemann, Recording Secretary Janice Voss. (Position of Marketing Secretary is vacant.)

Called to order at 7:13 p.m. EST.

This meeting is a follow-up from a phone conversation between Cheryl Gammon (Auxiliary Treasurer), Jorja Dickemann (Auxiliary Membership Secretary), and PHCC National's Michael Ahearn (VP of Finance & Human Resources), Kathy Dill (Senior Accountant), Raylene LeGrande (Manager, Member Services & Customer Care), and Shirley Atkins (Consultant for Budgeting). Their conversation concerned the merger of the Auxiliary with PHCC National with an effective date of July 1. National opened one account for operating. Cheryl requested two additional for the Savings and Ginny accounts. National foresees the Auxiliary closing its 501c3 by June 30. This would also be the termination date for the charter.

Submitting Auxiliary Funds to National

The Auxiliary anticipated a gradual process for the merger with an option for the Auxiliary to separate if the merger does not work out to its satisfaction. The Auxiliary charter with Virginia is good through October. The tax return can always be kept open with filing for a short period (January to June). There is some concern of the Executive Officers about turning over all of the funds to National. Following discussion by the Executive Officers, Cheryl was given authorization to speak to an attorney who works with her accounting firm to discuss concerns and suggest a timeline and procedure for this process. The Auxiliary would like to make sure funds transferred remain designated to the Auxiliary. Cheryl will report back to the Executive Officers.

Submission of Auxiliary Budget to National

The Auxiliary budget is on a calendar year while National is on a fiscal year beginning July 1. National is discussing going to a calendar year in the future. Cheryl was given a template for budget submission for January to June then July through December. Jorja volunteered to work with Susie – Kathy also if necessary – on the budget submission. The

budget can be changed with approval of National's Budget Committee. This should not be a problem since the Auxiliary has sufficient funds in its reserve to cover any deficits. Michael Ahearn confirmed that the Auxiliary will retain surpluses. Jorja is also working to clean up outstanding receivables.

National has traditionally provided funding (\$10,000) to the Auxiliary. The Auxiliary has concern about continuation of this funding once the Auxiliary merges with National. The Auxiliary officers would like something in writing so that this agreement is not lost with changeover in National officers.

Neither National nor the Auxiliary can guess at an estimated figure for the amount of National overhead which will be charged to the Auxiliary.

The Auxiliary will be informed by National of the accounts payable process. In summary, invoices are submitted for payment, reviewed by a third party, and submitted to the appropriate staff member for payment. There was consensus that the Auxiliary President would approve invoices for payment, submit to National, and submit a copy to the Auxiliary Treasurer.

Prior to the transfer of Auxiliary funds, credit cards will be paid off, and Janice will cancel the two cards. In the future, National's credit card can be used with payment charged to Auxiliary funds.

Membership Dues

National recommends that the Auxiliary invoice for 2020 membership dues. Susie will revise the Auxiliary President's membership letter to explain the delay in sending out invoices, i.e., between the merger with National and the COVID-19 pandemic. Jorja will send invoices with Susie's attached letter. (Note: Cheryl will give Jorja a quick tutorial.) It will be requested that dues be received by June 15 with payments after June 30 submitted to National. In the future, National will send membership invoices via email to those with email addresses on file or paper for those without. Auxiliary dues are traditionally invoiced in January. National, however, invoices following CONNECT. Jorja will modify invoices to 1) request year of birth to ensure members are paying the appropriate price (regular, senior, under age 30), and 2) to note 2019 lapsed dues, if applicable. Maintaining membership for two years is a requirement to sponsor a scholarship applicant.

The Executive Officers do not have a list of Honorary Members. Kathy named several, and Janice will work with Lynne Finley to finalize the list. Jorja will record these persons in the membership list.

Going Forward

- Cheryl will consult with her company's attorney and give feedback to the Executive Officers.
- Request that the July 1 effective date for merger be extended to October in order for the Auxiliary to work through some details/concerns.

Meeting adjourned at 8:22 p.m. EST.



2020 Summer Executive Officers' Meeting #1
Teleconference (via Microsoft Teams)
MINUTES
June 11, 2020
Approved June 26, 2020

1. Call to Order at 10:07 a.m. by President Susie Greene
2. Opening Prayer submitted by Chaplain Nancy Eberhart and read by President-Elect Kathy Tindall
3. Pledge of Allegiance led by Vice President Bonnie Whitaker
4. Roll Call by Recording Secretary Janice Voss
Present: President Susie Greene, President-Elect Kathy Tindall, Vice President Bonnie Whitaker, Treasurer Cheryl Gammon, Membership Secretary Jorja Dickemann, Recording Secretary Janice Voss. Position of Marketing Secretary is vacant.
Guests: Shelly Cook (PHCC National Director of Executive Office Operations and National Auxiliary) and conference managers Elizabeth Davis and Krissy Canales
5. Opening Remarks by President Greene who noted it was good to see everyone's faces (via Microsoft Teams) and welcomed everyone to the Summer Executive Officers' meeting. Guests will join the virtual meeting at 10:30 a.m. to discuss CONNECT. PHCC National Board will make a decision concerning CONNECT by June 15.
6. Approval of Agenda by President Greene. MOTION 1: On a motion and second, approve the agenda. VOTE 1: Motion carried. None opposed. No abstentions.
7. Approval of the 2020 Winter Executive Officers' Meeting (February 7-9, 2020). MOTION 2: On a motion and second, approve the minutes. VOTE 2: Motion carried. None opposed. No abstentions.

