LEADERSHIP DIRECTORY

2020-2021

National Wood Flooring Association
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<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Email</th>
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<tbody>
<tr>
<td>NWFA</td>
<td>111 Chesterfield Industrial Blvd</td>
<td>NWFA</td>
</tr>
<tr>
<td>Chesterfield, MO 63005</td>
<td>Phone: 800-422-4556</td>
<td><a href="http://www.nwfa.org">www.nwfa.org</a></td>
</tr>
<tr>
<td>Michael Martin</td>
<td>Chief Executive Officer / President</td>
<td><a href="mailto:michael.martin@nwfa.org">michael.martin@nwfa.org</a></td>
</tr>
<tr>
<td>Anita Howard</td>
<td>Chief Operating Officer</td>
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</tr>
<tr>
<td>Brett Miller</td>
<td>Vice President Technical Standards &amp; Training</td>
<td><a href="mailto:brett.miller@nwfa.org">brett.miller@nwfa.org</a></td>
</tr>
<tr>
<td>Burt Bollinger</td>
<td>Communications &amp; Marketing Director</td>
<td><a href="mailto:burt.bollinger@nwfa.org">burt.bollinger@nwfa.org</a></td>
</tr>
<tr>
<td>Dana Rogers</td>
<td>Controller</td>
<td><a href="mailto:dana.rogers@nwfa.org">dana.rogers@nwfa.org</a></td>
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<tr>
<td>Jason Koenig</td>
<td>Advertising Sales Director</td>
<td><a href="mailto:jason.koenig@nwfa.org">jason.koenig@nwfa.org</a></td>
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<tr>
<td>John Forbes</td>
<td>Manufacturer Services Director</td>
<td><a href="mailto:john.forbes@nwfa.org">john.forbes@nwfa.org</a></td>
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<tr>
<td>Katie Schenk</td>
<td>Media Production Specialist</td>
<td><a href="mailto:katie.schenk@nwfa.org">katie.schenk@nwfa.org</a></td>
</tr>
<tr>
<td>Kjell Nymark</td>
<td>Technical Advisor</td>
<td><a href="mailto:kjell.Nymark@nwfa.org">kjell.Nymark@nwfa.org</a></td>
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<tr>
<td>Libby Johnston</td>
<td>Publisher &amp; Vice President, Media</td>
<td><a href="mailto:libby.johnston@nwfa.org">libby.johnston@nwfa.org</a></td>
</tr>
<tr>
<td>Penny Key</td>
<td>Meetings &amp; Trade Shows Director</td>
<td><a href="mailto:penny.key@nwfa.org">penny.key@nwfa.org</a></td>
</tr>
<tr>
<td>Rhonda May</td>
<td>Graphic Design Manager</td>
<td><a href="mailto:rhonda.may@nwfa.org">rhonda.may@nwfa.org</a></td>
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<tr>
<td>Sharon Schaller</td>
<td>Member Engagement Manager</td>
<td><a href="mailto:sharon.schaller@nwfa.org">sharon.schaller@nwfa.org</a></td>
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<tr>
<td>Stephanie Owen</td>
<td>Vice President, Education</td>
<td><a href="mailto:stephanie.owen@nwfa.org">stephanie.owen@nwfa.org</a></td>
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</table>
NWFA Regional Instructors

Ben Totta
Totta Hardwoods
5008 Prospect Avenue
Unit 105
Kansas City, MO 64130
Phone: 816-507-5281
ben@tottahardwoods.com

Jason Elquest
Blackhawk Floors Inc.
15507 N. Scottsdale Road/Suite 150
Scottsdale, AZ 85254
Mobile: 602-400-8491
jason@blackhawkfloors.com

John Alford
Alford's Custom Hardwood Floors
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Milan, IN 47031
Phone: 513-266-5355
Jleo72ja@gmail.com

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Taylorsville, UT 84129
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jnambafi@gmail.com

Lenny Hall
Endurance Floor Co., Inc.
5838 SW 25th Street
West Park, FL 33023
Phone: 954-966-5188
Mobile: 305-796-2885
lenny@endurancefloor.com

