

NATIONAL ROOFING CONTRACTORS ASSOCIATION

2022

 VOLUNTEER  
**HANDBOOK**

2023

# Message From the Chairman of the Board

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Dear NRCA Leadership, Committee Members and Affiliate Executives,

On behalf of NRCA, thank you for agreeing to serve your association during the 2022-23 year. It has been a challenging year for all of us, yet your association has excelled. I am proud to be a part of NRCA, which has established itself as the premier organization of roofing professionals with a longstanding tradition of excellence, and I am grateful for the opportunity to serve as your chairman of the board.

The members of NRCA's Executive Committee and board of directors represent many facets of the roofing industry and strive to meet the needs of all our members. Through their leadership, NRCA is continuously identifying areas to improve member services, raising awareness of important contributions the roofing industry makes and raising the level of the roofing profession.

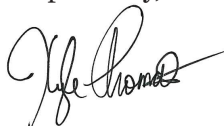
We also are proud of our many volunteers whose service on NRCA committees helps shape and strengthen the organization's vision, mission and the industry overall. NRCA is strong because of the active participation of its members. I implore you to be engaged; make the most of what your association has to offer; and help us position our industry for the future. This is your organization, and its success is your success.

I also encourage you to take some time to review this handbook and NRCA's website ([nrca.net](http://nrca.net)) to familiarize yourself with NRCA and how being connected with this dynamic network of peers can make a difference in not only the roofing industry but also in your business.

As your chairman of the board, my goals are to visit with and engage more members at every level of the association, expand participation in NRCA Pro-Certification,<sup>®</sup> continue to unite the industry through our One Voice initiative and collaborate with all volunteers to further align NRCA's strategic plan to ensure our future viability.

Building on our past accomplishments and rich history, together we can continue to make a difference. I look forward to seeing you in person at meetings throughout the year, and I encourage you to contact me if you have questions or ideas to share. I can be reached at [kyle@thomasroofing.com](mailto:kyle@thomasroofing.com).

Respectfully,



Kyle Thomas  
NRCA Chairman of the Board  
Thomas Roofing Co.  
Mobile, Ala.

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# Details About NRCA

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## **What is NRCA?**

NRCA is a nonprofit, tax-exempt 501(c)(6) association of roofing, roof deck, sheet-metal and waterproofing contractors and industry-related associate members. The association's close and frequent contact with members and its many programs and services are vital to the successful operation of member companies.

NRCA is an active and progressive organization of members with a common interest and similar purpose. There is constant development of new ideas, programs and services through scores of committees, task forces and specialist teams. Because of its active leaders and interested members, NRCA enjoys healthy and continuous growth.

NRCA's headquarters is in suburban Chicago near O'Hare International Airport.

## **National Roofing Contractors Association**

10255 W. Higgins Road, Suite 600  
Rosemont, IL 60018-5607  
(847) 299-9070; (800) 323-9545  
Email: [nrca@nrca.net](mailto:nrca@nrca.net)  
Website: [nrca.net](http://nrca.net)

## **NRCA Washington, D.C., Office**

324 Fourth St. N.E.  
Washington, D.C. 20002  
(202) 546-7584; (800) 338-5765

## **NRCA Legal Counsel**

Trent Cotney  
Partner  
Adams and Reese LLP  
100 N. Tampa St., Suite 4000  
Tampa, FL 33602  
(813) 227-5501  
E-mail: [trent.cotney@arlaw.com](mailto:trent.cotney@arlaw.com)  
Website: [adamsandreeselaw.com](http://adamsandreeselaw.com)

## **What is NRCA's purpose?**

NRCA is one of the construction industry's most respected trade associations and the voice of roofing professionals and leading authority in the roofing industry for information, education, technology and advocacy. NRCA's vision is the recognition of its members as professionals and to unite the industry to that purpose. It represents all segments of the roofing industry, including contractors; manufacturers; distributors; architects; consultants; engineers; building owners; and city, state and government agencies. For information about NRCA and its services and offerings, visit [nrca.net](http://nrca.net).

## **How does NRCA function organizationally?**

NRCA operates with a board of 35-40 directors and nine Executive Committee officers. Each director serves a three- or two-year term, and up to 16 directors are elected each year. All elections are held during NRCA's annual convention.

NRCA's Executive Committee is composed of the chairman of the board, chairman of the board-elect, immediate former chairman of the board and six vice chairmen. The chairman of the board, chairman of the board-elect and immediate former chairman of the board serve one-year terms, and all vice chairmen serve two-year terms. The chairman of the board-elect automatically succeeds to the chairman of the board. Terms of office begin each year on June 1 to coincide with NRCA's fiscal year.

Nominations for NRCA officers and directors are received from individual members and NRCA's affiliated state, local and regional roofing contractor associations. NRCA's Nominating Committee presents its slate of new officers and directors at the member meeting during NRCA's annual convention.

NRCA policy is developed by the board of directors or, in its absence, the Executive Committee. NRCA's various programs and services are derived from its committees, which are appointed each year by the NRCA chairman of the board. Committees are established to recommend programs and services for the association. These committee recommendations are subject to approval by the board or Executive Committee, and from these recommendations new programs and services are initiated. Task forces are assigned specific tasks within a given subject area.

Generally, a task force disbands when the assigned tasks are completed.

### **How is the NRCA staff organized?**

The chief paid executive is the CEO. He or she is responsible for the function and effectiveness of NRCA personnel. Each staff person has specific assigned areas of responsibility and may work with several committees. Through the nature of their project-related activities, staff members tend to become experts in certain areas of roofing industry matters. You should call upon staff members often and develop a working knowledge of their individual areas of expertise. We encourage you to visit NRCA's headquarters and Washington, D.C., office. This is an excellent way to meet staff members and gain insight into their activities.

### **What are additional professional functions within NRCA?**

NRCA employs outside professional help in areas where required. NRCA is represented by well-established law firms in Chicago; Washington, D.C.; and Florida. In addition, NRCA employs the services of an official insurance adviser. NRCA's general counsel is Trent Cotney, partner with Adams and Reese LLP, Tampa.

### **How does NRCA interact with its affiliated associations?**

There are 80 state, local, regional and international roofing contractor associations that maintain affiliate status with NRCA. Each of these organizations is independently operated; the only requirements for affiliation are that the organization have at least five members who are NRCA active members and that NRCA receive a copy of the association's bylaws and membership roster.

In return, the executive director of the affiliate group is afforded a full voting membership, and there is regular communication to and among the affiliate executives via virtual meetings and periodic in-person sessions at NRCA's annual convention and/or the NRCA Midyear meeting.

NRCA's policy is to encourage the development of state, local, regional and international associations for the good of the industry. NRCA officers, directors and staff members regularly visit affiliates and often are asked to speak at their board and general membership meetings.

### **Where does NRCA fit with other construction associations?**

NRCA is a member of the Associated Specialty Contractors (ASC) and has a staff member who serves on the Association Advisory Council of the American Subcontractors Association. A staff member and contractor member serve as trustees for ASC. NRCA also works in cooperation with multiple construction industry trade associations, including the Asphalt Roofing Manufacturers Association; Associated General Contractors of America; Construction Specifications Institute; EPDM Roofing Association; Metal Construction Association; Polyisocyanurate Insulation Manufacturers Association; Roof Coatings Manufacturers Association; International Institute of Building Envelope Consultants; Metal Construction Association; Spray Polyurethane Foam Alliance; SPRI; United Union of Roofers, Waterproofers and Allied Workers; and many others.

### **Where do associate members fit in NRCA?**

NRCA's associate members include architects; consultants; engineers; manufacturers; distributors; and suppliers of materials, equipment and services to roofing contractor members. To ensure more industry sectors are given an opportunity to participate fully, NRCA's board of directors amended the association's bylaws at its Feb. 27, 2017, meeting to grant a minority position on NRCA's board of directors for manufacturers, distributors, architects, engineers and consultants who desire greater partnerships with the organization. NRCA also is committed to involving more people from the supplier and design communities in NRCA committee and task force work.

### **Who speaks publicly for NRCA?**

All final decisions concerning your association are made by the board of directors and/or Executive Committee. These actions are transmitted to the membership by the chairman of the board, committee chairs or headquarters office. The decision regarding who will release information internally will be determined by the nature of the information and circumstances of the decision.

Board and committee members are not authorized to obligate the association. All contracts and obligations are executed by staff. In releasing information concerning NRCA, extreme discretion should be used in making certain the release of such information serves the best interests of NRCA and its members.

**Who represents NRCA at meetings?**

If you are an officer, director or committee chairman or chairwoman, you probably will receive requests from other organizations to attend meetings on behalf of NRCA.

If you attend as an official NRCA representative as authorized by NRCA's chairman of the board or CEO, your expenses will be reimbursed. Without specific prior approval, the assumption is that you are personally meeting the request and, therefore, expenses are not reimbursed.

