

## December 13, 2011 Board of Directors Conference Call

**Present: Charlie Arnold, Jackie Tacheny, John Nearon, Steve James, Eric Clark, Dan Galvin, Paul Horsley, Doug Barrett, Daryl Mirza**  
**Absent: Robert Hinderliter**

The following agenda is what will be followed on the Board of Directors conference call. The meeting will be held to 1 hour. Jackie Tacheny will facilitate the meeting. We must be brief and to the point. Extended discussions should be handled at the committee level. Roberts Rules will be used to manage every meeting. Charlie Arnold will be taking the minutes.

- Welcome and Call to Order
  
- Approval of Minutes from November meeting
  - Approved minutes will be posted on the PWNA's website, on its Blog by Jackie Tacheny
  - IT guy working on fixing problem with email some documents she is sending people can not open.
  
- Presidents Message – Eric Clark
  - Vision statement
  - Anything that is new
  
- Office Manager's Message – Jackie Tacheny
  - PWNA Convention review
    - Financials –Income: \$50,384; Expense: \$17,104.19; Net Income: \$33,279.81 compared to last year was only approximately \$12k
    - Attendees – 126 attendees
    - Certifications - 140
  
  - What happened at HQ over the past 30 days
    - Website updates – Frank is still working on them. (including updating convention information on home page and convention pages, environmental committee members are being added to the Environmental Link, adding ACR Round Table to the home page, and added photo and biography of myself to the About Us page
    - Classes at ACR will be taught on day prior to round table.
    - Certification Certificates – all certificates have been mailed for those who passed and/or have current membership
    - Jackie to look into individualizing each certification logo
    - Reconciling of bank account for November - Took about a day and half for Jackie, but is complete

- Renewal Invoices – I’ve been looking into emailing invoices and would like to switch to this system starting in January. This was approved.
  - 2012 Convention - Reached out to the Embassy Suites Orlando - Lake Buena Vista South for pricing, it is close to the airport.
  - We are considering staying close to CETA’s show to make it easier for vendors move from one to the other.
  - Constant Contact Newsletter is being processed
  - February Newsletter with Terri Perrin – added ACR Round Table info and PWNA House Washing and Roof Cleaning Certifications
- Water Tower Cleaning and Insurance – Should we be doing background checks? No, this is not something we need to get into.
  - Member complaint – refer to separate email attachment
    - Charlie Arnold as Ethics Chair to call member accused of violating Code of Ethic to get that members side of the story.

## Committee Reports

- Treasurer’s report – Doug Barrett
  - Current bank balance
  - Review of the financials - See attached Profit & Loss
- Membership Committee – Steve James
  - Current members 238
  - New members 8
  - Renewing 6
  - Number of members that have not renewed 7
  - Last three weeks have seen 12 renewals, they went out late due to the convention
- Committees – Jackie will call Chairman of each to reform and approve class
  - House Washing - Chairman Dan Galvin
  - Roof Cleaning – Chairman Charlie Arnold
  - Manuals should be developed for each class to be taught so that anyone can teach the class as long as they stay with manual.

The meeting is now turned back over to PWNA President Eric Clark

- Old business
  - Eric brought up discussion of looking for new BOD members
  - He will appoint the next BOD who will have the time to contribute.
- New business , no new business

- Adjournment by Eric Clark

Respectfully submitted,

Charlie Arnold  
Secretary