



# Weekly Board Report

October 17, 2003

## Introduction

We would like to extend a special **thank you** to all who attended and exhibited at the 2003 BCMC show in Phoenix, Arizona last week. This was our most successful show to date and set records for attendance and exhibit space sold! Preliminary 2003 attendance statistics are as follows:

Attendees (Excluding Exhibitors)	2003	2002
Companies (corporations)	426	388
Company Locations	548	498
Individuals	1,325	1,148

With 118 exhibitors, we also set a record for exhibit space sold at 70,750 square feet. Numerous members wrote about the success of the show, for example Dan Dollar wrote, "What an awesome show it was!!!" Ray Noonan wrote, "BCMC was absolutely the best to date!" Exhibitors, attendees and staff went away charged up after a very successful show.

As we begin planning next year's show for Charlotte, NC, October 6-8, 2004, we ask that you forward any and all comments and critiques (good and bad) to staff regarding this year's show so we can focus our energy on making improvements where we can. Our goal is to provide substantial value to all involved and that this annual event becomes the annual "go to" place for everyone involved in the structural building components industry. Please send your comments to Carren at [ckoebke@qualtim.com](mailto:ckoebke@qualtim.com).

*Thanks for all your help and support....we'll see you next year!*

## Membership & Chapters (contact: Anna Stamm x119, Stan Sias x135 & Carren Koebke x121)

### Update

- The Phoenix Open Quarterly Meeting was very well attended with close to 70 attendees. Thank you to all the members who participated, and made the meeting interesting and informative.
- The new member packets for everyone joining before the start of BCMC were assembled and sent out last week. Next up are packages for the seven companies that joined at the show in Phoenix. In total, 30 component manufacturers joined WTCA while registering to attend BCMC.
- The latest batch of 21 new member plaques were sent last week.
- Sign-ups for the Risk Management and Liability Avoidance Seminar are outstanding. Sponsored by the Mid Atlantic Chapter, it will be held on Tuesday, November 11 at Williamson Restaurant in Horsham, PA, north of Philadelphia. For more information and to register before it's full, contact Anna at [astamm@qualtim.com](mailto:astamm@qualtim.com).
- In response to an inquiry, an update on the new Florida Product Approval System was distributed on behalf of the Florida Chapter Executive Committee.
- The Capital Area (WTCCA), Southern Nevada (SNCMA), North Florida (NFCMA) and New York (WTCA NY) Chapter meetings were administered this week.
- Development work on the new chapter web sites for North Carolina, Michigan and Missouri continues. For more information on the options available for chapter web site design and maintenance by staff, contact Anna at 608/310-6719.

### Goals for the Week

- Assemble and send introductory packages for the latest new members.
- Process paperwork being returned from new members as they receive their packages.

- Process registrations and respond to inquiries for the November 11 Risk Management Seminar (and Mid Atlantic Chapter meeting).
- Review the feedback from BCMC regarding the dates and topics for the 2004 Regional Workshop & Conferences in Las Vegas and New Orleans.
- Work on the November Chapter meetings for Mid Atlantic (MAWTC), North Carolina (WTCNC), Alabama (ACMA), Greater Chicago (GCTMA) and Michigan (WTCM).
- Request submissions for Chapter Corner and the Chapter Spotlight article for the December issue of SBC Magazine.
- Review the contract for the Madison Concourse hotel, the site of the August 2004 Open Quarterly Meeting.
- Provide support to chapters and members regarding building code, building official and professional engineering issues.
- Write a press release about Dan Holland's induction as the new WTCA President.

## **Publications and Accounting (contact: Linda Alfonsi x126 & Mike Younglove x114)**

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### *Update*

- Last week staff processed 28 WTCA orders.
- At BCMC, we received excellent response to the new BCSI booklet, and began taking orders.
- The new online publications catalog was finished and "went live" on Thursday, October 16. A promotion will be sent next week.

### *Goals for the Week*

- Process the final invoices from our BCMC outside contractors/vendors.
- Beta test the publications online system prior to sending out the email promotion.
- Finalize the flyer to promote the new BCSI document.

## **Technical (contact: Ryan Dexter x144, Tony Piek x113, Rachel Smith x127, Stan Sias x135 & Richard Zimmermann x143)**

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### *Update*

- We completed QC data file reviews for United Building Centers (UBC) De Pere and Stark Champion.
- We put together materials for an audio QC flash presentation that was shown in the BCMC booth at the show. This generated a lot of interest in the new QC program.
- The handheld software was demonstrated on the Schuck Components plant tours. If you would like more information regarding this new WTCA software, please contact Tony at [tpiek@qualtim.com](mailto:tpiek@qualtim.com).
- The BCSI 1-03 parent document has been finished and was on display at BCMC. If you would like to learn more about the document, you may log onto [www.woodtruss.com](http://www.woodtruss.com). The BCSI 1-03 document represents our industry's new guide for handling, installing and bracing trusses, replacing HIB 91.
- We continue to work on TTT Level III online.
- We received the evaluation forms from our presentation at Rutgers for building officials and specifiers. Feedback was very positive and almost everyone in attendance signed up to receive SBC Magazine.

### *Goals for the Week*

- Continue our research of engineering issues regarding sealed Truss Placement Diagrams in the states of Washington and Hawaii. Work on the Arkansas sealed engineering issue.
- Continue the development of TTT Level III content for online delivery to meet the target deadline of the end of December 2003. Start work on the Truss Design Concepts presentation to accompany this.
- Finish work on a Builder's Advisory on Mold TTW.
- Perform QC data file reviews for Lumber Specialties, U.S. Components, Stark Edgerton, Stark Philly and Cascade.
- Answer and follow-up on QC inquiries from the BCMC show.
- Set up QC training with Brunsell Lumber.
- Implement handheld software beta testing at Shelter Systems.
- Continue to work on the development of the BCSI 1-03 B-Series Summary Sheets.
- Work on issues stemming from ANSI/TPI 1-2002 implementation.
- Develop a technical communication with TPI on New York snow loading issues.
- Perform contributing editor duties and write an article on trusses for the fourth quarter issue of AF&PA's *Wood Design Focus*.

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**Carbeck (contact: Kelli Gabel, x128)**

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**Update**

- We would like to send a ‘thank you’ out to everyone who participated in Carbeck’s dunk tank and silent auction! Without your donations and support, we would not have been able to educate so many attendees about Carbeck’s mission. The silent auction grossed \$13,055 and the dunk tank brought in \$2,800...Fantastic!

**Goals for the Week**

- Send out invoices and items to bid winners for the silent auction.
- Finish an article for the December issue of SBC titled, “*The Fire Performance of Wood Trusses Carbeck Fire Program: Education Saves Lives Part 5.*”

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**BCMC (contact: Jill Zimmerman x122, Peggy Pichette x123 & Carren Koebke x121)**

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**Update**

- **We would like to extend a special thank you to all that attended the 2003 BCMC show!** If you would like to offer any feedback regarding the show, please send an email to [ckoebke@qualtim.com](mailto:ckoebke@qualtim.com).

**Goals for the Week**

- Recover from the show!
- Finalize the date for our site visit to Charlotte, NC and beginning planning the details of the 2004 show.
- Write ‘thank you’ cards to those that helped with the BCMC booth.
- Update BCMC checklists and brainstorm on how to improve next year’s show.
- Finalize the 2003 attendee statistics and lists so they can be sent to exhibitors.

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**SBC Magazine (contact: Mindy Caldwell x129, Libby Maurer x124 & Molly Butz x141)**

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**Update**

- The final proof for the November issue is due on October 17.
- The photographer took excellent photos at BCMC. They are expected back by the end of October and will be featured in the December SBC issue.

**Goals for the Week**

- Hold an editorial planning meeting on the 2004 SBC Magazine.
- Ship the gold advertiser’s gift to those that didn’t attend BCMC.
- Finalize any house advertising needs for the November issue.
- Work on advertising sales for 2004.

