



# Member Guide

June 2018

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To: PBA Membership

Subject: Guide to Becoming a PBA Leader

From: PBA Leadership

## **Welcome to the Pennsylvania Builders Association (PBA) Guide to Leadership at the State Level!**

You will find that the return on the investment of your time and resources to become involved at the state level is immeasurable. What you will get back on both a professional and personal level is invaluable. Leadership meets three times a year for board meetings with fellow members who deal with the same issues that you deal with every day. You will find leadership more than willing to share their experiences with you and how they have solved similar problems. You will have the opportunity to help shape policy and programs that will affect members throughout the state.

The PBA Membership Committee has developed a mentoring program to aid your transition to the state level. This guide will help you understand the leadership levels and the purpose of the state association.

### **OUR CORE PURPOSE**

The Pennsylvania Builders Association exists to enhance and improve the ability of Pennsylvania's building professionals to provide the highest quality housing at the most affordable price.

### **OUR VISION**

To be the association that every building industry professional would strive to be a part of.

## The Structure of the Pennsylvania Builders Association

Chartered in 1952, PBA is a statewide, non-profit trade association funded solely by private contributions.

PBA is based in Harrisburg, PA and has a full time staff of six.

PBA is made up of 35 local associations, grouped into 8 regions serving nearly 5,000 members - with about 1/3 comprising of builders and the rest working for organizations and companies that support the home building industry in Pennsylvania. Its members include developers, remodelers, apartment owners, residential and light commercial builders, as well as subcontractors, suppliers, real estate professionals, lending institutions, utilities, manufacturers and others related to the home building industry.

PBA deals with a wide range of government regulations and policies that affect members, their businesses and their customers. PBA provides access to industry experts, as well as information and publications on the latest industry news and trends. Board involvement and award programs give members an opportunity to meet and network with peers from across the state.

**Subsidiaries of PBA** include Builder Services Inc. (BSI) which manages the revenue generating programs offered to our members, such as the insurance program and the workers compensation program. In addition, the Pennsylvania Foundation for Housing is organized as a not-for-profit 501(c)(3) charitable organization. The Foundation provides an avenue for corporations or individual donors to support educational programs that will help future generations meet the challenges ahead in the Pennsylvania building industry.

### **PBA GUIDING DOCUMENTS**

- Bylaws
- Policy Manual
- Strategic Plan

## **Types of Membership**

### **BUILDER MEMBER**

Our Builder Members are comprised of the finest builders and remodelers in Pennsylvania. These professionals in the state base their business on quality craftsmanship, a strong work ethic, and a commitment to customer service.

Builder Membership is open to any person, firm, corporation, or company that is, or has been, in the business of building or remodeling homes, apartments, schools, commercial, industrial, or other structures/buildings normally related and appurtenant to a community; or in land development; and who transacts such business primarily in the state.

### **ASSOCIATE MEMBER**

Our Associate Members are made up of the trade contractors, suppliers, and service providers that support the home building industry in Pennsylvania.

Associate Members of the PBA include: architects, banks, cellular phone companies, decorators, suppliers as well as many other businesses that support our membership.

Associate Membership is open to any person, firm, or corporation engaged to any allied trade, industry, or profession other than that of builder/remodeler within the territorial jurisdiction of the state.

### **AFFILIATE MEMBER**

Affiliate Membership is open to any person that is employed by a builder or associate member in good standing; who subscribes to the code of ethics of this Association, and is of good character and business reputation; and who either has been accepted as an affiliate member of an affiliated local association or chapter, or applies as a direct affiliate member of the Pennsylvania Builders Association, is acceptable to the Executive Committee of this Association and who operates in an area not within the jurisdiction of any affiliated local association or chapter. Applies as a direct affiliate member of the Pennsylvania Builders Association, is acceptable to the Executive Committee of this Association and who operates in an area within the jurisdiction of any affiliated local association or chapter that currently does not offer this category of membership.