Ron Zimmerman
Carpenters International Training Fund
5 Leeds Lane
Monroe Township, NJ 08831
Phone: 609-664-2225
rzimma@yahoo.com

Mike Dittmer
Michael Dittmer Wood Floors
6824 E 50th Street
Putman, IL 61560
Mobile: 815-878-4270
Michael.dittmer@ymail.com
## NWFA Committee Goals & Objectives

<table>
<thead>
<tr>
<th>Committee</th>
<th>Goals/Objectives</th>
<th>Committee Members</th>
<th>Staff Liaison</th>
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<tr>
<td><strong>Architect &amp; Designer</strong></td>
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|  | • Identify ways to reach architects and designers  
• Develop an NWFA member tool kit for trade shows and meetings w/ designers  
• Define NWFA’s communication role  
• Review existing and develop new CEUs for presentation  
• Promote the NWFA certification for presenting CEUs | Emily Finkell, Co-Chair  
John Lessick, Co-Chair  
Kevin Murphy, Board Liaison  
Avedis Duvenjian  
Brenda Kubasta  
Dave Darche  
Dmitry Lyubomirsky  
Jamie Beckwith  
Joe Avila  
Rick Farrell  
Rowdy Lapham  
Steven Skutelsky | Stephanie Owen |
| **Contractor Steering** | • Products and services to be reviewed by member focus group as needed | Lenny Hall, Chair  
Bryan Park  
Jason Carter  
Ovidiu Ragalie  
Phil Valenti  
Rowdy Lapham  
Sam Hirsch  
Willie Short | Sharon Schaller |
| **Dealer/Retailer Steering Committee** | • Products and services to be reviewed by member focus group as needed | Greg Blanke, Chair/Brd Liaison  
John Shepard  
Dean Howell  
Jason Cantin  
Mike Turner  
Steve Contois | Sharon Schaller |
| **Distributor Steering** | • Products and services to be reviewed by member focus group as needed | Mike Welch, Chair  
Jeff Hamar  
John Wooten  
Josh Ambrose  
Mike Glavin  
Rick Holden | Sharon Schaller |
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<tr>
<th>Committee</th>
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<th>Staff Liaison</th>
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<tr>
<td>Emerging Leaders</td>
<td>• Oversee the strategy and activities of the Emerging Leaders Network</td>
<td>Josh Neuberger, Chair</td>
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<td>Jesse Joyce, Board Liaison</td>
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<td>David Lauzon Jr.</td>
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<td>Guillermo Velarde</td>
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<td>Jessica Hickman-Fresch</td>
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<td>John Dupra</td>
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<td>Laura Mullins</td>
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<td>Matt Bruno</td>
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<td>Matt Casey</td>
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<td>Osiel Bentancourt</td>
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<td>Reid Lambright</td>
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<td>Renee Tester</td>
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<td>Veronica Skowron</td>
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<td>Expo</td>
<td>• Develop, promote and administer 2020 annual Expo in Milwaukee</td>
<td>Kevin Murphy, Chair</td>
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<td>• Review and suggest education track topics</td>
<td>Jason Elquest</td>
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<td>Jim Schumacher</td>
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<td>Josh Neuberger</td>
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<td>Marc Schulz</td>
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<td>Mike Glavin</td>
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<td>Raymond Mancini</td>
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<td>Robert McNamara</td>
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<td>Sprigg Lynn</td>
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<td>Expo Task Force</td>
<td>• Determine strategies for maintaining/growing the value of the Wood Flooring Expo</td>
<td>Kevin Murphy, Chair</td>
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<td>Chris Zizza</td>
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<td>Craig Dupra</td>
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<td>Dan Natkin</td>
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<td>Kirk Roberts</td>
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<td>Finance</td>
<td>• Provide financial oversight and recommendations to the Board of Directors</td>
<td>Steve Brattin, Chair</td>
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<td>• Review quarterly financials</td>
<td>Craig Dupra</td>
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<td>• Participate in quarterly conference calls to monitor financials</td>
<td>Chris Zizza</td>
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<td>• Provide oversight for Investment Policy Statement</td>
<td>Julie Russell</td>
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<td>Mike Welch</td>
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<td>Government Relations</td>
<td>• Monitor legislation affecting the wood flooring industry</td>
<td>Dan Natkin, Chair &amp; Brd Liaison</td>
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<td>• Advocate and inform membership of legislation they should be active in</td>
<td>Adam Ward</td>
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<td>• Participate in coalitions addressing issues affecting members</td>
<td>Brenda Cashion</td>
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<td>Chris Moore</td>
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<td>Dana Cole</td>
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<td>Darwin Murray</td>
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<td>Don Finkell</td>
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<td>Elizabeth Baldwin</td>
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<td>Jennifer Zimmerman</td>
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<td>Mitchell Brown</td>
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<td>Rick Hooper</td>
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<td>Michael Martin</td>
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<td>John Forbes</td>
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<tr>
<td><strong>Hardwood Floors Magazine</strong></td>
<td>• Work with <em>Hardwood Floors</em> magazine and NWFA staff to review magazine and online content for technical accuracy</td>
<td>Julie Russell, Chair &amp; Brd Liaison</td>
<td>Libby Johnston</td>
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<td>Brandi Copeland</td>
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<td>Jason Elquest</td>
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<td>Robert McNamara</td>
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<td><strong>International</strong></td>
<td>• Products and services to be reviewed by member focus group as needed</td>
<td>Brenda Cashion, Chair</td>
<td>John Forbes</td>