# 2022-23 NRCA Officers and Directors

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## **CHAIRMAN OF THE BOARD**

Ex-officio member of all committees except the Awards and Nominating committees

### **KYLE THOMAS**

Thomas Roofing Co. Inc.  
2789 McMae Drive  
Mobile, AL 36606  
(251) 438-2036 (O)  
(251) 331-4238 (M)  
Email: kyle@thomasroofing.com

## **CHAIRMAN OF THE BOARD-ELECT**

Ex-officio member of all committees except the Awards and Nominating committees

### **LISA SPRICK**

Sprick Roofing Co. Inc.  
115 NE Walnut Blvd.  
Corvallis, OR 97330-4258  
(541) 752-2590 (O)  
(541) 740-7023 (M)  
Email: lisa@sprickroofing.com

## **VICE CHAIRMEN TWO-YEAR TERM**

### **DON FRY**

Fry Roofing Inc.  
4235 Laurie Michelle Road  
San Antonio, TX 78261  
(210) 344-1125 (O)  
(210) 844-7169 (M)  
Email: dfry@fryroofing.com

### **RUDY GUTIERREZ**

Shell Roofing Solutions Group  
13503 Vintage Place, Suite A  
Chino, CA 91710  
(909) 393-1400 (O)  
(909) 248-6728 (M)  
Email: rgutierrez@shellroofing.com

### **GEOFF MITCHELL**

Mid-South Roof Systems  
5020 Old Dixie Highway  
Forest Park, GA 30297-2148  
(404) 361-5154 (O)  
(404) 787-3652 (M)  
Email: geoffm@msrs.com

## **VICE CHAIRMEN ONE-YEAR TERM**

### **JOHN EMBOW**

Grove Roofing Services Inc.  
131 Reading St.  
Buffalo, NY 14220-2157  
(716) 828-1870 (O)  
(716) 583-2551 (M)  
jembow@groveroofing.com

### **BRYAN KAREL**

Garlock-French Roofing Corp.  
2301 E. 25th St.  
Minneapolis, MN 55406  
(612) 722-7129 (O)  
(651) 470-0720 (M)  
Email: bkarel@garlock-french.com

### **SHERRI MILES**

J.D. Miles and Sons Inc.  
210 B St.  
P.O. Box 5008  
Chesapeake, VA 23324  
(757) 545-5912 (O)  
(757) 449-2837 (M)  
Email: sherri@jdmilesroofing.com

## **IMMEDIATE FORMER CHAIRMAN OF THE BOARD**

### **ROD PETRICK**

Ridgeworth Roofing Co. Inc.  
121 Ontario St.  
Frankfort, IL 60425  
(708) 598-0039 (O)  
(708) 878-0673 (M)  
Email: rod@ridgeworthroofing.com

## **DIRECTORS**

### **THREE-YEAR TERM**

#### **REFUGIO ALVAREZ JR.**

King of Texas Roofing  
Company LP  
307 Gilbert Circle  
Grand Prairie, TX 75050-6579  
(912) 399-0003 (O)  
(214) 686-3245 (M)  
Email: refugio@kingoftexas.com

#### **JOHN CAMPBELL**

Eagle Roofing Products  
3546 N. Riverside Ave.  
Rialto, CA 92377-3802  
(407) 235-5133 (M)  
johnc@eagleroofing.com

#### **CHUCK CHAPMAN**

Tecta America Arizona LLC  
1824 W. Broadway Road  
Phoenix, AZ 85041  
(602) 246-8661 (O)  
(651) 491-4506 (M)  
Email: cchapman@tectamerica.com

#### **CHAD COLLINS**

Bone Dry Roofing Co.  
120 Ben Burton Road  
Bogart, GA 30622  
(706) 543-1275 (O)  
(706) 714-7832 (M)  
Email: chadcollins@bone  
dryroofing.net

#### **TUPAC DE LA CRUZ**

Roofing Solutions LLC  
37302 Commerce Lane  
Prairieville, LA 70769  
(225) 744-3912 (O)  
(225) 205-7000 (M)  
Email: tupac@roofing  
solutionsla.com

**ED GALLOS**

Masters Roofing Ltd.  
302 Lizzie St.  
Winnipeg, MB R3A 0Y5  
Canada  
(204) 926-6200 (O)  
(204) 794-7550 (M)  
Email: edgallos@master  
roofing.net

**GREG HUDSON**

Georgia Pacific Gypsum LLC  
133 Peachtree St. NE  
Atlanta, GA 30303  
(404) 652-4830 (O)  
(734) 482-8246 (M)  
Email: eghudson@gapac.com

**ERICA JACKSON**

CYE Enterprises Inc.  
76 S. Laura Street, Suite 301  
Jacksonville, FL 32202  
(904) 594-3038 (O)  
(904) 386-6560 (M)  
Email: erica@cyeinc.com

**BRAD JONES**

B. R. Jones Roofing Co.  
36 Winnicutt Road  
P.O. Box 175  
Stratham, NH 03885-0175  
(603) 772-6922 (O)  
(603) 770-0526 (M)  
Email: brad@brjonesroofing  
.com

**BOB MORGAN**

Upstate Roofing & Painting Inc.  
1300 Brighton-Henrietta Town  
Line Road  
Rochester, NY 14623  
(585) 272-8050 (O)  
(585) 303-7716 (M)  
Email: bob@upstateroofing  
andpainting.com

**DIANA PETERSEN**

Red Pointe Roofing LP  
1814 N. Neville St.  
Orange, CA 92865  
(714) 685-0010 (O)  
(714) 450-0229 (M)  
Email: dpetersen@redpointe  
roofing.com

**JASON STANLEY**

IB Roofing Systems Inc.  
506 E. Dallas Road, Suite 300  
Grapevine, TX 76051  
(800) 426-1626 (O)  
(541) 337-3334 (M)  
Email: jason.stanley@ibroof  
.com

**TOM WALKER**

ABC Supply Co. Inc.  
1 ABC Parkway  
Beloit, WI 53511  
(317) 403-3256 (M)  
Email: tom.walker@abcsupply  
.com

**DAVID WORKMAN**

RoofConnect  
44 Grant 65  
P.O. Box 908  
Sheridan, AR 72150-7159  
(870) 941-4650 (O)  
(870) 942-9382 (M)  
Email: david.workman@roof  
connect.com

**DIRECTORS****TWO-YEAR TERM****BRAD BAKER**

Professional Roofing  
1391 S. Main St.  
Bellevue, ID 83313-6050  
(208) 788-1411 (O)  
(208) 727-7428 (M)  
Email: epdmroofer@yahoo  
.com

**CHERYL CHAPMAN**

Empire Roofing Inc.  
4801 Esco Drive  
Fort Worth, TX 76140-2211  
(817) 572-2250 (O)  
(817) 797-4054 (M)  
Email: cheryl@empireroofing  
.com

**JENNIFER FORD-SMITH**

Johns Manville Corporation  
717 17th St.  
Denver, CO 80202-3330  
(303) 978-2357 (O)  
(720) 532-4708 (M)  
Email: jennifer.ford-smith@  
jm.com

**SCOTT GIPSON**

FiberTite Roofing Systems  
1000 Venture Blvd.  
Wooster, OH 44691-9358  
(330) 202-5905 (O)  
(440) 321-3199 (M)  
Email: sgipson@seamancorp  
.com

**KEVIN GWALTNEY**

Diamond Roofing  
100 E. McArtor Road  
P.O. Box 37  
Dodge City, KS 67801-6631  
(620) 225-2622 (O)  
(620) 255-3478 (M)  
Email: kevin@diamond-  
roofing.com

**TAMMY HALL**

CFS Roofing Services LLC  
8831 Business Park Drive #301  
Fort Myers, FL 33912  
(239) 561-2600 (O)  
(239) 841-4235 (M)  
Email: t.hall@cfsroofing.com

**PAIGE HARVILL**

Nations Roof Gulf Coast  
851 E. I-65 Service Road S,  
Suite 300  
Mobile, AL 36606-3189  
(251) 378-7866 (O)  
(251) 604-9370 (M)  
Email: pharvill@nationsroof  
.com

**PETER HORCH**

Horch Roofing  
2414 Camden Road  
Warren, ME 04864-4122  
(207) 273-1111 (O)  
(207) 975-2324 (M)  
Email: peter@horchroofing  
.com



**JOSHUA KELLY**

OMG Inc.  
153 Bowles Road  
Agawam, MA 01001-2908  
(413) 789-0252 (O)  
(413) 374-5934 (M)  
Email: jkelly@omginc.com

**KEN KELLY**

Kelly Roofing  
1360 Rail Head Blvd.  
Naples, FL 34110  
(239) 435-0014 (O)  
(239) 253-8445 (M)  
Email: ken@kellyroofing.com

**DANIEL KENNEDY**

Don Kennedy Roofing Co. Inc.  
815 Fesslers Lane  
Nashville, TN 37210-4303  
(615) 833-9393 (O)  
(615) 456-7895 (M)  
Email: daniel@donkennedy  
roofing.com

**CJ MARTIN**

Showalter Roofing Services Inc.  
25W048 Ramm Drive  
Naperville, IL 60564-5626  
(630) 499-7700 (O)  
(630) 640-9566 (M)  
Email: cjmartin@showalter  
roofing.com

**GEORGE PATTERSON**

Bennett & Brosseau Roofing  
Inc.  
535 Anderson Drive  
Romeoville, IL 60446-1794  
(630) 759-0009 (O)  
(708) 514-7839 (M)  
Email: georgep@bbroof.com

**CURTIS SUTTON**

Rackley Roofing Co. Inc.  
105 Hunter Ave.  
Carthage, TN 37030-1829  
(615) 735-1197 (O)  
(615) 812-3356 (M)  
Email: curtis@rackleyroofing  
.com

**DIRECTORS****ONE-YEAR TERM****BILL BALEY**

C.I. Services Inc.  
23052 Alicia Parkway, #H374  
Mission Viejo, CA 92692  
(714) 867-9178 (O)  
(949) 701-8988 (M)  
Email: bbaley@ciservicesinc  
.com

**GREG BLOOM**

Beacon Building Products  
2441 Yorkshire Road  
Birmingham, MI 49009  
(206) 399-3407 (O & M)  
Email: greg.bloom@becn.com

**COLLIN DEBUYSERE**

Roofing Technology Inc.  
1726 W. First St.  
Davenport, IA 52802  
(563) 322-0771 (O)  
(309) 502-9414 (M)  
Email: c.debuysere@gmail.com

**DAVE HESSE**

Kalkreuth Roofing & Sheet  
Metal Inc.  
5726 Industry Lane  
Frederick, MD 21704  
(301) 418-6100 (O)  
(301) 676-5710 (M)  
Email: dhesse@krsm.net

**SCOTT KAWULOK**

B & M Roofing of Colorado Inc.  
3768 Eureka Way  
Frederick, CO 80516  
(303) 443-5843 (O)  
(303) 641-2634 (M)  
Email: skawulok@bmroofing  
.com

**KYLE KING**

James King Roofing LLC  
12407 Mukilteo Speedway,  
Unit 155  
Lynnwood, WA 98087  
(425) 374-7955 (O)  
(206) 255-5820 (M)  
Email: kylek@jamesking  
roofing.com

**ROBERT KORNAHRENS**

Advanced Roofing Inc.  
1950 NW 22nd St.  
Fort Lauderdale, FL 33311  
(954) 522-6868 (O)  
(954) 275 8245 (M)  
Email: robk@advancedroofing  
.com

**RICHARD LAWSON**

The Lawson Roofing Co. Inc.  
1495 Tennessee St.  
San Francisco, CA 94107  
(415) 285-1661 (O)  
(415) 559-0334 (M)  
Email: r\_lawson@lawson  
roofing.com

**MATTHEW LEONARD**

Architectural Sheet Metal Inc.  
1801 Premier Row  
Orlando, FL 32809  
(407) 855-7183 (O)  
(321) 436-5665 (M)  
Email: matthew@asmfl.com

**J.J. SMITHEY**

Frost Roofing Inc.  
2 Broadway St.  
Wapakoneta, OH 45895  
(419) 739-2701 (O)  
(419) 303-3706 (M)  
Email: jj.smithey@frost-  
roofing.com

# NRCA Strategic Plan

## The Approach

In 2017, NRCA's Executive Committee wanted a 10-year plan that was dynamic and "evergreen," inspiring succeeding boards to continually develop and change work activities aimed toward its new vision.

