

**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

NIA's 67th Annual Convention
Tuesday, March 14, 2023 | 12:00– 2:00 p.m.
Maui Suite 3

Education and Training Committee Meeting Agenda

1. Anti-Trust Policy Review, Roll Call, and Introductions (John Lamberton)
2. Approval of 2022 Fall Summit Meeting Minutes (John Lamberton)
3. Update on NIA's Education Center (Erin Penberthy)
 - Subscriptions
 - Sponsorships
 - Specification and Submittal Course
 - Future courses/topics
 - Member Content Requests
4. Thermal Insulation Inspector Certification Marketing (Erin Penberthy/Ron King)
 - Hosted Courses
 - Partner Presentations
5. Potential Programs (Ron King)
 - Quality Installer Course Concept Update
 - Contractor Certification Program
6. NIA Staffing (NIA Staff)
7. Committee Terms (John Lamberton)
8. Committee Purposes/Objectives/Actions Items
9. Upcoming Events:
 - April 24–25, 2023
NIA's Understanding Mechanical Insulation (virtual)
Registration Deadline: April 5, 2023
 - April 24–25, 2023 and May 1–2, 2023
NIA's Thermal Insulation Inspector Certification (virtual)
Registration Deadline: April 5, 2023
 - June 13–14, 2023

NIA's Insulation Energy Appraisal Program (virtual)
Registration Deadline: May 25, 2023

October 25–26, 2023

NIA's Fall Summit 2023

MGM National Harbor, National Harbor, Maryland

April 17–19, 2024

NIA's 68th Annual Convention

Naples Grande Beach Resort, Naples, Florida

10. Adjourn

October 24, 2022| 3:00 p.m. – 5:00 p.m. ET
Education and Training Committee Virtual Meeting Minutes

Attendees:

Chairman: John Lamberton (Irex Contracting Group)
Vice Chairman: Dean Burows (DKB, Inc.)
Rick Baptista (Irex Contracting Group)
Jack Bittner (Johns Manville)
John Brooks (Distribution International)
Jake Erickson (Armacell)
John Freeman (Petrin Corporation)
Mike Hill (Performance Contracting)
Joan Kernan (Distribution International)
David Patrick (Apache Industrial Services)
Brian Willett (Gribbins Insulation)

NIA Staff/Consultants:

Michele M. Jones, Executive Vice President/CEO
Erin Penberthy, Director of Meetings and Education
Ron King, NIA Past President/Consultant

Did Not Attend

Wally Blewitt (Knauf Insulation)
Dave Cox (Owens Corning)

1. Anti-Trust Policy Review and Introductions

The meeting was called to order by Chairman John Lamberton (Irex Contracting Group) at 3:05 p.m.

The anti-trust guidelines were reviewed, and there were 14 participants present.

2. Approval of 2022 June Meeting Minutes

John Lamberton requested that all participants review the 2022 June Meeting Minutes. A motion was made to approve the minutes by Rick Baptista (Irex Contracting Group) and Dean Burows (DKB, Inc.) seconded the motion. Without further discussion, the meeting minutes were approved by the Education and Training Committee.

3. NIA's Specifications and Submittal On-Demand Courses

Erin Penberthy provided feedback from NIA's Meetings and Education Budget Task Force. This task force recommended moving NIA's Specification and Submittal courses to an on-demand format. By moving these courses on demand, employers can send their team through the courses when it is most convenient for them, and not wait for a virtual

NIA training course that may not align with when they are hiring or require training. Erin Penberthy requested feedback from the committee on this recommendation.

- Rick Baptista thought it was a good idea, especially since we were not getting the participation we initially wanted from the virtual courses.
- John Lamberton commented that people have different schedules, and this would allow them to participate when it works best for them.
- Joan Kernan stated she thought it was a great idea and would allow more flexibility.
- Ron stated maybe we should look at the pricing of the course and charge slightly less based on the new format.
- John Lamberton recommended we look at potentially including these courses as part of NIA's training subscription in the future. Dean Burows agreed with this suggestion.

The committee unanimously agreed with this recommendation and stated we should move forward with changing the format of these courses.

In 2023, NIA will look at the Specification and Submittal Process courses and determine if we should continue to charge for these separately or if we should roll these into the subscription.

