

NIA's 2022 Fall Summit
Wednesday, November 2, 2022 | 2:15 – 4:45 p.m. ET
Aria Meeting Room

Young Professional Advisory Committee (YPAC) Meeting Agenda

1. Anti-Trust Policy Review, Roll Call, and Introductions Ashley Luse
2. Approval of 2022 Summer Virtual Meeting Minutes Ashley Luse
3. *Presentation: Strategic Transitions from Project Management to Team Leadership with Armacell's Thomas MacKinnon and SPI's Jon Perry*
4. NIA Strategic Priorities & Board Update Ashley Luse/Rick Sutphin
5. Committee Purposes/Objectives/Actions Items Ashley Luse/Collin Smith
See Action #3 for proposed language
6. Diversity & Inclusion Task Force Creation Collin Smith
7. Outreach to Engineering Students Leslie Emery
8. Elections at Convention 2023 Ashley Luse/Leslie Emery
9. Mentor Program Update/Discussion Ashley Luse
10. Future Speaker Topics Collin Smith
11. Group Photo Leslie Emery
12. Adjourn Ashley Luse

NIA's 2022 Fall Summit
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Committee Purposes, Objectives, and Action Items

Chairman: Ashley Luse, Luse Thermal Technologies

Vice Chairman: Collin Smith, Owens Corning

Secretary: John Freeman, Petrin, LLC

Purpose:

To offer a forum for young professionals to grow leadership skills, network with peers, gain industry information, and provide fresh insights and feedback to NIA management and the Board of Directors.

Key Objectives:

- Participate at NIA events and committees.
- Increase the attendance in the Committee (YPAC).
- Develop leadership and provide an opportunity to identify future leaders.
- Confirm speakers and develop valuable programs for YPAC meetings.
- Appoint one YPAC member each year to the Convention Committee.
- Address the perceived value of young professionals' participation in NIA.
- Gain knowledge and guidance from NIA Past Presidents and Board of Directors
- Provide NIA management and the Board of Directors with fresh insights, innovative ideas, and strategic advice on a variety of topics including: NIA meetings, educational needs, communication methods, industry recruitment, and NIA's Foundation.

Actions:

1. Help solicit new members to the Young Professional Advisory Committee.
2. Actively promote participation in NIA activities (meetings and committees) to current and potential NIA members.
3. Advance and influence NIA's Diversity & Inclusion efforts to foster an environment in which all participants feel respected, accepted, supported, and valued. ***(Proposed new language: Encourage and ignite dialogue within NIA about advancing diversity and inclusion within the Mechanical Insulation industry as well as NIA, itself.)***
4. Expand industry knowledge by having speakers present at each YPAC in-person meeting.
5. Work on creating, maintaining, and updating a specific webpage for YPAC.
6. Hold 4 YPAC meetings and/or conference calls per year: in the winter, at NIA's Convention, at NIA's Fall Summit, and in the summer.

NIA's YPAC Summer Virtual Meeting
Tuesday, July 26, 2022 | 11:00 a.m.–12:00 p.m. ET
Zoom Link Provided to Attendees

Young Professional Advisory Committee (YPAC) Meeting Minutes

Chair: Ashley Luse, Luse Thermal Technologies

Vice Chair: Collin Smith, Owens Corning

Secretary: John Freeman Jr., Petrin, LLC

Jordan Fiske, Anchor Insulation

Devon Liddell, Irex Contracting Group

Thomas MacKinnon, Armacell

Mackenzie Michalski, Owens Corning

Rudy Nigl, L & C Insulation, Inc.

Keriann Rebholz, InsulReps USA

Tina Sanchez, Coverflex Manufacturing

Kathryn Woods, Knauf Insulation, Inc.

Staff: Leslie Emery, NIA

Guests: Speaker and NIA President, Joe Leo, Atlantic Contracting & Specialties

YPAC Past President Advisor, Kenny Freeman, Petrin, LLC

1. Anti-Trust Policy Review, Roll Call, and Introductions
Ashley Luse (Luse Thermal Technologies) called the meeting to order at 11:05 a.m. with 14 participants, including 1 guest, 1 speaker, and 1 NIA staff person in attendance. Ashley Luse introduced herself as Chair, Collin Smith as Vice Chair, and John Freeman as Secretary. She also introduced Kenny Freeman as Past President Advisor and Joe Leo as the current NIA President. Ashley Luse reviewed the anti-trust policy and noted that the meeting was being recorded. Leslie Emery (NIA) called roll.
2. Approval of 2022 Convention Meeting Minutes
Ashley Luse asked for review of the minutes. Collin Smith (Owens Corning) made a motion to approve the minutes. Devon Liddell (Irex Contracting Group) seconded the motion, and the committee approved.
3. *Presentation: Update from NIA President Joe Leo*
Joe Leo (Atlantic Contracting & Specialties) presented a poll to the group with questions, such as how long they have been in the industry and if they are involved at the regional level. Joe Leo also discussed how he got involved with NIA in the late 1970s, the benefits of learning about the industry at NIA events, his goals of being united to grow and being part of the decarbonization movement, the value of mentorship, and looking for new leaders. Joe Leo also updated the group on the recent July Board Meeting. Kenny Freeman (Petrin LLC) discussed the start of the YPAC group and where it is at today. Ashley Luse asked John Freeman and Rudy Nigl if they would give brief updates to the group at future meetings regarding the board meetings, and both agreed.