8. Executive Reports. President Greene thanked the Executive Officers for submitting written reports.
9. Financial Report by Treasurer Cheryl Gammon: 2019 Year-End Financial Report and 2020 Year-To-Date Financial Report

There is not much financial activity. Invoices go out, and payments are submitted. There is a \$16K deposit not recorded. Charles and Deatra Hicks paid membership dues 2021 through 2030 (10 years).

Elicia Magruder (PHCC National VP of Business Development) is working with sponsor commitments. Sponsor proposals were presented to AO Smith, IAPMO, InSinkErator and Bradford White. Bradford White paid \$8,000 (\$7,500 scholarships and \$500 for Auxiliary operations). PHCC National paid \$7,500 to the Auxiliary but has not paid the additional \$500.

Membership dues are being paid. Some members have paid for 2020 but are in arrears for 2019. Life members continue to make donations in lieu of membership dues. A budget was submitted to PHCC National, but there have been no questions to date. Credit cards are paid. EO flights booked for the Summer meeting were applied CONNECT 2020 in Dallas.

ACTION ITEMS:

- The Membership Secretary, Treasurer, and PHCC National will make a notation of the payment of the Hicks' 10-year membership dues.
 - Jorja will tailor a letter to members who paid 2020 but not 2019 in case payment was overlooked or an invoice never sent.
 - Susie will contact PHCC National to discuss
 - reimbursement procedures
 - payment for the domain website (due August or September)
 - Janice will close the credit cards held by the President and Treasurer.
 - Cheryl will create a \$500 invoice to Bradford White for tracking purposes. Elicia is checking on the remaining \$500 due to the Auxiliary.
 - Elicia will reach out to the remaining sponsors listed by the Auxiliary.
 - Kathy will contact Terry Giebelhaus to confirm donations for the Fran Williams Scholarship. The Giebelhaus family contacts the donors.
10. Shelly Cook and conference planners Elizabeth Davis and Krissy Canales joined the meeting.

If the conference is held virtually, the following meetings will be held via Zoom (or other technology) with call-ins: Pre-Convention Executive Officers' Meeting, Board of Directors' Meeting, Annual Business Meeting, and Post-Convention Executive Officers' Meeting. Awards can be announced during the Annual Business Meeting. There will be no additional events held.

Silent Auction. It was suggested that items could be sent to one location, pictures taken, and items posted for bids. Items will be shipped to the highest bidders. Discussion of holding a Silent Auction will continue.

IF regular convention is held, attendance will almost assuredly be smaller. There will be smaller numbers for room occupancy and masks will be required.

ACTION ITEMS:

- Shelly will ensure the PHCC National Parliamentarian is available for the Auxiliary's Annual Business Meeting.
- Krissy will make Zoom tutorials and arrange for practice sessions prior to the business meetings.
- Krissy will investigate how voting can take place using Zoom, e.g., "raise hand," poll callers, screen shot or camera shot to document raised hands.

11. Committee Reports – Not requested for this meeting.

12. Old Business

A. Transition to PHCC National

ACTION ITEMS:

- Susie will ask National
 - whether the Auxiliary maintains its officers' liability insurance
 - whether the Auxiliary maintains its Safe Deposit Box and/or disposition of inventory stored therein
 - request another meeting with the Treasurer, Membership Secretary and PHCC National to continue discussions of the transition
- Cheryl will notify the bank not to renew the CD. It will be cashed-in and put in the Auxiliary reserved.
- Cheryl will leave the checking account open for membership payments and transfer remaining funds at a later date.

B. Resolution to Dissolve the Position of Marketing Secretary. The resolution must be to members 30 days before the Annual Business Meeting (August 31 – deadline mid-August).

ACTION ITEMS:

- Janice will send the resolution to the EOs for final review.
- Janice will route the final document to the EOs for signature.
- Jorja will work on cleaning up physical addresses for mailing labels to members and others.

C. Newsletter. An electronic newsletter will be distributed in late June/early July.

ACTION ITEM: Susie will send out an email of assignments

D. Auxiliary Marketing Merchandise. **ACTION ITEM:** Janice will work with Cheryl to schedule travel to Nashville, probably mid-July.

E. Update on Membership. Jorja sent 2nd invoices. She received convention ribbons from Sandy Stack, previous Membership Secretary.

ACTION ITEMS:

- Jorja received returned emails and will work on cleaning up email addresses.
 - Jorja will contact Barb Kreifels to see if there are additional membership items to be shipped to the Membership Secretary.
 - Jorja will talk to National to 1) identify inactive members, and 2) identify a procedure to notify National when members change status.
- F. Web and Social Media. The website has correct scholarship application information. The deadline for awards was changed back to August 1. Susie posts to Facebook as items that come to her attention.
- G. Update on Sponsors. AO Smith (\$1,750), IAPMO (\$10,000), and InSinkErator (\$25,000) have not yet accepted the proposal sent by Elicia. Elicia will reach out to the remaining sponsors on the Auxiliary list. ACTION ITEM: There was consensus that of the remaining sponsors, if no response is received within 30 days they will be removed from the newsletter and website.
- H. Status of getting the Membership Secretary added to the Wells Fargo bank accounts. Janice and Jorja worked with Wells Fargo to finalize the process of getting this access for Jorja. Jorja thanked Janice for her work getting this finalized.