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**Legislative (contact: Kelli Gabel x128)**

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**Update**

- At BCMC we were able to solicit letters to the Department of Commerce from several key companies with regard to Section 201 treatment of duties. WTCA supports free trade and is opposed to artificial restrictions on lumber and steel imports. It is our understanding that several parties are now advocating that the Department deduct countervailing duties, as well as duties imposed under section 201 of the Trade Act of 1974 (section 201 duties), from export price (EP) and constructed export price (CEP) in calculations of dumping margins pursuant to sections 772(c)(2)(A) and 772(d) of the Tariff Act of 1930, as amended (the Act). We oppose this, and for a copy of our letter to Commerce, please contact Kelli Gabel.

**Goals for the Week**

- Finish the October Legislative Update.
- Work on an update for Illinois on Senate Bill 759.

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**Website/Online Education/Information Tech. (contact: Hien Khuu x137, Barb Speer x145 & Rick Saindon x117)**

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**Update**

- There were 25 attendees at the Truss Basics course held at BCMC! Ron Kinville of Quality Truss in Redmond, Oregon, wrote, “I had a great time in class on Tues. and I think you did an excellent job of keeping the class on track in spite of

the many distractions. That is a difficult thing to do. We had a very diverse group of students in the class, but that was part of the reason I enjoyed it so much. I learned a great deal from the other students.”

- We restocked all TTT online binders and materials for future sales.
- New TTT, TTW and TKO marketing flyers were created to advertise at BCMC.
- A TKO pricing sheet was finished for the BCMC show along with a flash presentation.
- The TKO pricing and registration page systems were updated to reflect recent additions and changes to the program.
- Many members stopped by WTCA’s booth at BCMC and were able to see first-hand demos of our online education offerings. These demos will soon be available at [www.wtcatko.com](http://www.wtcatko.com).

### ***Goals for the Week***

- Provide necessary administration for TTT certification exams and TKO customer support.
- Submit two online TTW’s to American Institute of Architects (AIA) approval.
- Submit the FBPE Rule 61G15-31.003 & ANSI/TPI/WTCA 4-2002 TTW to the Construction Industry Licensing Board (CILB) for approval of CEU’s. This TTW regarding sealed index sheets and design responsibilities went live last week.
- Create three training modules for the Safety Program and determine the best strategy for handling the numerous checklists that are an essential part of the program. The package should be ready in January 2004.
- Update the TKO demo presentations used at BCMC to be accessible on a daily basis on the TKO website.
- Finish and publish the latest edition of Industry News.

## **Executive Committee**

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### ***Update***

- We have completed the TPI/WTCA Joint Publications Policy draft for review and revision.
- Please contact WTCA (608/310-6710), or one of the individuals listed below if you are interested in serving on a WTCA Committee. All members are welcome and encouraged to participate on our committees – your input is very valuable and helps us better accomplish important industry projects. Dan Holland has appointed the following Committee chairs for 2004:
  - Engineering & Technology: Clyde Bartlett (859/255-2481)
  - Legislative: Allen Erickson (925/680-7701)
  - Management: Kendall Hoyd (208/888-5200)
  - Marketing: Ken Cloyd (909/657-7491)
  - Membership: Bob Becht (772/465-2012)
  - QC: Joe Hikel (410/876-3900)
- All six insurance brokers have signed agreements with WTCA, and we promoted these companies at BCMC.

### ***Goals for the Week***

- Draft agenda for the joint TPI Board/WTCA Executive Committee meeting in December.
- Review and complete any tasks that came out of the last joint meeting between TPI and WTCA.
- Contact Committee chairs about organizing a meeting or teleconference to refine priorities for 2004.



# Weekly Board Report

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October 24, 2003

## Introduction

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Ordering your company's WTCA publications just got easier! After months of preparation, the WTCA publications online ordering system was launched Thursday, October 16. The system contains a shopping cart and checkout function similar to those that were used in the BCMC online registration system.

The new publications online ordering system allows you to not only select and order products, but also view all of WTCA's most current publications and request free samples. You may search our catalog of publications in a variety of ways such as: by topic, series title (such as TTB or TTT) or even by profession. For example, if you select "architect," the system provides a list of WTCA publications that would be of interest to architects.

To take advantage of the new publications online system, visit [www.woodtruss.com](http://www.woodtruss.com) and select 'Products' from the login menu. From there, industry knowledge is just a few clicks away!

## Membership & Chapters (contact: Anna Stamm x119, Stan Sias x135 & Carren Koebke x121)

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### Update

- If you missed the Annual Meeting presentation at BCMC, check it out at [www.woodtruss.com](http://www.woodtruss.com). It's the year in review and goals for 2004. Get up-to-speed on truss industry happenings, highlights, new products, services and efforts to help you improve your business. A link to the program has been posted on the WTCA home page.
- The registration deadline for the Risk Management and Liability Avoidance Seminar in Philadelphia, PA is Tuesday, October 28. If you are interested in attending on November 11 or need more information, please contact Anna at [astamm@qualtim.com](mailto:astamm@qualtim.com).
- The flyer on WTCA's new "Approved Insurance Broker Program" was distributed at BCMC booth in Phoenix, and the article explaining the details will be appearing in the November issue of SBC Magazine.
- After ten months, WTCA has helped to solve the New York snow loading issue. The NYS Department of the State – Codes Division will be issuing a formal technical bulletin to all NYS Building Officials by mid-November. A joint communication from TPI TAC, WTCA, the WTCA New York Chapter explaining the snow load provisions under the IBC and IRC was sent to all manufacturers in NY, the surrounding states and Canada. This information can be found on our web site at [www.woodtruss.com](http://www.woodtruss.com).
- An explanation of the Montgomery County, Maryland legislation on the use of sprinklers in residential construction was drafted and sent to companies in the surrounding states. Importantly, a close reading of the law shows that the county ordinance does not mandate sprinklers in the construction of all single family dwellings, but leaves it as a choice of the buyer.
- Interest in a WTCA chapter for southern Idaho has taken off! We will be working with companies in the Idaho Falls and Boise areas to help develop a new chapter for their region.
- The Madison Concourse Hotel contract was signed for the 2004 August Open Quarterly Meeting.

### Goals for the Week

- Ship the latest batch of new member packages for the 10 companies that joined at or since BCMC.
- Process the paperwork being returned from the dozens of new member packages send out in the last four weeks.
- Process registrations and respond to inquires on the November 11 Risk Management Seminar in PA.
- Respond to inquiries on the new "Approved Insurance Broker Program."
- Finish the press release on the induction of Dan Holland as WTCA's 2004 President.
- Continue to work on the upcoming chapter meetings for Mid Atlantic (MAWTC), Michigan (WTCM), Alabama (ACMA), Greater Chicago (GCTMA) and North Carolina (WTCNC).
- Follow up on the four chapter meetings administered during the week of October 13.
- Distribute the memo clarifying snow load design in New York.
- Draft and send the update and supporting material on the Maryland sprinkler ordinance.

- Send a status report to WTCA Approved Insurance Brokers regarding response at BCMC, membership in WTCA and online courses for them to participate in.

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**Publications and Accounting (contact: Linda Alfonsi x126 & Mike Younglove x114)**

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**Update**

- We shipped 31 WTCA orders last week and 4 TPI orders.
- WTCA products may now be purchased online via our new publications online ordering system. Live for just about one week, already we have successfully received and filled five orders! You may view the site by visiting [www.woodtruss.com](http://www.woodtruss.com).
- Since September 30, we have shipped out over 1000 copies of the BCSI 1-03 Booklets!

**Goals for the Week**

- Invoice and ship the remaining orders taken at BCMC by the end of the week.
- Finalize the bills from the BCMC show.
- Send an email and fax promotion to the membership on the new publications online ordering system.