4. Collin Smith provided an update on the Fall Summit Planning Committee, noting that the Fall Summit will be November 2-3 at the MGM National Harbor. Collin Smith led a brief discussion of moving the location of Fall Summit in the future.
5. Ashley Luse shared that the Convention Planning Committee met in July to plan the 2023 Convention in Hawaii, which will have great events such as a luau and engaging speakers. Joe Leo noted the room rates are significantly discounted compared to current rates. Ashley Luse noted that Convention survey responses were reviewed, and tweaks to the program and schedule would be made.
6. Regarding Committee Purposes/Objectives/Actions Items, the group had a discussion on Action Item 3 regarding what role YPAC can play in Diversity & Inclusion. Ashley Luse suggested new language that would be shared with YPAC and discussed at the Fall Summit meeting. Ashley Luse also suggested developing a task force to further explore this action item. Collin Smith will be part of the Task Force. Devon Liddell asked to consider that the new language should mention companies as well as individuals.
7. Ashley Luse provided a Mentor Program Update and shared that Thomas MacKinnon has been paired with SPI's Jon Perry. Thomas MacKinnon (Armacell) noted that his topic will focus on moving from middle management to upper management. Ashley Luse noted that there are no new applications and encouraged everyone to consider this opportunity and to reach out to Leslie Emery for an application.
8. New Action Items Discussion
Ashley Luse noted that the award program discussions have been tabled for now. YPAC members are encouraged to share any ideas for mentor topics and speaker topic suggestions for future meetings.
9. Leslie Emery reviewed the audience for *Insulation Outlook* magazine and asked for input on 2023 Editorial Calendar.
10. Leslie Emery reviewed NIA programs and resources, including Mechanical Insulation Basics, member award program, NIA's Education Center, and social media channels.
11. Leslie Emery asked YPAC members to review upcoming events and deadlines outlined on the agenda.
12. Ashley Luse adjourned the meeting at 12:15 p.m.

Minutes submitted by John Freeman, YPAC Secretary.

**National Insulation Association
Anti-Trust Compliance Policy**

POLICY:

Any infraction of anti-trust laws could subject member companies and/or individuals to legal penalties, including possible fines, possible imprisonment, and liability for attorneys' fees.

It is the policy of the National Insulation Association (NIA), its board of directors, officers, and staff, and its active and associate members, to strictly comply with all laws applicable to its conduct, and specifically with federal and state antitrust laws. Compliance with these laws requires obedience both to the letter and spirit of the law.

A basic tenet of NIA's Anti-trust Compliance Policy is that no member shall enter into any understanding, agreement, plan, or scheme, whether express or implied, informal or formal, oral or written, with any competitor with respect to prices, terms or conditions or sale, output, production, distribution, territories, or customers. NIA policy absolutely prohibits any consultation between competitors relating to prices or terms and conditions of sale.

This brief statement is not intended to be a complete statement of all aspects of the anti-trust laws. Members should seek legal advice if they have any questions concerning antitrust law compliance.

PROCEDURE GUIDELINES:

1. Always have an agenda, have it reviewed by counsel well in advance of the meeting.
2. Stick to your agenda - do not get into general discussions concerning topics which are not on the agenda.
3. Do record, accurately, the minutes of all committee meetings sponsored by the NIA.
4. Have legal counsel present at any meetings in which information or topics, which may have an anti-trust significance, are likely to be discussed.
5. Retain copies of any and all documents exchanged or relied upon at any committee meeting.
6. Be very careful in language used on any document produced for a committee meeting, including minutes, memos, and letters. Avoid including potentially suspicious phrases in any meeting document such as "please destroy after reading."
7. Never discuss pricing information. This includes prices charged to customers, change in the pricing levels of raw materials, terms and conditions of sales, credit terms used by you or imposed upon you by your suppliers, etc.
8. Do not discuss prospective production plans, allocation of markets, and/or actions aimed at hindering competitors.
9. Do not disparage a competitor's or a supplier's product unless you have specific proof that your statements are correct.
10. Avoid joint ventures and research projects unless you have discussed the matter with counsel with regard to any possible anti-trust problems that may arise out of such ventures.
11. Do not enter into any agreements or understandings with a competitor concerning discounts, terms, or conditions of sales, profits, profit margins, shares of the market, bids, or intents to bid.
12. Do not exclude competing NIA members from any committee.

By signing on the attached page, you are in agreement with the Anti-Trust policy.

Representing the mechanical and specialty insulation industry