



Business Practices Advisory Committee

July 18, 2011

FCA Annual Council

Chicago, IL

Meeting Minutes

1. Call to Order

The meeting was called to order at 10:15 a.m.

2. Roll Call

Committee Members Present:

Don Steadman -Chairman

Laura Regan – Eastern Contractors Association

Bernie Gingras – New Jersey Glass & Metal Contractors

Nick Carrillo - FCA

Others:

Ray Fujii – PDCA of Hawaii

3. Approval of Minutes

Upon motion being duly made, seconded, and approved, the minutes March 29, 2011 were approved.

4. Old Business

5. New Business

- a. **Mission Statement** – Working together the committee created a mission statement. Upon motion being duly made, seconded and approved, the following mission statement was approved:
“The Business Practices Advisory Committee is committed to identify, create, study and promote effective methods of doing business that improve the profitability and operations of our union of finishing contractors.”
- b. **Contractor Involvement** – Bernie Gingras suggested that all affiliate executives be tasked to having one member of their association involved with the Business Practices Advisory Committee. Don Steadman expressed the scheduled time of the committee meeting suppressed involvement. He stressed the importance of moving the meeting to a time in the first days of the FCA Annual Council.
- c. **Quarterly Conference Calls** – The group agreed to have conference calls in a consistent time frame. Motion was made to have meetings on the 3rd Monday of each quarter at 1p.m. EST. Motion was unanimously passed. (Next meeting will be July 18, 2011 at 1:00 PM EST)
- d. **Green Construction** – Ray Fujii commented that 2 members of his association have successfully completed LEED AP courses. Laura Regan also commented that her association

hosts two courses in 2011 and generally the attendance is project managers, architects and designers. Nick Carrillo stressed the importance of “green” and sustainability. He feels the market is a great venue for signature contractors to support. He also stated that in some states currently, and in the future, LEED Silver is required for some new construction. Electricians are working to fight for the Photovoltaic systems in the glazing industry. The committee suggested sending information about “green” to Kevin Larue to look into as a curriculum.

- e. **Labor Productivity Study** – Bernie Gingras expressed the difficulty of getting survey’s completed. Even with a possible prize of a flat screen TV it was challenging. Nick Carrillo expressed the value and importance of getting the necessary surveys. Don Steadman suggested visiting contractors offices and asking the projects managers to complete the survey because they have all the necessary information.
- f. **Software** – Nick Carrillo suggested a possible software structure or package to offer to only signatory contractors. Loose name of “Signatory Proprietary Software”. The intent being to reduce overhead for a contractor. Bernie Gingras suggested creating a survey to find out what software is most common among the contractors. Laura Reagan told the group about the plan room her association offers. They also use the software Plan Swift. Both Don Steadman and Laura Reagan expressed the contractors may be hesitant to switch software. Ray Fujii asked the group “How many of us are seeing BIM out there?” The group stated it is minimal and seemingly more geared for the mechanical industry
- g. **IUPAT Marketing and Branding** - Mr. Gingras questioned the marketing attempts of the IUPAT. The IUPAT worked to re-brand and market push for market share but he has heard no results. He would like to hear the results of the marketing. Don Steadman suggested the IUPAT recruit marketing degree graduates for the IUPAT marketing program. The idea of hiring retired and established BM/ST and the expense of training them to do marketing is difficult

6. Action Items

- a. Nick Carrillo and Don Steadman will work together to create a survey of technology.

7. Closing Remarks-Adjournment

The meeting adjourned at 11:00 a.m.