## Getting Active

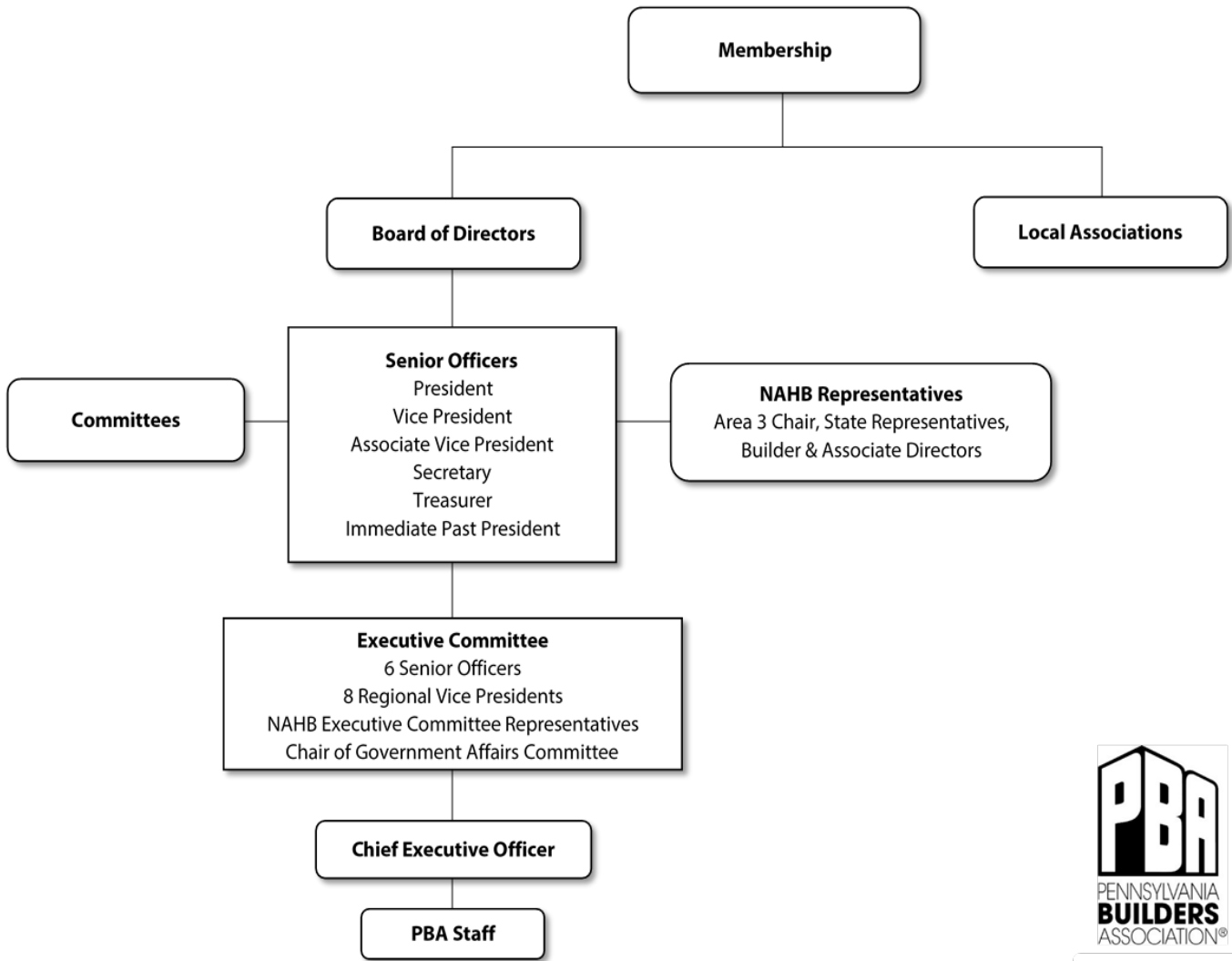
Any Member can attend a PBA Board Meeting or committee meeting. Virtually all meetings are open to members. Only a call for "Executive Session" will require credentials to attend. Meeting rooms include seating for guests. PBA staff will normally be present at all Board meetings.

To express your interest in joining a committee, please contact the committee chair (listed on page 8), the PBA President, or PBA staff for further information. An annual Committee Appointment Process will take place at the end of each year that allows all PBA members to sign up **online** to join a committee. All appointments are made at the discretion of the PBA President and Vice President. Members will receive notice of their appointments in January. Further information is available at [pabuilders.org](http://pabuilders.org) or in our weekly E-Newsletter communications.

The following [Organizational Chart](#) and [Board and Committee Descriptions](#) are a general description of the PBA structure of the association.

In summary, the meeting of the PBA Board is to provide the consumer optimum value for the housing dollar, serve as a pro-active force for positive regulatory and legislative change, be an effective provider of support services to local associations and their members, be the source of the latest industry information, be the source of education and professional development for the industry and maintain a positive image for the industry and the membership.

## Pennsylvania Builders Association Governance Structure



Revised February 2016

## Current PBA Leadership

### 2018 SENIOR OFFICERS

**President** – Kert Sloan, HBA of Berks County  
**Vice President** - Maria Coutts, Wayne-Pike BIA  
**Treasurer** – Joseph Harcum, Wayne-Pike BIA  
**Secretary** – Jon Sukonik, HBA of Bucks-Montgomery  
**Associate Vice President** – Betsy Dupuis, BA of Central PA  
**Immediate Past President** – Andrew Kaye, HBA of Bucks-Montgomery

### 2018 NAHB REPRESENTATIVES

**State Representative** – Andrew Kaye, HBA of Bucks-Montgomery  
**Builder Director** – Kevin Coutts, Wayne-Pike BIA  
**Alternate Builder Director** - Andrew Kaye, HBA of Bucks-Montgomery  
**Associate State Director** – Amy Martino, HBA of Bucks-Montgomery  
**Alternate Associate State Director** – Betsy Dupuis, BA of Central PA

### 2018 COMMITTEE CHAIRS

**Communications** – Cindy Cepko, Wayne-Pike BIA  
**Government Affairs** – Mark McNaughton, HBA of Metro Harrisburg  
**Membership** – Cathy Sloan, HBA of Berks County  
**Non-Dues Revenue** – Andrew Kaye, HBA of Bucks-Montgomery  
**PHRC** – Paul Laskey, Somerset County BA  
**Workforce Training and Education** – Chris Warren, BA of Central PA

### 2018 COUNCIL CHAIRS

**Associates Council** - Betsy Dupuis, BA of Central PA  
**Executive Officer Council** - Janet Campis, Poconos BA  
**Professional Women in Building Council** - Kim Gartner, HBA of Bucks-Montgomery



## PBA Office Contact List

717.730.4380

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### **Administration** **Extension #**

Daniel E. Durden, CEO 3020  
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### **Accounting** **Extension #**

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Sally Paff, Business Administrator 3021  
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### **Government Affairs** **Extension #**

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Sarah E. Miller, Manager of Public Policy 3013  
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### **Communications & Member Services** **Extension #**

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### **Endorsed Trade Program Operations** **Extension #**

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## Descriptions/Responsibilities

### STAFF DEPARTMENTS

**Chief Executive Officer:** Serves as chief administrative officer, recommends and participates in formulation of new policies and makes decisions within the bounds of existing policies. Plans, organizes, directs and coordinates the staff, programs and activities to ensure the association's goals and objectives are met.

**Government Affairs:** The Government Affairs division handles all legislative and regulatory initiatives for PBA. It handles all GA task forces as well as the 3 subcommittees created under the GA committee – Industry Action Fund, handling legal cases, Legislative Analysis Subcommittee, handling all non-priority legislation and Regulatory Analysis Subcommittee. The GA division also handles the association's PAC – Pennsylvania Committee for Affordable Housing (PaCAH).