BREAK at 11:45 a.m. RECONVENED at 12:03 p.m.

13. New Business

- A. 2020 Scholarships – Status of Applications. Jorja reported that only a few applications have been received. Applicants are having problems getting official transcripts and letters of recommendation.
- ACTION ITEMS:
- Requirements will be reviewed and modified because of complications due to the pandemic. An applicant can submit an unofficial transcript. One letter of recommendation will be accepted for this year. If the school cannot be contacted for an official recommendation on school letterhead, a recommendation not on letterhead or any other recommendation may be substituted with an explanation for the substitution.
 - Susie will send out an eblast announcing scholarship deadline extension and the modified submissions required.
 - Jorja will research whether all scholarship monies must be expended.
- B. Response to 2020 CONNECT Survey. A decision about CONNECT will be made no later than June 15. Conference format will be decided at that time. Discussion will continue at the next EO teleconference.
- C. Submission of 2021 Budget to PHCC National. Kathy submitted an Auxiliary budget of \$10,000 plus \$8,000 for her President's project (PHCC membership recruitment video, including diversity). EOs discussed Zoom interviews vs. travel which may reduce expenses. Funds have not been approved at this time, but initiatives will be revisited in January. It was suggested that the CD could be used to fund the video.

- Also, travel funds could be reallocated to the video. The latter is an assumption that a Zoom meeting replace a travel meeting.
- ACTION ITEM: Cheryl will send Josie's contact information to Kathy for Kathy to discuss video options and obtain a new quote.
- D. Women in the Industry – Progress on Finalizing Video. There is no Marketing chair, and the Marketing Committee has not met to discuss an introduction and conclusion to the Women in the Industry videos. ACTION ITEM: Susie will contact Shelly to discuss the Auxiliary working with National's marketing person to complete the videos and develop a marketing plan.
 - E. Status of President's Project: History video. The pandemic has prevented Josie from traveling to DC to interview the Smithsonian. The video was to be aired at the 100th Anniversary luncheon. It was suggested that a slide show with voice-overs replace taped interviews. Another suggestion was to redirect funds toward the printing of the 50-year update of *A Partnership Unique* being put done by Lynne Finley. Discussion will continue after a decision is made whether convention will be held.
 - F. 2020-21 Vice President Position. Kathy asked for suggestions for this position.
 - G. Life Members Club. This item is on the next agenda. ACTION ITEM: Jorja will give to the EOs the number of Life Members for the next meeting.
 - H. Lynne Finley donated a red jacket to SkillsUSA for use by a student competitor.
 - I. Next teleconference: Friday, June 26 from 10:00 a.m. – 1:00 p.m. EDT.
- 14. Closing Prayer written by Chaplain Nancy Eberhardt and read by President-Elect Kathy Tindall.
 - 15. Adjournment at 12:59 p.m. EDT



2020 Summer Executive Officers' Meeting #2
Teleconference (via Microsoft Teams)
Minutes
June 26, 2020
Approved July 31, 2020

1. Call to Order at 10:07 a.m. EDT by President Susie Greene.
2. This is a continuation of the June 11 meeting. The Prayers and Pledge of Allegiance were dispensed with.
3. Roll Call by Recording Secretary Janice Voss. Present: President Susie Greene, President-Elect Kathy Tindall, Vice President Bonnie Whitaker, Treasurer Cheryl Gammon, Membership Secretary Jorja Dickemann, Recording Secretary Janice Voss. Position of Marketing Secretary is vacant.
4. Opening Remarks. President Susie Greene thanked everyone for attending. She expressed her sorrow that the officers were not able to enjoy each other's company. There is new information to share since the last meeting.
5. Approval of Agenda. MOTION 1: On a motion and second, approve the agenda, dispensing with the Invocation and Pledge of Allegiance. VOTE 1: Motion carried unanimously.
6. Approval of Minutes. MOTION 2: On a motion and second, approve the minutes of the Executive Officers' meeting held June 11, 2020. VOTE 2: Motion carried unanimously.
7. New Business
 - A. 2020 CONNECT. PHCC National announced on its June 25 conference call that, because of COVID-19, a virtual convention will be held on Wednesday, September

30 and Thursday, October 1. There will be meetings, presentations, and question/answer periods. The PHCC Board of Directors and the Education Foundation will hold their meetings a week prior. Any business of importance be discussed mid-day to afternoon to accommodate the different time zones. A preliminary schedule will be distributed closer to CONNECT. There was consensus by the EOs that the Auxiliary schedule would be limited to the four basic meetings:

- *The Pre-Convention Auxiliary Executive Officers' Meeting* will be scheduled at a later date by the EOs and probably prior to the CONNECT meetings.
- The Auxiliary Board of Directors' Meeting will be scheduled at a later date, but may also be scheduled prior to the CONNECT meetings.
- The Auxiliary Annual Business Meeting can be held from 11:00 a.m. – 1:00 p.m. on either Wednesday, September 30 or Thursday, October 1, including fun facts throughout the meeting to recognize the 100th Anniversary.
- The Post-Convention Auxiliary Executive Officers' Meeting will be scheduled following CONNECT.