The overall approach has five components: a vision, mission, long- and short-term objectives, and tactics. Each succeeding component supports the previous one, and its evergreen design precludes the plan from becoming a printed and bound document, rather one that can be viewed on NRCA's website providing easy access to update progress noting what work has occurred, is occurring and yet to come along association's vision journey.

The vision, which is aspirational in nature, necessitates the development of a mission statement providing the parameters to shape activities needed to move the association strategically ahead. However, no plan moves forward without measurable action items; as such, long- and short-term objectives, which are continually set by committees with the vision in mind. Committees' objectives deliberation leads to specific tactics. These tactics comprise any number of tasks where association staff and committee members work together toward objectives' accomplishment.



## The Vision

Establishing a vision is challenging enough for an organization owned by one person yet ever so much more for an organization where there are thousands of member "owners" represented by any number of stakeholder groups.

The initial focus of the vision statement was to find the words that reflect members' feelings and stories

about NRCA while answering three questions: What is NRCA? What does it do? What it aspires to be?

To gather the necessary information to answer these questions, hundreds of members participated via online surveys, group sessions and one-on-one interviews. Armed with a 34-page detailed summary, NRCA's Executive Committee deliberated itself via multiple meetings, calls and email drafts to establish the association's new 10-year vision. The first sentence answers what NRCA is and does and the second, what it aspires to.

## The National Roofing Contractors Association Vision Statement

***Since 1886, the National Roofing Contractors Association has been the home for generations of entrepreneurial craftsmen and enterprises, who shelter and protect America's families and businesses and each other. Our vision is the recognition of our members as professionals and to unite the industry to that purpose.***

## The Mission

Armed with the vision, NRCA went again to its membership for input about the next phase: the development of the mission statement. NRCA received nearly 200 responses from five groups: the NRCA Executive Committee, board of directors, committee members, members at large and staff. From those responses, a mission statement emerged. If the vision sets the aspirational and inspirational goals, the mission answers how to get there. It, too, is broad in nature but sets the stage for tangible, actionable activities represented in the long- and short-term objectives and ultimate tactics.

## The National Roofing Contractors Association Mission Statement

***NRCA values its members and staff, safety, integrity, hard work, diversity and quality. It will advance toward its vision by ensuring consensus decisions are determined through active deliberation inside the committee process.***

## Areas of Focus

### Advocacy

NRCA is the roofing industry's premier advocate. We provide active advocacy for its members with:

- The government—federal and state, where necessary
- Code bodies
- Insurers
- Regulatory agencies
- Others as needed

### Communication

Through various communication vehicles, NRCA promotes its members':

- Benevolence
- Successes
- Professionalism
- Diversity

### Education and/or Certification

NRCA will train and/or certify all aspects of the roofing industry, including:

- Field workers
- Foremen
- Future leaders
- Executives
- Others (architects, consultants, etc.)

### Membership growth

- NRCA seeks to grow its membership in a manner that reflects its commitment to diversity in the industry.
- NRCA will examine its dues structure to best serve the industry.

### Safety

NRCA regards worker safety as a primary goal. NRCA:

- Believes safety begins the moment an industry employee leaves his or her home for work until the time he or she returns home safely each day

- Seeks to provide the most comprehensive safety training available in the roofing industry to provide the safest work environment possible.
- Believes safety includes property. The roofing industry by its nature is designed to protect buildings and their contents. Water damage during or after construction, fires and/or other physical damage are mitigated by our efforts.

### Technical

To promote high-quality roof system designs and installations, NRCA provides technical support to the entire roofing industry. Technical support is provided through:

- Advocacy
- Training
- Research

The mission statement and areas of focus will change, either together or independently, to reflect the evergreen nature of this plan. These statements describe specific areas of change or attention needed as progress occurs. It in no way supplants the importance of the many other ongoing association activities, such as *Professional Roofing* magazine, which are not listed here yet still vital for vision attainment. The staff support section, which follows, provides those details.

### NRCA Staff Support

NRCA has the tools to deliver on the idea of unifying the industry to improve its members' recognition as professionals. In fact, NRCA is uniquely qualified to take on this challenge because it already has in place the human capital and structure to move the industry forward.

NRCA has professionals on staff in the following disciplines:

- Advocacy
- Communications
- Diversity and Inclusion
- Education and Certification
- Enterprise Risk Management
- Finance
- Legal

- Marketing
- Membership
- Publications
- Technical

In addition to staff, NRCA members represent the finest the industry offers. From raw material suppliers all the way to delivery of complete roof systems, NRCA members provide contributions to the association in many disciplines via the committee process.

### **Advocacy**

One of the most significant ways to have a positive effect on the industry image is to tell the roofing industry's story to policymakers in Washington, D.C., and state capitals. NRCA is uniquely positioned to assist in uniting the industry to speak with one voice. With a team of highly skilled professionals working in the NRCA Washington, D.C., office, NRCA already is effective. But more can be done.

NRCA will expand the reach of its grassroots activities, facilitate national fly-in advocacy days, strengthen ROOFPAC, provide best practices for our affiliates to deploy in state governments and continue its engagement with members of Congress from both political parties.

### **Communications**

The roofing industry is replete with good stories. Our members provide the highest-quality installations in the world and do so on many of the nation's most prominent buildings. NRCA members also are extraordinarily charitable. In hundreds of communities throughout the U.S., NRCA members contribute scholarships, new roofs and financial support that make the communities they live in better.

NRCA will unite the industry in effort to engage the media with press releases about our members projects and charitable work focusing on making our members good work noticeable in their hometowns. When our members do something of national note, we will communicate those with national media. We will expand our footprint in social media, maximize the use of *Professional Roofing* as well as other communication pieces that NRCA routinely deploys.

### **Diversity and Inclusion**

NRCA strives to promote a greater understanding of the importance of diversity and fostering a culture of

inclusion throughout the association and the roofing industry. By creating a community within NRCA's membership around diversity and inclusion topics, NRCA will seek to:

- Create opportunities and maximize engagement across all identity groups and professional levels
- Promote membership, involvement and leadership opportunities

### **Education and Certification**

NRCA seeks to unite the industry around the cause of uniform, nationally recognized worker training in all roofing disciplines. This long-term project includes the development and delivery of training for roofing workers and the employees who supervise them. The training system is being developed using strict adherence to ANSI standards governing the policies of certifications with the goal of certifying the U.S. roofing workforce.

A fully trained and certified workforce offers an additional layer of consumer protection that simply does not currently exist in the roofing industry. A uniform system of training and certifying workers can be transformational for roofing companies as it can provide immediate and tangible results that could include:

- A clearly defined career path for new workers interested in learning a trade and the recruitment of these individuals into a roofing career
- Mobility for roofing crews working for companies that work in multiple states/jurisdictions
- An improvement in installed roof system quality and a higher level of quality for building owners
- A recognition of the professional services roofing workers provide
- An improvement of worker performance that manifests itself in higher productivity

### **Enterprise Risk Management**

The roofing industry has no shortage of risk whether it is to workers or the companies that employ them. Reducing risk for members includes creating programs to reduce employee injuries, reduce the likelihood of building fires and water damage, reduce driving-related accidents and reduce theft. Any one

of these items (and others) can damage a company's reputation.

In addition, risk to members' businesses is significant whether its contractually, regulatory- or employment-related. Each requires supporting members' professional standing through the availability of insurance program offerings, reaching out to government agencies and offering legal support.

NRCA seeks to unify the industry to mitigate risks at all levels by working with external partners, developing educational program and products, and providing specific risk management training for roofing companies. As catastrophic losses are reduced so are the negative images and press coverage that naturally come as a result.

### **Finance**

Any discussion about NRCA's mission must include the area of finance. NRCA seeks to manage the financial resources provided by its members, products, programs and services in the most cost-efficient manner possible. To that end, NRCA will deploy the financial resources it has in a manner that unites and improves the industry for all stakeholders.

### **Legal**

NRCA believes all contractor members should take advantage of the resources and legal assistance available through its Legal Resource Center, whose legal experts will help address some of your toughest legal, business and employment issues, including:

- Contract language
- Employee relations
- Regulatory compliance
- Payment provisions

### **Marketing**

Using NRCA's team of marketing professionals, NRCA will develop marketing programs its members can deploy in their own companies. By unifying the industry around specific messaging, NRCA members can begin to drive a unified message nationally. Because NRCA has members in every state and major metropolitan area, it can facilitate communication around key concepts that can nationalize what its members do. NRCA has experience with this having done it in the past with the "Insist on a Roofing Professional" initiative as well as other marketing programs.

### **Membership**

For NRCA to truly be effective, it has been determined membership growth is critical. NRCA will seek to unify the entire roofing industry by using growth models that are inclusive and allow all roofing stakeholders to join its efforts to improve the professional reputation of the entire roofing industry. NRCA's ability to drive any message will be directly related to its membership footprint. Growth is critical for driving a message that penetrates.

### **Publications**

*Professional Roofing* in its print and digital editions is the most widely read and respected magazine in the roofing industry. As such, its influence is wide and can be an effective vehicle for driving a consistent, unified message.

Yet NRCA produces many other communication vehicles. Social media, technical documents, For Members Only newsletter, Industry Issue Updates, electronic communications along with many others can all be used in this effort.

