

NATIONAL ROOFING CONTRACTORS ASSOCIATION

2023

 VOLUNTEER  
**HANDBOOK**

2024

# 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 2023-24 year. 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 time to review this NRCA Volunteer 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 this year, my goal is to further align NRCA's strategic goals, policies, programs and priorities and to collaborate with all volunteers 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 at meetings throughout the year, and I also encourage you to contact me if you have questions or ideas to share. I can be reached at [lisa@sprickroofing.com](mailto:lisa@sprickroofing.com).

Respectfully,

A handwritten signature in black ink, appearing to read "Lisa Sprick".

Lisa Sprick  
NRCA Chairman of the Board  
Sprick Roofing Co. Inc.  
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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.

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## **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.

# 2023-24 NRCA Officers and Directors

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

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# 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.

### **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.

- 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.

### **Term limits**

NRCA values its members' wide range of knowledge and experiences, and our broad practice is to infuse new ideas and perspectives into the committee process. Committee members can expect to serve at most two to three years on a committee before rotating off based on the desire of committee members to serve and the benefits of continuity and reappointment.

# 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.

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

## 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.

# 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@carytravelexpress.com](mailto:kristie@carytravelexpress.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@carytravelexpress.com](mailto:kristie@carytravelexpress.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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# NRCA Meeting Dates

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## Dates

## Meetings/Events

### 2023

July 11-14	NRCA's Midyear Committee Meetings Four Seasons Hotel Chicago
Aug. 28-31	Future Executives Institute (FEI) Kellogg School of Management at Northwestern University Chicago
Oct. 3-6	NRCA Executive Committee Meeting Hotel del Coronado Coronado, Calif.
Oct. 11-13	NRCA LEGALCon The Drake Hotel Chicago
Nov. 7-10	NRCA's Fall Committee Meetings/Roofing Alliance Member Meeting The Hutton Hotel Nashville

### 2024

Feb. 6-8	NRCA's 137th Annual Convention and International Roofing Expo® 2024 Las Vegas Convention Center (Halls C3-5) Las Vegas
April 16-17	Roofing Day in D.C. 2024 Grand Hyatt Washington, D.C.
April 25-27	Roofing Alliance Member Meeting The Don CeSar Hotel St. Pete Beach, Fla
July 16-19	NRCA's Midyear Committee Meetings Four Seasons Hotel Chicago

### 2025

Feb. 19-21	NRCA's 138th Annual Convention and International Roofing Expo® 2025
April 8-9	Roofing Day in D.C. 2025 Grand Hyatt Washington, D.C.