A preliminary schedule will be determined at a later date. PHCC National will participate in another virtual conference to review the platform and how the conference is conducted. PHCC National will require registration, but the EOs do not feel it is appropriate to charge registration for two online meetings. There was discussion of the Auxiliary paying for any Auxiliary expenses associated with the virtual conference. For the Auxiliary Annual Business Meeting, quorum is those present.

MOTION 3: On a motion and second, dispense with the Silent Auction for CONNECT 2020. VOTE 3: Motion carried unanimously.

ACTION ITEMS:

- Janice will call for Annual Reports and compile the Convention Report. Susie will post the report to the web with notification via Eblast to membership.
 - Susie will discuss with Shelly the Auxiliary waiving registration of participants.
 - When CONNECT software is identified, announce virtual “practice” times to membership. Susie will request the conference planners practice times.
 - Offer a \$100 gift card to participants of training and virtual meeting attendance.
- B. 100th Anniversary. Bev Potts and Becky Davis, Convention Co-Chairs, ordered disc fans with the 100th Anniversary logo for CONNECT. With no physical convention, these can be mailed to members with the announcement of practice times, the Auxiliary virtual schedule, and 100-year facts. Include in the mailout the slogan, “Keep your cool while we learn to have a virtual conference.”

Other discussion included Shutterfly pictures, a recap of 100 years, a small book of fun facts, stationery/cards with historical pictures.

The 100th Anniversary celebration will continue into 2020-21 in Kansas City. One activity will be a bus tour to Mother Hornbrook's grave.

ACTION ITEM: Jorja will review membership numbers to ensure there are sufficient numbers of the disc fan for mailout.

- C. Future CONNECT conference: 2021 in Kansas City, MO; 2022 maybe Charlotte, NC; 2023 in Dallas, TX (Sunday to Wednesday due to hotel scheduling).
ACTION ITEM: Cheryl was asked to investigate guidelines for a 50:50 raffle for the Kansas City convention.
- D. The officers discussed the positions to be filled for 2020-21: Vice President, Membership Secretary, and Treasurer. Jorja agreed to remain as Membership Secretary. Cheryl offered continued use of her company's license of Microsoft Teams.
- E. Awards
- 1) 3D Award Nominee. Susie will draft a bio for the 3D Award nominee by the EOs. The nominee's name will be forwarded to Dale Powell of Copper Development. The award can be given at the Annual Business Meeting.
 - 2) Larry Dore Member of the Year Award nominations must be postmarked or emailed by August 1.
 - 3) Robert Cox Awards nominations must be postmarked or emailed by August 1.
- ACTION ITEM: Susie will ask Elicia to confirm award sponsors.
- F. Life Members Club. There are approximately 80 Life Members. The Duties and Procedures state that the club shall meet annually during convention. It was suggested that all Life Members be acknowledged at convention, e.g., during the Annual Business Meeting or during a luncheon.
ACTION ITEMS:
- Jorja is Treasurer of the Life Members Club. She will initiate discussion with Life Members to disband as a group but recognize Life Members at the Auxiliary Annual Business Meeting, luncheon, or other CONNECT event. There was consensus by Life Members Kathy Tindall, Janice Voss, and Cheryl Gammon. Discussion should include disposition of funds held by the group (approximately \$2,000).
 - If the above is recommended, there will be additional discussion at the Auxiliary's Board of Directors and Annual Business meetings.
- G. Scholarships
- 1) Twelve completed applications were received. The deadline was extended to July 15, 2020.
Jorja researched awarding scholarship monies and reported that all funds were not required to be disbursed each year. Committee guidelines do specify that a minimum of \$500 will be awarded. The Bylaws state that the EO shall determine the total amount to be awarded prior to the convention.
ACTION ITEMS:
- Funds will not be awarded until scholarship monies are confirmed by sponsors.
 - Susie will work through Shelly (Elicia) to confirm sponsorships. One of the main perks of Auxiliary membership is the ability to sponsor scholarships.

Diminished scholarship funds may diminish Auxiliary membership. Susie will request that the EOs be notified by August 15.

- 2) Some students under special classification, such as learning disabled, are restricted to a maximum of 9 semester credit hours. Scholarship guidelines specify enrollment in 12 semester credit hours, making these students ineligible to apply.

- 3) Homeschool Student Guidelines. Some homeschoolers do not have official high school transcript but can provide an equivalent.

ACTION ITEM: Jorja will bring discussion of both the special classification and home school student guidelines to the attention of the 2020-21 Scholarship Committee chair for discussion and possible recommendations to the EOs to update scholarship guidelines.

- H. Roger and Dianne Peugeot are caretakers of Mother Hornbrook's grave. They lay flowers on the grave twice a year and request no compensation. MOTION 4: On a motion and second, grant Honorary Life Membership to Roger Peugeot in recognition of this service and grant special recognition to his wife, Dianne Peugeot. VOTE 4: Motion carried unanimously.