### **Technical**

Minimizing risk and improving the quality experience for customers requires engagement with virtually every stakeholder involved in a roofing project. NRCA regularly works with designers, consultants, manufacturers, government and independent agencies such as ASTM International, building code bodies, FM Global, etc., to ensure its members are equipped with the most current information available.

Risks such as roof system failures, roof leaks, poor workmanship, manufacturing and/or design errors can sully a reputation faster than anything. NRCA's technical department exists to support NRCA members by thoroughly understanding the technical issues they face and along with committed volunteers serving on various technical committees, continually update an array of technical manuals and reports.

Keeping lines of communication open and transparent with industry partners improves quality and reduces job-site mistakes. For example, translating technical documents into more languages can serve to improve on-site quality. Working together brings excellent results.

# Your Role as an NRCA Leader and Volunteer

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NRCA officers, directors and committee members serve NRCA in a fiduciary capacity. As such, you are charged with the duty of adopting sound, ethical, and legal governance, management, and operational policies, as applicable, and promoting consensus and cooperation among all board and committee members.

You will serve in a solely individual capacity and not as a representative of any outside organization, including your employer or any industry affiliated or trade organizations. Appointments are not interchangeable with other individuals from the same organizations or employer, and substitutions at board or committee meetings will be allowed only with the consent of the board or the applicable committee.

You also are expected to make decisions and vote positions based on the best interests of NRCA. In the event that a board or committee member becomes aware of any conflict of interest or perceived benefit or detriment to the interests of that member's home organization or employer, then you must abide by NRCA's Conflict of Interest Policy, which requires disclosure of the conflict and may require your recusal from further consideration of the particular issue.

NRCA officers, directors and committee members also serve important roles in the roofing industry. As such, you are asked to carry out some specific duties designed to communicate NRCA activities and provide a line of communication to NRCA.

Specifically, you are asked to:

- Become familiar with NRCA's bylaws, anti-trust guidelines, as well as its conflict of interest, unlawful harassment and financial policies.
- Serve as liaison for each NRCA member from your area. Encourage prospective members to join. Brief new members about NRCA activities and explain how to make the best use of their memberships.
- Communicate NRCA programs, services and activities to your affiliate associations. Try to establish a regular reporting session at the meetings of these important organizations.
- Respond to NRCA surveys and questionnaires promptly and thoroughly.

- Establish communications with local chapters of AIA and CSI and affiliate meetings. Make these groups aware of NRCA services and publications, especially *Professional Roofing* magazine, NRCA ProCertification® and The NRCA Roofing Manual, and make yourself available to meet with their leaders to discuss areas of mutual concern.
- Attend and participate in NRCA board, committee, and affiliate meetings when possible. Attend NRCA-sponsored meetings and conferences, especially those in your area, including Roofing Day in D.C.
- Establish contact with your representatives in Congress. Become involved in the political process and be prepared to act when asked by NRCA government relations staff. It also is vital you support ROOFPAC, NRCA's political action committee, which helps advance NRCA's mission.
- Become familiar with legislation and regulations of interest to the roofing industry in your area and keep NRCA informed of developments.
- Keep NRCA apprised of roofing- and construction-related collective bargaining agreements negotiated in your area.
- Reach out to small-business groups and service clubs and take part in their activities. There are a surprising number of areas where these groups can be of help to NRCA and you.

# Committee Administration

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All committee and task force appointments are made by NRCA's chairman of the board. Committees and task forces are at the heart of NRCA activity, and we hope you will accept your assignments and the responsibilities that go with them.

Before a meeting is established, the committee chairman and staff liaison should consider the following important questions to ensure maximum productivity:

- Is the meeting necessary?
- Can it be held virtually or via a conference call?
- Is it advantageous to hold the meeting at the NRCA headquarters?
- What is the meeting's purpose?
- What are the meeting's priorities?

NRCA's committees and task forces generally are expected to meet in-person during the regularly scheduled summer and fall committee meetings in Chicago and conduct committee business via virtual mechanisms between those two in-person meetings.

Exceptions may be allowed in rare circumstances according to these general guidelines: Any committee or task force that wishes to meet at a location other than at NRCA's summer or fall meetings must have the approval of the NRCA chairman of the board and NRCA CEO. NRCA has widely used video conferencing for meetings with excellent results and tremendous savings for both members' time and money. Since additional in-person committee meetings have a budgetary impact and must fit within the budget, any questions about additional in-person committee meetings should be directed to NRCA's chairman of the board and the CEO. Exceptions will be made only after financial implications have been considered.

## **Type of committee meetings and communications**

NRCA's committees use a combination of face-to-face meetings virtual meetings, conference calls and emails to be productive throughout the year. NRCA's board of directors holds a minimum of two meetings per year; one is held immediately before the official opening of the annual convention, and the other is held during Midyear Meetings in Chicago. NRCA's

committees officially meet during Midyear Meetings in July and Fall Meetings every November in Chicago. NRCA's Executive Committee meets a minimum of five times per year.

Because of the multiplicity and complexity of subjects, most board and many committee meetings involve the submission of agendas and, if necessary, supporting materials before the meetings. It is imperative that board and committee members be prepared before meetings. Discussions and decisions are improved when background materials have been studied in advance.

## **How can you best do your job?**

The more active, interested and informed you are, the better officer, director or committee member you will be. Here are several suggestions that can help you:

- During each meeting, constructively assess the program(s), and freely express your opinions, thoughts and comments concerning the association activity.
- Try to deal with facts. Rumors, offhand statements and representations not based on fact are a disservice to the association and industry.
- Learn both sides of an issue. In fairness to the association and members you represent, get both sides of a story before forming your opinion.
- Be an interested representative. At times, you will receive reports and requests for your time when you are buried in your own company's work. Try, if possible, to read and respond to NRCA communications.
- Report to members in your area. Share your enthusiasm for NRCA and let the roofing industry in your area know about the association.
- Defend NRCA decisions. All decisions rendered by your board or committee will not necessarily meet with your approval or the approval of some of the members in your area. NRCA must, however, function by the will of the majority—it is the only way for an association to operate successfully. After a decision is made, it should be accepted by all members. It is, therefore, incumbent upon you in a

leadership position to communicate the decision and give the reasoning behind it.

- Work with NRCA in a constructive manner. Automatic agreement is not expected, but confidence and respect are due every member. Each is giving his or her time and effort voluntarily and has a prime responsibility to express his individual opinion honestly and forcefully.
- Finally, enjoy your association service. It is a rare and unique opportunity.

- Staff and committee reports are presented at each meeting. An annual audit is prepared by a separate public accounting firm and sent to each officer and director.
- News about NRCA is posted regularly on NRCA's website, [nrca.net](http://nrca.net), in E-news and on social media. NRCA's For Members Only newsletter also will be mailed to you each month.

## **Roles and Relationships**

**Chair and staff liaison:** The committee chair and staff liaison, working in partnership, are responsible for facilitating the work of the committee, providing oversight, and ensuring timely communication within the committee, as well as between the committee and others within the association. A designated chair orientation training session is held each June, and staff liaisons and vice chair liaisons also are asked to participate.

**Vice chair liaison:** This person is a member of NRCA's Executive Committee and serves as leadership resource and liaison to multiple committees within their designated section, as well as a liaison to the Executive Committee regarding the committee's activities. A vice chair liaison orientation is held each March prior to NRCA's Executive Committee meeting. Within a month of Midyear and Fall Committee meetings, vice chair liaisons are asked to contact their chairs and staff liaisons to review the committee's objective and development of the meeting agenda.

## **How are you informed?**

You have an open line into the inner workings of your association and access to all information available about any matter relating to NRCA. You will be kept informed of important NRCA business in various ways:

- Correspondence for individual matters will be sent to you. Each committee has an assigned staff liaison who will keep the committee informed of association activity, as well as a vice chairman liaison, who will keep you apprised of NRCA Executive Committee decisions affecting your committee's work.



# The Effective Committee Chairperson

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## What is the role of the committee chairperson?

Committees are the backbone of NRCA programs, and committee chairs carry a great deal of responsibility. Committee chairs should be sure they understand the goals and objectives of their committees and communicate with staff and their vice president liaisons to avoid duplicating the work of other committees.

Committee chairs also have the responsibility for calling committee meetings, preparing agendas, and ensuring minutes are taken and distributed with assistance from their designated staff liaisons. Committee chairs should tap into the talents of their committee members to carry out specific assignments. Chairs may not appoint new members to a committee or authorize travel expenses for non-committee members to attend a meeting without approval of the NRCA chairman of the board and CEO. Committee chairs may not exceed budgets allocated for committee projects without approval of the board or Executive Committee.

- Work with your staff liaison and vice chairman liaison to ensure that the work of the committee is carried out between meetings.
- Report to the committee on decisions of the board of directors or Executive Committee that affect the committee's work or activities.
- Continually evaluate committee efforts and communicate accomplishments to the committee, association leadership and the membership.

## Responsibilities

- Develop a plan of work in conjunction with your staff liaison and vice chairman liaison keeping the committee's objective in mind that allows the committee to execute its responsibilities effectively and efficiently.
- Develop agenda items in advance with your staff liaison in accordance with the meeting's purpose, priorities and NRCA's Strategic Plan.
- Move members toward active participation, decision making and achieve consensus.
- Follow the objectives and principles of parliamentary procedure during meetings.
- Exercise leadership within and outside the committee.
- Approve committee meeting reports before their distribution; meeting reports are sent by the staff liaison to all committee members within 10-14 days.
- Approve reports on committee activities, including financial requests to NRCA's Executive Committee for action.

# The Effective Committee Member

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## **What is the role of the committee member?**

Committees are an effective workforce for NRCA—they ensure group participation in problem solving and provide a critical forum for the many interests within the association. As a committee member, we want you to actively participate in committee work; provide thoughtful input to committee deliberations; focus on the best interest of the association and the committee rather than on personal or constituent interests; and work toward fulfilling the committee's goals and objective.

## **Responsibilities**

- Review all relevant material before committee meetings. Make contributions and voice objective opinions on issues.
- Attend virtual and in-person committee meetings.
- Carry out individual assignments made by the committee chair.
- Work as part of the committee and staff team to ensure that the committee proposes policies and/or develops products and services that help association members' businesses prosper.
- Represent the committee in meetings of other association groups.
- Promote clarity within the committee on the committee's role and how it supports and fits within the association and its strategic plan.