# 2023-24 NRCA Committee Appointments

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## EDUCATION SECTION

### **Vice Chairperson Liaison: Gary Howes**

CERTA Committee

Future Executives Institute (FEI) Committee

NRCA University Operations Committee

## GOVERNMENT RELATIONS SECTION

### **Vice Chairperson Liaison: Geoff Mitchell**

Government Relations Committee

PAC Advisory Committee

Roofing Day Advisory Committee

## INDUSTRY SECTION

### **Vice Chairperson Liaison: Rudy Gutierrez**

Global Advisory Committee

Health and Safety Committee

Industry Image and Outreach Committee

Insurance Board of Governors

## MEMBERSHIP SECTION

### **Vice Chairperson Liaison: Cheryl Chapman**

Diversity + Inclusion Committee

Legal Resource Center Committee

Membership Steering Committee

Residential Contractors Committee

## TECHNICAL SERVICES SECTION

### **Vice Chairperson Liaison: Alex Hernandez**

Manual Update Committee

Sustainability Committee

Technical Operations Committee

## WORKFORCE DEVELOPMENT SECTION

### **Vice Chairperson Liaison: Don Fry**

Certification Exams Task Force

CTE/Workforce Development Committee

ProCertification Market Adoption Committee

ProCertification Oversight Committee

## COMMITTEES REPORTING DIRECTLY TO THE CHAIRMAN OF THE BOARD

Budget and Finance Committee

Industry Executives

International Relations Committee

NRCA Investment/NRCA Retirement Committee

## COMMITTEES REPORTING DIRECTLY TO THE MEMBERSHIP

Awards Committee

Nominating Committee

## EDUCATION SECTION

### **Vice Chairperson Liaison: Gary Howes**

#### **CERTA Committee**

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

1. Dave Hesse, Chairperson
2. Chuck Chapman
3. Collin DeBuysere
4. George Patterson
5. Tim Stephens
6. Bob Willis

**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..

### **Future Executives Institute (FEI) Committee**

#### **Tom Shanahan and Janice Davis, staff liaisons**

1. Diana Petersen, Chairperson
2. Scott Baxter
3. Mark DeFreitas
4. Michael Kruger
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. Tom Biller
3. Marc Connerly
4. John Embow
5. Peter Horch
6. Greg Hudson
7. John Kiesel
8. Steve Little
9. Christian Madsen
10. Hillary McPartlon
11. Monica Murphy Mittel
12. Frank Palmer
13. Diana Petersen
14. David Sanders
15. Nelson Smiley
16. Brad Sutter
17. 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.

## **GOVERNMENT RELATIONS SECTION**

### **Vice Chairperson Liaison: Geoff Mitchell**

#### **Government Relations Committee**

##### **Duane Musser, staff liaison**

1. Tammara Hall, Chairperson
2. Randy Adams
3. John Campbell
4. Kyrach Coker
5. Chad Collins
6. Dan Davis
7. Tupac de la Cruz
8. James Ellsworth
9. Hap Esbenshade
10. Scott Gipson
11. Marc Jordan
12. Daniel Kennedy
13. Rob Kornahrens
14. Michelle Lane
15. Richard Lawson
16. Matt Leonard
17. Will Lorenz
18. Monica Murphy Mittel
19. Jonathan Reader
20. Wade Shepherd

21. Scott Shufflebarger
22. Curtis Sutton
23. Ellen Thorp
24. Tom Walker
25. Jayne Williams
26. Lance Van Winkle
27. David Workman
28. John Yuko
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. Bill Baley
3. Greg Bloom
4. James Ellsworth
5. Sandy Farrell
6. Jennifer Ford Smith
7. Marc Jordan
8. Eddie Marquez
9. Cindy McCarter
10. Robyn Ommen
11. Frank Palmer
12. Jonathan Reader
13. Brian Schaut
14. Scott Shufflebarger
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. Bill Baley
3. Greg Bloom
4. John Boling
5. John Campbell
6. Mike Davis
7. Susan DeGrassi
8. Brenna Driver
9. Jennifer Ford-Smith
10. Tammara Hall
11. Helene Hardy Pierce
12. Scott Kawulok
13. Justin Koscher
14. Richard Lawson
15. Jake Magalsky
16. Cindy McCarter
17. Bill McHugh
18. Frank Palmer
19. Michael Parlier
20. Lisa Pate
21. Bob Pope
22. Scott Shufflebarger
23. Henry Staggs
24. Patsy Sweeney
25. Lance Van Winkle
26. Joel Viera
27. 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: Rudy Gutierrez**

#### **Global Advisory Committee**

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

1. Josh Kelly, Chairperson
2. Mardee Billingsle
3. Piers Dormeyer
4. Hap Esbenshade
5. Ed Gallos
6. Stan Graveline
7. Tim Kersey
8. Dave Lawlor
9. Steve Little
10. Jake Magalsky
11. RJ Radobenko
12. Kent Schwickert

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

#### **Health and Safety Committee**

##### **Rich Trewyn and Cheryl Ambrose, staff liaisons**

1. Richard Lawson, Chairperson
2. Refugio Alvarez Jr.
3. Joel Barnes
4. Chuck Chapman
5. John Fleming
6. Tim Gallagher
7. Ed Gallos
8. Dave Hesse
9. Brad Jones
10. Michael Kruger
11. Greg McNamara
12. Neff Ortiz
13. Diana Petersen
14. Rod Petrick
15. John Quarnstrom
16. Rachel Reed
17. Brynne Smith
18. Keith Symons

**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.

## Industry Image and Outreach Committee

**Ambika Reid and Paul Gerwen, staff liaisons**

1. J.J. Smithey, Chairperson
2. Brian Baker
3. Rick Damato
4. Dan Davis
5. Mark DeFreitas
6. Piers Dormeyer
7. Paige Harvill
8. Greg Hudson
9. Josh Kelly
10. Wendy Marvin
11. Bob Morgan
12. Jessica Phlipot
13. Jim Prusak
14. Andrew Rogers
15. Roger Redden
16. David Sanders
17. Jason Stanley
18. Peter Stevens
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.

