

SMACNA'S BOARD LIAISON PROGRAM

SMACNA has instituted an association-wide communications program to increase the dialog between SMACNA chapters and the SMACNA leadership. This program is known as the Board of Directors Liaison Program.

Each SMACNA officer and director is assigned Board Liaison responsibility for a number of SMACNA chapters and state associations. The Board member is encouraged to establish regular communication with the chapters to enhance the exchange of information. Several key elements of the program include:



- identification of trends, problems and concerns;
- promotion of SMACNA programs and services; and
- implementation of SMACNA policies.

Chapters and state associations are asked to add their Board Liaison member to their regular mailing list, and issue regular invitations to them so they may attend chapter/state meetings to become familiar with the chapters and their members. Also, plan to set aside some time on the meeting agenda so your Board Liaison may address your group. If you have any specific topics you would like your Liaison to cover, please make note of that on the invitation request.

On the following pages you will find the procedure for requesting your Board Liaison member to attend a chapter event, and a copy of the invitation form. All invitations for Board Liaison visits must be submitted through SMACNA National.

SMACNA has found the Board Liaison Program to be a great tool in establishing a meaningful relationship between SMACNA's leadership, local chapters and state associations. We encourage all of our chapters and state associations to contact their Board Liaison member and get to know them.

Questions concerning this program may be directed to Aaron Hilger by email at <u>ahilger@smacna.org</u> or by telephone at (703) 803-2988.



Board Liaison Chapter/State Association Meeting Authorization Procedure

The following are guidelines for requesting Board Liaison members' participation at SMACNA chapter/state association meetings.

- 1. Submit a request for Board Liaison representative's participation at a chapter function to SMACNA National using the invitation form.

 Please allow adequate lead-time to coordinate your request. All requests are processed in the order they are received.
- 2. The Board member will be contacted by SMACNA to ascertain his/her availability to accept the invitation.
- 3. The chapter will be notified regarding the Board member's availability and approval of the participation under the Board Liaison Program.
 - In the event the Board Liaison member is unavailable to participate in the chapter function, SMACNA may assist the chapter in acquiring alternate SMACNA participation.
- 4. Routine travel expenses (transportation, room and board) incurred by the Board member for his/her participation in an approved function under the Board Liaison Program are paid by SMACNA.
- 5. Where appropriate, SMACNA staff will work with the Board member in preparing appropriate remarks for his/her participation in the chapter meeting.
- 6. While SMACNA does not encourage chapters to contact their Board Liaison member directly, on occasion it happens. In such cases, the chapter or Board member should contact SMACNA's Chief Executive Officer with the particulars of the request. The request will then be processed as if the visitation request form had been submitted.



Invitation Form

		"Meeting Date:		
		Chapter Event:		
(Name of Chapter)		Chapter Event: (chapter meeting, convention)		ion, etc.)
		Chapter Contact:		
		(If other than chapter aroup/person/organi	meeting, please give name of zation sponsoring meeting).	
		3 - 471 7 - 3		
(Meeting Facility)				
Officer/Staff/Board Liaison Member In	vited:			
If invitation is for SMACNA Officer or Newpenses for the Officer or National Sta			on), will the chapter cover all loca No	ıl
Will invitee be asked to speak at the me	eting?	Yes	No	
Name of session/program invitee will a	ddress:			
(date)	(time)	(attire, i.e., ca	sual, business, etc.)	
Anticipated audience composition at the	is session:			
% SMACNA Contractors	% Non-Membe	er IFUS Contributors	% Spouses	
% Associate Members (suppliers)	% Other Indus	try Representatives	% State/Federal Govern Representatives	nment
% Other(please explain)			Total Attendees	
Subject(s) for address:				
Length of time allotted for address:	Othe	er speakers at this session	1:	
Should Mr./Mrs	plan to attend?	Yes	No	
Activities in which Mr./Mrs.		_ is invited to participate		
Other events invitee(s) are invited to att golf/tennis tournament, etc.)	tend/participate in du	ring the visit (i.e., assist v	with awards presentation at banq	Įuet,
If would be helpful if	could a	rrive on		
(invitee)			(date/time)	
and depart on		·		

Please complete this form and return to dforde@smacna.org. You may also fax the completed form to (703) 803-3732. If you have any questions, please call Deborah Forde at (703) 995-4028.

*Please allow adequate lead-time to coordinate your request. All requests are processed in the order they are received.



Officer/Director	<u>Chapter Assignments</u>	
Randy Attaway	Alaska ◆ Alaska Mechanical Contractors Association, Inc. California ◆ SMACNA Southern California ◆ Sheet Metal & A/C Contractors Assn. of Central CA	
Steven Benkovsky	New York ◆ SMACNA-Buffalo, Inc. ◆ SMACNA of New York State ◆ Capital District SMACNA ◆ Central New York S/M Contractors Assn., Inc. ◆ Twin Tier Sheet Metal Contractors Assn. Pennsylvania ◆ Sheet Metal Contractors Assn. of Central Pennsylvania	
Chad Bunting	 California ◆ Tri-Counties SMACNA Nevada ◆ Nevada Association of Mechanical Contractors ◆ SMACNA of Southern Nevada, Inc. 	
Todd Byxbe	Florida ◆ Florida SMACNA, Inc. Georgia ◆ Georgia-SMACNA, Inc. North Carolina ◆ North Carolina SMACNA, Inc. Ohio ◆ SMACNA Cleveland	
Carol Duncan	California ◆ Bay Area SMACNA Chapter ◆ SMACNA-Northern San Joaquin Valley Chapter ◆ SMACNA – Sacramento Valley Chapter	



