Minutes of Conference Call

BOARD OF DIRECTORS
National Sunroom Association

TUESDAY, September 9, 2008

ROLL CALL

The meeting was called to order by the President, Mr. Tony Bouquot, with the following in attendance:

Those Present

T. Bouquot, President - Patio Enclosures, Inc.
R. Lizardi - Admiral Sunrooms
M. Leigh - C-Thru Industries
M. Goss - Champion Enclosure Suppliers
B. Fabian - Four Seasons Sunroom
L. Johnson - Harvey Industries
R. Schmidt - Joyce Manufacturing
A. Snelling - Seaway Manufacturing

Also Present

N. Angel - Howe & Hutton
D. J. Walker - Thomas Associates, Inc.

APPROVAL OF PREVIOUS MINUTES

On motion made, seconded and carried, the minutes of the previous meeting, held August 7, 2008, were approved as written and distributed.

LEGAL UPDATE

Ms. Angel indicated that the organization is in good legal standing. The revised bylaws were circulated to the general membership for approval in NSA Bulletin No. 85-08. Staff reported that the NSA office has received enough votes to approve the revised bylaws. Minor clarifications to Article III, Section 5 and Article VII, Section 11 were distributed to the Board of Directors in NSA Bulletin No. 115-08. The Board members agreed to review the clarifications and submit their votes by Friday, September 12, 2008. If the Board approves the revisions, the clarifications would be circulated to the general membership and voted on at the member meeting on Thursday, October 16, 2008.
MEMBERSHIP UPDATE

Staff provided the following membership update:

- 24 Manufacturer Members
- 14 Affiliate Members
- 2 Affiliate Organizations
- 86 Dealer Sponsors

Gorell was the most recent resignation from NSA. Gorell has indicated that they are no longer in the sunroom business.

Mr. Fabian indicated that he has contacted several potential members regarding membership in NSA and the participation in the 2008 fall meeting. Potential members have not responded to Mr. Fabian’s contact. Mr. Schmidt volunteered to work with Mr. Fabian to identify the top ten prospects on the potential member list. Those ten prospects will be heavily targeted and encouraged to attend the 2009 spring meeting.

WEB SITE UPDATE

Staff provided the following web site report:

- 52,972 hits on the site in August
- 8,971 visits to the site
- 16,900 different page views
- 2007 Design Awards have been viewed 1,197 times

ENGINEERING SERVICES REPORT

Sandwich Panel Standard

Mr. Walker reported that the chairman of this subcommittee has decided to step down. The group is in the process of identifying a new chairman to take his place. Significant progress on this project has been made over the past year, but that much work is still needed to complete the project.

Standard for Component Testing

This project has not made much progress until recently. The subcommittee is in the process of reviewing several reference documents that have similar test provisions for components such as fasteners that can perhaps give guidance for the NSA document. The primary areas the standard is planned to concentrate on include: 1) Walls and Roofs, 2) Fenestration, 3) Framing Systems and 4) Connection Strength. Mr. Walker said a conference call is planned before the October Technical Committee meeting and that he expects the assigned sections to be returned for review by the group at the upcoming meeting.
Sandwich Panel Fire Testing

Mr. Walker reported that progress has been made with regard to the group defining the test method, the assembly geometry parameters, and the materials for the proposed test program. The subcommittee will be voting to hopefully approve the activity as a funded project for the 2008/2009 budget. If the subcommittee approves the plan, it will then go to the Technical Committee and then approval could be handed up to the Board of Directors. Mr. Walker said he hopes this can be achieved in time to have a final package to vote on at the October meeting.

Re-Writing AAMA/NPEA/NSA 2100

The Board was reminded that the document was sent to the Board for approval on August 25, 2008 via NSA Bulletin 108-08(E). Although the document received two negative votes, the remainder of the votes had been for approval. The Technical Committee plans to address the negative comments at the upcoming meeting in October.

FINANCIAL REPORT

A revised 2008/2009 NSA budget was distributed to the Board in NSA Bulletin No. 107-08. Mr. Walker asked the Board to consider including $300.00 in the engineering budget to cover the cost of membership dues in ICC in the 2008/2009 budget. On motion made, seconded and carried, the Board of Directors approved the 2008/2009 budget as presented with the modification to include $300.00 in the engineering budget for ICC dues.

The Board discussed the possibility of changing the current fiscal year to a calendar year. Staff noted that this would allow for a more accurate estimation of meeting costs, and it would allow the Board to hold a face to face meeting, the fall meeting, to discuss budget issues, such as dues, technical projects, membership, etc., prior to approving the budget. The Board asked that the item be added to the Board agenda for the fall meeting. Other items to be added to the Board agenda are the current dues amounts, the dues structure, and meeting locations.

2008 FALL MEETING

The fall meeting program is finalized and all presentations are due by the beginning of October. A Board of Directors booklet will be sent to each Board member prior to the meeting. Handouts, including a 2008/2009 budget, and bylaws revisions, will be distributed to the general membership at the meeting.

BOARD NOMINATIONS

Three NSA manufacturing members have been nominated to serve for the term beginning in 2008 and ending in 2011. The NSA Manufacturing Voting Representatives will vote on the nominees and the results will be announced during the 2008 fall meeting.
FUTURE MEETINGS

The 2009 Spring meeting is scheduled to be held March 4-5, 2009 at the Rio All Suites Hotel in Las Vegas, Nevada.

NEXT MEETING

The next meeting of the Board of Directors will be held in conjunction with the fall meeting, October 17, 2008 at the Sheraton Gateway Suites, Chicago, Illinois.

ADJOURNMENT

There being no further business to come before the Board, the meeting was adjourned.

Respectfully submitted,

THOMAS ASSOCIATES, INC.

CHA
30-September-2008