# The Effective Committee Staff Liaison

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## **What is the role of the staff liaison?**

The committee chair and staff liaison, working in partnership with their vice chair liaison, are responsible for facilitating the work of the committee. The staff liaison also provides logistical support for the committee's work and serves as an informed resource to the chair, vice chair liaison and members of the committee.

Staff liaisons should be thoroughly familiar with all aspects of the committee's work, including its objective, subjects under discussion, and association policies related to the committee's work. Staff liaisons should be able to answer questions as well as offer suggestions and raise questions, when appropriate, but always doing so by working through the chair.

## **Responsibilities**

- Provide a thorough orientation for each new committee chair and assist the chair in providing orientation for new and continuing committee members each year.
- Work with the chair to develop a plan of work that will allow the committee to meet its objectives and responsibilities effectively and efficiently for the year.
- Work with the chair to develop agendas and conduct effective meetings, including providing administrative support for planning and the execution of all committee meetings.
- Provide on-site support for committee meetings and assist the chair in preparing and distributing meetings minutes 10-14 days following the meeting.
- Work with the chair, vice chair liaison, committee members and other staff to ensure that the work of the committee is carried forth between meetings.
- Facilitate communication of committee activities, including requests for action and funding, to NRCA's CEO to determine if further action is required by NRCA's Executive Committee.

- Report to the committee chair and the committee members decisions made at the Executive Committee and board level that impact the committee's work.

# NRCA Financial Policies

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With continued vigorous committee activity and increased volunteer efforts by NRCA officers and directors, it is important there is a clear statement of NRCA expense reimbursement policies. This section is intended to provide you with specific information. If a situation is not addressed, please call McKay Daniels, NRCA's CEO, at (702) 510-8605.

## General

A large portion of NRCA's budget is dedicated to committee, officer and director reimbursement. NRCA accounts for hundreds of thousands of dollars of reimbursements, and it is in our mutual best interest to know, understand and follow carefully the following policies and procedures.

All expense reimbursements require submission of an expense statement with supporting documents, such as original receipts. And in every instance where expense forms are to be submitted, they are due within 60 days of the event.

All contracts, official documents and purchase orders, including any order of printing, etc., must be executed through NRCA's headquarters office.

Except in unusual circumstances, NRCA will not reimburse the cost of wireless/Internet fees, photocopies or other miscellaneous expenses.

## Board of directors, Midyear Meetings and Annual Convention

There is no expense reimbursement in connection with a regular NRCA board of directors meeting. There are two regularly scheduled board meetings each year: one during NRCA's annual convention and one during NRCA's Midyear Meetings. Further, there is no expense reimbursement for committee meetings held during the annual convention and Midyear Meetings.

In addition, attendees of NRCA's Fall Committee Meetings are responsible for airfare, ground transportation and meals.

There also is no expense reimbursement for associate members attending committee meetings held in conjunction with NRCA's annual convention, Midyear Meetings or NRCA's Fall Committee Meetings.

## Committee expenses

Committee members are reimbursed for coach-class airfare and single-rate hotel rooms while involved in official NRCA activity (see official representation of NRCA below).

If possible, airline tickets should be booked through NRCA's travel agency, Cary Travel by contacting Kristie Michonski at [kristie@carytravel.com](mailto:kristie@carytravel.com), or (847) 767-4614.

The agency has been instructed to book tickets for the lowest available airfare that does not cause an inconvenience. For example, you will not be asked to take a red-eye flight or have layovers if other options are available. Actual costs in excess of the lowest available rates will be charged back to the committee member.

Expense statements are received at NRCA and checked for receipts and accuracy. They are approved by the appropriate staff section vice president, processed for payment and simultaneously sent to the chairman of the board-elect for approval. The chairman of the board-elect will note any discrepancies or inconsistencies and will contact you if there are questions. The vice chairman liaison is considered a part of the committee for reimbursement purposes.

Bills are paid weekly at NRCA headquarters, so checks for reimbursement should generally be received within 10 days to 15 business days.

## Official representation of NRCA

The following are examples of official NRCA representation:

- A presentation to a local, state or regional organization as an official representative of NRCA
- Service with construction industry bodies, such as Associated Specialty Contractors
- Service with government boards
- Presentations to meetings of architects, engineers, etc., where you are officially representing NRCA

You are entitled to reimbursement within the guidelines presented on the official expense form. In each instance where you are officially representing NRCA, prior authorization must be given by NRCA's chairman of the board or chief executive officer.

### **Executive Committee**

NRCA Executive Committee members are reimbursed for their expenses in connection with any meetings of the Executive Committee, except NRCA's annual convention. Expense reimbursement is based on coach-class airfare and single-rate hotel rooms. When spouses attend, each spouse's expenses are the responsibility of the individual Executive Committee member. Spouse expenses for individually ticketed group activities will be charged back to Executive Committee members.

International travel reimbursement is limited to the NRCA chairman of the board and when the chairman of the board approves the chairman of the board-elect on those occasions that they are invited to represent NRCA abroad. Air travel reimbursement is based on business class airfare for trips in excess of six hours. Former chairpersons are invited to attend at the discretion of the chairman of the board but will cover their own travel expenses.

If possible, airline tickets should be booked through NRCA's travel agency, Cary Travel by contacting Kristie Michonski at [kristie@carytravel.com](mailto:kristie@carytravel.com), or (847) 767-4614.

When spouses attend, each spouse's travel expenses are the responsibility of the chairman of the board and the chairman of the board-elect. Other Executive Committee members may attend at the invitation of the chairman of the board and at their own expense.

# NRCA Staff

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## General operations

McKay Daniels  
CEO  
ext. 7528  
mdaniels@nrca.net

Anne Schroeder  
Director of legal and volunteer leadership  
administration  
ext. 7547  
aschroeder@nrca.net

## Certifications

John Schehl, CAE, RRC  
Vice president  
ext. 7503  
jschehl@nrca.net

Jared Ribble  
Director of qualified trainer and ProCertification®  
programs  
ext. 7526  
jribble@nrca.net

Kevin Mellen  
Roofing subject matter expert  
ext. 7535  
kmellen@nrca.net

Denise Malcolm  
Manager of certification administration  
ext. 7560  
dmalcolm@nrca.net

## Communications

Ambika Reid  
Vice president and editor of *Professional Roofing*  
ext. 7555  
areid@nrca.net

Krista Berns  
Director of communications  
ext. 7531  
kberns@nrca.net

Nancy Davis  
Creative director  
ext. 7550  
ndavis@nrca.net

Paul Gerwen  
Creative director  
ext. 7519  
pgerwen@nrca.net

Chrystine Hanus  
Director of communications and associate editor  
of *Professional Roofing*  
ext. 7522  
chanus@nrca.net

Jairo Ayala  
Graphic designer  
ext. 7567  
jayala@nrca.net

Daniel Certain  
Spanish communications manager  
ext. 7521  
dcertain@nrca.net

Alyssa DeSantis  
Manager of online communications  
ext. 7518  
adesantis@nrca.net

Oshla Gray  
Graphic designer  
ext. 7507  
ogray@nrca.net

Sara Vaughn  
Manager of communications and assistant editor  
of *Professional Roofing*  
ext. 7592  
svaughn@nrca.net

Celine Witherell  
Manager of website content  
ext. 7587  
cwitherell@nrca.net

## **Enterprise risk management and executive education**

Tom Shanahan, CAE  
Vice president  
ext. 7538  
tshanahan@nrca.net

Cheryl Ambrose, CHST, OHST  
Director of enterprise risk management  
ext. 7502  
cambrose@nrca.net

Rich Trewyn  
Director of enterprise risk management  
ext. 7575  
rtrewyn@nrca.net

Janice Davis  
Director of NRCA University administration  
ext. 7505  
jdavis@nrca.net

Diana Arroyo  
Manager of NRCA University  
ext. 7597  
darroyo@nrca.net

June Brentanos  
Program coordinator  
ext. 7533  
jlbrentanos@nrca.net

## **Finance**

Harry Ryder, CPA  
CFO  
ext. 7545  
hryder@nrca.net

Enrica Burian, PHR  
Director of accounting and human resources  
administration and compliance  
ext. 7585  
eburian@nrca.net

Jackie Arroyo  
Accounts receivable specialist  
ext. 7516  
jarroyo@nrca.net

Diana Maggio-Gumushian  
Accounts payable specialist  
ext. 7546  
dmaggio@nrca.net

## **Government relations**

Duane Musser  
Vice president  
(202) 400-2592  
dmusser@nrca.net

Teri Dorn  
Director of political affairs  
(202) 400-2590  
tdorn@nrca.net

Deborah Mazol  
Director of federal affairs  
(202) 400-2591  
dmazol@nrca.net

## **Information Technology**

Sanjin Cancar  
Vice president  
ext. 7532  
scancar@nrca.net

Joe Milazzo  
Director of information technology  
ext. 7541  
jmilazzo@nrca.net

Jim Wall  
Senior web and applications developer  
ext. 7561  
jwall@nrca.net

Stephanie Blackwell  
Manager of projects and data  
ext. 7572  
sblackwell@nrca.net

## **Marketing**

Carl Good  
Vice president and publisher of  
*Professional Roofing*  
ext. 7543  
cgood@nrca.net

Chris Casey  
Director of marketing  
ext. 7562  
ccasey@nrca.net

Jaime Sessions  
Marketing manager  
ext. 7537  
jsessions@nrca.net

### **Meeting services and the Roofing Alliance**

Alison LaValley, CAE  
Vice president and executive director of the  
Roofing Alliance  
ext. 7573  
alavalley@nrca.net

Jessica Priske  
Director of meeting services and the  
Roofing Alliance  
ext. 7517  
jpriske@nrca.net

Anne Schroeder  
Director of legal and volunteer leadership  
administration  
ext. 7547  
aschroeder@nrca.net

Nicole Christodoulou  
Manager of meeting services and the  
Roofing Alliance  
ext. 7529  
nchristodoulou@nrca.net

### **Membership, sales and business development**

Jeff Jarvis  
Vice president  
ext. 7512  
jjarvis@nrca.net

Jorge Rivera, CAE  
Director of membership development  
ext. 7559  
jrivera@nrca.net