ACTION ITEMS:

- Board of Director approval required.
- Cheryl will send to Susie company information for the Honorary Life Member award presented in 2019.

I. Newsletters

- 1) There will be an electronic newsletter in July discussing a virtual CONNECT, a search for a VP and Treasurer with a quote from Bonnie about serving as VP, 100-year facts, and info on the practice sessions.
- 2) The August newsletter will be printed and include the virtual CONNECT schedule, more 100-year facts (such as the link to the Smithsonian article about how plumbers' wives changed the country), and the 2020 resolution to be presented at the Annual Business Meeting. Note: Print copy with resolutions to membership no later than (30) days prior to the Annual Business Meeting.

- J. Equipment Updates. MOTION 5: On a motion and second, retire the 2014 Dell laptop which does not hold a charge. VOTE 5: Motion carried unanimously.

ACTION ITEMS:

- Remove the 2014 Dell laptop from Inventory.
- Jorja will check the shipment from the previous Membership Secretary to see if the deposit stamp was included.

K. Other

- 1) Kathy is updating the Duties and Procedures. With virtual conference, there was consensus that approval to the changes be held until CONNECT 2021.
- 2) The resolution to dissolve the position of Marketing Secretary is being routed to EOs for signature.

- 3) President's Project: 100th Anniversary Video. Josie Gregory, videographer, will ask her current employer for permission to engage in external work. Travel funds unused due to COVID-19 can be reallocated to produce the video. MOTION 6: On a motion and second, postpone the video production until next year, viewing it at CONNECT 2021. VOTE 6: Motion carried unanimously.
ACTION ITEM: Susie will discuss with Shelly postponing the video production and its effect on the calendar year budget.
 - 4) Completion of Women in the Industry Videos. Susie, Cheryl, and Kathy Lewis had a conference call with Cindy Sheridan to discuss an introduction and conclusion. PHCC National will assist in completing the videos and offer a toolkit piece for distribution.
8. MOTION 7: On a motion and second, adjourn at 11:59 a.m. EDT. VOTE 7: Motion carried unanimously. The next meeting will be held on July 31 from 10:00 a.m. – 1:00 p.m. EDT.



2020 Summer Executive Officers' Meeting #3
Teleconference (via Microsoft Teams)
Minutes
Friday, July 31, 2020
(Unapproved)

1. Call to Order at 10:12 a.m. by President Susie Greene.
2. Roll Call by Recording Secretary Janice Voss. Present: President Susie Greene, President-Elect Kathy Tindall, Vice President Bonnie Whitaker, Treasurer Cheryl Gammon, Membership Secretary Jorja Dickemann, Recording Secretary Janice Voss. (Marketing Secretary position is vacant.)
3. Opening Remarks by President Susie Greene. She thanked the officers for being present.
4. Approval of Agenda. MOTION 1: On a motion and second, approve the agenda. VOTE 1: Motion carried. None opposed.
5. Approval of Minutes. MOTION 2: On a motion and second, approve the minutes of the June 26, 2020 Executive Officers' meeting. VOTE 2: Motion carried. None opposed.
6. Old Business
 - A. Scholarship Awards. There are 16 applications are to be considered and 2 Bradford White. Scholarship application copies were sent to Bev Potts and Richela Roy for review with scoring instructions. Confirmed funds are Ginny, the PHCC Educational Foundation, and memorial donations on behalf of Jim Finley.

Action Items:

 - Susie will ask Shelly to follow-up with Elicia about funding from IAPMO and AO Smith and inquire whether funds from Bradford White were for 2019 or 2020. She will ask for a response by August 15.

- Cheryl will invoice Terry Giebelhaus for funding for the Fran Williams' scholarship. The Giebelhauses contact the anonymous donors.
 - B. Life Members Club (follow-up). Jorja has been discussing Life Members with Corinne Riley. The Life Members Club has had trouble filling the position of President in the past. There are currently 57 members and \$2,200 in the bank. Life Members on the Executive Officer board agreed to recognition of Life Members at meetings, luncheons, and on convention badges. They also agreed that funds be turned into the Auxiliary and restricted for new member gifts, postage, and stationery costs. The Bylaws describe who are Life Members, but policy is listed in the Duties and Procedures. No Bylaw revision is required.
- Action Items:
- Jorja will relay this information to Corinne Riley. She feels that Corinne will be agreeable to these suggestions.
 - Changes will be made to the Duties and Procedures when updated.

7. New Business

A. 2020 Virtual CONNECT

The Auxiliary hosts the Pre-Convention Executive Officers' meeting, Board of Directors' meeting, the Annual Business Meeting, and the Post-Convention Executive Officers' meeting. Susie and Kathy attend the PHCC National Board of Directors' meeting on September 24.

