



Jackson Commercial Contractors Association

P.O. Box 143 · Jackson, MI 49204

Phone: 517-990-9600

www.jcca.biz

JCCA Board meeting minutes March 9th, 2020

Meeting called to order by Ted Wray at 12:13 p.m. at Lally group office.

- Board members present
 - Patrick O'Dowd (secretary)
 - Ryan Smithson (Acting Pres)
 - Donn Roberts (director '21)
 - Mark Schissler (Communications)
 - Mike Hirst (director '21)
 - Tom Rooney (Membership)
 - Andy Cook
 - Ted Christoff (Marketing)
 - Dan Draper (Education)
 - Steve Patch
 - Melissa S. (Treasurer)
 - Tom Garrett
 - Marie Gore (VP)

- Treasurer's report –Melissa Stroede
 - Cash in good shape
 - No unusual financial situations to report
 - Motion to accept report by Donn R, 2nd Ted C
 - **Motion passed** – Unanimous

- Marketing Report – Ted Christoff
 - Nothing to report, all is well!

- Communication Report – Mark Schissler
 - Website updated and matches print directory

- Education – Ryan for Dan Draper
 - Steve Patch is this month's speaker
 - Construction Fair is Friday March 20th from 8am-2pm

- Membership – Tom Rooney
 - 6 or so prospective members in the hopper.

- Member spotlight (sponsors) for January's meeting (Mark Schissler making contact)
 - Jackson Magazine
 - Jim Coffey and Sons Plumbing
 - Johnstone Supply
 - Jones Construction Solutions
 - JTV
 - Kentwood Office Furniture

- Old Business
 - Conversation on maintaining a relevant organization that provides value to members

- New Business
 - Tom Garrett from O'Harrow spoke on how the organization could better connect with their company.

Meeting Adjourned: 1:22pm

Jcca board meeting august 10, 2020

New president: who? Ryan Smithson needs a Reprieve so we need someone to take over

have a General contractor step up.

ask membership for a volunteer,

need to follow up on conversations we had earlier with R.W. Mercer and O'Harrow.

What about other Contractors?

Do we hire a CEO? Part time paid \$6,000-\$10,000-salary?

Vice president is Marie Gore : she needs some time to get acclimated with the group before she can be president.

Mission / purpose

Need to redefine our purpose: we need to Include growing opportunities for the members through Networking, advocacy, apprenticeships, and education. In addition to encouraging the community to use local contractors

Do we Merge with Chamber of commerce? Set up conversation with Pat O'dowd (ted)

Hire Home Builder Association to lead us? set up conversation with Susan Mulvaney (ted)

Hire a part time CEO? Contact Christy Cottingham? Others? Call Christy (ted)

Merge with the Career Center to have them facilitate our apprenticeship program (Dan Draper)

Need to attract younger employees to join (Tom Rooney, membership)

Move to every other month meeting? NO

September meeting? No general meeting but **Yes** to a Board meeting September 7th

Christmas party? Board says **Yes**, need to have membership to agree.

Motion (by Donn Roberts second by Ted christoff) to Pay Kim From Sharp Construction to plan our golf outing and Christmas party in addition to trading their membership for communications.? The fee is \$500 for Golf, \$500 for Christmas Party, and Trade dues for communication liaison. Motion passed (Ted will contact Kim.)

Scholarship- move to community foundation? No decision was made discussion did not favor moving it.

Accounts receivable collection of dues? No Treasurers report: tabled until next meeting

Marketing:

directory insert with Jackson Mag. Decision from Board was to move forward same as last year. We need \$4000 of ad spend from the members before Nov 1.



JCCA Board Meeting Minutes October 12, 2020

Present: Ted Christoff, Angela Machnik, Donn Roberts, Kim Rowe, Bruce Inosencio, Mike Hirst, Andy Cook, Haley Hoffman, Patrick O'dowd

Absent: Mark Schissler, Tom Rooney, Ryan Smithson, Melissa Stroede, Marie Gore, Dan Draper

Call to Order 12:15 pm

Presidents report – Ted

1- Hire new ED: Angela Machnik

Motion by Ted Christoff to accept the ED contract signed by Angela Machnik. Andy Cook seconded. Motion carried. Motion by Bruce Inosencio to have Ted signed ED contract as JCCA representative. Donn Roberts seconded. Motion carried.

2 - Replace the president; who will step up?

Ted Christoff offered to stay on as President till Jan. 1 to help with transition. Ideas for new president?

