

**Wallcovering Installers Association**  
June 11, 2019 | Board of Directors Video Conference  
Minutes

**Call to Order:**

The video meeting was called to order by Michael DiGilio, C.P., President, at 8:09 PM ET. 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 (LOA)  
Dennis George, C.P., West Region Director  
Greg Laux, Associate Chair  
Richard Manougian, Northeast Region Alternate Director

**Absent:**

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

**Staff:**

Nancy Terry, Director

**Approval of the Agenda:**

Mr. DiGilio, C.P., called for a motion to approve the agenda. Ms. Macuna asked to add a request for a Lifetime membership to new business.

- **ACTION:** A motion was made to approve the agenda with the change. 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 March 7 & 8, 2019. The motion was seconded and passed.

**Treasurer's Report:**

Ms. Wright-Mead presented the financials. She indicated that overall, financials are as expected. She noted that the deposit for the national convention hotel expenses had not been paid yet and that this would be a large amount.

- **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. Discussion was had on the role of the chairperson. Ms. Terry was asked to clarify the role of the staff editor. Mr. DiGilio shared that it is important to continue to feed relevant topics to the editor as she is not a subject matter expert. It was also recommended that older articles and topics can be recycled.

**WIAF Committee Report:**

A report was not submitted however the balance is in the financials.

**Nominations/Elections Report:**

The nominations resulted in an uncontested slate which will need a vote to approve.

The incoming Executive Committee will be:

Michael DiGilio – President

Steven Kaye – Vice President

Gary Lucas – Secretary

Shelly Wilkins – Treasurer

With Ms. Wilkins move into the Treasurer's role, Thomas Kalinoski will be appointed by Mr. DiGilio to fill the remaining term as Region Director.

- **ACTION:** A motion was made to approve the Executive Committee slate as submitted. The motion was seconded and passed unanimously.

**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. Currently 54 submissions were being processed. Mr. DiGilio ask that we continue to improve on the picture submission process.

**Awards Committee Report:**

Report as submitted. Mr. Kaye shared that there are two submissions to date, and he asked the board to spend 30 minutes recognizing someone in their area.

**Associate Member Committee Report:**

Report as submitted.

*Boutique Manufacturers Task Team:*

Report as submitted. Mr. LaRusso was asked to provide a copy of his prospecting list to the board.

**Education Committee Report:**

Report as submitted. Mr. Laux shared that he has been trying to find the past commercial class as it was not delivered from past management. Experts for the commercial online class will be Cyndi Green and Jack Egan.

**Website Report:**

Report as submitted. Ms. Terry shared that the website hosting shifted to Visual App on May 1. At that time, many of the links were broken and inoperable so the site was reviewed, and links reconnected. The team is currently in process with two projects for 2019 which include the ability for members to renew online as well as to generate a pdf on demand membership list.

**Marketing Committee Report:**

Report as submitted. Mr. Laux confirmed that this team will be meeting at the end of the week to launch work for this quarter. He requested that an intern be secured to do work on developing a list of installers in a geographic area.

**Region Reports:**

**South:** Report as submitted.

**Mid-Atlantic:** Report as submitted. Ms. Wilkins reported that she had reached out to Lori Thoman.

**Central:** Report as submitted. Ms. Macuna shared that her chapter reporting form was in Google Drive for other RD's to utilize.

**Northeast:** Report as submitted.

**West:** Report as submitted.

**New Business:**

*Lifetime Membership:*

Ms. Macuna shared that she had been contacted by Carl Bergman about a Lifetime Membership status. She sent him the requirements and asked him to gather the information necessary.

Being no further business . . .

- **ACTION:** A motion was made and seconded at 10:07 PM ET to adjourn the Board of Directors meeting. The motion passed unanimously.