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**Technical (contact: Ryan Dexter x144, Tony Piek x113, Rachel Smith x127, Stan Sias x135 & Richard Zimmermann x143)**

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**Update**

- Three more **In-Plant WTCA QC 4.0** programs shipped last week; we have now sent out a total of 59 programs.
- Staff performed data file reviews for Lumber Specialties, U.S. Components, Stark Edgerton, Stark New Philly and Cascade.
- Staff performed a member training on Wednesday, October 22 on the **In-Plant WTCA QC** program.
- Stark's New Philly plant recently gained certification. This brings the number of QC Certified companies to 21 with nine additional companies working towards certification.
- Work on the BCSI Series continues. B-1 was sent to the review group on Wednesday; their revisions are due by Friday, October 31. We are now drafting B-2.

**Goals for the Week**

- Email/fax the BCSI 1-03 Booklet promotional flyer to members.
- Follow up on the rest of the QC inquiries generated from the BCMC show.
- Finalize the handheld software/manual and QC program update.

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**Carbeck (contact: Kelli Gabel, x128)**

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**Update**

- We have contacted those with winning silent auction bids and made any necessary arrangements.

**Goals for the Week**

- Finish sending out the Carbeck silent auction items.
- Write a human interest sidebar concerning the Carbeck CD for the December issue of SBC.
- Continue working with the Arizona Chapter on a possible fire education seminar.

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**BCMC (contact: Jill Zimmerman x122, Peggy Pichette x123 & Carren Koebke x121)**

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**Update**

- Only 50 short weeks until BCMC 2004 – ha!
- The BCMC Educational Sessions will be able available for purchase via the BCMC show website in a couple of weeks; they will cost as little as \$25 per track.
- Thank you letters have been written and sent to the golf sponsors.
- We shipped BCMC polo shirts to the Executive Committee members that were not able to attend the show.
- Sent thank you cards to the Arizona Chapter for all of its members' hard work in making our booth look great!
- We have unpacked about 85% of what we took to the show; the truck arrived on Monday.
- We have already gathered bus estimates for transportation needs in 2004.

**Goals for the Week**

- Convert the BCMC Educational Session presentations for online delivery to make them web compatible.

- Finalize the “Ideas for Next Year” list. Every year we try to take a step back and think about improving the show. If you have any suggestions, please send them to Carren at [ckoebke@qualtim.com](mailto:ckoebke@qualtim.com).
- Forward information to potential exhibitors that toured the BCMC Phoenix show floor.
- Prepare for the Site Visit to Charlotte, NC in December.
- Write a BCMC recap for the December issue of SBC Magazine.
- Contact potential truss plants for the 2004 plant tours.
- Brainstorm a theme for the 2004 show.
- Contact exhibitors and attendees to provide quotes about this year’s show floor.
- Create a plan for exhibit sales for BCMC 2004.

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**SBC Magazine (contact: Mindy Caldwell x129, Libby Maurer x124 & Molly Butz x141)**

*Update*

- We have received the BCMC Show preliminary photo proofs from Choice Photography. They look very good and will be displayed in the December issue of SBC.
- We held an editorial planning meeting on the 2004 SBC Magazine. The January/February issue will feature Personnel & Safety as its theme. We moved the Legislative Conference theme to the June/July issue to closely correspond to the event in Washington, D.C.
- The November issue was sent to the printer on Wednesday, October 22.
- We received two returning advertisers at the BCMC Show: The Koskovich Company and Commercial Machinery Fabricators.

*Goals for the Week*

- Prepare the text for the December issue in Word format and distribute it for editorial review.
- Finalize the editorial line up for the January/February issue and distribute author approvals by the end of the week.
- Create a plan for advertising sales for BCMC 2004.

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**Legislative (contact: Kelli Gabel x128)**

*Update*

- A legislative alert was sent out regarding the Healthy Forest Restoration Act.

*Goals for the Week*

- Finish the Legislative Update and send it out.

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**Website/Online Education/Information Tech. (contact: Hien Khuu x137, Barb Speer x145 & Rachel Smith x117)**

*Update*

- We have lowered the cost of TTW’s to \$20 an hour for everyone – members and nonmembers!
- The latest edition of Industry News has been finished and sent for internal review.
- TTT Level I “Live” will not take place as planned in November due to lack of sufficient registrations. The few who registered were moved to the January class. If interest in Live classes remains low, we will likely re-evaluate whether it is practical and cost-effective to offer them on an annual schedule. (Custom live seminars will always be available upon request.)
- A live TTW geared toward Building Inspectors and Code Officials will be held in Idaho on November 5. This private seminar by Idaho Truss & Component Co. will include a combination of these topics: Storage, Handling, Installing and Bracing; Truss Repair; and Design Responsibilities.
- The Builder Advisory on Mold has been revised and posted on the WTCA website.
- We updated the TKO statistics page and added more functions to aid managers and students.

*Goals for the Week*

- Continue to work on the TTT Level III online content development.
- Continue to encourage certification marketing. Once certified, companies may put the certified logo on all designs and drawings that leave their plants.
- Finish the Chapter portals for the new chapter web sites. We are designing a generic engine that we will be able to utilize with all of the web sites.
- Provide customer assistance to those using the new publications online system.
- Continue developing the Workforce Portal infrastructure design.

- Complete database clean-up following our return from Phoenix and generate the final statistics from BCMC 2003.
- Finish three Safety Manual slide decks this week: Recordkeeping, Ergonomics and Confined Spaces. We are still on track to have the entire program completed and functional by January 2004.
- Lay out a preliminary plan for creating gift certificates for members to purchase TTW online access for educating building officials, builders, architects and engineers in their marketplace.

## **Executive Committee**

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### *Update*

- The next Executive Committee teleconference is scheduled for this coming Wednesday, October 29.

### *Goals for the Week*

- Draft agenda for the Executive Committee teleconference.
- Continue work on tasks from the last TPI Board meeting in preparation for the December 2-3 meeting.





# Weekly Board Report

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October 31, 2003

## Introduction

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Two weeks ago at BCMC, WTCA and TPI officially launched their joint safety series, Building Component Safety Information (BCSI). The series will be the definitive safety publication for the truss industry. All documents contained in this new series have been approved by the WTCA and TPI Boards, WTCA's Engineering & Technology Committee and TPI's Technical Advisory Committee.

Containing 11 sections, BCSI 1-03 "Guide to Good Practices for Handling, Installing & Bracing of Metal Plate Connected Wood Trusses," will replace HIB-91. Since the BCMC launch, we have sold 1787 copies! This new BCSI 1-03 booklet includes full color graphics and photos; it is truly a must for all truss manufacturers and their customers. In addition, each chapter will become a stand-alone "summary sheet," such as B1, which will replace TPI's HIB Summary sheet and WTCA's Warning Poster, and B2 will replace WTCA's TTB on temporary bracing. We will have the first five summary sheets completed by January 1, 2004, and they will make up the new Jobsite Package. To learn more about other BCSI updates or to order the BCSI 1-03 booklet, please visit the WTCA website at [www.woodtruss.com](http://www.woodtruss.com) or call staff at 608/274-4849 x8. For additional information on BCSI 1-03, please review the TPI/WTCA talking points at the end of this report.

## Membership & Chapters (contact: Anna Stamm x119, Stan Sias x135 & Carren Koebke x121)

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### Update

- We have been contacted by one of our members to assist with the interpretation of the IBC attic live load provisions in Minnesota. A code change proposal will be submitted to the MN review committee next week.
- We will be assisting the Southern Nevada Chapter as it confronts a ruling by the City of Las Vegas on the IBC attic live load issue.
- A teleconference was held among Florida Chapter members to discuss wind load issues. Members will continue to work through their Chapters to educate local building officials on the wind provisions.
- Idaho Truss & Component Co. will be hosting a TTW for building officials on November 5 and offering "coupons" for complimentary access to the TTW online course on Storage, Handling and Bracing. This coupon approach will be tested in Idaho, assessed for its effectiveness and promoted to the other chapters.