**Communications & Member Services:** The Communications & Member Services division creates and distributes all of PBA's communications initiatives intended to keep members informed, helps members expand and improves their business operations, aids our members' professional development, supports the work of other PBA divisions, and promotes the image of the housing industry statewide. Staff aides in the organization and implementation of Board meetings, committees, awards, and assists the other departments of PBA in their communicative functions. The Director of Communications & Member Services is the primary liaison for local staff and leadership to provide the resources necessary to effectively promote membership and benefits.

**Accounting:** Accounting department has responsibility for 4 separate entities which include PBA (non-profit) with additional reporting for the Industry Action Fund; BSI (for-profit); PaCAH (non-profit); PA Foundation for Housing (non-profit). Duties for each entity include A/P, A/R, maintenance of GL and chart of accounts, bank reconciliations, filing of all financial records, inter-co transactions, oversight and prep work for all corresponding audits, lobbying disclosure, campaign finance reporting, payroll and pension functions, issues with copying equipment, and all building-related issues. Accounting departments in builder terms are considered vital to the overall operation and provide the "foundation" for any organization.

**Administrative:** The administrative staff at the PBA assists and supports each differentiated department with specific duties and inquiries that further productivity and increase efficiency of the Association. It is their duty to be the behind-the-scenes advocates and supporters providing networking needs, document processing and procurement, as well as compiling and researching information to better allow the CEO and others to make wise, educated, and reinforced operational decisions.

Additionally, this department organizes and communicates with PBA committees, local associations, members within these local associations, as well as the general public. Staff answers questions, addresses administrative needs and requirements, and acts as a general point of contact within the PBA.

## **VOLUNTEER LEADERSHIP**

**President:** The President is the chief elected officer of the Pennsylvania Builders Association and shall preside at its meetings and those of the Board of Directors and Executive Committee. He or she shall represent the Pennsylvania Builders Association and act in its name subject only to its declared policies. He or she shall appoint committees and be an ex officio member of all committees, and he shall perform all other duties usual to the office. Oversees the Personnel Committee.

**Vice President:** The Vice President, in the absence of the President, or upon his or her direction, shall perform all the duties of the President.

**Secretary:** The Secretary shall keep a record of all of the official proceedings of the Pennsylvania Builders Association and its Board of Directors, including all reports of committees. Upon direction of the President, he or she may perform other duties appropriate to this office. Oversees the Non-Dues Revenue Task Force.

**Treasurer:** The Treasurer shall have general charge of the financial affairs of the Pennsylvania Builders Association. He or she shall supervise the collection and disbursement of the funds of the Association and shall submit to the Board of Directors a quarterly, semi-annual and annual statement of the fiscal affairs of the Pennsylvania Builders Association. Upon direction of the President, he or she may perform other duties appropriate to this office.

**Associate Vice President:** The Associate Vice President shall be responsible for duties as specified by the President.

**Executive Committee:** The Executive Committee shall conduct the affairs of the association in accordance with its bylaws and the policies and instructions of the Board of Directors consistent with the strategic plan. It shall be the steering body of PBA, responsible for proposing a budget for financing for PBA and for all matters of policy and public statement, subject to the approval of the Board of Directors.

### Comprised of

- Senior officers
- Regional Vice Presidents
- NAHB Executive Committee representative.

### Duties and Responsibilities

- Oversight
- Detail financial reports
- Steering body
- Propose budget
- Subject to board on issues of policy and public statement
- Authority to spend up to \$100,000 between Board meetings

## **Board Members**

The PBA Board of Directors is responsible for managing the affairs of the Association, which includes electing officers, establishing policy, reporting to membership, overseeing resources, evaluating performance, and monitoring the effectiveness of all committees and councils, approving the strategic plan and operation and activities of the board.

## **COMMITTEES AND TASK FORCES**

### **STANDING COMMITTEES**

#### **Executive Committee:**

The Executive Committee shall conduct the affairs of the association in accordance with its bylaws and the policies and instructions of the Board of Directors consistent with the strategic plan. It shall be the steering body of PBA, responsible for proposing a budget for financing for PBA and for all matters of policy and public statement, subject to the approval of the Board of Directors.

#### **Government Affairs Committee:**

The Government Affairs Committee shall monitor all state legislation and regulations, both existing and proposed, affecting housing and recommend policy positions on such legislation and regulations for the Association. It shall have the responsibility to direct staff and volunteers in responding to these legislative and regulatory matters.

- Voting members of the Committee include the following members:
  - President, vice president, associate vice president, treasurer and secretary
  - The immediate past chairman of the committee
  - RLOs
  - A committee chairman and two vice chairmen
  - Chairman of each legislative priority task force
  - PaCAH chairman and vice chairman
  - Local Legislative Officers (1 per local)

#### **GA Subcommittees**

##### **Legislative Analysis:**

- Comprised of volunteers who provide input on non-priority legislation.
- Reviews and rates all active bills on the watch list once they are out of committee.
- Calls are held on an as-needed basis.

##### **Industry Action Fund:**

- Is the administrative body of the IAF.
- Reviews funding requests by local associations.
- The subcommittee consists of:
  - Three attorneys
  - Three builder members
  - Three government affairs leaders

**Regulatory Analysis:**

- Monitors the activities of the state agencies involved in writing regulations affecting the industry.
- Works with members who have knowledge in a specific area. These experts may form workgroups for specialized subjects.
- They meet as-needed.

**Finance Committee:** The Finance Committee shall oversee the financial operations of this Association including establishment of financial policies, consistent with Article XIII, periodically report of the financial condition of the Association, oversee and direct Association investments, prepare a budget for submission to the Executive Committee and Board of Directors and direct the annual audit.

