

**Wallcovering Installers Association**  
March 7 – 8, 2019 | Board of Directors Conference  
Minutes

**Call to Order:**

The meeting was called to order by Michael DiGilio, C.P., President, at 1:10 PM ET at the Netherland Hilton, 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  
Susan Macuna, C.P., Central Region Director  
Michael King, South Region Director  
Dave Adams, Northeast Region Director  
Kevin O'Donnell, Central Region Alternate Director  
Dennis George, C.P., West Region Director  
Greg Laux, Associate Chair

**Absent:**

Joel Ellis, West Region Alternate Director  
Michelle Corl, Mid-Atlantic Region Alternate Director  
Jeanette Gilbreath, South Region Alternate Director  
Richard Manougian, Northeast Region Alternate Director

**Staff:**

Nancy Terry, Director  
Kelley Millar, Event Manager

**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 November 11, 2018. The motion was seconded and passed.

Mr. DiGilio thanked everyone for attending.

**Treasurer's Report:**

Ms. Wright-Mead presented the financials. She indicated that overall, financials are as expected. She noted that membership drops continue to erode the base of income for the organization. Discussion was had regarding education options for members and their income opportunities.

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

**Member Services Committee Report:**

Report as submitted.

**Committee Report:**

Report as submitted.

**WIAF Committee Report:**

A report was not submitted however the board was reminded of the confidential nature of this program and that submissions are to be kept confidential.

**Convention Committee Report:**

Report as submitted. Mr. O'Donnell added that he is looking for onsite help with the wall building. He indicated that signage and maps would be helpful for the event. The committee is closing in on completing the agenda for 2019. They also would like to see the Saturday night event more upscale.

**Craftsmanship Awards Committee:**

Report as submitted.

**Awards Committee Report:**

No report submitted. Mr. Kaye shared he is taking the lead on this program.

**Associate Member Committee Report:**

Report as submitted. Mr. Lucas indicated that a cover letter for associate recruitment would be helpful so Mr. Laux will work on this item.

*Boutique Manufacturers Task Team:*

Report not submitted.

**Education Committee Report:**

Report as submitted. Mr. DiGilio has indicated that with the shift toward online education, the leadership of the committee should be expanded. He will be placing someone with more digital education experience in a lead role for this team. It was suggested that Mr. DiGilio attend March Madness.

**Website Committee Report:**

Report not submitted. It was decided that Ms. Terry will take responsibility for the website management in lieu of a committee.

**Marketing Committee Report:**

Report as submitted. Mr. reported that activities have been placed on hold since there wasn't any product to fulfill needs. He shared that we are gearing up to offer the metal leaf program and that a courses writer had been retained to start the development.

**Region Reports:**

**South:** Report as submitted. It was noted that the chapter development had been stalled due to retirements. Mr. King was asked to push the development forward.

**Mid-Atlantic:** Report as submitted. It was noted that Delaware Chapter president Lori Thoman was not currently an active member. Ms. Wilkins is to look into this issue.

**Central:** Report as submitted. They will not do a workshop but instead doing a Meet the Guild program.

**Northeast:** Report not submitted. Mr. Adams did share that there is some issue in the Metro New York Chapter and that Mr. DiGilio should look into the conflict. He also indicated that March Madness will be held in Boston on March 30<sup>th</sup> and that he was planning to try to drive new membership.

**West:** Report as submitted. It was noted that the Colorado Chapter has a new board.

- **ACTION:** A motion was made and seconded at 5:35 PM ET to adjourn the Board of Directors meeting until morning. The motion passed unanimously.

**Saturday, March 8, 2019**

**Call to Order:**

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

**New Business:**

**Region Directors**

It was decided that a report was needed for the region directors for chapter reporting. Ms. Macuna agreed to develop the report. She will also contribute her guidelines on setting up a Meet the Guild event.

Discussion was had on surveying the non-chapter members. Questions suggested include:

1. How is your work level?

2. How can we help?
  - a. Virtual chapter meetings
  - b. Articles about techniques
  - c. Meet the Guild events
  - d. Workshops locally
  - e. Other:

Blast lists could include chapter presidents and chapter members as well as non-chapter members.

### **Guild Historian**

It was suggested that someone be elected a historian.

Potential site for Convention 2020: New Orleans

Region Directors were presented with job descriptions and worked to develop that tool.

The next meeting for the Board of Directors will be held June 12, 2019 via teleconference.

Being no further business . . .

- **ACTION:** A motion was made and seconded at 1:07 PM ET to adjourn the Board of Directors meeting. The motion passed unanimously.