Brad Martz  
Services sales manager  
ext. 7574  
bmartz@nrca.net

Michael Stack  
National advertising sales manager  
ext. 7554  
mstack@nrca.net

Jim Morrissey  
Member services representative  
ext. 7542  
jmorrissey@nrca.net

Chris Navarro  
Member services representative  
ext. 7594  
cnavarro@nrca.net

Katherine Christides  
Assistant manager of membership  
ext. 7540  
kchristides@nrca.net

Tony Cortez  
Assistant manager of membership  
ext. 7552  
acortez@nrca.net

### **NRCA University**

Amy Staska  
Vice president  
ext. 7566  
astaska@nrca.net

Michele Biesiada  
Director of education media and programs  
ext. 7534  
mbiesiada@nrca.net

Janice Davis  
Director of NRCA University administration  
ext. 7505  
jdavis@nrca.net

Matt Ensenberger  
Learning experience designer  
ext. 7576  
mensenberger@nrca.net

John Esbenshade  
Director of workforce development  
ext. 7524  
jesbenshade@nrca.net



Anna Alog  
Education programs developer  
ext. 7520  
aalog@nrca.net

Andrea Khalil  
Manager, technical services  
ext. 7510  
akhalil@nrca.net

Jon Goodman  
Roofing subject matter expert  
(920) 378-0099  
jgoodman@nrca.net

Diana Arroyo  
Manager of NRCA University  
ext. 7597  
darroyo@nrca.net

Crystal Wukovits  
Assistant manager of education programs  
ext. 7571  
cwukovits@nrca.net

June Brentanos  
Program coordinator  
ext. 7533  
jbrentanos@nrca.net

#### **Technical services**

Mark Graham  
Vice president  
ext. 7511  
mgraham@nrca.net

Glen Clapper  
Director of technical services  
ext. 7553  
gclapper@nrca.net

Nick Gallagher  
Director of technical services  
ext. 7523  
ngallagher@nrca.net

Maciek Rugar  
Director of technical services  
ext. 7568  
mrugar@nrca.net

Kurt Fester  
Project engineer  
ext. 7506  
kfester@nrca.net

# NRCA Meeting Dates

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## Dates

## Meetings/Events

### 2022

July 12-16

NRCA Midyear Meetings  
Four Seasons Hotel  
Chicago

Aug. 29 – Sept. 1

NRCA FEI Class 10  
Kellogg School of Management at Northwestern University  
Chicago

Oct. 6 – 9

NRCA Executive Committee Meeting  
The Arrabelle at Vail Square  
Vail, Colo.

Oct. 26 – 29

NRCA Annual Legal Conference  
JW Marriott  
Austin, Texas

Nov. 8-11

NRCA Fall Committee Meetings  
The Westin Chicago River North  
Chicago

### 2023

March 7-9

NRCA's 136th Annual Convention and International Roofing Expo® 2023  
Kay Bailey Hutchison Convention Center  
Dallas

April 12-15

Roofing Alliance Member Meeting  
The Scott Report & Spa  
Scottsdale, Ariz.

April 18-19

Roofing Day in D.C. 2023  
Grand Hyatt  
Washington, D.C.

July 11-15

NRCA Midyear Meetings  
Four Seasons Hotel  
Chicago

# 2022-23 NRCA Committee Appointments

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## COMMUNICATIONS SECTION

**Vice Chairperson Liaison: Don Fry**  
Industry Image and Outreach Committee  
Membership Steering Committee  
Residential Contractors Committee

## ENTERPRISE RISK MANAGEMENT SECTION

**Vice Chairperson Liaison: Bryan Karel**  
Health and Safety Committee  
Insurance Board of Governors

## GOVERNMENT RELATIONS SECTION

**Vice Chairperson Liaison: Rudy Gutierrez**  
Government Relations Committee  
PAC Advisory Committee  
Roofing Day Advisory Committee

## INDUSTRY SECTION

**Vice Chairperson Liaison: Geoff Mitchell**  
CTE/Workforce Development Committee  
Diversity + Inclusion Committee  
Global Advisory Committee  
International Relations Committee  
Legal Resource Center Committee  
Roofing Alliance Board of Trustees

## NRCA UNIVERSITY SECTION

**Vice Chairperson Liaison: John Embow**  
Certification Exams Committee  
Future Executives Institute (FEI) Committee  
NRCA University Operations Committee  
ProCertification Oversight Committee

## TECHNICAL SERVICES SECTION

**Vice Chairperson Liaison: Sherri Miles**  
Asphalt Shingle Repair Manual Task Force  
CERTA Committee  
Manual Update Committee  
Technical Operations Committee

## COMMITTEES REPORTING DIRECTLY TO THE CHAIRMAN OF THE BOARD

Budget and Finance Committee  
Industry Executives Committee  
NRCA Investment/NRCA Retirement Committee

## COMMITTEES REPORTING DIRECTLY TO THE MEMBERSHIP

Awards Committee  
Nominating Committee

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## COMMUNICATIONS SECTION

**Vice Chairperson Liaison: Don Fry**

### Industry Image and Outreach Committee

**Carl Good and Ambika Reid, staff liaisons**

1. J.J. Smithey, Chairperson
2. Charles Antis
3. Cheryl Chapman
4. Rick Damato
5. Samantha Gillenwater
6. Paige Harvill
7. Greg Hudson
8. Josh Kelly
9. Lauren Laustsen
10. CJ Martin
11. Wendy Marvin
12. Bob Morgan

13. Robin Ommen
14. Lisa Pate
15. Martin Pettigrew
16. Roger Redden
17. David Sanders
18. Jason Stanley
19. Curtis Sutton

**Objective:** Develop and implement strategies to address the roofing industries' challenges and opportunities associated with its image within and outside the roofing profession and related trades. Increase the influence and visibility of NRCA and the industry by providing support and ideas for National Roofing Week, NRCA's social media efforts, workforce development efforts, as well as public relations and outreach initiatives as they relate to the strategic plan.

## Membership Steering Committee

### Jeff Jarvis and Jorge Rivera, staff liaisons

1. Peter Horch, Chairperson
2. Brad Baker
3. Greg Bloom
4. Mike Davis
5. Manny de Santiago
6. Heidi Ellsworth
7. Sandy Farrell
8. Kent Gardner
9. Scott Kawulok
10. Daniel Kennedy
11. Kyle King
12. Michelle Lane
13. Rachel Reed
14. Michael Schneider
15. Brad Sutter

**Objective:** Provide strategic guidance for membership target markets, preferred membership programs, dues structure and programs that affect NRCA's membership recruitment and retention efforts.

## Residential Contractors Committee

### Chris Casey, staff liaison

1. Ken Kelly, Chairperson
2. Brad Baker
3. Patrick Cochran
4. Stephanie Daniels
5. Frank DeFrancisco
6. Piers Dormeyer
7. Kent Gardner
8. Peter Horch
9. Gary Howes
10. Daniel Kennedy
11. Tyler Kocis
12. Wendy Marvin
13. Michelle McNerlin
14. Brian Partyka
15. Martin Pettigrew
16. Michael Schneider
17. Derric Stull

**Objective:** Identify and consider issues affecting residential roofing contractors. Develop recommendations for the Executive Committee for new programs, as appropriate, to be of assistance to those contractors. Develop strategies for recruiting new residential contractors as NRCA members.

## ENTERPRISE RISK MANAGEMENT SECTION

### Vice Chairperson Liaison: Bryan Karel

## Health and Safety Committee

### Rich Trewyn and Cheryl Ambrose, staff liaisons

1. Dave Hesse, Chairperson
2. Refugio Alvarez Jr.
3. Joel Barnes
4. Chuck Chapman
5. Collin DeBuysere
6. Tim Gallagher
7. Ed Gallos
8. Brad Jones
9. Tyler Kocis
10. Richard Lawson
11. Greg McNamara
12. Diana Petersen
13. John Quarnstrom
14. Rachel Reed
15. David Sanders
16. Brynne Smith
17. Robin Woods

**Objective:** To assist the industry in the development of a culture of safety fostered by management leadership and embraced by workers with the goal of keeping roofing workers safe from the moment they leave home until they return from work. The committee's focus is to provide members with tools to proactively resolve safety issues and engrain in company workers the principle that the safe approach to work must always be the only approach.

## Insurance Board of Governors

### Cheryl Ambrose and Rich Trewyn, staff liaisons

- |                             |           |
|-----------------------------|-----------|
| 1. Rod Petrick, Chairperson | (1 year)  |
| 2. Erica Jackson            | (2 years) |
| 3. Kyle Thomas              | (3 years) |
| 4. Dave Hesse               | (4 years) |
| 5. Monica Cameron           | (5 years) |
| 6. Nick Sabino              | (6 years) |

**Objective:** Develop, implement and provide oversight and direction to all NRCA-sponsored insurance programs. Continually evaluate these and other potential programs, products and services to meet the insurance-related needs of roofing contractor members. Ensure the NRCA/CNA general business insurance program is the program of choice for roofing contractors, following the strategic plan as developed by the program's steering committee.

## GOVERNMENT RELATIONS SECTION

Vice Chairperson Liaison: Rudy Gutierrez

### Government Relations Committee

Duane Musser, staff liaison

1. Tammara Hall, Chairperson
2. Randy Adams
3. John Campbell
4. Kyrrah Coker
5. Chad Collins
6. Tupac de la Cruz
7. James Ellsworth
8. Hap Esbenshade
9. Scott Gipson
10. Brad Jones
11. Marc Jordan
12. John Kalkreuth
13. Ken Kelly
14. Rob Kornahrens
15. Richard Lawson
16. Matt Leonard
17. Kirt Linington
18. Will Lorenz
19. Eddie Marquez
20. Monica Murphey Mittel
21. Jonathan Reader
22. Pete Schenkel
23. Wade Shepherd
24. Scott Shufflebarger
25. Curtis Sutton
26. Tom Walker
27. Lance Van Winkle
28. David Workman
29. Christian Zimprich

**Objective:** Monitor the activities of the federal government, particularly proposed and enacted legislation and regulations. Assess the resulting effect on the roofing industry and regularly communicate with NRCA members and affiliates about issues of importance. Adopt positions regarding government activities having a national effect on the roofing industry and, with final approval of NRCA's chairman of the board, present the positions to the appropriate governmental bodies. Investigate and implement methods to increase member awareness and interest in the legislative process and assist in the activities of regulatory task forces.