**Personnel Committee:** The Personnel Committee shall oversee personnel matters of the Association including review of employee progress and make recommendations on salaries, review employee benefits and recommend changes when appropriate and consult with the Executive Vice President on the personnel manual. This committee is by position only.

**MANAGEMENT COMMITTEES**

**Bylaws Committee:** The Bylaws Committee shall be responsible for initiating or reviewing any changes to the bylaws.

**The Housing Research Committee:** The Housing Research Committee shall serve as a liaison between the Association and the Pennsylvania Housing Research Center and shall provide recommendations to the Center for research projects directly related to the residential construction industry, and shall provide support and recommendations to Association members who serve on the Advisory Board of the Housing Research Center.

**Membership Committee:** The Membership Committee shall evaluate all membership services on a yearly basis, assist locals in recruiting and retaining membership, develop and implement a mentorship program, act as official greeters to new members at all events, and develop marketing ideas to get the information out as to whom and what we are.

**Nominating Committee:** The Nominating Committee shall be responsible to certify and report on the qualifications of candidates being put forth for office, seek candidates for office, oversee the elections of this Association to be sure they fulfill the bylaw requirements, and conduct an orientation program for PBA leaders. This committee is by position only.

**PaCAH:** (Pennsylvania Committee for Affordable Housing) Responsible for raising and distributing funds to candidates for the PA General Assembly and other statewide races.

- PaCAH’s Board of Trustees is selected by their local association and is based on membership.
- The PaCAH executive committee meets in-between Trustee meetings to discuss funding requests during the legislative session.

The Committee of 75 was created as a major donor fundraising program.

**Communications Committee:** The Communications Committee shall oversee and suggest statewide public relations activities to effectively communicate PBA’s concerns to the media, members, consumers and elected officials, and is to motivate local associations to become actively involved in various public relations programs.

**Workforce Training & Education Committee:** The Workforce Training & Education Committee provides a system of employment-focused programs and services for members and their employees, and promotes future workforce in the building industry.

## **SPECIAL COMMITTEES**

**Non-Dues Revenue Task Force:** The Non-Dues Revenue Task Force is responsible for reviewing and implementing non-dues revenue programs that benefit PBA members.

### **GA Task Forces:**

- Chesapeake Bay Tributary Strategy
- Chapter 102 & Storm Water Management
- Municipal Fee Abuse
- Stucco
- PennDOT Reform
- Property Tax Reform
- UCC
- HIC Reform
- Third-Party Agency BCO Reform

**Housing Finance Committee:** The Housing Finance Committee shall monitor all legislation and regulations, both existing and proposed, that would affect housing finance programs and recommends policy positions on such legislation and regulations for the Association. It shall communicate with members on all matters of legislation and regulation impacting the housing finance programs and promote participation in housing finance programs by all members.

**Strategic Planning Task Force:** The Strategic Planning Task Force shall be responsible for periodically preparing and maintaining a plan that guides this Association beyond the current year.

## **PARTNERSHIPS AND COLLABORATIONS**

### **BSI Board of Directors:**

Health Insurance Committee  
Workers’ Compensation Committee  
P&C Committee

**The Pennsylvania Foundation for Housing:** The primary focus is to foster a strong future workforce for the home building industry in PA through the Endorsed Trade Program and other educational opportunities. Led by a volunteer Board of Trustees, the Foundation is organized as a not-for-profit 501(c)(3) charitable organization. The Foundation will provide an avenue for corporations or individual donors to support educational programs that will help future generations meet the challenges ahead in the PA building industry.

**PA Housing Research Center (PHRC):**

**Hankin Chair:** Provide leadership for the Pennsylvania Housing Research Center (PHRC), located in the Department of Civil and Environmental Engineering and formed in 1979. The Chair directs the homebuilding industry focus within the College of engineering and takes advantage of collaborative opportunities with the College of Arts and Architecture, various centers within Penn State (e.g., Smart Spaces Center, the Center for Sustainability, Protective Technology Center), the Pennsylvania Builders Association (PBA) and the National Association of Home Builders (NAHB).

**COUNCILS**

**Associates Council:** The PBA Associates Council consists of dedicated associate members from the local HBAs within PBA. Council initiatives benefit all trades, suppliers and service providers that are members of the association. The council plans and acts to advance associates’ business opportunities through education and builder exposure, which strengthens PBA and its locals. Associates can and will be a powerful positive force within our state association.

**Executive Officers Council (EOC):** The Executive Officers Council is a professional organization representing full and part-time executives. The EOC strives to enhance the professionalism of its members through innovative services, training, education, and networking opportunities.

**Professional Women in Building Council:** The Professional Women in Building Council encourages members to support local, state and national goals and activities.

# PBA Regional Areas



## Southwest

1. BA of Metro Pittsburgh
2. BA of Fayette County

## Northwest

3. BA of Northwestern PA
4. Lawrence County BA
5. Mercer County BA
6. Tri-County BA

## Midwest

7. Blair-Bedford BA
8. Clearfield County Chapter
9. Greater DuBois Area BA
10. HBA of the Alleghenies
11. Indiana-Armstrong BA
12. Somerset County BA

## Mideast

13. HBA of Metro Harrisburg
14. Raystown BA
15. Lebanon County BA
16. Schuylkill BA

## Southcentral

17. BA of Adams County
18. BIA Lancaster County
19. Franklin County BA
20. York BA

## Southeast

21. BIA of Philadelphia
22. HBA of Berks County
23. HBA Bucks/Montgomery Counties
24. HBA of Chester/Delaware Counties
25. Lehigh Valley BA

## Northcentral

26. BA of Central Pennsylvania
27. Central Susquehanna BA
28. Clinton County BA
29. West Branch Susquehanna BA

## Northeast

30. HBA of Northeastern PA
31. Carbon BA
32. Pocono BA
33. Wayne-Pike BA
34. Bradford County BA

**Regions Diagram:** PBA operates with eight geographical regions by counties who meet throughout the year to bring back information to be discussed at the three annual meetings.