### Goals for the Week

- Draft the Open Quarterly Meeting schedule for the February meeting in San Diego.
- Create coupons for complimentary access to WTCA online courses.
- Work on the MN code change proposal.
- Work on the WSEA PE issues letter.
- Work on the NJ attic live load issue.
- Finish invoicing and prepare materials to be sent to the November 11 Risk Management Seminar.
- Finish the remaining tasks for the chapter meetings administered in October.
- Work on tasks for the chapter meetings being administered in November.
- Process paperwork for the 36 new members that joined in September and October and prepare for the next order of membership plaques.
- Begin working on next issue of *Chapter Focus* and the Chapter Teleconference Agenda for November 12. The main topic of both will be BCSI 1-03.
- Create and ship a chapter development package to Idaho.

## Publications and Accounting (contact: Linda Alfonsi x126 & Mike Younglove x114)

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### Update

- For the week of October 20, we filled 47 WTCA orders and three TPI orders. Eleven of the WTCA orders were from the BCMC show.

- Steady sales of the new BCSI 1-03 document continued last week; we sold 606 booklets.
- We have now received 15 successful WTCA online order submissions! The new publications online system is located on the WTCA website at [www.woodtruss.com](http://www.woodtruss.com).
- The *Professional's Guide to the Structural Component Industry* binder has been updated to include all of the recent publications and flyers. Inventory stock will be assembled next week.
- Many customers have called inquiring about the new BCSI series and the timeline for ordering new products. We will continue to keep everyone informed and will work diligently to finish the summary sheets as quickly as possible. WTCA/TPI "Talking Points on BCSI 1-30" are included at the end of this document for your information.

#### **Goals for the Week**

- Ship out the remaining complimentary copies of the BCSI booklet to members of the BCSI Review Committee.
- Incorporate the suggestions into the B-1 Summary Sheet. We expect this to go to the printer in the next week.
- Finish a BCSI press release.
- Contact purchasers of C and D size and folded Warning Posters, to determine which sizes to continue printing.

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#### **Technical (contact: Ryan Dexter x144, Tony Piek x113, Rachel Smith x127 Stan Sias x135 & Richard Zimmermann x143)**

#### **Update**

- Updates and comments on the BCSI-B1 Summary Sheet are being compiled so that it revisions can begin next week.
- We customized the **In Plant WTCA QC** program for Stark Washington Courthouse so that they could network between computers.
- We have formulated a plan to introduce the handheld software and the **QC** update on November 12.
- The TPI/WTCA joint technical communication on New York snow loading issues has been posted on the WTCA and the TPI websites.
- WTCA and TPI responded to an article in Structure Magazine's May 2003 Structural Forum on "The Role and Responsibility of Specialty Structural Engineers" regarding who is responsible for temporary and permanent bracing. Our response was published in the September issue of Structure Magazine, and PDF files of both articles are located on the home page of WTCA's web site: <http://www.woodtruss.com/index.php>.

#### **Goals for the Week**

- Continue contributing editor duties for the next issue of the Forest Products Society's *Wood Design Focus*.
- Work on the **In-Plant WTCA QC** program update and conduct testing. We are also working on the handheld manual and the **QC** Pocket PC Version.
- Follow up with five of the **QC** leads generated from the BCMC Show.
- Perform data file review for Stark Auburn.
- Work on cost and implementation issues regarding ANSI/TPI 1-2002.
- Work with the IRC Secretariat on the IRC Commentary regarding design loads on trusses.
- Write an SBC article introducing the ANSI/TPI 1-2003 "Cq... What does it Mean to You?"
- Working on sealed placement plan issues in Washington and Hawaii and Arkansas.
- Research Florida wind design provisions.
- Research Minnesota attic live load and snow load provisions.

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#### **Carbeck (contact: Kelli Gabel, x128)**

#### **Update**

- All of the Carbeck silent auction items have been shipped.
- We contacted new fire academies and sent out CD's to California, Texas and Georgia.

#### **Goals for the Week**

- Work on a human interest story sidebar the December Carbeck article.
- Following-up with fire academies who have received the fire CD.
- Prepare the Carbeck draft 2004 planning agenda.

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#### **BCMC (contact: Jill Zimmerman x122, Peggy Pichette x123 & Carren Koebke x121)**

#### **Update**

- We have finalized the "Ideas for Next Year" list and the 2004 BCMC Checklist. Both are extremely helpful as we begin to plan our next show.

- All potential exhibitors that toured the Phoenix, AZ show floor were emailed this past week. We have already received a response from one of these companies indicating their plans to exhibit next year!
- A first draft of the Spring Promotion was created.
- A 2004 BCMC A/V 'request for proposal' was sent to potential contractors to estimate cost.
- We have reserved room blocks at both the Charlotte Hilton and Westin for our December site visit. A tour of the convention center has also been confirmed.
- A BCMC recap press release was sent to all of our media contacts.

#### ***Goals for the Week***

- Convert the BCMC Educational Session presentations for online delivery.
- Write a BCMC recap and draft text for the BCMC ad for the December issue of SBC Magazine.
- Phone exhibitors and attendees for BCMC quotes to be used in future promotions.
- Send an email to all exhibitors that have not yet returned their exhibitor evaluations. These evaluations make it possible for us to receive feedback and suggestions for future shows. If you still need to submit an evaluation, please contact Peggy at 608/310-6723 or [ppichette@qualtim.com](mailto:ppichette@qualtim.com).
- Draft the prospectus to send to all potential exhibitors in November.
- Organize the site visit meals, gather materials for the binders and calculate a prospective budget.
- Work on the 2006 convention center contract for Columbus, OH.
- Finalize all billing from the 2003 show.

#### **SBC Magazine (contact: Mindy Caldwell x129, Libby Maurer x124 & Molly Butz x141)**

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##### ***Update***

- Classified ads for the December issue must be submitted by Tuesday, November 4. Word-only classified ads begin at \$250 per column inch (approximately 40-45 words). Remember, when you place a classified ad in SBC that ad is also posted on our website at no extra charge. To reserve space, contact Mindy at 608/310-6729 or [mcaldwell@sbcmag.info](mailto:mcaldwell@sbcmag.info).
- The November issue went to the printer on October 29; it is due to be mailed on November 3.
- Staff met last week to create a preliminary promotional plan for SBC; it is now under internal review.

##### ***Goals for the Week***

- Complete legal review of the December issue by October 30. Complete the first proof and initial layout of the December for internal review by October 31.
- Assign writing tasks for staff and contributors for the January/February issue.
- Route the 2004 editorial proofing schedule for approval by the end of the week.
- Complete an article-tracking spreadsheet and begin assigning long-term projects to staff.
- Unpack the SBC items that came back from BCMC.
- Review BCMC photos from Choice Photography and begin preparing for a CD mailing to exhibitors.
- Create a flyer promoting the 5% prepayment discount for advertisers, the contract sweepstakes and the first-time discount; send it out by the end of the week.
- Route a draft of SBC survey questions to staff for internal review.

#### **Legislative (contact: Kelli Gabel x128)**

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##### ***Update***

- An October Legislative Update has been sent to the membership.

##### ***Goals for the Week***

- Monitor state and federal legislative policies.
- Prepare the Legislative Committee draft 2004 planning agenda.

#### **Website/Online Education/Information Tech. (contact: Hien Khuu x137, Barb Speer x145 & Rachel Smith x117)**

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##### ***Update***

- The Confined Spaces and Recordkeeping slide decks have been completed for the Safety Manual Program. This week we are working to finish five checklists and four more courses. Our goal is to convert all of these to TKO courses and finish them by the end of the year.
- We are in the process of moving all of our WTCA websites to a new hosting center here in Madison.

### ***Goals for the Week***

- Develop TTT Level III online content to have this project completed by December 31.
- Work on the chapter website engine.
- Finalize the resume posting and job posting phases of the Workforce Development Portal.
- Start on a TTT recertification page.
- Work on the next edition of Industry News.
- Clean up all of the data and create statistics for BCMC 2003.
- Start WTCA website updates to the Education and Technical menus.
- Send a promotion on Truss Manufacturing Online (TMO), a TKO course that was previously called “New Hire.” This course is a great introduction for those new to the truss industry.