Action Items:

- An email blast will be sent to membership two weeks prior to CONNECT when the Convention Report is posted to the web. The Convention Report includes CONNECT agendas as well as minutes since the previous CONNECT meeting.
- Susie will speak to the convention administrators about posting Financial Reports for meetings.
- Notices will be sent to members of training offered with the platform prior to CONNECT. Krissy (conference manager) will conduct the training and offer IT support.
- The Pre-Convention and Post-Convention will be held via Microsoft Team.
- The Board of Directors and Annual Business Meeting will be held via the convention platform.
- Susie will make sure Kathy is invited to the National Board meeting.
- Susie will check again with Shelly about not charging a registration fee for Auxiliary meetings, having the National Parliamentarian attend the Auxiliary Annual Business Meeting, and to request that Auxiliary presenters be included in National's training concerning the convention platform.
- Susie will contact the conference planners to determine how voting takes place per parliamentary procedures.
- Auxiliary Event Dates:

- Training Sessions for the Auxiliary: September 22 at 1:00 p.m. Eastern Time and September 23 at 8:00 p.m. Eastern Time. Cover hand raising.
- Pre-Convention Executive Officers' Meeting on Monday, September 28 at 10:00 a.m. via Microsoft Team
- Auxiliary Board of Directors' Meeting on Tuesday, September 29 from 11:00–12:30 p.m. Eastern Time via convention platform.
- Annual Business Meeting on Tuesday, September 29 from 2:00-4:00 p.m. Eastern Time via convention platform. Note: Meets criteria that the Resolution Committee has the Resolution 60 days prior to the Annual Business Meeting.
- Post-Convention Executive Officers' Meeting – Monday, October 5 from 10:00 a.m.-12:00 p.m. Eastern via Microsoft Team

Note: Remind meeting attendees should be on mute until time to talk in the meeting.

(Refer to “After Meeting Notes” following Item #8 in these minutes for revised CONNECT Auxiliary meeting dates.)

Award presentation format. There will be no awards ceremony. Robert M. Cox awards will be announced by InSinkerator at the Annual Business Meeting or in video format. The Larry Dore and 3D awards will be shown in videos which will run between National's sessions.

There will be video of the presentation of Life Member awards to Russ Cheney and Robert Peugeot and special recognition of Dianne Peugeot. There was discussion of awarding Honorary Life Membership to Dianne Peugeot instead of the special recognition approved by the Executive Officers and the Board of Directors.

Action Items:

- Susie will contact Krissy to determine deadlines to receive video awards.
- Susie will contact Nikki Wagoner to ensure that Cox award nominations were received.
- Susie will order awards for Honorary Life Members Russ Chaney and Roger Peugeot and special recognition for Dianne Peugeot.

Note: Susie will clarify if the Board of Directors must vote again if Dianne Peugeot's special recognition is changed to Honorary Life Member.

BREAK at 11:21 a.m. RECONVENED 11:32 a.m. Eastern

- B. 2020-21 Vice President position. There are no nominees for this position.

There was discussion whether to wait until a future time to make a decision. Without sponsorship of scholarships, the Auxiliary may lose members.

MOTION 3: On a motion and second, because of COVID and not being able to have an in-person convention, have current officers hold their positions for another year. Precedent has been set. I.E., Susie remains President, Kathy remains President-

Elect, Bonnie remains Vice President. Kathy and Bonnie are both willing to wait another year. VOTE 3: Motion carried. None opposed.

- C. Nominating Committee. Jorja agreed to remain another year as Membership Secretary and is willing to be nominated as 3rd year member on the Scholarship Committee.
- D. August Newsletter – deadline for articles August 15 – to printer by August 29 (30 days prior to the Annual Business Meeting)
- Include Auxiliary CONNECT meeting dates.
 - Educational Foundation Report from Ann Rivers.
 - Resolution
 - Article about Shelly Cook being the Auxiliary liaison with PHCC National, including her picture.
 - Jorja will prepare 1) a newsletter mailing list for membership, Life Members, PHCC National officers, and sponsors, and 2) a CONNECT mailing list for paid members and Life Members.
- E. Transition to PHCC National. The membership list was sent, but funds have not been transferred. Credit cards at Wells Fargo were cancelled by Janice.
- Action Items:
- Cheryl will continue to pay reimbursements, check about moving forward with the transfer of funds, inquire about issuance of scholarship checks, and will request procedures for reimbursements when funds are transferred.
 - It was noted that when COVID prohibited travel, several officers cancelled flights. These tickets were to be applied against future Auxiliary travel. The EOs discussed repayment of these expenses to the Auxiliary (TBD).
8. MOTION 4: On a motion and second, adjourn. VOTE 4: Unanimous. Adjournment at 12:09 p.m. Eastern. The officers will remain in contact via email.

Note: Kathy announced that the Executive Officers' Winter Board meeting will be held virtually on January 30 and 31.