## Executive Officers

**3920**

**Builders Association of Adams County**

Sue Miller  
Builders Association of Adams County  
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Gettysburg, PA 17325  
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**3948**

**HBA of Berks County**

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HBA of Berks County  
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**3908**

**Blair - Bedford Builders Association**

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**3930**

**Bradford County Chapter**

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**3945**

**HBA of Bucks & Montgomery Counties**

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HBA of Bucks & Montgomery Counties  
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**3928**

**HBA of the Alleghenies**

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Email: [info@hbaahomes.org](mailto:info@hbaahomes.org)

**3922**

**Carbon Builders Association**

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**3952**

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## Executive Officers

**3956**

**Central Susquehanna Builders Association**

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**3959**

**Greater DuBois Area Builders Association**

President Harry Bell  
Greater DuBois Area Builders Association  
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**3941**

**HBA of Chester & Delaware Counties**

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HBA of Chester & Delaware Counties  
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**3961**

**Builders Association of Fayette County**

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**3903**

**Clearfield County Chapter**

Contact: Jim Fox  
Clearfield County Chapter  
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814-765-0334  
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**3912**

**Franklin County Builders Association**

Donna Sommerville, Assistant Executive Officer  
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**3980**

**Clinton County Builders Association**

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**3914**

**Indiana-Armstrong Builders Association**

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## Executive Officers

### **3902 – MERGED WITH 3932 Aug 2016** **Lackawanna Home Builders Association**

### **3936** **Building Industry Association of** **Lancaster County**

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### **3938** **Lebanon County Builders Association**

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### **3904** **Lehigh Valley Builders Association**

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### **3942** **Mercer County Builders Association**

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Mercer County Builders Association  
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### **3924** **Home Builders Association of Metro Harrisburg**

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Home Builders Association of Metro Harrisburg  
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### **3944** **Builders Association of Metro Pittsburgh**

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2041 Boulevard of the Allies  
Pittsburgh, PA 15219-5801  
Phone: 412-434-5690  
Fax: 412-434-5695  
Email: [Jime@pghhomebuilders.com](mailto:Jime@pghhomebuilders.com)

## Executive Officers

**3926**

### **Mifflin-Juniata Chapter**

Mifflin County is now independent

Juniata County joined HBA of Metro Harrisburg (3924)

**3932**

### **Home Builders Association of Northeastern PA**

Ann Cragle  
Home Builders Association  
of Northeastern PA  
411 Main Street  
Kingston, PA 18704-3231  
Phone: 570-287-3331  
Fax: 570-287-3341  
Email: [info@bianepa.org](mailto:info@bianepa.org)

**3916**

### **Builders Association of Northwestern PA**

Bob Himes  
Builders Association of Northwestern PA  
P.O. Box 9549  
Erie, PA 16506  
Phone: 814-833-3999  
Cell: 814-602-2161  
Fax: 814-315-0695  
Email: [banwpa@gmail.com](mailto:banwpa@gmail.com)

**3946**

### **Building Industry Association of Philadelphia**

Marianne Scott  
Building Industry Association of Philadelphia  
1735 Market Street, Suite 432A  
Philadelphia, PA 19103-7501  
Phone: 215-242-7445  
Fax: 215-600-3522  
Email: [biamail@biaofphiladelphia.com](mailto:biamail@biaofphiladelphia.com)

**3939**

### **Pocono Builders Association**

Janet Campis  
Pocono Builders Association  
745 Main Street Suite 203  
Stroudsburg, PA 18360  
Phone: 570-421-9009  
Fax: 570-424-6764  
Email: [pocbldrs@ptd.net](mailto:pocbldrs@ptd.net)

**3917**

### **Raystown Builders Association**

Danielle Taylor  
Raystown Builders Association  
P.O. Box 339  
Alexandria, PA 16611  
BA Phone: 814-644-6660  
Danielle's Work: 814-669-4558  
Danielle's Cell: 814-599-6268  
Fax: N/A  
Email: [raystownbuilders@gmail.com](mailto:raystownbuilders@gmail.com)

**3954**

### **Schuylkill Builders Association**

Kay Brown, CAE  
Schuylkill Builders Association  
1036 Schuylkill Mountain Road  
Schuylkill Haven, PA 17972-9151  
Phone: 570-385-3865 or 570-385-3360  
Fax: 570-385-3865  
Email: [info@schuylkillba.com](mailto:info@schuylkillba.com)

**3958**

### **Somerset County Builders Association**

Douglas McCall Bell, Esq.  
Somerset County Builders Association  
Mailing Address: P.O. Box 221  
Berlin, PA 15530  
Physical Address: 629 Fletcher Street  
Berlin, PA 15530  
Phone: 814-267-4490  
Fax: N/A  
Email: [SomCoBA@comcast.net](mailto:SomCoBA@comcast.net)

## Executive Officers

**3962**

**Tri-County Builders Association**

Interim EO: Paul Bell  
Tri-County Builders Association  
389 Highland Park Drive  
Cooperstown, PA 16317  
Cell: 814-758-7945  
Office: 814-374-4398  
Fax: N/A  
Email: [ptjhbelle@zoominternet.net](mailto:ptjhbelle@zoominternet.net)

**3965**

**Wayne-Pike Building Industry Association**

Nicky Paterson  
Wayne Pike Building Industry Association  
106 Shook Road, Suite 103  
Hawley, PA 18428  
Phone: 570-226-4941  
Fax: 570-226-4990  
Email: [info@waynepikebia.org](mailto:info@waynepikebia.org)