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<td></td>
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<td>Dick Quinlan</td>
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<td>Flavia Baggio</td>
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<td>Jeff Hamar</td>
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<td>Mark Elwell</td>
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<td>Nelson Ker</td>
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<td><strong>Manufacturer Services &amp; Standards Steering Committee</strong></td>
<td>• Products and services to be reviewed by member focus group as needed</td>
<td>Julie Russell, Chair</td>
<td>John Forbes</td>
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<td>Jesse Joyce, Board Liaison</td>
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<td>Brad Williams</td>
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<td>Brian Strickland</td>
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<td>Donna Millard</td>
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<td>Kirk Roberts</td>
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<td>Neil Wenger</td>
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<td>Paul Rezuke</td>
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<td>Trip Lanham</td>
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<td>Vera Shekhts</td>
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<tr>
<td><strong>NWFA/NOFMA Solid Wood Flooring Standards Committee</strong></td>
<td>• Promote, enlist, review and monitor NOFMA grading standards for unfinished &amp; factory-finished solid hardwood flooring</td>
<td>Jon Smith, Chair</td>
<td>John Forbes</td>
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<td>Jesse Joyce, Board Liaison</td>
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<td>Tommy Maxwell</td>
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<td>Bill Buchanan</td>
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<td>Diana Gurley</td>
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<td>Greg Burleson</td>
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<td>Zac Shepherd</td>
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<td><strong>Membership Services</strong></td>
<td>• Review membership programs for enhancements</td>
<td>Steve Brattin, Chair</td>
<td>Sharon Schaller</td>
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<td>• Develop and suggest new membership recruitment activities</td>
<td>Avi Hadad</td>
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<td>• Work to retain existing members</td>
<td>Conneal Reynaert</td>
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<td>• Reach out to existing members to keep them engaged with the association</td>
<td>Derick Roy</td>
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<td>Jon Gramajo Cadenas</td>
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<td>Libby Horne</td>
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<td>Reid Lambright</td>
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<tr>
<td>Committee</td>
<td>Responsibilities</td>
<td>Chair</td>
<td>Vice-Chair</td>
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<td><strong>Nominating</strong></td>
<td>Review Board candidates nominated by the general membership</td>
<td>Chris Zizza, Chair</td>
<td>Michael Martin</td>
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<tr>
<td></td>
<td>Develop ongoing list of potential Board Directors for NWFA, NWFACP and NERF Boards</td>
<td>Barbara Titus</td>
<td>Debbie Edgar</td>
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<td></td>
<td>Review and revise nomination processes and procedures as needed</td>
<td>Dan Natkin</td>
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<td>Review performance of Directors and Committee Chairs</td>
<td>Kevin Murphy</td>
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<td>Kirk Roberts</td>
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<td><strong>RPP</strong></td>
<td>Advance wood flooring as a renewable product</td>
<td>Barbara Titus, Chair</td>
<td>John Forbes</td>
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<td>Promote sustainability with a tangible system</td>
<td>Dan Natkin, Board Liaison</td>
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<td>Leverage recent acceptance into ICC/ASHRAE 700-2015 NGBS</td>
<td>Corey Brinkema</td>
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<td>Brian Carson</td>
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<td>Jason Grant</td>
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<td>Drew Hash</td>
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<td>Neil Poland</td>
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<td>Robert Hrubes</td>
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<tr>
<td><strong>Technical Standards &amp; Publications Committee</strong></td>
<td>Final review of all technical publications &amp; guidelines prior to publishing</td>
<td>Charlie Peterson</td>
<td>Brett Miller</td>
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<td>Hank Adams</td>
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<td>Joe Audino</td>
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<td>Kevin Mullany</td>
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<td>Tony Miraldi</td>
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<td><strong>Women’s Industry Network</strong></td>
<td>Unite women throughout the wood flooring supply chain</td>
<td>Barbara Titus, Chair</td>
<td>Anita Howard</td>
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<td>Provide opportunities to network, support, and learn from each other</td>
<td>Julie Russell, Brd Liaison</td>
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<td>Develop programs and resources to address the needs of women in the industry</td>
<td>Brenda Cashion</td>
<td></td>
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<tr>
<td></td>
<td>Identify ways to recruit, retain and advance women in the industry</td>
<td>Dana Lee Cole</td>
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<tr>
<td></td>
<td>Define career paths and educational opportunities specific to women in the industry</td>
<td>Donna Millard</td>
<td></td>
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<tr>
<td></td>
<td>Recognize the outstanding achievements and contributions of women in the industry</td>
<td>Janet Sullivan</td>
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<td>Jessica Hickman-Fresch</td>
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<td>Jessie Bennett</td>
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<td>Kristi Maxwell Prince</td>
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<td>Linda Jovanovich</td>
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<td>Lisa Horvath</td>
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<td>Marlene Redus</td>
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<td>Melissa Hoffmeyer</td>
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**Page Dimensions:** 612.0x792.0