After Meeting Notes:

1. The Pre-Convention Executive Officers' Meeting was moved to Friday, September 25 from 10 a.m. – 12:00 p.m. Eastern Time.
2. The Auxiliary Board of Directors' Meeting was moved to Monday, September 28 from 11:00–12:30 p.m. Eastern Time.
3. The Annual Business Meeting was moved to Monday, September 28 from 2:00-4:00 p.m. Eastern Time via convention platform. Note: Meets criteria

APPENDICES

Appendix A: 2019 Executive Officers' Resolution #1



July 8, 2019

We, the undersigned, being the Plumbing, Heating, Cooling Contractors (PHCC) – National Auxiliary Executive Officers' consent and agree that the following resolution was made,

On July 8, 2019

At 2:30 p.m. EST

Conference Call of the Executive Officers

We do hereby consent to the adoption of the following:

RATIONALE: RESOLUTION TO IMPLEMENT A VERTICAL MERGER OF THE PHCC – NATIONAL AUXILIARY 501(C) (6) ORGANIZATION INTO THE PHCC NATIONAL 501(C) (6) ORGANIZATION

NOTE: Specific amendment requested by the PHCC Contractors Article VIII – Committees, Section 2 (p. 15) as follows:

The Plumbing, Heating, Cooling Contractors (PHCC) National Auxiliary, in cooperation with the PHCC National Association, promotes public awareness of the industry through education and communication.

- 1. The Auxiliary president shall be a voting ex-officio member of the Association board of directors.**
- 2. The Auxiliary shall have the authority to elect its own officers and board of directors.**
- 3. The Auxiliary shall have the authority to establish eligibility requirements for its membership.**
- 4. PHCC members shall be encouraged to become a member of the Auxiliary.**
- 5. Dues for the Auxiliary shall be determined by the Auxiliary board of directors**

Auxiliary members are not required to be a member of the PHCC Contractors Association as required by other Affiliate members.

PHCC -- National Auxiliary members will continue to have Auxiliary privileges but will not share privileges or benefits of the PHCC Contractors Association unless also a member of that organization.

WHEREAS: The Plumbing-Heating-Cooling – National Auxiliary’s mission, in cooperation with the PHCC National Association, promotes public awareness of the industry through education and communication; and

WHEREAS: The Plumbing-Heating-Cooling – National Auxiliary leadership wishes to dissolve their 501 (c)(6) and merge with the Plumbing-Heating-Cooling National Association; and

WHEREAS: The Plumbing-Heating-Cooling National Association Board of Directors may authorize the establishment of Special Committees and Affiliates; and

WHEREAS: The Plumbing-Heating-Cooling National Association shares conference and sponsorship revenue with the Plumbing-Heating-Cooling – National Auxiliary; and

WHEREAS: The Plumbing-Heating-Cooling National Association Board of Directors welcomes the vertical merging of the PHCC National Auxiliary into their 501 (c)(6) as an Affiliate and as such, operate under the same governance structure as a Special Committees and Affiliate per Section 2 to include managing of assets, maintaining a board of directors and committees; and

THEREFORE BE IT RESOLVED: that the Plumbing-Heating-Cooling Contractors – National Auxiliary Executive Officers approve a resolution to merge the PHCC – National Auxiliary into the Plumbing-Heating-Cooling National Association 501 (c)(6) organization.

PHCC National Auxiliary Bylaws Change

CURRENT:

ARTICLE IV – Organization


Section 1. The Auxiliary is a three-tier federation requiring each member to pay dues to the National Auxiliary, and if applicable, the state and local auxiliaries.

PROPOSED (IN RED);

ARTICLE IV – Organization

The PHCC – National Auxiliary is an Affiliate of the Plumbing-Heating-Cooling Contractors Association 501 (c)(6) organization.

**Section 1: The Auxiliary is a three-tier federation requiring each member to pay dues to the National Auxiliary, and if applicable, the state and local auxiliaries.
(continue with Sections 2-6 under Article IV – Organization)**



President Ann Rivers



Membership Secretary Sandy Stack



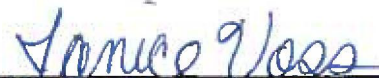
President-Elect Susie Greene



Treasurer Cheryl Gammon

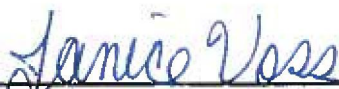


Vice President Kathy Tindall



Recording Secretary Janice Voss

The Recording Secretary, certifies that the above is a true and correct copy of the resolution that was duly adopted on July 8, 2019 during the above meeting of the Executive Officers.