**3968**

**West Branch Susquehanna Builders Association**

Carroll Pawlikowski  
West Branch Susquehanna Builders Association  
P O Box 2064  
Williamsport, PA 17703-2064  
Phone: 570-326-4211  
Cell: 570-777-6986  
Fax: 570-326-0821  
Email: [wbsba@westbranchbuilders.org](mailto:wbsba@westbranchbuilders.org)

**3972**

**York County Builders Association**

Laurie Lourie  
York County Builders Association  
540 Greenbriar Road  
York, PA 17404-1335  
Phone: 717-767-2444  
Fax: 717-764-9395  
Email: [Laurie@yorkbuilders.com](mailto:Laurie@yorkbuilders.com)

## **Roles and Process for RVPs and RLOs**

### **Role of the Regional Vice President (RVP)**

- Supervise PBA activity in your region
- Communication link between PBA and region
- Facilitate and lead regional meetings
  - RVP must come prepared, must read condensed materials
- Install local association officers; advisor on membership jurisdiction
- Report the progress of membership goals of each local in region to the Membership Committee each quarter
- Work with local/state staff and Membership Committee to overcome obstacles
- Alternate for regional legislative officer to the GA committee

### **Role of Regional Legislative Officers (RLO)**

- Supervise legislative activity in your region
- Communication link between PBA and region on legislative issues
- Facilitate and lead legislative discussion at regional meetings
  - RLO must come prepared, must read condensed materials
- Alternate for regional vice president to the executive committee

### **Who should attend what?**

- Regional Meetings
  - Both RVP and RLO should attend
  - RVP runs the regional meeting
  - RLO runs GA Portion of meeting
- Government Affairs Meeting
  - Both RVP and RLO should attend
  - RVP is alternate to RLO at GA Meetings
- Board Meetings
  - Both RVP and RLO should attend
- Executive Committee Meeting
  - RVP sits on Executive Committee and should attend
  - RLO serves as alternate

### **Voting**

- Government Affairs Meetings
  - RLO votes; RVP serves as alternate
- Executive Committee Meetings
  - RVP votes; RLO serves as alternate

## Regional Process

**Regional Meetings:** Take place no later than three weeks before a board meeting and no sooner than five weeks before a board meeting.

**What Goes Out to Regions?** PBA will request information from Committee Chairs, Regional Vice Presidents, Senior Officers and staff. These items can include recommendations and motions from committees, flyers on meetings, training or education sessions, fundraisers, receptions, or any other documents pertaining to the upcoming PBA Board meeting.

**Feedback to and from PBA:** Feedback from the regional meetings is provided from the Action Form and notes submitted with the action form. Once all Action Forms and notes are collected PBA staff drafts *At A Glance*, which includes all critical information including any motions made, votes casted, topics requested to be discussed at future board meetings, etc. This is distributed prior to the upcoming board meeting to all board members and participants.

**Preparing for Caucus:** During the caucus meetings, there is a recap of the regional meeting and the region's position on matters brought to the board floor. This is also the time to review any new information and issues that have come up since the regional meeting was held.

## Board of Directors Meetings

Pennsylvania Builders Association holds three Board meetings annually:

Winter – February/March

Summer – July/August

Fall – October/November

Who attends: Senior Officers, Regional Officers, Executive Officers, Presidents, Board of Directors (who are elected at the local level), Life Directors and PBA Past Presidents, or any members interested in observing the process and participating.

How do you get something considered for the Board meeting? See the [Regional Process](#) above.

### SAMPLE SCHEDULE OF EVENTS

#### **THURSDAY**

2 p.m.	Personnel Committee/Senior Officer Meeting – <i>by invitation only</i>
4 p.m.	Finance Committee Meeting – <i>by invitation only</i>
6 p.m.	Executive Committee Meeting – <i>by invitation only</i>
8:30 p.m.	Hospitality Suite

#### **FRIDAY**

8 a.m.	PHRC Breakfast Meeting
8 a.m.	Non-Dues Revenue Task Force Meeting
8:30 a.m.	Membership Committee Meeting
10 a.m.	Government Affairs Committee
12 noon	Lunch
1 p.m.	Workforce Training and Education Committee Meeting
1 p.m.	Worker's Compensation Committee Meeting
1 p.m.	PR/PA Committee Meeting
2 p.m.	Educational Seminar
3 p.m.	Professional Women in Building Meeting
3 p.m.	BSI Board of Directors Meeting
5 p.m.	Past Presidents' Reception – <i>by invitation only</i>
6 p.m.	Installation Reception
7 p.m.	Installation Banquet

#### **SATURDAY**

8 a.m.	Past Presidents Meeting – <i>by invitation only</i>
8 a.m.	New Board of Directors Orientation
8 a.m.	Associates Council Meeting
9:30 a.m.	Regional Caucus Meetings
10 a.m.	Board of Directors Meeting



**What to Expect:** Each board meeting is scheduled to take place Thursday evening through Saturday afternoon. Thursday evening meetings are generally leadership committees (finance, personnel, executive). Following these meetings, there is usually a hospitality suite open to any members that arrive that evening.

Friday encompasses the committee and council meetings, as well as educational seminars that are being presented. Most of these meetings and seminars are open to any member in attendance; you do not have to be a committee member to attend unless otherwise stated. However, all members are encouraged to RSVP.\* This is a great way to learn about the activities of the various committees and PBA.

Saturday morning is reserved for the one or two remaining committee or council meetings. Regional caucus meetings take place a half hour prior to the board meeting, which is typically scheduled to begin at 10 a.m.

*\*To RSVP to committee meetings and events, check your inbox for email reminders from PBA. Links to register will be posted on the [website](#) and in our Exec-Connect and TradeSecrets eNewsletters.*

**How to Get Something Considered (Regional, Committee, Board floor):** Motions can be made by the Senior Officers and Executive Committee and on the Board floor by any committee, council or member. They then go through the regional process for discussion followed by discussion and approval at the next Board meeting.