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## NWFACP Committee Goals & Objectives

<table>
<thead>
<tr>
<th>Committee</th>
<th>Goals/Objectives</th>
<th>Committee Members</th>
<th>Staff Liaison</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Appeal</strong></td>
<td>• Review all appeals for inspector, installation, sand/finish and sales advisor complaints</td>
<td>Todd Weldon, Chair Richard Kass, Vice Chair Don Zimmerman Jack Freedman Jason Cantin Joe Szenyeri John Jarnagin Kenny Nguyen Steve Agius Steve Lima Steven Rockfeld Tim Moore</td>
<td>Kjell Nymark Brett Miller</td>
</tr>
<tr>
<td><strong>Hearing</strong></td>
<td>• Review all complaints for inspector, installer, sand/finish and sales advisor</td>
<td>Dick Olesen, Chair Billy Simmons, Co-Chair Andrew Fonczek Andy Campbell Buddy Pevehouse Carl Mattingly Darek Zukowski Dave Darche David Barkstedt Jason Austen Jason Elquest Joe Audino John Dailey John Kirec Jon Namba Michael Longshore Scott Vitus Steve Marley Tom Owen Tony Miraldi</td>
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<tr>
<td><strong>Inspector Certification</strong></td>
<td>• Review and approve any non-NWFA education programs seeking CEUs for retaining certifications</td>
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</tr>
<tr>
<td>Committee</td>
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</tr>
<tr>
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</tr>
<tr>
<td>Certified Craftsman</td>
<td>• Judge all incoming Master Craftsman submissions</td>
<td>Jason Elquest, Chair Avi Hadad Ben Totta Bill Harrington Craig Anderson Jimmy Nguyen John Alford Jon Namba Lenny Hall Matt Casey Matt Thrane Michael Dittmer Steve Brattin Toby Merrill Todd McDonald</td>
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</tr>
<tr>
<td>Report Review</td>
<td>• Review Inspector annual reports and act as mentor</td>
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<th>Scott Vitus</th>
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<tbody>
<tr>
<td>DNA Floor Surgeons Inc.</td>
<td>Blackhawk Floors Inc</td>
<td>Johnson Premium Hardwood Flooring</td>
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<tr>
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<td>15507 N Scottsdale Rd Ste 150</td>
<td>2059 Abraham Street</td>
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<tr>
<td>St. Cloud, FL 34771</td>
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<th>Tom Owen</th>
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<tbody>
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<td>Rode Bros Floors</td>
<td>Superior Coverings &amp; Construction Inc</td>
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<th>NWFACP Staff Liaisons</th>
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Committee Goals & Objectives