### **Executive Committee**

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#### ***Update***

- The Executive Committee teleconference took place on Wednesday, October 29.
- The committee discussed several matters, including financials through September, priorities and planning for 2004, Canadian House Fire Test Program, progress on the TPI publications agreement and preparations for the upcoming TPI Board meeting.

#### ***Goals for the Week***

- Create planning agendas for each committee for discussion purposes as they plan projects for 2004. Each committee chair will determine how best to get input from his committee on the important issues to address in the coming year.



#### **TPI/WTCA “Talking Points on BCSI 1-03”**

In March 1998, TPI held a focus group session with truss installers and framers to understand temporary bracing from the perspective of those that actually have to implement bracing techniques. The conclusion coming out of this focus group was that “truss installers need a more simplified presentation to better understand temporary bracing.”

WTCA Executive Committee and TPI Board of Directors approved the following motion:

“We agreed our industry is best served if we have a single set of documents that serve as our fundamental information base when dealing with the proper specification, storing, loading, handling, installing and bracing of metal plate connected wood trusses. We agreed that our desire is to have common publications available to the industry, to replace the various publications with different appearances or wording serving the same objectives.”

The result of this motion is BCSI 1-03.

BCSI 1-03 will include a series of individual documents called the “B Series” documents as follows:

- BCSI-B1 Guide for Handling, Installing and Bracing of Metal Plate Connected Wood Trusses
- BCSI B1 and its Summary Version are intended for Component Manufacturers that desire to provide to truss installers a direct replacement of HIB-91 summary sheet. Like the WTCA Job Site Warning Poster, this is designed to accommodate providing your truss placement diagram on the back.

For those Component Manufacturers that desire to provide more detailed information for the truss installers they serve, the following individual summary sheets should be considered (in addition to BCSI-B1):

- BCSI-B2 Truss Installation and Temporary Bracing

- BCSI-B3 Web Member Permanent Bracing/Web Reinforcement
- BCSI-B4 Construction Loading
- BCSI-B5 Truss Damage, Jobsite Modification and Installation

All these documents will be found in the WTCA/TPI Job Site Safety Package, which is an economical package consisting of these 5 key WTCA/TPI products in a re-sealable plastic bag.

The following B-series documents were specifically created for special conditions that may be encountered during the truss installation and bracing process:

- BCSI-B6 Gable End Bracing
- BCSI-B7 Temporary and Permanent Bracing for Parallel Chord Trusses
- BCSI-B8 Toe-Nailing for Uplift Reactions
- BCSI-B9 Multi-Ply Girders
- BCSI-B10 Post Frame Truss Installation and Bracing
- BCSI-B11 Fall Protection and Wood Trusses

WTCA/TPI can help you tailor the contents of the Job Site Safety Package to meet your company's individual requirements. This can include several and/or all of the BCSI B-series documents and any WTCA Truss Technology in Building series documents, such as "How to Read a Truss Design Drawing," which would also be useful for truss installers to understand.



# Weekly Board Report

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November 7, 2003

## Introduction

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When you look through SBC Magazine, the first thing you probably notice is the pictures! Well now is your chance to contribute to our industry's publication! SBC has announced its second photo contest. The focus of this one is Truss Bracing. If you already have photos of braced trusses or if you take your camera to the jobsite tomorrow, send us your digital photos and you may win the grand prize of \$100 for best submission!

### To enter please read these instructions:

All submissions must be high-resolution jpeg images (minimum 900 x 1200, or 3" x 4" at 300 dpi). They must contain your name, company, phone number and a brief description of the photo. Please send your entries to [photos@sbcmag.info](mailto:photos@sbcmag.info) by **Thursday, November 20, 2003**. If you have any questions, please contact Mindy at 608/310-6729 or [mcaldwell@qualtim.com](mailto:mcaldwell@qualtim.com).

## Membership & Chapters (contact: Anna Stamm x119, Stan Sias x135 & Carren Koebke x121)

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### Update

- As featured in the *Human Faces* article of the November issue of SBC Magazine, the point load charts approved by the North Carolina Dept of Insurance are available and posted on the chapter's website: [www.wtcnc.com](http://www.wtcnc.com). This new chapter web site is under construction, with updates being made on a weekly, and sometimes daily, basis.
- Idaho Truss & Component Co. presented a TTW to building officials on Wednesday, November 5. The live TTW featured a presentation on Truss Repair and included a "teaser" for Storage, Handling, Installation and Bracing of Metal Plate Connected Wood Trusses (SHIB).
- The political action committee (PAC) of the NJ HBA compiled a list of "pro-housing candidates" for Tuesday's election. This information was reviewed and forwarded to our members in the state.
- A chapter development package has been shipped to Indiana to help re-energize the WTCA-IN. Staff will be assisting with setting up a meeting for the Indiana Chapter in January 2004.
- Chapter Focus and the Teleconference Agenda were distributed. The main topic of both was the new BCSI 1-03.
- To announce the new members joining in conjunction with BCMC, many chapters were sent emails notifying them of the new WTCA members in their areas. The new national member in Wisconsin has already been contacted by Dale Vinson, the Wisconsin Truss Manufacturers Association (WTCA Chapter) President, and will be attending the chapter meeting on November 13.
- Another truss manufacturer joined WTCA on November 7.

### Goals for the Week

- Continue to plan the February Open Quarterly Meeting in San Diego.
- Write Chapter Corner and the Chapter Spotlight article for the December issue of SBC Magazine.
- Send new member notification emails to the affected chapters.
- Process the latest batch of new member applications.
- Confirm the location and speakers for the November 20 Michigan Chapter meeting in Lansing.
- Prepare and ship the remaining materials and handouts for the November 11 Risk Management & Liability Avoidance Seminar.
- Conduct follow up calls for the November 11 Risk Seminar and Mid Atlantic Chapter meeting.

## Publications and Accounting (contact: Linda Alfonsi x126 & Mike Younglove x114)

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### Update

- During the week of October 27, we invoiced and shipped 58 WTCA orders and 3 TPI orders. Of those WTCA orders shipped, 711 BCSI booklets were invoiced and shipped within the week. That brings our total count to 1,870 since its inception!
- All members of the BCSI Review Committee have now been shipped a complimentary copy of the new BCSI booklet.

- Purchasers of WTCA size C or D folded Warning Posters were contacted last week so we could determine which size to continue printing.

### ***Goals for the Week***

- Continue to work on a BCSI press release.
- Finish the BCSI B-1 Summary Sheet and get it to the printer by early the week of November 10.
- Get reprints underway for four TTBs and the *Framing the American Dream* documents.
- Coordinate another assembly of WTCA Jobsite packets.
- Field BCSI calls; we are recording questions for a future BCSI Fact Sheet or FAQ.

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### **Technical (contact: Ryan Dexter x144, Tony Piek x113, Rachel Smith x127 Stan Sias x135 & Richard Zimmermann x143)**

#### ***Update***

- A 'Frequently Asked Questions' brochure on the new QC program has been created and will be shipped along with the **In Plant WTCA QC 4.1** update. The FAQ will also be available on the WTCA website and by request. If you would like a copy, please contact Tony at 608/310-6713 or [tpiek@qualtim.com](mailto:tpiek@qualtim.com).
- Staff participated in a TPI TAC meeting November 5 in Chicago
- We sent a spreadsheet containing names of Building Official contacts in WTCA's database to TPI TAC and WTCA's Engineering & Technology Committee. We want to create a list of building code official contacts nationwide who will be beneficial to our industry regarding code-related issues. We will be sending periodic updates to this group, and will use them as resources in dealing with code questions. If you would like a copy of the spreadsheet to review for accuracy and completeness based on your immediate geographic area or industry expertise, please call Barb at 608/310-6745 or email [bspeer@qualtim.com](mailto:bspeer@qualtim.com).