**How Board Members are selected:** Each Affiliated Local Association shall elect, according to its own bylaws, State Directors based on the number of builder members as of October 31 of each year, except for a newly-affiliated local association, whose initial Directors shall be based on the membership as of the date of affiliation in accordance with the following schedule:

BUILDER MEMBERS	DIRECTORS
Up to 25	Two
26 to 75	Three
76 to 125	Four
126 to 175	Five
176 and over	Six

**Life Directors:** The Board of Directors may elect members of this Association as Life Directors, provided they are so recommended by the Affiliated Association of which he or she is a member; and provided they shall have personally attended two or more meetings of the Board of Directors per year as a voting member for ten or more years, of which years need not be consecutive. Upon their election, they shall have the right to vote, subject to the disqualification provisions of Section 12 of the PBA Bylaws, provided they attend at least one of the two preceding regularly scheduled meetings of the Board.

Further details regarding the Board of Directors can be found in the Pennsylvania Builders Association Bylaws.

## Member Benefits

The PBA experience is different for all members, but most members find one or more of the following a rewarding part of their membership:

**Advocacy and Legislative Efforts:** PBA's government affairs division works diligently to guard against misguided legislation and excessive regulations. The result is a better business environment for homebuilders, remodelers and others in the industry in PA.

**Access to Expert Resources:** We have experts on staff to provide technical advice to help solve your problems. As a PBA member, you get immediate access to experts in building codes, regulatory issues, green building, technology and public relations.

**Networking Opportunities:** Many members tell us that networking is a primary reason for joining. As a PBA member, you can connect with industry colleagues to share information and make important business contacts.

**Credibility:** Your PBA membership sets you apart and identifies you as an industry professional. We encourage you to use our logo and build confidence with your peers, customers and the community you care about and do business in.

**Health Insurance:** Our members have access to fully insured group and individual health insurance, dental and vision benefits, life insurance, AD&D and disability through Pennsylvania Builders Insurance Program. Members also enjoy dedicated service with a hotline for premium member service.

**Workers' Compensation Program:** McConkey & Co provides PBA members with competitive rates, better claim management and better options for paying premiums. Contact Erica Grimm, CISR at 800.864.4849, ext. 3144 or [egrimm@mccconkey.com](mailto:egrimm@mccconkey.com)

**PA One Call Program:** When builders use the PA One Call service before digging for the first time each year, they normally pay a \$125 fee. For PBA members, that cost is waived. A \$125 savings! Contact Livvy at PBA at 717.730.4380 or [lharmon@pabuilders.org](mailto:lharmon@pabuilders.org)

**Bonded Builders Warranty Group:** Bonded Builders Warranty Group offers new home warranty plans. Contact Joseph Pushak at 800.749.0381, ext. 3625.

**Member Rebate Program for Builders:** Group purchasing discounts on items you already buy from suppliers like Pittsburgh Paints, Heat & Glo, Delta and more. Over 70% of the Builders & Remodelers who participated last year received back in rebates more than they paid in annual dues to the Association! Contact Richard Robinson at 866.849.8400 or [info@hbarebates.com](mailto:info@hbarebates.com)

**National Purchasing Partners:** This group purchasing program negotiates significantly discounted rates on many national products and services, including Verizon Wireless, Staples Office Products, Sherwin Williams, Airgas and more.

**Energy Plus Electricity Savings Program:** PBA members who switch to Energy Plus as their electric supply company can receive bonuses for enrolling their home or business, as well as cash back rebates.

**PSECU Credit Union Membership:** PBA members are eligible for membership in the state's largest credit union. Non-profit and member owned, PSECU offers no or low-fee services that will put more money in your pocket. Visit [psecu.com](http://psecu.com) for more info.

**Sample Contracts:** Our members have access to a model building contract, plus contracts for home improvement contractors that meet the requirements of the state home improvement contractor registration law. A savings of time and expense!

**Home Builders University:** Earn PA Continuing Education Credits with affordable, online training courses. PBA members are eligible for discounted rates on all courses with a verified email address. Visit [homebuildersuniversity.com](http://homebuildersuniversity.com) for more details.

**BDX (Builders Digital Experience):** List homes for free online on two leading new home websites, [NewHomeSource.com](http://NewHomeSource.com) and [MoveNewHomes.com](http://MoveNewHomes.com). To sign up, go to [thebdx.com/Free](http://thebdx.com/Free).

**Snazzy Traveler:** Save on thousands of hotels, cars, cruises, activities and more all year long. Go to [www.snazzytraveler.com/PBA](http://www.snazzytraveler.com/PBA) for more information.

**PBA Buyers Guide:** Exclusive, easily accessible, year-round, valuable resource that offers access to a vast network of industry suppliers. Go to [www.pabuildersbuyersguide.com](http://www.pabuildersbuyersguide.com).

*Be sure to check the website for updates and more information: [www.pabuilders.org](http://www.pabuilders.org)*

## Digital Communications

PBA provides free e-Newsletters, which cover a variety of issues that impact our industry. PBA staff is committed to reducing the amount of emails you may be receiving by compiling important updates into the monthly newsletters below.

For this reason, when you become a member, you are automatically subscribed to TradeSecrets and Builder Advocate (and the other newsletters listed, if relevant to your position). However, if these do not interest you, simply unsubscribe by clicking "Unsubscribe" at the bottom of your email.



**TradeSecrets** – Sent to all members weekly with state and national industry news, association updates and member benefits.

Interested in advertising with us?  
[Click here](#) to see the media kit.

**Builder Advocate** – The Builder Advocate newsletter is the BEST and the FASTEST source for updates coming from the Government Affairs department at PBA. Sent to all subscribers on an as-needed basis, Builder Advocate delivers the information you need about legislation and regulations affecting our industry.

**Exec-Connect** – Sent to EO's and local leadership with resources, membership tools, and content that can be passed along to members.