## Insurance Board of Governors

**Cheryl Ambrose and Rich Trewyn, staff liaisons**

1. Kyle Thomas, Chairman (1 year)
2. Dave Hesse (1 year)
3. Erica Jackson (1 year)
4. Monica Cameron (2 years)
5. Nick Sabino (2 years)
6. Sherri Miles (3 years)
7. John Embow (3 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.

## MEMBERSHIP SECTION

**Vice Chairperson Liaison: Cheryl Chapman**

### Diversity + Inclusion Committee

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

1. Erica Jackson, Chairperson
2. Refugio Alvarez Jr.
3. Brunno Batista
4. Kyrah Coker
5. Stephanie Daniels
6. Tupac de la Cruz
7. Mark DeFreitas
8. Heidi Ellsworth
9. Jennifer Ford-Smith
10. Scott Gipson
11. Beth Kegley
12. Michelle Lane
13. Greg Malcom

**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.

## NRCA Legal

**Amy Staska and Janice Davis, staff liaisons**

1. CJ Martin, Chairperson
2. Rachna Butani Bhatt
3. Chad Collins
4. Erica Jackson
5. Brad Jones
6. Matt Leonard
7. Greg McNamara
8. Monica Murphy Mittel
9. J.J. Smithey
10. Mills Snell
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.

## **Membership Steering Committee**

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

1. Peter Horch, Chairperson
2. Brad Baker
3. Brian Baker
4. Greg Bloom
5. Rachna Butani Bhatt
6. Manny de Santiago
7. Sandy Farrell
8. John McCurry
9. Rachel Reed
10. Andrew Rogers
11. Peter Stevens

**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. Wendy Marvin, Chairperson
2. Brad Baker
3. Patrick Cochran
4. Stephanie Daniels
5. Frank DeFrancisco
6. Brenna Driver
7. Peter Horch
8. Bryan Karel
9. Steve Little
10. Michelle McNerlin
11. Michael Parlier
12. Jim Prusak

**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.

## **TECHNICAL SERVICES SECTION**

### **Vice Chairperson Liaison: Alex Hernandez**

### **Manual Update Committee**

#### **Maciek Rupar, staff liaison**

1. Lynn Price, Chairperson
2. Tyler Allwood
3. Scott Baxter
4. Collin DeBuysere
5. Jean-Paul Grivas
6. Allen Hughes
7. Bryan Karel
8. John Kiesel
9. Rondi Perry
10. Jim Prusak
11. Chris Rhodes
12. Chris Riskus
13. 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: Steep-slope Roof Systems – 2024 for publication as a new edition in January 2024. Develop interim updates to the 2021, 2022 and 2023 editions as needed as new technical information and guidelines become available.

### **Sustainability Committee**

#### **Mark Graham, staff liaison**

1. George Patterson, Chairperson
2. Scott Baxter
3. Peter Horch
4. Scott Kawulok
5. Christian Madsen
6. Wendy Marvin
7. Sherri Miles
8. Diana Petersen

**Objective:** Consider and determine roofing contractors' roles in sustainability. Develop a plan on how NRCA will communicate sustainability-related information to NRCA members, the roofing industry at large and consumers.

## Technical Operations Committee

### Mark Graham, staff liaison

1. Jean-Paul Grivas, Chairperson
2. Chuck Chapman
3. Tupac de la Cruz
4. Collin DeBuysere
5. Allen Hughes
6. Bryan Karel
7. George Patterson
8. Rob Therrien Jr.