### ***Goals for the Week***

- Finalize the **In-Plant WTCA QC 4.1** program update and perform software tests. We are also working on a manual errata document and cover letter to accompany the software update.
- Finalize the Pocket PC manual.
- Perform a data file review for Richco Structures.
- Continue to work on sealed placement plan issues in Washington and Hawaii and residential sealed truss design drawings Arkansas.
- Follow up with companies who have contacted us about marketing their WTCA certifications.

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### **Carbeck (contact: Kelli Gabel, x128)**

#### ***Update***

- Staff finished a human interest story to sidebar the December Carbeck article.
- We are assisting the WTCA-Northeast Chapter in compiling information on fire officials in the states of CT, MA, ME and RI in addition to its existing information on NH and VT.

### ***Goals for the Week***

- Continue to make follow-up calls to fire academies that were sent a Carbeck CD and brochure in Illinois, Arizona and Arkansas.

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### **BCMC (contact: Jill Zimmerman x122, Peggy Pichette x123 & Carren Koebke x121)**

#### ***Update***

- A BCMC Future Sites conference call has been scheduled for Wednesday, November 12.
- The addenda for the Charlotte Westin and Hilton have been finalized.
- Exhibitors were sent an email invitation to attend the Committee site visit in Charlotte, NC on December 11. If you are interested, please contact Peg at 608/310-6723.
- We have contacted Tim Rouch of Gang-Nail Truss Company of Visalia to inquire if he is willing to serve as 2004 BCMC Golf Chair.
- The BCMC recap for the December issue of SBC Magazine is written as well as the text for the December ad.
- Exhibitor evaluations have been emailed to all exhibitors who have not submitted one yet; the data from the evaluations we have received has been entered.
- All vendor invoices have now been finalized.

- The final attendee list was emailed to all exhibitors. Final statistics included 1433 individual attendees (not including exhibitors), with 1364 component manufacturers in attendance.
- The BCMC photos taken by Choice Photography have been sorted and CDs will be burned and shipped to all exhibitors the week of November 17.

#### ***Goals for the Week***

- Finalize the session recording to be posted for sale on [www.bcmshow.com](http://www.bcmshow.com).
- Continue to work on site visit tasks for December's visit to Charlotte, NC.
- Gather statistics from the 2003 BCMC Show and compile data from the evaluations that were collected.
- Draft the prospectus.
- Obtain quotes from exhibitors and attendees for 2004 promotions.
- Enter potential exhibitors into the Exhibitor Promotion mailing list. This will ensure they receive all BCMC information and advertisements.
- Schedule a conference call with Jim Pruitt of George E. Fern and the vendor that will supply us electricity and compressed air in Charlotte.

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#### **SBC Magazine (contact: Mindy Caldwell x129, Libby Maurer x124 & Molly Butz x141)**

#### ***Update***

- The November issue mailed this week. The theme of the issue is Quality, and it features articles such as: "What we Mean by 'Quality'" and "What is Your Strategy for Tackling In-Plant Quality."
- A submission on WTCA's Technical Assessment Test Online (TATO) was sent to the Florida Building Material Association's (FBMA) *BluePrint* publication.
- Two SBC promotions have been sent in the last week. One was to remind 2003 advertisers about the contract sweepstakes and prepayment discount. The second was emailed to potential advertisers to let them know about the first-timer discount. If you would like more information about either of these promotions, please contact Peggy at 608/310-6723.

#### ***Goals for the Week***

- Finish the initial layout of the December issue and route it for internal review by the end of the week.
- Post SBC survey questions on the website and encourage online participation before Thanksgiving.
- Progress on the January/February text. The deadline for submissions is November 17.
- Send out media kits to 2003 advertisers that did not attend the show.
- Make follow up calls to those that requested a media kit for 2004.

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#### **Legislative (contact: Kelli Gabel x128)**

#### ***Update***

- The Coalition for Fair Lumber Imports has offered a proposal to Canadian officials. The offer would grant Canada access to 30.5% of the U.S. annual market, down from 32.5% in the July proposal. After Canada passes that annual threshold, the Coalition proposes that Canadian producers pay a fee of \$225 U.S. per thousand board feet.
- The Legislative planning agenda for 2004 has been completed.

#### ***Goals for the Week***

- Monitor legislative issues and send out updates out to members on key issues..

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#### **Website/Online Education/Information Tech. (contact: Hien Khuu x137, Barb Speer x145 & Rachel Smith x117)**

#### ***Update***

- Participation in TTT Online Levels 1 & 2 continues to be strong. We have 118 companies with a corporate subscription to Level I and 57 in Level II. There are 1350 students enrolled in Level I and 292 students in Level II.
- Five new TKO Safety Slide Decks have been created in the last week. They include: Workplace Violence, Powered Industrial Forklifts, Personal Protective Equipment, Ergonomics and Saw Safety. In addition, several safety checklists were also created.
- The template for the WTCNC Chapter website was completed this week.

#### ***Goals for the Week***

- Continue working on TTT Level III online content development. The sections are in varying stages of completion, and the overall project is approximately 50% completed.



- Design four more Safety Slide Decks and finish their accompanying checklists.
- Continue work on the Workforce Development Portal.
- Continue to make enhancements to our web site to improve the user friendliness of our site.
- Send flyers to all current TTT Online registered companies to urge them to renew and/or order Level II before the end of the year to receive 2003 pricing. The cost for TTT Online courses will increase by 10% in next year.
- Send out a flyer marketing Live TTT classes.
- Complete a promotion on pricing for all Truss Knowledge Online (TKO) offerings – **Renew** your annual subscription or **Add** a Subscription for any TKO product before December 31, 2003, and receive two months free! This promotion will go out on Monday, November 10.
- Provide requested materials for upcoming TTWs in Florida.
- Continue administrative support on the TTT Certification Exam process and TKO customer service.

## **Executive Committee**

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### *Update*

- We have drafted planning agendas for the majority of WTCA committees and sent to committee chairs.

### *Goals for the Week*

- Finish drafting the Membership Committee Planning Agenda.
- Follow up with committee chairs to schedule planning meetings or teleconferences before the end of the year.
- Continue with tasks in preparation for the TPI Board Meeting in early December.



# Weekly Board Report

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November 14, 2003

## Introduction

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Were you unable to attend the educational sessions at this year's BCMC show in Phoenix, Arizona? Now is your chance to discover what you missed! The BCMC sessions will be available for purchase on the web early in the week of November 17. The audio tracks and accompanying slides of the two general sessions and the nine segments of the three breakout tracks can be found at [www.bcmcshow.com](http://www.bcmcshow.com). These use our Truss Knowledge Online (TKO) system that allows you to feel like you are in the actual session as it is being presented. If you have any questions or if you would like more information about these in-depth presentations on important component industry topics, please contact Carren at 608/310-6721 or [ckoebke@qualtim.com](mailto:ckoebke@qualtim.com).

### General Sessions - \$15 ea. Members or \$30 ea. Non-Members

- **Keynote Presentation:** "Making the Customer Connection: Determining What They Want and How to Provide it" by Dave Seiders. (Audio only.)
- **Economic Forecast:** "Economic Facts to Plan Your Future on" by Stanley F. Duobinis, PH.D. (TKO system.)

### Breakout Sessions - \$25 ea. Members or \$50 ea. Non-Members

- **Track 1: Seize Your Opportunity with Wall Panels** "Breaking into the Wall Panel Market: A Framers' Story by Randy Johansen; "Nuts and Bolts of Daily Wall Panel Management" by Casey Carey; and "Selling Wall Panels: Managing the Customer and the Process" by Scott Stevens. (TKO system.)
- **Track 2: People-Your Most Valuable Resource** "Hiring Your Most Valuable Resource" by John Herring; "Training Your Most Valuable Resource" by Dan Dollar; and "Preserving Your Most Valuable Resource" by Abner Yoder. (TKO system.)
- **Track 3: Safeguarding your Assets** "Managing Your Insurance Broker" by Bob Bruns and Tom Carroll; "Emergency Protocol" by Rebecca Harrison; and "Implementing and Maintaining a Safety Program" by Rip Rogers. (TKO system.)