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<tr>
<th>Committee</th>
<th>Goals/Objectives</th>
<th>Committee Members</th>
<th>Staff Liaison</th>
</tr>
</thead>
<tbody>
<tr>
<td>Scholarship</td>
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Committee & Task Force Chair

Consistent with the Association’s policy and strategic plan, the Committee/Taskforce Chair guides the Committee/Taskforce in its work as outlined by the scope of work and charge of the Board of Directors.

The Committee/Taskforce Chair and Staff Liaison, working in partnership, are responsible for facilitating the work of the Committee/Taskforce, providing oversight, and ensuring timely communications within the Committee/Taskforce and between the Committee/Taskforce and other components of the Association. The Staff Liaison also provides logistical support for the Committee/Taskforce’s work.

SPECIFIC RESPONSIBILITIES

- With staff, develops a work plan that will allow the Committee/Taskforce to effectively and efficiently discharge its responsibilities for the year.

- With staff, develops agendas and conducts Committee meetings.

- Approves reports of Committee/Taskforce meetings before their distribution.

- Ensures that the work of the Committee/Taskforce is carried out between meetings.

- Approves reports on Committee/Taskforce activities, including requests to the Board of Directors for action.

- Reports to the Committee/Taskforce on decisions of the Board of Directors or the Executive Committee that affect the Committee/Taskforce’s work or activities.

- Where appropriate, guides the Committee/Taskforce in proposing products and services that will further the goals and objectives of the Association.

- Where appropriate, makes policy recommendations to the Board of Directors.
Board Liaison

Each Committee/Taskforce has a Board member who serves as its liaison to the Board of Directors. This person is a leadership resource for the Committee/Taskforce Chair and Staff Liaison. The Board liaison serves as the communications channel to the Board of Directors regarding the Committee/Taskforce’s activities.
Staff Liaison

The Staff Liaison serves as an informed resource person to the Chair and members of the Committee/Taskforce. This person assists the Chair in facilitating Committee/Taskforce discussions and activities, which address the Committee/Taskforce’s charge. The Staff Liaison also works with the Chair to ensure that all Committee/Taskforce work is consistent with the Association’s goals and objectives.

SPECIFIC RESPONSIBILITIES:

- Assists the Chair with scheduling dates and times for quarterly committee teleconference meetings.
- Provides committee members with quarterly meeting schedule for their year of service.
- Assists the Chair with the preparation of meeting agendas and conducts effective meetings of the Committee/Taskforce.
- Provides administrative support for planning and execution of all Committee/Taskforce meetings.
-Drafts reports of Committee/Taskforce meetings for review and approval by the Committee/Taskforce Chair.
- Works with the President/Chief Executive Officer, Committee/Taskforce Chair and other Committee/Taskforce members to ensure that the work of the Committee/Taskforce is carried forward between Committee/Taskforce meetings.
- Reports to the Committee/Taskforce on decisions of the Board of Directors, Executive Committee or other Association Committees/Taskforces, which impact the Committee/Taskforce’s activities.
- Where appropriate, assists the Committee/Taskforce in proposing products and services that will further the goals and objectives of the Association.
- Be thoroughly familiar with all aspects of the Committee/Taskforce’s work including the scope of work, subjects under discussion, and Association policies related to the Committee/Taskforce’s work.
- Answers questions, offers suggestions and raises questions.
- Provides administrative support.
Committee Member

Committee members are responsible for conducting the work necessary to achieve the goals and objectives of the Committee as approved by the Board of Directors.

