



JCCA Board Meeting Agenda, January 14, 2019

- Minutes from November Board Meeting
- Financials/Treasurers Report/Budget – Steve Patch
- Marketing/Marketing Budget – Ted Christoff
- Education – Dan Draper, Speaker Schedule, Joe Draper
- Membership – Dan Machnik – Application received for discussion
- Christmas Party Recap
- Jackson Magazine – February Contractors Month, Article in Jackson Magazine
- Mi Bright Futures
- Chamber Annual Dinner
- This Month's Sponsors
- Old Business
- New Business
- Fair Grounds
- Other Projects
- 50/50
- Membership Draw, Amount, don't have a copy of November Minutes



Jackson Commercial Contractors Association

P.O. Box 143 · Jackson, MI 49204

Phone: 517-990-9600

www.jcca.biz

JCCA Board meeting minutes February 11, 2019

Meeting called to order by Ryan Smithson at 12:14 p.m. at Lally group office.

- Board members present
 - Chris Sayles (secretary)
 - Ted Christoff (marketing)
 - Ryan Smithson (Pres)
 - Pat Hitchingham (Scholarship)
 - Mike Sharp (Past Pres. '19)
 - Donn Roberts (director '19)
 - Steve Patch (treasurer)
 - Dan Draper (Education)
 - Paul Swaitlowski (VP)
 - Ted Wray (director '19)
- Board members absent
 - Kip Cunningham (director '19)
 - Mike Hirst (director '20)
 - Mark Schissler (director '20)
 - Dan Machnik – (membership)
 - Andy Cook (director '19)
 - Inosencio & Fisk
 - Jim Lester (director '20)
- Review of January board meeting minutes
 - Motion to Accept– Steve Patch
 - Second – Donn Roberts
 - Motion passed
 - Motion by Ted Christoff 2nd by Paul Swaitlowski
 - To approve \$250 increase in budget for Jackson Chamber advertising, and to \$480 of Dixon escrow to scholarship fund. Future fundraiser to be implemented by Mark Schissler with volunteers to optimize fundraising potential.
 - Motion passed.
- Treasurer's report –Steve Patch
 - Current bank balance \$21,669
 - About \$1,186 less in account than this time last year.
 - JTV and Insurance largest payouts for January.
 - Motion to approve treasurer's report – Paul Swaitlowski
 - Second – Ted Christoff
 - Motion carried
- Marketing / Brick Award – Ted Christoff
 - Good support at Chamber annual meeting
 - No explanation of Brick awards at presentation. Looking to improve upon this in future meetings. Possible script for presentation.
 - Would like photos of Brick award winners for marketing and web site.
 - Some members of JCCA participated in Chili cook off.
- Membership – Dan Machnik – absent – No Report
 - Looking for new chair for membership

- Education – Dan Draper
 - Wednesday Speakers – Steve Patch – tax changes
 - We will conduct association business first then have Steve speak.
 - Job Fair in March – Looking at March 15, 2019.
 - March / April speakers needed – possible Michigan Works.
- Scholarship Committee – Patrick Hitchingham – Absent
 - Some discussion on moving deadline up to March with April presentation. Change from current April / May model. Discussion was tabled.
 - Motion by Donn Roberts to name Andy Hirst as memorial scholarship for 2019 award. Second by Ted Christoff. Motion passed – will check with Mike Hirst to see if appropriate and willing on his part.
- Member spotlight (sponsors) for this month’s meeting (Mark Schissler making contact)
 - ?
- Old Business
 - None
- New Business
 - Projects
 - NW Schools – chiller project
 - Fairgrounds
 - Positions for board nominations needed
 - Vice President
 - Treasurer
 - Secretary
 - 3 Director positions
 - Membership committee chair
- 5050 drawing & membership draw (Reset – winner last month)
- Next general meeting February 13th, 2019. Next Board meeting on March 11th, 2019
- Adjourn 12:57 p.m.

Submitted by C. Sayles 2/13/2019 10:58 AM



Jackson Commercial Contractors Association

P.O. Box 143 · Jackson, MI 49204

Phone: 517-990-9600

www.jcca.biz

JCCA Board meeting minutes March 11, 2019

Meeting called to order by Ryan Smithson at 12:13 p.m. at Lally group office.

- Board members present
 - Chris Sayles (secretary)
 - Ted Christoff (marketing)
 - Ryan Smithson (Pres)
 - Mike Sharp (Past Pres. '19)
 - Kip Cunningham (director '19)
 - Mike Hirst (director '20)
 - Donn Roberts (director '19)
 - Steve Patch (treasurer)
 - Mark Schissler (director '20)
 - Paul Swaitlowski (VP)
- Board members absent
 - Pat Hitchingham (Scholarship)
 - Dan Draper (Education)
 - Ted Wray (director '19)
 - Dan Machnik – (membership)
 - Andy Cook (director '19)
 - Inosencio & Fisk
 - Jim Lester (director '20)
- Review of January board meeting minutes
 - Motion to Accept– Steve Patch
 - Second – Ted Christoff
 - Motion passed
- Treasurer's report –Steve Patch
 - Current bank balance \$18,681
 - Now moved to Quickbooks online format. Forms will look slightly different than in the past.
 - Receivables less than last year at this time.
 - Reflects \$400 escrow
 - Motion to approve treasurer's report – Chris Sayles
 - Second – Paul Swaitlowski
 - Motion carried
- Marketing / Brick Award – Ted Christoff
 - Encouraged to attend career center job fair as part of the marketing message.
- Membership – Dan Machnik (absent)
 - Looking for new chair for membership
 - Directory being finalized. April 1st deadline.
 - Ted Christoff going to check on 4 members that may not be part of JCCA any longer
 - Liberty Landfill, Menards, ALAM Inc., Production Realty
- Education – Dan Draper (absent)
 - Wednesday Speakers – Jim Coutu – Michigan Works Southeast
 - Job Fair March 15, 2019 time 8:00 – 2:00
 - April speaker needed