## PAC Advisory Committee

Teri Dorn, staff liaison

1. Kelly Van Winkle, Chairperson
2. Charles Antis
3. Bill Baley
4. Greg Bloom
5. Tim Blue
6. James Ellsworth
7. Sandy Farrell
8. Jennifer Ford-Smith
9. John Kalkreuth
10. Ken Kelly
11. Robin Ommen
12. Chad Paris
13. Jonathan Reader
14. Brian Schaut
15. Tom Walker
16. Jayne Williams
17. David Workman

**Objective:** Raise funds, establish fundraising goals and oversee fundraising programs for NRCA's political action committee, ROOFPAC. Also, assist in raising "soft dollar" contributions from corporate members to help support ROOFPAC's fundraising activities. Adjust fundraising goals and programs each election cycle (every two years) to account for current NRCA membership and the profitability of NRCA member companies. Provide oversight of ROOFPAC's contributions to members of Congress and other candidates for federal office. Fundamentally, ROOFPAC was created to build relationships with and sustain the attention of Congress on behalf of the roofing industry.

## Roofing Day Advisory Committee

### Deborah Mazol, staff liaison

1. Scott Gipson, Chairperson
2. Charles Antis
3. Bill Baley
4. Greg Bloom
5. Tim Blue
6. John Boling
7. John Campbell
8. Mike Davis
9. Brenna Driver
10. Jennifer Ford-Smith
11. Tammara Hall
12. Helene Hardy Pierce
13. Justin Koscher
14. Richard Lawson
15. Cindy McCarter
16. Bill McHugh
17. Kellie Paasch
18. Frank Palmer
19. Chad Paris
20. Lisa Pate
21. Bob Pope
22. Scott Shufflebarger
23. Patsy Sweeney
24. Lance Van Winkle
25. Joel Viera
26. Tom Walker

**Objective:** Oversee the activities for Roofing Day in D.C. Work to develop position papers with affiliates and other industry groups for the members to take to the appropriate governmental bodies during Roofing Day.

## INDUSTRY SECTION

### Vice Chairperson Liaison: Geoff Mitchell

### CTE/Workforce Development Committee

#### John Esbenshade, staff liaison

1. Nick Sabino, Chairperson
2. Cheryl Chapman
3. Rick Damato
4. Heidi Ellsworth
5. Kevin Gwaltney
6. Paige Harvill
7. Monte Horst
8. Rob Kornahrens
9. Steve Little
10. Greg Malcolm
11. CJ Martin
12. Hillary McPartlon
13. Brynne Smith
14. Martin Pettigrew
15. Jason Stanley
16. Tim Stephens
17. Brad Sutter

**Objective:** Engage and collaborate with national workforce development partners to expand the roofing industry's footprint in the career and technical education community by establishing roofing as a core curriculum. Assist members in addressing workforce shortages by developing industry-specific worker recruitment tools and grow the roofing industry's future workforce by promoting roofing as a desirable career path to young adults, parents, educators and other key influencers.

## **Diversity + Inclusion Committee**

### **Jeff Jarvis and Jorge Rivera, staff liaisons**

1. Erica Jackson, Chairperson
2. Refugio Alvarez Jr.
3. Kyrah Coker
4. Stephanie Daniels
5. Mark DeFreitas
6. Brenna Driver
7. Jennifer Ford-Smith
8. Kyle King
9. Michelle Lane
10. Greg Malcolm
11. Kellie Paasch
12. Curtis Sutton
13. Robin Woods

**Objective:** Create and promote a community within NRCA's membership focused on diversity + inclusion topics; help identify and implement ideas to better engage underrepresented groups, and work to increase NRCA membership and involvement with them.

## **Global Advisory Committee**

### **Anne Schroeder, staff liaison**

1. Josh Kelly, Chairperson
2. Mardee Billingsley
3. Dane Bradford
4. Piers Dormeyer
5. Hap Esbenshade
6. Ed Gallos
7. Scott Gipson
8. Stan Graveline
9. Gary Howes
10. Tim Kersey
11. Dave Lawlor
12. Kirt Linington
13. Steve Little
14. RJ Radobenko
15. Kent Schwickert

**Objective:** Advise NRCA leadership on global opportunities and challenges in alignment with NRCA's strategic plan.

## **International Relations Committee**

### **Anne Schroeder, staff liaison**

1. Gary Howes, Chairperson
2. Dane Bradford
3. Pascal Civati
4. Rick Damato
5. Stephanie Daniels
6. Zhu Dongqing
7. Piers Dormeyer
8. Ed Gallos
9. Tammara Hall
10. Greg Hudson
11. Josh Kelly
12. Tim Kersey
13. Kirt Linington
14. Frank Louwers
15. Bill Mansell
16. Graham Moor
17. RJ Radobenko
18. Haruyuki Sekine
19. Stefano Spelar
20. Jason Stanley
21. James Talman
22. Dirk Van Kerckhove
23. Guido Vandervelt
24. Tom Walker

**Objective:** Meet with international counterparts and international affiliate organizations to develop contacts and relationships to explore opportunities for information exchanges with international delegations during the International Roofing Expo.

## Legal Resource Center Committee

### Alison LaValley and Anne Schroeder, staff liaisons

1. George Patterson, Chairperson
2. Scott Baxter
3. Chad Collins
4. Tupac de la Cruz
5. Erica Jackson
6. Matt Leonard
7. CJ Martin
8. Greg McNamara
9. Monica Murphy Mittel
10. J.J. Smithey
11. Brad Sutter
12. Rob Therrien Jr.
13. Bob Willis

**Objective:** Advocate for and oversee the development and delivery of unique legal products and services to educate and foster relationships that enable roofing contractor members to successfully manage and respond effectively to legal, risk management and business issues, including contract language, employment law, regulatory compliance, insurance, safety, and codes and standards.

## Roofing Alliance Board of Trustees

### Alison LaValley, staff liaison

- |                                    |           |
|------------------------------------|-----------|
| 1. Kelly Van Winkle, President     | (2019-23) |
| 2. Greg Bloom, Vice President      | (2021-25) |
| 3. Jason Dark, Secretary/Treasurer | (2019-23) |
| 4. Charles Antis                   | (2019-23) |
| 5. Piers Dormeyer                  | (2019-23) |
| 6. Greg Hudson                     | (2022-26) |
| 7. Michelle Lane                   | (2020-24) |
| 8. Dave Lawlor                     | (2021-25) |
| 9. Steve Little                    | (2020-24) |
| 10. Bob Morgan                     | (2022-26) |
| 11. Stephen Phillips               | (2020-24) |
| 12. Bob Pringle                    | (2022-26) |
| 13. Kyle Thomas                    | (2021-25) |
| 14. David Tilsen                   | (2020-24) |
| 15. Dan Tinker                     | (2021-25) |
| 16. John Yuko                      | (2022-26) |

**Objective:** Ensure the Roofing Alliance undertakes educational and research projects that support the highest quality programs for the roofing industry. Ensure timely and forward-thinking industry responses to major economic and technological issues. Enhance the long-term viability and attractiveness of the roofing industry. Administer and enhance the Roofing Alliance scholarship program

and construction management schools' initiative.

## NRCA UNIVERSITY SECTION

### Vice Chairperson Liaison: John Embow

## Certification Exams Committee

Kevin Mellen, staff liaison

1. Scott Kawulok, Chairperson
2. Tyler Allwood
3. Refugio Alvarez Jr.
4. Bill Baley
5. Scott Baxter
6. Tom Biller
7. Dick Bus
8. Jim Hanson
9. Gary Howes
10. Robert Reale
11. Chris Rhoades
12. Tim Stephens
13. Rob Therrien Jr.
14. Steve Wadding

**Objective:** The ProCertification® Exams Committee develops and actively maintains valid certification exams. The committee strengthens NRCA's ongoing effort to recognize and promote professionalism within the industry by ensuring certification exams are sensible, consensus-based and accessible to all qualified industry professionals seeking an individual credential.

## Future Executives Institute (FEI) Committee

### Tom Shanahan and Janice Davis, staff liaisons

1. Diana Petersen, Chairperson
2. Scott Baxter
3. Cheryl Chapman
4. Mark DeFreitas
5. Matt Leonard
6. Bob Morgan
7. Shawn Morgan
8. Lynn Price
9. J.J. Smithey

**Objective:** Oversee the continued development of the Future Executives Institute ensuring support of NRCA's vision to recognize its contractor members as professionals.



## **NRCA University Operations Committee**

### **Amy Staska, staff liaison**

1. Tim Stephens, Chairperson
2. Randy Adams
3. Tom Biller
4. Chuck Chapman
5. Marc Connerly
6. Doug Duncan
7. Jon Gardner
8. Kevin Gwaltney
9. Alex Hernandez
10. Peter Horch
11. Greg Hudson
12. Allen Hughes
13. Rob Kornahrens
14. Hillary McPartlon
15. Monica Murphy Mittel
16. Frank Palmer
17. Diana Petersen
18. David Sanders
19. Kelly Van Winkle

**Objective:** Provide oversight and direction to NRCA University, its vision, mission and brand. Monitor the progress of existing NRCA University program offerings and explore opportunities for new programs. Provide guidance, input and feedback on Training for Roof Application Careers program development.

## **ProCertification Oversight Committee**

### **Jared Ribble and John Schehl, staff liaisons**

1. Kent Schwickert, Chairperson
2. Randy Adams
3. Kent Anderson
4. John Campbell
5. Doug Duncan
6. Tom Gernetzke
7. Tammara Hall
8. Helene Hardy Pierce
9. Paige Harvill
10. Alex Hernandez
11. Bob Moretti
12. Bob Morgan
13. Michael Schneider
14. Kelly Van Winkle
15. Mark Zehnal

**Objective:** Develop policies and procedures that ensure industry certifications maintain high value to all industry stakeholders. Maintain highly valid and defensible industry certifications.