[Join our mailing list](#) or see what you missed in our [newsletter archive](#).

**Don't forget to connect with us social media!**

[Facebook](#)

[Twitter](#) - @pabuilders

[Twitter](#) - @pabuildersGA

[LinkedIn](#)

## **Educational Opportunities**

There are several educational opportunities throughout the year offered either locally or through the NAHB. Below is a list of those programs.

### **Home Builders University**

Train anywhere. Online or DVD. At your own pace.

[www.homebuildersuniversity.com](http://www.homebuildersuniversity.com)

### **Designation (Certification) Programs**

Invest in your professional growth and the success of your business by earning a designation, attending a conference, or simply taking a course or two. The National Association of Home Builders (NAHB) offers dozens of educational courses and seminars especially tailored for your needs as a building professional. These programs focus on practical training for newcomers and veterans alike, with lots of ideas and strategies you can use every day to improve your business and advance your career. NAHB provides education through various local HBA's as well as during Board of Directors Meetings.

A NAHB Designation says a lot about you. Professional designations offer excellent opportunities to improve your skills, advance your career, and be recognized for your commitment to professional growth. NAHB has the most targeted curriculum, accomplished teachers and widely respected education opportunities in the business. Start getting a designation now so you'll be ahead of the competition in the future.

Go to [www.nahb.org](http://www.nahb.org) and click on Education & Events.

### **Seminars Offered at Board Meetings**

These vary and will be announced to membership prior to the Board meeting.

## PBA Past Presidents

\*Deceased

2017	Andrew Kaye	1984	Mack Smith
2016	Jim Brown	1983	James Molinaro
2015	Peter Gallagher	1982	David G. Heisey
2014	Kevin Coutts	1981	Joseph F. Palchak Jr.*
2013	Larry Eberly	1980	Jack E. Bertolette*
2012	Warren Peter	1979	Bernard Hankin*
2011	Raymond Venema Jr.*	1978	Lamar Houser
2010	Joseph L. Mackey	1977	Frank Facciolo*
2009	Gene Kreitzer	1976	J. Roger Glunt
2008	Ray Fertig	1975	Carl R. Flohr
2007	Stephen D. Black	1974	John H. Miller Jr.
2006	Brad Elliott	1973	Richard G. Kelly Jr.*
2005	James L. Conner	1972	Charles G. Ofiesh*
2004	Scott H. Cannon	1971	Stanton E. Lipschutz
2003	Roger Zimmer	1970	Arthur C. Schwotzer
2002	Charles A. Farrell	1969	A. Lawrence Barletta*
2001	Toni J. Rogan	1968	Vincent A. Amore*
2000	Michael J. Schultz	1967	Richard J. Fox
1999	Dennis Brislin	1966	J. Alvin Hawbaker*
1998	Charles L. Kasko	1965	Howard C. Gale Sr.*
1997	Edward S. Nikles	1964	Howard McIntosh*
1996	Albert E. Horn	1963	Mishal Securda
1995	David E. Knipe	1962	Frank Smith Jr.
1994	Dean A. Kresge*	1961	Emanuel E. Murry
1993	John D. Maleno	1960	Roland S. Catarinella*
1992	Frank C. Thompson	1958	Joseph A. Singer*
1991	Gary E. Lenker	1956	Edgar Hagel*
1990	S. Murray Rust	1954	J. Robert Baldwin*
1989	Richard Baumgardner*	1953	Fred Meagher*
1988	Walter G. Freidhoff	1952	Steven Kovack
1987	Marlin Gayman	1951	Steven Kovack
1986	Robert Basile		
1985	Ronald L. Carns*		

## Commonly Used Acronyms

AMS	Association Membership Services
BA	Builders Association
BIA	Building Industry Association
BSI	Builder Services, Inc.
CAC	Citizens Advisory Council
CAE	Certified Association Executive
CAPS	Certified Aging-in-Place Specialist
CBC	Capital Blue Cross
CCD	County Conservation District
CGA	Certified Graduate Associate
CGB	Certified Graduate Builder
CGP	Certified Green Professional
CGR	Certified Green Remodeler
CRG	Certificate Graduate Remodeler
DCED	Department of Community and Economic Development
DCNR	Department of Conservation and Natural Resources
DEP	Department of Environmental Protection
EO	Executive Officer
EOC	Executive Officers Council
EPA	Environmental Protection Agency
ETP	Endorsed Trade Program
GA	Government Affairs
GMB	Graduate Master Builder
GMR	Graduate Master Remodeler
HBA	Home Builders Association
HCCP	Housing Credit Certified Professional
HBI	Home Builders Institute
HBU	Home Builders University
HIC	Home Improvement Consumer Protection Act
IAF	Industry Action Fund
IBC	International Building Code
IBS	International Builders Show
ICC	International Code Council
IRC	International Residential Code
LAS	Legislative Analysis Subcommittee
L&I	Department of Labor and Industry
MCGP	Master Certified Green Professional
MPC	Municipal Planning Code
NAHB	National Association of Home Builders
NOCTI	National Occupational Competency Testing Institute
NPP	National Purchasing Partners
OSHA	Occupational and Health Safety Administration
PAR	Pennsylvania Realtors Association
PaCAH	Pennsylvania Committee for Affordable Housing
PBA	Pennsylvania Builders Association
PBIP	Pennsylvania Builders Insurance Program
PGI	Premiere Global Inc.

PHFA	Pennsylvania Housing Finance Agency
PHRC	Pennsylvania Housing Research Center
PR/PA	Public Relations/Public Affairs division
PWIB	Professional Women in Building
RAC	Review and Advisory Committee
RAS	Regulatory Analysis Subcommittee
RLO	Regional Legislative Officer
RVP	Regional Vice President
TMDLs	Total Maximum Daily Loads
UCC	Uniform Construction Code