Shasta Erickson	California ◆ California State Association (CAL SMACNA) Colorado ◆ SMACNA – Colorado Texas ◆ Houston Sheet Metal Contractors Association ◆ MCA – SMACNA of San Antonio, Inc.
Mitch Golay	 Kansas ◆The Assn. of Mechanical & S/M Contractors of Kansas Wisconsin ◆East Central Wisconsin S/M Contrs. Assn., Inc. ◆Southeastern Sheet Metal Contractors Assn. of Wisconsin, Inc. ◆Wisconsin Fox Valley S/M Contractors Assn., Inc. ◆Wisconsin State Association, Inc.
Wayne Greenwood	New York NYC SMACNA-S/M & A/C Contrs. Assn. of New York City, Inc. SMACNA of Long Island, Inc. SMACNA Southeastern New York, Inc. Pennsylvania Sheet Metal Contractors of Philadelphia & Vicinity SMACNA of Northeastern Pennsylvania, Inc. Pennsylvania State Association
Paul Heimann	Illinois ◆ Central Illinois Chapter of SMACNA ◆ Illinois State Association Kentucky ◆ Kentucky Sheet Metal Contractors Association Missouri ◆ Central Missouri Chapter of SMACNA
Matt Hildreth	Alabama ◆Gulf States Chapter, SMACNA Louisiana ◆Sheet Metal Contractors Assn. of New Orleans Oklahoma ◆SMACNA of Oklahoma, Inc. (Tulsa) Tennessee ◆Sheet Metal Contractors of Memphis, Inc.



Blair Hubber	Canada ◆ Ontario Sheet Metal Contractors Association ◆ Residential Heating Ventilation Contractors Association (RHVCA) New York ◆ SMACNA-Rochester, Inc.
	 Wisconsin ◆ Madison Area Mechanical & S/M Contractors
Roy Jensen	Arizona ◆SMACNA Arizona Iowa ◆S/M Contractors of Iowa, Inc. – Cedar Rapids Minnesota ◆SMARCA of Minnesota-North Dakota-South Dakota, Inc.
Anthony Kocurek	California ◆ SMACNA of San Diego Texas ◆ MCA – SMACNA of Austin, Inc. ◆ Sabine Area Sheet Metal Contractors Association ◆ SMACNA Chapter of North Texas, Inc.
Carmen Koo	Montana ◆ Montana SMACNA Oregon ◆ SMACNA Oregon & SW Washington Utah ◆ SMACNA Utah
Al LaBella	Connecticut ◆ Associated S/M & Roofing Contractors of Connecticut Massachusetts ◆ SMACNA Boston, Inc. West Virginia ◆ Sheet Metal & Rfg. Contrs. Assn. of West Virginia ◆ West Virginia Sheet Metal Contractors Association, Inc.



Jeff Link	 Canada ◆ British Columbia Sheet Metal Assn. (SMACNA-BC) Idaho ◆ Sheet Metal Contractors of Idaho, Inc. Iowa ◆ S/M Contractors of Iowa, Inc. – Central Iowa ◆ S/M Contractors of Iowa, Inc. – Sioux City ◆ Ilowa Sheet Metal Contractors Assn., Inc.
Thomas E. Martin	Illinois ◆ SMACNA Greater Chicago Indiana ◆ Sheet Metal Contractors Association of Evansville, Inc. ◆ SMACNA of Michiana, Inc. Michigan ◆ Five Cities Association of Michigan ◆ Michigan Chapter – SMACNA ◆ SMACNA Metropolitan Detroit Chapter Pennsylvania ◆ SMACNA of Western Pennsylvania, Inc.
Dan Monahan	Illinois ◆ Springfield & Vicinity Sheet Metal Contractors Assn. Maryland ◆ SMACNA Mid-Atlantic New Jersey ◆ S/M Contrs. Assn. of Central & Southern NJ & Associated Roofers ◆ Sheet Metal Contractors Assn. of Union, Morris, Somerset, Sussex ◆ Sheet Metal Contractors of Northern New Jersey
Randy Pagel	Indiana ◆ Fort Wayne Sheet Metal Contractors Assn., Inc. ◆ Northern Indiana Sheet Metal Contractors Association ◆ S/M Contractors Assn. of Central Indiana, Inc. Ohio ◆ SMACNA of North Central Ohio ◆ East Central Ohio SMACNA ◆ Sheet Metal & Roofing Contractors Chapter (Vienna)



Joe Samia	Oklahoma
	◆Sheet Metal Contractors Assn. of Oklahoma, Inc.
	(OKC)
	<u>Missouri</u>
	◆SMACNA – Kansas City Chapter
	◆Southwest Missouri Sheet Metal Contractors Assn.
	◆SMACNA – St. Louis Chapter
	New Mexico
	◆SMACNA-New Mexico
Angie Simon	<u>Hawaii</u>
	♦SMACNA Hawaii
	<u>Washington</u>
	◆SMACNA – Western Washington, Inc.
Aaron Smith	Canada
	◆Sheet Metal Contractors Association of Alberta
	<u>Washington</u>
	◆Inland Northwest Sheet Metal Contractors Association
Ken Wiesbrook	<u>Illinois</u>
	◆Decatur Sheet Metal Contractors Association
	♦Mid-State Sheet Metal & Air Conditioning
	Contractors Assn.
	♦ SMACNA of Northern Illinois, Inc.
	◆ Southern Illinois Sheet Metal Contrs. Organization
	<u>Ohio</u>
	◆Sheet Metal Contractors of Central Ohio (Columbus)
	◆ Sheet Metal Contractors Association of Greater
	Cincinnati
	◆S/M & Roofing Contrs. Assn. of Miami Valley