3 – Membership Meeting - Cascades manor house, surprise dinner with dessert. 5:15 cocktail 5:30 start. We have 35 rsvp we will pay for 40. Kim will send out the notice. Ted to contact the dinner sponsors

4 - Christmas party - Kim Rowe

December 2, 2020. 6-7 pm drinks, 7 dinner and celebration. CCJ has 125 limit, \$32 served meal, Invite 2 reps per company, 2 free drink tickets to members who pay 2021 dues, Support Toys for Tots again, Music - \$800 budget. Motion by Bruce Inosencio to accept all items above for Christmas Party. Seconded by Donn Roberts

5 - Replace the secretary Pat O'dowd asked to be replaced by Haley Hoffman from the Chamber

6 – Mission statement revision: add/wordsmith the following phrase and create a new mission statement "Growing opportunities for the members through networking, advocacy, apprenticeships, and education."

Treasurer report – Melissa

Will have one at membership meeting

Lots of members owe for membership and dinner portion – Melissa to send invoices again

Education report – Dan

no report, no education speaker at Oct. meeting

Marketing report - Ted

Jackson Chamber Brick Award – Patrick to send invoice

3 categories – each nomination gets a brick award and then there is an overall recipient in each category (Golden Brick)?

Need nominations – email Tim Booth Tim@JacksonChamber.org for nomination

form. Deadline for nominations is Nov 6th. JCCA board to review them at Nov. 9th board meeting

Scholarship report – Patrick

No scholarships given. Ask Steve Patch to take 10,000 out of checking which is ear marked for Scholarship and give to Jackson Community Foundation to facilitate. May receive more applications. Name scholarship after Marv Swanson. Contact CP Financial about naming rights to another scholarship. More discussion to be had

Membership report

No report

New Business

Bruce shared new group he is part of <https://academyoftruckaccidentattorneys.org>. Group does a great job of sharing info, updating on projects, issues such as OSHA/MDOT and asking for assistance on cases. It is only for members. Might be something the JCCA could do on a closed Facebook group to engage and keep members informed. Angela to created closed facebook group for JCCA.

Angela to work from info@jcca.biz if possible, if not, will create jcca@gmail.com

Next Board meeting – Nov. 9th at Noon at Christoffs

Next Membership meeting Nov. 11th at 5:15 at Cascades.

Adjourn: 1.30 pm



JCCA Board Meeting Minutes Nov. 9, 2020 at Noon at Christoff & Sons

Present: Ted Christoff, Melissa Stroede, Haley Hoffman, Andy Cook, Dan Draper, Mark Schissler, Mike Hirst, Tom Rooney, Ryan Smithson, Angela Machnik, Christina Fisk
Absent: Donn Roberts, Patrick Hitchingham, Marie Gore, Dale Glazey

Call to Order 12:00 pm

Approve October Board Minutes

Presidents report – Ted

1 - Replace the president; who will step up?

Doug Warren, Someone from mercer or o'harrow? Ryan at Bruton? Dennis Mitchell at Hadaway

2 - Christmas Party - Kim Rowe

December 2, 2020. 6-7 pm drinks, 7 dinner/celebration. CCJ has 125 limit, \$32 served meal, Invite 2 reps per company, 2 free drink tickets to members who pay 2021 dues, Support Toys for Tots, Music by Mallery Lynn - \$800

3 – Mission statement revision proposal: To encourage the use of quality contractors and construction trades partners that positively impact our local community.

Treasurer report – Melissa

Lots of members owe for membership/dinner – Melissa to send invoices again.

Melissa to send out 2021 membership invoices this week.

Ted Christoff made motion, Kristina Fisk, Ryan Smithson seconded to accept financials as presented. Motion carried.

Cascades Manor House rental of \$150 – Ted Christoff made motion to include Cascades Manor House rental fee with member dinner cost and to share among 10 members. Seconded by Tom Rooney. Motion carried.

Education report – Dan

Bruce Inosencio to speak on an insurance issues to be aware of at Nov. 11th meeting

Will give brief survey to members asking for ideas on topics/speakers in 2021

The Jackson Area Career Center construction trades program is seeking to add industry representatives to their fall advisory meeting. This is a chance for you to hear about where the program is headed and to gain valuable insight from you about where the construction industry is headed. The meeting is set for November 23rd from 5:30-6:30 and will be done using a Zoom video conference. Please let Dan Draper know of your interest so that an invitation can be sent to your email address.

Marketing report - Ted

Jackson Chamber Brick Award

- Chamber Annual Meeting - 1 rep on selection committee (date of meeting?) Melissa Stroede will represent JCCA.

- Community Awards Week – Jan. 31 – Feb. 4th, JCCA 2-3 minute video – talk about organization and commitment to community.