Recording Secretary Janice Voss

Appendix B: Equipment Inventory

Auxiliary Equipment/Important Items	Purchased	Assigned to
Bank Endorsement Stamp		Sandy Stack or Jorja Dickemann
Bank Endorsement Stamp - 2nd one		Cheryl Gammon
Bank Endorsement Stamp - 3rd one		Janice Voss
Convention ribbons with titles		Jorja Dickemann
20' Heavy duty extension cord, orange		Janice Voss
6' Multi-plug extension cord, black		Janice Voss
3', 4 plug power strip, black		Cheryl Gammon
Bradford White blue/white napkins		Bev Potts
Cash box		Cheryl Gammon
PayPal plugin		Cheryl Gammon
QuickBooks chip reader		Cheryl Gammon
PHCC - National Auxiliary Banner	2014	Janice Voss
Career Ladder Banner and Stand		Cheryl Gammon
3 "scarf" hangers for marketing presentation		Janice Voss
PHCC--National Auxiliary Tablecloth		Janice Voss
Pink Rolling Lap Top Case	2010	Janice Voss
Past President's pin of Dorothy Clem (donate to Smithsonian 2020)	2017	Lynne Finley
Projector (\$545.84)	2018	Cheryl Gammon
Equipment Retired or Deleted 2019		Disposition
Pixma Canon IP100 Cannon ABTB04406 Printer	2009	Janice Voss
Dell Inspiron 15 C70MSZ1	2014	Cheryl Gammon
Contents of Safety Deposit Box		
Corporate Seal		Cheryl Gammon
Faucet Charms - 4		Cheryl Gammon
Life Member Charm - 2 ea		Cheryl Gammon
Past President's Pin Mold	2015	Cheryl Gammon
Past President's Pins - 2 ea	2017	Cheryl Gammon
Past President's pin of Joan Schmitz	2017	Cheryl Gammon
I Love My Plumber Charm (donated by Joan Schmitz)	2017	Cheryl Gammon
Faucet Charm Mold - 1		Cheryl Gammon
D & O Liability Insurance Policy		Cheryl Gammon
SimpleTech 320GB Portable Hard drive BOM #96200-41001-057 (red)	2009	Cheryl Gammon
Seagate 2TB Backup Plus Slim SN#NA7JSAFV (black)	2015	Cheryl Gammon
PHCC Auxiliary Embossing Stamp - 1 ea		
Revised 06/26/2020		

Appendix C: 2019-20 National Auxiliary Sponsors

Company	Contacts	Sponsoring
A.O. Smith Corp.	David Chisolm, VP Marketing	Scholarships for top scoring scholarship
500 Tennessee Waltz Parkway	Jim Margoni, VP Sales	applicant
Ashland City, TN 37015	*Brandon Stepanek, Mgr Contr Mktg	
Bradford White Corp.	R Bruce Carnevale. CEO, EVP & COO	Scholarship Breakfast
725 Talamore Drive	Carl Pinto, Dir of Marketing	Auxiliary Scholarship
Ambler, PA 19002-1815	James "Jim" McGoldrick, VP	Convention Breakfast Centerpieces
	Danielle Laird, Marketing Manager	
BrassCraft Mfg. Co	Debra Lewis, Marketing Manager	State Leaders Reception
39600 Orchard Hill Place		
Novi, MI 48375-5331	Brian Spicer, VP of Wholesales Sales	
Virginia and Roland Carlson	The Carlson Family	Ginny Scholarship
3470 N. Alpine Rd.		
Rockford, IL 61114		
Catch-22 Creative	Nikki Wagner	Judging of Robert M. Cox and Larry Dore
700 W. Virginia St., Suite 307		Awards
Milwaukee, WI 53204		
Contractor Magazine	*Associate Editorial Director	Robert M. Cox Awards
Penton Publishing	Steve Spaulding	
200 W. Madison Street		
Chicago, IL 60606		

Copper Development Assoc Inc.	*Harold Moret, Project Manager & Piping	Sponsors 3D award and provides bronze award platter
P.O. Box 457	Applications Specialist	
Flowery Branch, GA 30542		
Copper Development Assoc.		
5020 Clark Rd., #325		
Sarasota FL 34233		
Federated Insurance	Nate Oland, National Account Exec.	Long Range Planning & Advising
121 East Park Square	Contact: Terry Thompson, Secretary	
Mail Code AR01		
Owatonna, MN 55060-2401		
IAPMO Group	Russ Chaney, CEO	Scholarships
4755 E. Philadelphia Street	Leticia Gallegos, Asst to Russ Chaney	
Ontario, CA 91761-2816		
Tel: 909-472-4100		
InSinkErator, Inc	Joe Dillon, President	InSinkErator Luncheon
1250 International Drive	Rob Grim, Sr. Vice President	Scholarships
Mt. Pleasant, WI 53177	Joe Maiale	
	Morgan Anderson	
3960 Garrett Street	Rebecca Falish	
DePere, WI 54115		
LA-CO Industries	Dan Kleiman, CEO	Life Member's Breakfast
1201 Pratt Boulevard	*Benjamin Kleiman, Director of Marketing	
Elk Grove, IL 60007-5746	Debbie Petrille, Plbg & Ppg Product Mgr.	
	Karina Cabrales	

PHCC NATIONAL	*Michael Copp, Exec VP	Registration and Revenue Sharing
180 S. Washington Street	Jonathan Moyer – President	Directors and Officers' Insurance
Falls Church, VA 22046	Roger Botto – President-Elect	535 Club membership
		President's Project
PHCC Educational Foundation	*Cindy Sheridan, COO	Scholarships
180 S. Washington St.		
Falls Church, VA 22046		
PM magazine	Editor-In-Chief Nichole Krawcke (PM MAG)	Robert M. Cox Awards
BNP Media	Dan Ashenden, Group Publisher (BNP Media)	
155 N Pfingsten Rd., Suite 205		
Deerfield, IL 60015		
Terry & Mark Giebelhaus	*Terry & Mark Giebelhaus & anonymous donors	Fran Williams Scholarship for
3026 E Rockledge Road		students entering the medical field
Phoenix AZ 85048-8737		
TMB Publishing - PHC News	Tom M. Brown, Jr., Publisher	Robert M. Cox Awards
6201 W. Howard St., Suite 201	*Ms. Cate Brown, VP Operations	
Niles, IL 50714-3435		