4. Member Companies Providing Education

Michele Jones shared that more and more, NIA member companies are providing education to customers at no charge. Though it may not be intentional, these courses are competing with NIA. NIA wanted to make the committee aware of this.

Dean Burows asked if we should reach out to companies to encourage them to share information about their sessions.

Some company's educational courses are more focused on their products. Ron King commented that Johns Manville's are both generic and product focused.

Michele Jones commented that some companies have whole sites dedicated to educating clients and customers.

John Lamberton stated he was at a meeting recently with the union group in Florida and thought they would also benefit from NIA's Education Center. How do we reach this group? Dean Burows and John Lamberton agreed to send contact information to NIA so we could follow up with this group.

Dean Burows stated that people need education, but they can't spend the money. Should we look into a Gift Subscription concept for contractors from Manufacturers?

Dean Burows also stated that LMCT (Labor Management Cooperative Trust) may be open to partnering with us. Pete Lelmini at LMCT, who is not part of the International Union, does not understand that the NIA Inspector Certification program exists.

John Lamberton/Dean Burows stated that would help set up a meeting with NIA and the union about training programs and try to reestablish a relationship and would reach out to Pete Lelmini.

5. Quality Installer Course Concept

Ron King provided an update to the committee on this concept, which came from a recent Thermal Insulation Inspection course. The point raised in class is that one of the largest problems in the industry is that an installer of insulation does not understand the consequences of not correctly doing the job. Ron stated he would see this as a quality awareness course for both union and merit contractors.

Rick Baptista commented that maybe a better course title would be "Ramifications of Bad Installation."

John Lamberton commented we would not want to train any installer to do anything due to the union and feedback we would receive from them.

Dean Burows agreed about installing and teaching this skill, but thought it could still be seen as a quality control course/improper installation course.

Ron King agreed we would need to find the proper name for the course and consider different options.

A course name suggestion that came up by the committee was: Understanding the ramifications or consequences of improper use of materials.

The committee agreed the word "installer" could not be used in the course name.

For course length, Ron King believed this course would be less than a day and would focus on marketing to engineers/end users.

The committee agreed that Ron King should keep developing the concept.

6. Update on NIA's Education Center

Erin Penberthy provided an update on the microlearning topics and course development, thanking the committee for their involvement in creating outlines and stated that a large portion of the outlines have been reviewed by the Technical Information Committee, or

other Education and Training Committee members, or SMEs and consultants. The outlines will be edited and then put into an educational design format. The same process will be applicable to each topic.

Erin Penberthy stated that NIA is working with a 3rd party vendor on 4-5 microlearning modules on topics from the list. The modules will be available by the end of the year. These modules will have interactive features and voiceover, similar to NIA's Mechanical Insulation Basics course.

Erin Penberthy asked the committee if there are any topics we should focus on next.

- Rick Baptista noted contract terms— insurances/indemnification/etc. to help project managers.
- Jack Bittner stated that a course on contractors talking about what they wish manufacturers knew would be helpful.

The final pricing for NIA's Education Center was reviewed again based on what was recommended by the committee earlier in 2023. The committee discussed why the manufacturer rate was a flat fee (instead of by the company's revenue level) like the other categories.

Jack Bittner commented that he thought larger contactors or distributors would send more members compared to manufacturers, and asked why there was a separate manufacturer classification.

Erin Penberthy stated this was based on how we collect membership dues, and that NIA did not have information on the revenue levels of manufacturer members.

The committee also thought there was less content for Associate members. Erin Penberthy stated that we can focus on this in 2023 to ensure content is available to all member types.

The committee asked NIA staff to look into the fee for Manufacturer members and if this should be changed for 2023. NIA agreed to look into this on behalf of the committee.

7. Thermal Insulation Inspector Certification Marketing

- **Partner Webinar Update (AMPP/EMA)**

Erin Penberthy stated we had two additional webinars in September with partner associations to promote NIA's training courses. We had close to 800 people registered for both webinars.

- **Marketing to Commercial Sector**

Education and Training Committee Purposes, Objectives & Actions

Chairman: John Lamberton, Irex Contracting Group

Vice Chairman: R. Dean Burows, DKB, Inc.

Purpose: To work with NIA staff to determine the education and training needs and platforms for the mechanical insulation industry.

Key Objectives:

- Provide added value to NIA members through new education and training program offerings
- Identify education subject areas that would benefit NIA members and the industry
- Identify career path development needs for identified expertise areas.