SPECIFIC RESPONSIBILITIES:

- Attends Committee/Taskforce meetings.
- Discharges their responsibilities diligently.
- Discloses any actual or perceived conflicts of interest and does not vote on such Committee/Taskforce matters.
- Reviews all relevant material before Committee/Taskforce meetings. Makes contributions and voices objective opinions on issues.
- Carries out individual assignments made by the Committee/Taskforce Chair.
- Works as part of the Committee/Taskforce and staff team to ensure that the Committee/Taskforce proposes policies and/or develops products and services that help Association members and staff who are responsible for programs within the scope of interest of the Committee/Taskforce.
- Represents the Committee/Taskforce in meetings of other Association groups.
Committee Administration

The Committee/Taskforce Chair and Staff Liaison, working in partnership, are responsible for facilitating the work of the Committee/Taskforce, providing oversight, and ensuring timely communications within the Committee/Taskforce and between the Committee/Taskforce and other components of the Association. The Staff Liaison also provides logistical support for the Committee/Taskforce’s work.

Committee/Taskforce Meetings

- Committee/Taskforces report to and make recommendations to the Board of Directors.
- Committee/Taskforce meetings shall be conducted face-to-face or by telephone conference call and be scheduled so that all reports and recommendations to the Board are sent to the President/Chief Executive Officer 2-3 weeks prior to the scheduled Board meeting.

Committee/Taskforce Reports

- The Committee/Taskforce Chair and Staff Liaison are responsible for keeping the Board of Director and President/Chief Executive Officer fully informed of Committee/Taskforce activities.
- A written report of goals and achievements should be provided to President/Chief Executive Officer 2 weeks prior to all scheduled Board meetings and periodically throughout the year.

Developing and Structuring the Meeting Agenda

- Provide each Committee/Taskforce member with a copy of the agenda of topics to be discussed and/or acted on at the meeting.
- Provide each Committee/Taskforce member notice of the meeting time and location, and a list of Committee/Taskforce members.
- Sequence agenda items thoughtfully.
  - Start the meeting with agenda topics that will unify the Committee/Taskforce; this sets the stage for working together.
  - Early in the meeting is a good time to discuss topics that require mental energy, creativity, and clear thinking.
  - Do not put difficult topics back-to-back.
  - End the meeting with topics that will unify the Committee/Taskforce; people like to leave meetings feeling that they are part of a productive team.
Chair’s Role as Facilitator

Lead by example.

The presiding officer who sets a tone of reasonableness and fairness, with equal regard for the rights of each member, will lead by example. In reinforcing the rules for the benefit of all, he or she will show the way and will provide a model the others will wish to emulate. A well-run meeting allows members to go away feeling glad that they came and gives them the satisfaction of having contributed something of value to the organization.

- Be a facilitator of meetings; don't "hold court." The Committee/Taskforce belongs to the Association, not the Chair.
- Open the meeting on time.
- Announce the business to be conducted.
- Stay with the agenda.
- Encourage an exchange of ideas, but not a clash of personalities. Good decisions are made when Committee/Taskforces examine all sides of an issue, but don't let members personalize the debate. Emotional discussion of an idea is good, but an emotional reaction to a person is not. When emotions are too high, return the floor to a neutral person, seek a purely factual answer, or take a break.
- Prevent one-sided discussions.
- Restate the issue to be voted on before calling for a vote; explain the consequences of the vote.
- Announce the results of actions taken and explain the follow-through to be taken and by whom.
- Help expedite business. Don’t let discussions drift or go on too long.
- Don’t let a person who is blocking constructive discussion ruin the Committee/Taskforce meeting for everyone else. Strategies for dealing with this behavior include confronting the person privately in a caring manner, pointing out the effects of the behavior, and suggesting alternative behaviors.
- Monitor participation; control talkative members and draw out silent members.
- Close the meeting on time. Seek the Committee/Taskforce's agreement regarding extending the meeting if necessary.
Conference Call Protocols

Preparation

1. Decide who's in on the call.
2. Establish a clear set of desired outcomes.
3. Create and distribute an agenda.
4. Provide clear instructions on how to dial into the call.

Facilitation

1. Designate a time-keeper and note taker.
2. Ask members to identify themselves each time they speak.
3. If a vote is taken, poll each member.
4. Watch the clock.
5. Consider alternatives for difficult issues.
6. Review assignments and close positively.