The 2002 BCMC sessions from Columbus, Ohio are also available online.

## Membership & Chapters (contact: Anna Stamm x119, Stan Sias x135 & Carren Koebke x121)

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### Update

- Planning for the 2004 Regional Workshop & Conferences is in full swing. Staff met to develop an action plan, and flyers to include in the Annual Report mailing should be completed next week.
- The Chapter Teleconference was conducted on Wednesday, November 12. The topic was BCSI 1-03, and turnout was excellent. If you were unable to attend but would like a copy of the meeting minutes when they are available, contact Anna at [astamm@qualtim.com](mailto:astamm@qualtim.com).
- The Risk Management & Liability Avoidance Seminar sponsored by the Mid Atlantic Chapter was conducted on Tuesday, November 11, and the subsequent chapter meeting was administered.
- Since there is still confusion in the marketplace on the new FBPE rule 61G15-31.003, *Design of Structures Utilizing Prefabricated Wood Trusses*, further information was distributed to Florida manufacturers on the difference between "truss design engineers" and "truss system engineers." This directly followed the posting of several questions to the BOAF internet discussion group by Rob Harrell of the City of Port Orange.
- The plant manager of a WTCA member in the north contacted us because he wanted to help one of his plant workers find a new job in the south. The manager said that his employee wanted to move south to be near his daughter, and the member wanted to do whatever he could to help. We sent a note to members in selected states, and received several excellent leads we could pass along. The member wrote: "I want to share the smile on [my employee's] face with you. It's people like you in this industry that make it so wonderful to work in. Thanks again for your help." WTCA is happy to assist specific members in situations like this where the employer has requested assistance in helping an employee find a new job. Please note, however, that our policy for posting resumes of the employees of WTCA members is to make sure that the employee has notified the employer member of their job search. If not and they do not wish to inform their member employer, we will not post the resume.

### ***Goals for the Week***

- Research specific hotels for the 2004 Regional Workshop & Conferences to be held February 6 in Las Vegas and March 26 in New Orleans.
- Conduct the monthly Chapter Teleconference.
- Finalize arrangements and speakers for the Michigan Chapter meeting on November 20 and distribute the updated announcement.
- Continue work on the December meetings for the North Carolina and Greater Chicago Area Chapters.
- Submit January Chapter meeting dates for the WTCA and SBC calendars.
- Finalize and submit Chapter Corner and the Chapter Spotlight article for the December issue of SBC Magazine.

### **Publications and Accounting (contact: Linda Alfonsi x126 & Mike Younglove x114)**

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#### ***Update***

- Last week we had an unprecedented 71 WTCA orders and 3 TPI orders. Of the WTCA orders filled, a total of 531 BCSI 1-03 booklets and 700 Jobsite packets were invoiced and shipped. Since its introduction six weeks ago, we have shipped 2,639 BCSI booklets!
- The TTB “How to Read a Truss Placement Plan” has been updated and renamed “How to Read a Truss Placement Diagram.” The new WTCA product code is TTBPlace-D.
- The South Florida Truss & Component Association has posted the “page turning” graphic promoting BCSI (<http://www.sfwtca.com/>). This graphic is also found on WTCA’s home page (<http://www.woodtruss.com/index.php>).

### ***Goals for the Week***

- Install a second UPS work station to assist in shipping the increased volume of WTCA orders.
- Proof the final draft of the 11x17 B1 Summary sheet. Schedule printing by the end of the week.
- Submit TTB reprints to our outside printer.
- Replenish our stock of TTBS and send WTCA Jobsite packet contents for offsite assembly.
- Work on drafts of the remaining (B2-B11) BCSI B Series Summary Sheets.

### **Technical (contact: Ryan Dexter x144, Tony Piek x113, Rachel Smith x127 Stan Sias x135 & Richard Zimmermann x143)**

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#### ***Update***

- Staff performed the QC data file review for Richco Structures, WI.
- An ANSI/TPI 1-2002 introductory article was written for SBC titled, “C<sub>q</sub>...What Does It Mean To You?”
- We were contacted by Johnson County, KS requesting Truss Technology Workshops for 2004. We will work with local members and the Missouri chapter on this.

### ***Goals for the Week***

- Research and establish position statements on specific sealed Truss Placement Diagram issues in Washington and Hawaii.
- Provide ongoing support to members and the design community regarding fire rated truss assemblies and sprinkler systems and trusses.
- Research building code issues and provide member support for Minnesota, Nevada and Florida.
- Investigate residential sealed Truss Design Drawing issues and provide member support in Arkansas.
- Ship the **In-Plant WTCA QC 4.1** update to the 59 companies that have purchased the **QC 4.0** program.
- Finalize the Pocket PC software and manual.
- Develop a draft of the Joint Talking Points on the ½" tolerance Tooth Count Method (TCM) plating methodology for clarification of ANSI/TPI 1-2002 Section A3.2.
- Design a one-page visual explanation of the C<sub>q</sub> factor, the tolerance polygon changes and the defect circle changes using as little verbiage as possible.
- Update the Multi-Ply Girder TTB to incorporate the TPI TAC interpretation of ANSI/TPI 1-2002 Section 7.4.5.5.
- Work on plating, design/lumber and QC issues stemming from the ANSI/TPI 1-2002 implementation.
- Continue work with TPI and AF&PA to challenge the IBC Structural Committee denial of the Attic Load Code Change Proposal. We need to submit our comments by the January 14 deadline. Public hearings for consideration of the final action agenda will be May 17-20, 2004.
- Draft a new TTB document to act as a guide for jobsite decisions regarding on-site adjustments to the spacing of trusses when they need to be moved.

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**Carbeck (contact: Kelli Gabel, x128)**

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**Update**

- We received fire CD requests from three fire departments in FL, WI and IL. CDs and sample Facts on Fire brochures have been sent to all. Each is interested in plant tours.

**Goals for the Week**

- Finish the January/February SBC article on CSCI.
- Continue assisting the WTCA-Northeast Chapter in compiling additional information on fire officials in the states of Connecticut, Massachusetts, Maine and Rhode Island; they have existing information on New Hampshire and Vermont.
- Get in contact with the Tice Fire Protection & Rescue Services District in Ft. Myers, Florida regarding a possible component plant tour.

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**BCMC (contact: Jill Zimmerman x122, Peggy Pichette x123 & Carren Koebke x121)**

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**Update**

- A BCMC Future Sites conference call was held on Wednesday, November 12. We discussed possible sites for future BCMC Shows out West and the status of contracts.
- The BCMC session and attendee evaluations have been finalized. We are compiling the data for review.
- All exhibitors were emailed an invitation to the Charlotte, NC site visit meeting on December 11.

**Goals for the Week**

- Continue to finalize the details of the December site visit to Charlotte, NC.
- Draft the minutes of the BCMC Future Sites conference call and follow up on tasks discussed.
- Prepare for the BCMC/SBC 2004 planning conference call and create a combined advertising plan.
- Begin to work on the 2004 BCMC budget.
- Analyze the exhibit space sold this year to project sales for next year.

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**SBC Magazine (contact: Mindy Caldwell x129, Libby Maurer x124 & Molly Butz x141)**

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**Update**

- The text submissions for the January/February issue are due on Monday, November 17.
- Staff finalized the house ads for the December issue.
- As of Tuesday, November 11, the initial layout of the December issue was finalized and approved internally.
- Flyers promoting the contract sweepstakes, first-timer and prepayment discounts were emailed to prospective advertisers. If you would like more information about these discounts, please contact Peg at 608/310-6723.