**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.

## WORKFORCE DEVELOPMENT SECTION

### Vice Chairperson Liaison: Don Fry

#### Certification Exams Task Force

##### Jared Ribble, staff liaison

1. Scott Kawulok, Chairperson
2. Tyler Allwood
3. Tom Biller
4. Dick Bus
5. Joel King
6. Chris Rhoades
7. Tim Stephens

**Objective:** The ProCertification® Exams Task Force 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.

## CTE/Workforce Development Committee

### John Esbenshade, staff liaison

1. Hillary McPartlon, Chairperson
2. Brad Baker
3. Pat Cochran
4. Rick Damato
5. Susan DeGrassi
6. Heidi Ellsworth
7. John Fleming
8. Paige Harvill
9. Monte Horst
10. John Kiesel
11. Rob Kornahrens
12. Michael Kruger
13. Steve Little
14. Christian Madsen
15. Greg Malcolm
16. C.J. Martin
17. Roger Redden
18. Nick Sabino
19. Brynne Smith
20. Mills Snell
21. Henry Staggs
22. Jason Stanley
23. Tim Stephens

**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.

#### ProCertification Market Adoption Task Force

##### Jared Ribble, staff liaison

1. Sherri Miles, Chairperson
2. Ron Harriman
3. Scott Kawulok
4. Beth Kegley
5. Joel King
6. CJ Martin

**Objective:** Identify industry stakeholders impacted by ProCertification, and create strategies for these stakeholders to engage with, and drive ProCertification into the marketplace.

## **ProCertification Oversight Committee**

### **Jared Ribble and Denise Malcom, staff liaisons**

1. Paige Harvill, Chairperson
2. John Campbell
3. John Embow
4. Tammara Hall
5. Helene Hardy Pierce
6. CJ Martin
7. Bob Moretti
8. Bob Morgan
9. Kent Schwickert
10. Curtis Sutton
11. Keith Symons
12. Kelly Van Winkle
13. 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.

## **COMMITTEES REPORTING DIRECTLY TO THE CHAIRMAN OF THE BOARD**

### **Budget and Finance Committee**

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

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

**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. Doug Duncan (NRCA), Chairperson
2. Lisa Sprick (NRCA)
3. Kyle Thomas (NRCA)
4. Tyler Allwood (Eagle Roofing Products)
5. John Altmeyer (GAF)
6. Scott Baker (National Nail Corp.)
7. Gordon Blickle (ICP Building Solutions Group)
8. Greg Bloom (Beacon Building Products)

9. Dick Bus (ATAS International Inc.)
10. John Campbell (Eagle Roofing Products)
11. John Corbett (PABCO)
12. Jason Dark (Duro-Last Roofing Inc.)
13. Steven Del'Nero (DuPont)
14. Anthony Diodati (CertainTeed Corp.)
15. Piers Dormeyer (Eagleview)
16. John Doyle (Flex Membrane International)
17. Ken Farrish (Atlas Roofing Corp.)
18. Scott Gipson (Fibertite Roofing Systems)
19. Kirk Goodrum (Siplast Inc.)
20. Stan Graveline (Sika/Sarnafil)
21. Paul Hantz (Wausau Tile Inc.)
22. Greg Hudson (Georgia-Pacific Gypsum)
23. Josh Kelly (OMG Inc.)
24. Tim Kersey (SOPREMA and Derbigum)
25. Michelle Lane (Holcim US)
26. Dave Lawlor (ROCKWOOL)
27. Scott Lelling (Polyglass U.S.A. Inc.)
28. Will Lorenz (General Coatings Manufacturing Corp.)
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. Steve Schwar (Carlisle Construction Materials LLC)
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. Dan Tinker (SRS Distribution Inc.)
44. Tom Walker (ABC Supply Co. Inc.)
45. Richard Zegelbone (Tropical Roofing Products)
46. Christian Zimprich (Sherwin-Williams Coil Coatings)

**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.

## **International Relations Committee**

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

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

**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.

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

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

1. Rob McNamara, Chairperson
2. Doug Duncan
3. Hap Esbenshade
4. Rod Petrick
5. Lisa Sprick
6. 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. Bob Daly, Chairperson
2. Nelson Braddy Jr.
3. Mark Gaulin
4. Helene Hardy Pierce
5. Allen Lancaster

**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. Jim Barr, Chairperson
2. Rod Petrick
3. Nick Sabino
4. Kent Schwickert
5. Kyle Thomas

**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