- Scholarship Committee – Patrick Hitchingham (absent)
 - Currently have 2 ea. \$1,000 Scholarships
 - CP Federal and Henry Ford Allegiance voiced wanting to participate – may turn into a third scholarship.
 - Motion by Mike Sharp – Second Mark Schissler
 - Name one JCCA scholarship on a permanent basis as the
 - “JCCA - Patrick Cunningham Memorial Scholarship”
 - Motion passed
 - Other scholarships to be JCCA based, but will be individually named only upon approval of the board.
 - Use Dixon Golf again for fund raising hole at annual golf outing. Proceeds to fund scholarships.
- Member spotlight (sponsors) for this month’s meeting (Mark Schissler making contact)
 - Walton Insurance Group
 - Willman Masonry
 - Willbee Transit Mix
 - Willis and Jurasek
 - Willis and Machnik
 - Yearling Electric
- Old Business
 - Board positions open
 - VP
 - Treasurer
 - Secretary
 - 4 Directors
 - Membership committee chair needed
- New Business
 - Sinking Fund proposals
 - Hanover Horton
 - Vandercook
 - Convention Center – post bid
- 5050 drawing & membership draw (Has not reached \$250 yet)
- Next general meeting April 8th, 2019. Next Board meeting on April 10th, 2019
- Adjourn 1:09p.m.

Submitted by C. Sayles 3/14/2019 9:12 AM



Jackson Commercial Contractors Association

P.O. Box 143 · Jackson, MI 49204

Phone: 517-990-9600

www.jcca.biz

JCCA Board meeting minutes April 8, 2019

Meeting called to order by Ryan Smithson at 12:13 p.m. at Lally group office.

- Board members present
 - Chris Sayles (secretary)
 - Ryan Smithson (Pres)
 - Mike Sharp (Past Pres. '19)
 - Donn Roberts (director '19)
 - Steve Patch (treasurer)
 - Mark Schissler (director '20)
 - Dan Draper (Education)
 - Andy Cook (director '19)
 - Inosencio & Fisk (Bruce & Kristina)
 - Pat Hitchingham (Scholarship)
 - Paul Swaitlowski (VP)
- Board members absent
 - Ted Christoff (marketing)
 - Kip Cunningham (director '19)
 - Mike Hirst (director '20)
 - Ted Wray (director '19)
 - Dan Machnik – (membership)
 - Jim Lester (director '20)
- Review of January board meeting minutes
 - Motion to Accept– Steve Patch
 - Second – Paul Swaitlowski
 - Motion passed
- Treasurer's report –Steve Patch
 - Current bank balance \$18,706
 - Now moved to Quickbooks online format. Forms will look slightly different than in the past.
 - Receivables less than last year at this time.
 - Motion to approve treasurer's report – Bruce Inosencio
 - Second – Donn Roberts
 - Motion passed
- Marketing / Brick Award – Ted Christoff (absent)
 - Radio spots to be filled
- Membership – Dan Machnik (absent)
 - Looking for new chair for membership
 - Motion by Mike Sharp to drop 2 unpaid members. Production realty and Menards.
 - Second Patrick Hitchingham
 - Motion passed
- Education – Dan Draper
 - Wednesday Speakers – John Denney – Superintendent of Hanover Horton Schools. Talk about upcoming sinking fund.
 - Career fair had 9 companies represented.

- Scholarship Committee – Patrick Hitchingham
 - Currently have 2 ea. \$1,000 Scholarships
 - “JCCA - Patrick Cunningham Memorial Scholarship”
 - One additional JCCA scholarship
 - Motion by Mike Sharp To name second JCCA scholarship in memory of William Lester Sr. (who recently passed away). Motion comes with asking for permission from the family first.
 - Second by Andy Cook
 - Motion passed
 - CP Federal provided \$520 toward scholarship funding.
 - Motion by Pat Hitchingham to provide a third \$1,000 scholarship called the CP Federal / JCCA Scholarship. The \$480 difference will be used from the Dixon golf receipts that was previously set aside.
 - Currently looking to get enough applicants for the scholarships that will be awarded at the May meeting.
- Member spotlight (sponsors) for this month’s meeting (Mark Schissler making contact)
 - ABC Reproduction
 - ABC Supply
 - AE Design
 - Ajax Heating
 - Aladdin Electric
- Old Business
 - Board positions Nominations
 - VP
 - Ted Wray
 - Dale Gazlay
 - Treasurer
 - Tobin Dunningham (sp?)
 - Mellissa Strady (sp?)
 - Secretary
 - Ryan Berridge
 - 4 Directors
 - Andy Cook
 - Kip Cunningham
 - Donn Roberts
 - Tom Rooney
 - Tom Garrett
 - Rob Harris
 - Membership committee chair needed – Tom Rooney voiced interest.
- New Business
 - Sinking Fund proposals
 - Hanover Horton
 - Vandercook
 - Other projects upcoming for bid
 - Andy’s place
 - JPS
 - Northeast Elem.
 - Convention Center – Some locals awarded.
 - Need secretary for Wednesday meeting – Pat Hitchingham to help.
- 5050 drawing & membership draw (Has not reached \$250 yet)
- Next general meeting April 10th, 2019. Next Board meeting on May 13th, 2019
- Adjourn 1:11p.m.