- looking to cut back on McKibbin Media Group radio ads to 2,500; maybe sponsor community event

- Jackson Magazine will contact members regarding placing ad in Feb. issue

Scholarship report – Patrick

One given in Spring but no additional scholarships given due to covid.

Name scholarship after: Marv Swanson.

Angela updating scholarship form

Membership/Sponsor Support report – Tom/Mark

Need to be dropped from Website:

New View Painting, Production Realty

Need to be called to renew or add to membership:

Great Lakes Graphics (ted), Johnson Sign (ted), Renovations Plus (Tom), TNN LLC/308 Brass Rail(Tom), Printer Source Plus (ted), Computer Ties (ted)

Lead from website

Tyler Suomala – design firm – Tom to follow up

New Business

Review bylaws – last updated in 2011 – review at Dec. 7th board meeting

Created a closed FB group called JCCA Forum – will invite members to join

No to holding zoom meetings for board and membership meetings until necessary.

Website redesign – David from JTV working on it.

Thanks to the 308 Brass Rail for lunch.

Membership Meeting: Nov. 11 at 5:00 drinks, 5:30 meeting at Cascades Manor House

Next Board meeting – Dec. 7th at Noon at Christoffs

Adjourn: 1:30 pm



To encourage the use of quality contractors and construction trades partners that positively impact
our local community

JCCA Board Meeting Minutes December 14, 2020 at Noon @ Christoff's

Present: Ted Christoff, Ryan Smithson, Tom Rooney, Melissa Stroede, Dan Draper, Mark Schissler, Mike Hirst, Donn Roberts, Angela Machnik, Haley Hoffman, Marie Gore
Absent: Patrick Hitchingam

Call to Order 12:05 pm

Approve November Board Minutes – Did not approve, will review for Jan. meeting

Presidents report – Ted

1 - Replace the president - Doug Warren – Ductz or Ryan - Bruton

Nominations will close at January Member Meeting for President's position. Membership will vote and new president to start in February.

President position will be mid-year (February) through June of 2022

Treasurer report – Melissa

Lots of members owe for membership/dinner from 2020 – slowly coming in

Melissa sent out 2021 membership invoices – good response from sending via email

Melissa to send Ted update by Dec. 17th

Motion by Ryan Smithson and seconded by Mike Hirst to accept financials as presented. Motion carried.

Education report – Dan

January-Toastmasters

February-Taxes w/ Steve Patch

March-Health Insurance for 2021+ w/ Walton's? (panel)

April-City of Jackson/Jackson County update w/ city manager – Jonathan Green and County of Jackson Administrator Mike Overton

May-JCCA Scholarship recipients

ideas: Consumers Energy rebates on new construction, harvest energy on solar energy

Marketing report - Ted

Jackson Chamber Brick Award - Community Awards Week – Jan. 31 – Feb. 4th – Give update

Jackson Magazine will contact members regarding placing ad in Feb. issue

- Discussed cover photo, general contractors (Ted to call Ink), officers/directors and community partners (add JACC).

Scholarship report – Patrick/Dan

Georgia Fojtasek recipient – Connor Schefferly mlb2be@gmail.com. Connor contacted us for payment 12/1- Melissa working with him

Name other scholarships after - Marv Swanson and/or Jamie McKibbin

Scholarship form updated and on website. Dan to send to schools in February. Social media post

Membership/Sponsor Support report – Tom/Mark

Membership Drive in 2021 – Tom to talk with 2 temp agencies to see about working together.

Social Media posts for new members

Social Media posts for sponsors of the membership dinners

Need to be called to renew or add to membership:

Great Lakes Graphics (ted), Johnson Sign (ted), Printer Source Plus (ted), Computer Ties (ted)

Lead from website – Tom talked with in Nov.

Tyler Suomala – design firm – Will join after first of the year

Lead from Chamber – Ted emailed in late Nov.

sanctum sanctorum comics - Opening downtown in 2021. sanctumsanctorumcomics@gmail.com

New Business

1 - Review bylaws – last updated in 2011

- need to review election of officers, due date for dues and number of directors

2 - JCCA Forum on Facebook – will invite members to join

3 - Cancellation of Christmas Party – Dec. 16 at 6 at Club we move to January 2021. Not at this time.

4 - Email blasts – Corey Vincent from Superior Industrial sales asked what the cost would be to send an email to the JCCA membership to upload some used equipment. \$50? I would send as to not share members emails.

Next Board meeting – Jan. 11th at Noon at Christoffs

Membership Meeting: Jan. 12th at 5:00 drinks, 5:30 meeting at Cascades Manor House

Adjourn: 1:33 pm