## **TECHNICAL SERVICES SECTION**

### **Vice Chairperson Liaison: Sherri Miles**

## **Asphalt Shingle Repair Manual Task Force**

### **Glen Clapper and Maciek Rugar, staff liaisons**

1. Helene Hardy Pierce, Chairperson
2. Peter Horch
3. Ken Kelly
4. Chris Rhoades

**Objective:** In conjunction with NRCA's Technical Operations Committee, develop and begin to carry out a plan for a new technical best-practices manual for the maintenance and repair of steep-slope roof systems for publication in late-2022.

## **CERTA Committee**

### **Mark Graham and McKay Daniels, staff liaisons**

1. Bob Willis, Chairperson
2. Collin DeBuysere
3. Dave Hesse
4. George Patterson
5. Diane Petersen
6. Dennis Runyan

**Objective:** Provide oversight for and direction to NRCA's operation of the CERTA program. Review and continue to monitor the CERTA program to assure it is current and up to date. Periodically meet with MRCA to assure the CERTA program is being conducted consistent with the current MRCA/NRCA CERTA agreement.

## Manual Update Committee

**Glen Clapper and Nick Gallagher, staff liaisons**

1. Steve Harvey, Chairperson
2. Tyler Allwood
3. Tupac de la Cruz
4. Collin DeBuysere
5. Ed Gallos
6. Jean-Paul Grivas
7. Allen Hughes
8. Cindy McCarter
9. Lynn Price
10. Chris Riskus
11. Kurt Sosinski

**Objective:** In conjunction with NRCA's Technical Operations Committee, carry out a plan for revising and updating The NRCA Roofing Manual, maintaining its position as an up-to-date, authoritative technical resource for the roofing industry. Revise and update as necessary *The NRCA Roofing Manual: Membrane Roof Systems-2019* for publication as a new edition in January 2023. Develop interim updates to the 2020, 2021 and 2022 editions as needed as new technical information and guidelines become available.

## Technical Operations Committee

**Mark Graham, staff liaison**

1. Jean-Paul Grivas, Chairperson
2. Jim Barr
3. Chuck Chapman
4. Collin DeBuysere
5. Allen Hughes
6. Scott Kawulok
7. George Patterson
8. Rob Therrien Jr.
9. David Tilsen

**Objective:** Direct and manage NRCA's technical activities, including NRCA technical committees and task forces. Determine contractor members' technical needs and establish technical priorities. Recommend to NRCA's chairman of the board the establishment of appropriate committees and task forces to meet those needs. Recommend to NRCA's Executive Committee actions necessary to carry out NRCA's technical programs. Oversee NRCA's technical research projects and, where appropriate, provide reports about these projects to NRCA members. Report about significant technical developments using special reports and technical bulletins.

## COMMITTEES REPORTING DIRECTLY TO THE CHAIRMAN OF THE BOARD

### Budget and Finance Committee

**McKay Daniels and Harry Ryder, staff liaisons**

1. Rod Petrick, Chairperson
2. Nelson Braddy
3. Nick Sabino
4. Kent Schwickert
5. Lisa Sprick
6. Kyle Thomas

**Objective:** See that NRCA's financial records are properly maintained, and an annual audit of the records is performed. Develop and maintain a sound fiscal position for the association. Work with staff to develop an operational budget for the fiscal year. Meet at least twice annually to ensure budget objectives are being met.

## **Industry Executives Committee**

### **McKay Daniels, staff liaison**

1. Lisa Sprick (NRCA), Chairperson
2. Rod Petrick (NRCA)
3. Kyle Thomas (NRCA)
4. Tyler Allwood (Eagle Roofing Products)
5. Scott Baker (National Nail Corp.)
6. Gordon Blickle (ICP Building Solutions Group)
7. Greg Bloom (Beacon Building Products)
8. Dick Bus (ATAS International Inc.)
9. John Campbell (Eagle Roofing Products)
10. John Corbett (PABCO)
11. Jason Dark (Duro-Last Roofing Inc.)
12. Steven Del’Nero (DuPont)
13. Anthony Diodati (CertainTeed Corp.)
14. Piers Dormeyer (Eagleview)
15. John Doyle (Flex Membrane International)
16. Ken Farrish (Atlas Roofing Corp.)
17. Scott Gipson (Fibertite Roofing Systems)
18. Kirk Goodrum (Siplast Inc.)
19. Stan Graveline (Sika/Sarnafil)
20. Paul Hantz (Wausau Tile Inc.)
21. Helene Hardy Pierce (GAF)
22. Greg Hudson (Georgia-Pacific Gypsum)
23. Josh Kelly (OMG Inc.)
24. Tim Kersey (SOPREMA and Performance)
25. Michelle Lane (Firestone Building Products)
26. Dave Lawlor (ROCKWOOL)
27. Scott Lelling (Polyglass U.S.A. Inc.)
28. Will Lorenz (General Coatings Manufacturing)
29. Curtis Maas (Reichel & Drews Inc.)
30. Pat McCoy (BASF Corp.)
31. Joseph Mellott (The Garland Company)
32. J.K. Milliken (Tremco Inc.)
33. Dan Murphy
34. Michael Polizzi (A.C.T. Metal Deck Supply)
35. Chris Salazar (Karnak Corp.)
36. Chris Schmidt (USG Corp.)
37. Michael Schneider (Owens Corning Inc.)
38. Nick Shears (Carlisle Construction Materials)
39. Wade Shepherd (Westlake Royal Roofing Solutions)
40. Joe Smith (Johns Manville Corp.)
41. Stefan Spelar (Nardini S.p.A.)
42. Jason Stanley (I.B. Roof Systems)
43. James Thomas (Topps Products Inc.)
44. Dan Tinker (SRS Distribution Inc.)
45. Tom Walker (ABC Supply Co. Inc.)
46. Richard Zegelbone (Tropical Roofing Products)
47. Christian Zimprich (Sherwin-Williams)

**Objective:** Provide a vehicle for input to the NRCA leadership from representatives from the roofing manufacturing and distributing communities and provide NRCA leaders the opportunity to report about NRCA’s current programs and priorities. Make recommendations about pertinent and appropriate issues as may be requested by NRCA’s chairman of the board and Executive Committee.

## **NRCA Investment/NRCA Retirement Committee**

### **Harry Ryder, staff liaison**

1. Nelson Braddy Jr., Chairperson
2. Hap Esbenshade
3. Rob McNamara
4. Rod Petrick
5. Nick Sabino
6. Lisa Sprick
7. Kyle Thomas

**Objective:** Working with NRCA’s investment advisors, ensure that the investment policy for NRCA’s long-term investment fund is appropriate and recommend changes as necessary. Monitor and evaluate the performance of the NRCA-sponsored retirement program for member companies and recommend ways to improve the program’s growth. Also, at least annually, assess the performance of NRCA’s financial advisors and report that assessment to NRCA’s Executive Committee.

## **COMMITTEES REPORTING DIRECTLY TO THE MEMBERSHIP**

### **Awards Committee**

#### **McKay Daniels, staff liaison**

1. Allen Lancaster, Chairperson
2. Nelson Braddy Jr.
3. Mark Gaulin
4. Helene Hardy Pierce
5. Rob McNamara

**Objective:** Select an individual who has given distinguished service to the association and/or industry for NRCA’s J.A. Piper Award. A suitably inscribed plaque will be presented to the individual during NRCA’s annual convention.

## **Nominating Committee**

### **McKay Daniels, staff liaison**

1. Dennis Conway, Chairperson
2. Jim Barr
3. Rod Petrick
4. Nick Sabino
5. Kent Schwickert

**Objective:** In accordance with the bylaws, recommend to the membership a list of individuals to serve the association as its officers and directors.

# Meeting Agenda Format

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Logos: Flush left and appropriate to meeting

Font: Calibri 11 point

Header: Centered

Minutes: Flush left

## **EXAMPLE**



### **NRCA Legal Resource Center Meeting**

Tuesday, Nov. 12, 2019

3 - 5 p.m.

Trump International Hotel, Chicago – Salon II

- |       |   |                 |
|-------|---|-----------------|
| I.    | Call to order/Self-introductions                      | Matt Leonard    |
| II.   | Approval of Midyear Minutes                           | All             |
| III.  | Vice Chairman Liaison Report                          | Doug Duncan     |
| IV.   | Review of Objective – as it relates to Strategic Plan | All             |
| V.    | Legal Education                                       | All             |
| VI.   | 2020 IRE/NRCA Convention Program – Monday, Feb. 11    | Alison LaValley |
| VII.  | Next meeting: Dallas, Tuesday, Feb. 4, 2020 @ 1 p.m.  | Alison LaValley |
| VIII. | Adjourn   | Matt Leonard    |

**Objective:** Oversee the development and delivery of unique products and services that enable members to successfully manage and respond effectively to legal, employment and business issues, including contract language, employee relations, regulatory compliance, payment provisions, insurance and safety coverage, codes and standards, and more.

#### **Members:**

Matt Leonard, Chairman

George Patterson,

John Embow

Luke Duffy

Michael Johannes

Chad Collins

Sherri Miles

Rob Therrien Jr.

Monica Murphy

Lisa Sprick

Doug Duncan, VCL

# Meeting Minutes Format

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Logos: Flush left and appropriate to meeting  
Font: Calibri 11 point  
Header: Meeting Minutes (not report) and Centered  
Minutes: Flush left

## EXAMPLE



### NRCA Legal Resource Center Meeting

Tuesday, July 7, 2020  
8 a.m. – 10 a.m. (optional)  
Four Seasons Hotel Chicago

**Committee members present:** List of committee members (include VCLs)

**Committee members absent:** List committee members unable to attend.

**Others present:** Staff, counsel, guests, etc.

**Recommendation from legal:**

*Note: These meeting minutes are intended to be as brief as possible and do not attempt to record all the discussion that occurred during the course of the meeting. These minutes do, however, contain a record of all decisions made and actions taken during the meeting.*

**Call to order:** Chairman Patterson called the meeting to order at 8 a.m. CDT and welcomed everyone. Self-introductions followed.

**Previous meeting minutes:** The minutes of the Fall Committee meeting were approved as written. (Or note correction/amendment, as needed.)

**Minutes should include:**

- 1) Decisions made about each agenda item (next steps, action needed, voting outcomes, motions accepted/rejected, committee objective revisions)
- 2) Items to be held over until the next meeting
- 3) New Business
- 4) Summary of action items
- 5) Next meeting date/time