Follow-up

Immediately after adjournment, the Chair and Staff Liaison should meet briefly to agree on what follow-up actions are required and who is responsible for them.
Meeting Minutes Guidelines

The Staff Liaison is responsible to work with the Committee Chair for the preparation of the meeting minutes.

**Report of the Committee Meeting**

The minutes are the official corporate record of what was done. As a general rule, such reports should contain only action items, with little or no discussion. Having in the report a discussion of reasons for actions can sometimes be useful in subsequent proceedings and meetings. However, these should be kept to a minimum since the effect of such discussions on litigation is impossible to predict.

The meeting minutes of the Committee meeting should include:

- Date, time and place of meeting. Note Chairperson’s name, members present and absent and other key people in attendance.
- All formal motions and passages or defeats.
- All decisions reached, including motions passed and follow-up actions to be taken, with deadlines for implementation.
- A brief summary of discussions. Do not attribute comments to members, except possibly where formal motions are introduced.
- Provide information on the time and place of the next meeting.
- Distribute the report to all Committee members, including those who did not attend, within 3-4 weeks of the meeting.
- Distribute the report with a statement to contact the Chair or Staff Liaison if errors are noted.
Meeting Agenda Format

[Committee Name]
Meeting Agenda
[Date & Time]

1. Call to Order
   Chairperson announces the beginning of the meeting.

2. Roll Call
   Staff Liaison checks attendance.

3. NWFA’s Anti-Trust Policy
   Staff Liaison advises the committee of NWFA’s Anti-Trust Policy.

4. Approval of Minutes From Last Meeting
   Minutes of the last meeting are provided to the committee prior to the scheduled meeting. If there are no corrections or additions, the minutes stand approved. If there are any corrections or additions to the minutes, they stand approved as corrected.

5. Meeting Agenda Items
   Committee members report to the group on the progress of any activities in which they are involved.

6. Old Business
   Old business includes any action items pending from the last committee meeting, or anything from the last session that was not completed.

7. New Business
   New items of business should be presented at this time.

8. Announcements
   Any announcements should be presented at time.

9. Adjournment
   Call for adjournment.
Committee Members Present:

Committee Members Excused:

Staff Present:

I. The [Committee Name] was called to order at [Time].

II. The Committee was advised of NWFA’s Anti-Trust Policy.

III. Approval of Minutes

IV. Agenda Item

[Summarize the discussion for each existing agenda item, state the outcome and assign any action item(s).]

Action Item:

V. Agenda Item

[Summarize the discussion for each existing agenda item, state the outcome and assign any action item(s).]

Action Item:

VI. Agenda Item

[Summarize the discussion for each existing agenda item, state the outcome and assign any action item(s).]

Action Item:

VII. Date & Time of Next Scheduled Committee Meeting [set date and time for next meeting]

VIII. With no other business to discuss, [Insert Name] made the motion to adjourn. [Insert Name] seconded. The meeting was adjourned at [Time].
Anti-Trust Policy Statement

“On behalf of the NWFA, I want to welcome you to this meeting of the [Name of Committee].

It is essential that we observe certain ground rules as we participate in this meeting. As you know, the Anti-Trust laws prohibit, or make highly imprudent, the discussion of a number of matters at a meeting such as this.

The following subjects should not be discussed at meetings or elsewhere or be the subject of any type of agreement, whether formal or informal, expressed or implied, among competitors:

1. prices to be charged;
2. methods by which prices are to be determined;
3. terms and conditions of sale, such as credit or discount terms;
4. profit levels;
5. whether another company’s pricing practices are unethical, improper, etc.;
6. coordination of bids or requests for bids or proposals;
7. production levels or schedules;
8. division or allocation of markets, territories or customers;
9. refusal to deal with a customer or supplier;
10. approved list of customers or suppliers; and
11. anything that could restrict free and open trade in the marketplace.

Any departure from these ground rules could result in severe civil and criminal penalties to you as individuals, to your companies and to the NWFA. Federal sentencing guidelines mandate jail sentences for Anti-Trust violations and call for criminal fines that may range into the millions of dollars.

If you have any questions about these Anti-Trust limitations, the office will be happy to give you a copy of the Association’s Anti-Trust Detailed Guidelines.”