

Wallcovering Installers Association
September 11, 2019 | Board of Directors Meeting
Minutes

Call to Order:

The meeting was called to order by Michael DiGilio, C.P., President, at 8:30 AM ET at the Netherland Hilton in Cincinnati, Ohio. Roll call was taken.

Present:

Michael DiGilio, C.P., President
Heidi Wright-Mead, C.P., Treasurer
Steven Kaye, C.P., Vice President
Gary Lucas, C.P., Secretary
Vincent LaRusso, C.P., Immediate Past President
Shelly Wilkins, C.P., Mid-Atlantic Region Director
Michael King, South Region Director
Dave Adams, Northeast Region Director
Kevin O'Donnel, Central Region Alternate Director
Dennis George, C.P., West Region Director
Greg Laux, Associate Chair
Michelle Corl, Mid-Atlantic Region Alternate Director (LOA)
Jeanette Gilbreath, South Region Alternate Director

Absent:

Joel Ellis, West Region Alternate Director
Susan Macuna, C.P., Central Region Director
Richard Manougian, Northeast Region Alternate Director

Staff:

Nancy Terry, Director

Approval of the Agenda:

Mr. DiGilio, C.P., called for a motion to approve the agenda.

- **ACTION:** A motion was made to approve the agenda. The motion was seconded and passed unanimously.

Secretary's Report:

Mr. DiGilio, C.P., called for a motion to approve the minutes as distributed.

- **ACTION:** A motion was made to approve the minutes from the Board of Directors meeting on June 11, 2019. The motion was seconded and passed.

Treasurer's Report:

Ms. Mead presented the financials. She indicated that we have used about \$17K in reserves to date. The recommendation was made to move toward monthly billing. This would create more credit card fees but it is felt that the billing would facilitate more renewals.

A suggestion was made to hold the March 2020 board meeting virtually rather than having it in person. Part of the reasoning was that these funds could be used to facilitate migrating the financials from Sage 50 to Intuit which would enable billing to be automated and set to recur monthly. The total cost of the migration will be approximately \$20,000 - \$25,000. This fee would cover the software conversion, setting up the system and clients and necessary upgrades to the websites and e-commerce systems. An issue of collecting dues for chapters remains. To be able to collect chapter dues would require additional programming and the cost to do so would be approximately \$4000. Implementation target date is January 1, 2020. It was agreed that the monthly membership dues would be \$25 per installer to cover the dues as well as banking fees.

- **ACTION:** A motion was made to approve the financial report. The motion was seconded and passed unanimously.
- **ACTION:** A motion was made to modernize the WIA accounting system with integration of website and monthly credit card billing. A budget of \$25,000 will be approved for the startup and initial monthly fees. The motion was seconded and passed unanimously.

It was noted that this will affect the balance sheet and the organization is currently operating in the red.

- **ACTION:** A motion was made to discontinue collection of chapter dues by the WIA staff after the December 2019 billing. Chapters will submit a chapter list and current bank account information to the headquarters annually. The motion was seconded and passed unanimously.
- **ACTION:** A motion was made to hold all WIA Board meetings virtually for years 2020, 2021 and 2022. Staff and convention chairperson will do an on-site visit as needed. The motion was seconded and passed unanimously.

Member Services Committee Report:

Report as submitted.

Communications Committee Report:

Report was read from email sent. System is working well with the staff writer.

WIAF Committee Report:

A report was not submitted however a balance report has been included with the financials.

Nominations/Elections Report:

Ms. Mead will step down after this meeting. Ms. Wilkins will move into the treasurer seat. Ms. Corl will move up from alternate to the region director position and fulfill the term for Ms. Wilkins. Mr. Kalinowski will move into the Mid-Atlantic Alternate RD position.

Convention Committee Report:

Report as submitted. Mr. O'Donnell added that all is moving forward with the speakers and that he is beginning the next phase of management. Mr. DiGilio shared that the current process for convention created difficulty with associates being able to budget and asked for recommendations on how to move the process forward earlier. It was recommended that a simple percentage increase over the previous year be used and communicated for budgeting purposes.

Craftsmanship Awards Committee:

Report as submitted.

Awards Committee Report:

Report as submitted.

Associate Member Committee Report:

Report as submitted.

Boutique Manufacturers Task Team:

Report as submitted.

Education Committee Report:

Report as submitted. Excitement is building with the launch of www.WallcoveringUniversity.com and the first class.

Website Report:

Report as submitted.

Marketing Committee Report:

Report as submitted.

Region Reports:

South: Report as submitted.

Mid-Atlantic: Report as submitted. Ms. Corl reported that Central PA chapter is shutting down. She is still working on other chapter issues.

Central: Report as submitted.

Northeast: Report as submitted.

West: Report as submitted.

New Business:

Lifetime Membership:

Two members have been submitted for a Lifetime Membership status. The two members are Nancy Proctor and Carl Bergman. After reviewing both candidates a decision was made to accept Mr. Bergman as there is only one accepted in 2019.

- **ACTION:** A motion was made to bestow the status of Lifetime Member on Carl Bergman. *The motion was seconded and passed unanimously.*

Mid-Atlantic Funds:

A request for use of the funds had been made. The treasurer reminded them that they didn't need the board to approve the earmarked funds.

San Francisco Wallcovering School:

A new member was onsite promoting the opening of his school in San Francisco. It was decided that Mr. Laux as the Education Chair would have a discussion with the member.

Being no further business . . .

- **ACTION:** A motion was made and seconded at 12:27 PM ET to adjourn the Board of Directors meeting. The motion passed unanimously.