**Goals for the Week**

- Work on writing assignments for the January/February issue of SBC and edit the text as it is received from authors.
- Send the final proof of the December issue for internal approval on Friday, November 14. Files are due to the printer on Monday, November 17.
- Make follow-up calls on the media kit mailing to the 2003 advertisers.
- Create first draft of an SBC Reader Survey online.

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**Legislative (contact: Kelli Gabel x128)**

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**Update**

- Information pertaining to Section 201 was distributed. The World Trade Organization (WTO) Appellate Body ruled that the U.S. steel tariffs violate the WTO Safeguards agreement. For more information on Section 201, please contact Kelli at [kgabel@qualtim.com](mailto:kgabel@qualtim.com).
- We sent a Legislative Update regarding a counterproposal from Ottawa to settle the Canada-U.S. softwood lumber dispute.

**Goals for the Week**

- Work on a November Legislative Update.
- Monitor State and Federal legislation and rules as they are developed and in process.

*Update*

- Most of the new TTT Level III Online content has been developed and the sections are in the final stages of scripting. We are still on target to release the program by December 31.
- TTT Online activity is picking up again. We have had many contacts from members this month to start the program.
- Charter subscribers to TTT may now sign up for a one-year corporate subscription to TTT Level II for 40% off. A corporate access package provides unlimited access to TTT Level II Online for every person in the company until December 31, 2004. If you are interested, contact Barb at 608/310-6745 or [bspeer@qualtim.com](mailto:bspeer@qualtim.com).
- A TTT marketing promotion debuted this week: "Buy Now and Get Two Months Free." If you renew or add a one-year corporate access package before December 31, you receive two months free on any of these packages: TTT Level I, TTT Level II, Truss Basics and/or Truss Manufacturing.
- Within the last week staff has sent out 13 TTT certification exams for proctoring.
- We created informational demos of our online offerings that were continuously running at BCMC so that members could see all the programs that are available. These demos have now been optimized for web viewing and will soon appear on our web sites: [www.woodtruss.com](http://www.woodtruss.com) and [www.wtcatko.com](http://www.wtcatko.com).

*Goals for the Week*

- Finish up modules for the Safety Manual and design the final packaging for the program including the "look" of the documents and the certification details.
- Design a Safety Manual Pocket PC/Database interface to enable users to utilize the program on their Pocket PCs much like the QC program.
- Continue marketing Live and online TTT classes.
- Refocus on getting AIA approval for TTWs online.
- Assist members with TKO questions.

**Executive Committee**

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*Update*

- An Executive Committee teleconference is scheduled for Friday, November 21.
- We sent out an email to the Engineering & Technology Committee soliciting dates for a teleconference prior to year-end. A Legislative teleconference is scheduled for December 12, and other committee meetings will be scheduled as well.

*Goals for the Week*

- Create agenda and finalize previous meeting minutes for the Executive Committee teleconference on November 21.
- Finalize the draft planning agenda for the Membership Committee.
- Begin preliminary budgeting work for 2004.



# Weekly Board Report

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November 21, 2003

## Introduction

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*We wish each and every one of you a wonderful Thanksgiving, full of family, friends and relaxation!*

There will be no Weekly Board Report the week of November 24 due to the holiday, but it will resume the first week of December. In addition, we will not have our regular UPS parcel pick-up on Thursday and Friday, so any publication orders placed after Wednesday will not ship until the following Monday unless other arrangements are made.

## Membership & Chapters (contact: Anna Stamm x119, Stan Sias x135 & Carren Koebke x121)

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### Update

- Hotels have been selected for the 2004 Regional Workshop & Conferences in Las Vegas and New Orleans! The flyers for attendees and sponsors are still in the draft stage but will be completed and sent in the Annual Report mailing next week. Mark your calendar for February 6 in Las Vegas (with golf on Saturday, February 7) and March 26 in New Orleans.
- On Friday, three more component manufacturers joined WTCA. One signed up for TTT Levels I & II Online, and the other two both joined their local chapters.
- To help resolve confusion on IBC/IRC attic loads, this month's Chapter Focus is on the history of attic load provisions and the code change proposals that have been submitted.
- The Michigan Chapter meeting was administered this week. The guest speaker was Henry Green, head of the new MI Bureau of Construction Codes & Fire Safety, and the chapter provided copies of the new BCSI 1-03 booklet to everyone attending the meeting.

### Goals for the Week

- Continue making arrangements for the 2004 Regional Workshop & Conferences in Las Vegas (February 6) and New Orleans (March 6).
- Update the WTCA Board and Committee listings in the Membership Directory; send the document to printer for assembly into binders.
- Ship introductory packages to our recent new members.
- Finalize and send the announcements for North Carolina and Greater Chicago Area December chapter meetings.
- Draft and send the November issue of Chapter Focus.

## Publications and Accounting (contact: Linda Alfonsi x126 & Mike Younglove x114)

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### Update

- We shipped 52 WTCA and 2 TPI orders during the week of November 10.
- Offsite Jobsite Packet assembly is scheduled to take place early next week; once they are delivered we will fill all backorders.
- Phelps & Son's custom tag order will be shipped this week.
- We have reviewed all the feedback we have received from the new Online Purchasing System. We will be reviewing specific suggestions to put into our development plans for 2004.

### Goals for the Week

- Send the BCSI B1 11x17 Warning Poster to the printer and finish the first draft of BCSI B3 (Permanent Bracing).
- Schedule assembly of a custom Jobsite Package order for Truss Specialists.
- Stock all TTB reprints as they are received from the printer and fill all backorders.
- Transfer additional BCSI booklets from warehouse storage.

- Finalize the BCSI press release and send it to all media contacts.
- Create a newer, streamlined publications online survey that combines questions and comments into a single screen.

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**Technical (contact: Ryan Dexter x144, Tony Piek x113, Rachel Smith x127 Stan Sias x135 & Richard Zimmermann x143)**

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*Update*

- Last week **QC 4.1** updates were sent to all **QC 4.0** purchasers. As of November 18, we have shipped 64 **WTCA In-Plant QC 4.1** programs.
- The Pocket PC QC software was finalized. Information about ordering this software will go out on November 24.
- A conference call was held with members of the developing Minnesota chapter to discuss attic loads and other issues.
- We continue to progress on TTT Level III online.
- WTCA wrote a letter to The Wood Task Group (WTG), a sub-committee of the Structural Engineers Association of Washington (SEAW) Earthquake Engineering Committee in response to an article by Lee Engen on the topic of “Pre-Engineered Wood Trusses,” on the subject of design responsibilities. Mr. Engen wrote, “I appreciated reading the attached article from...WTCA. I would strongly endorse participation by...representatives of WTCA in the wood task group. The WTCA has many members with vast experience and with SEAW much could be done to further educate the building community on the subject of wood trusses.”

*Goals for the Week*

- Perform data file reviews for Cascade Eldridge, Stark Renssalaer, Stark Washington Courthouse, UBC Mackville and Stark Canton.
- Finish writing the Pocket PC manual and instructions. Send it to the two companies that have already purchased it.
- Provide ongoing support to members and the design community regarding fire-rated truss assemblies and sprinkler systems/truss issues.
- Offer ongoing support regarding load and code issues in discussions with TPI TAC.
- Continue to research and establish positions on sealed Truss Placement Diagram issues in Washington and Hawaii, building code issues in Minnesota, Nevada and Florida, and residential sealed Truss Design Drawing issues in Arkansas.
- Draft an FAQ Brittle Flooring recommendation for component manufacturers.
- Talk with John Tawresey, S.E., past president of Structural Engineering Institute (SEI) regarding his editorial in the November 2003 STRUCTURE Magazine on how WTCA and TPI can simplify the building codes.
- Revise and submit an ‘Attic Loading’ recommendation to AF&PA/NCSEA/TPI TAC regarding bottom cord dead load.
- Organize a BCSI TTW Outline.
- Continue to write Joint Talking Points on the Tooth Count Method plating methodology for clarification of ANSI/TPI 1-2002 Section A3.2.

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**Carbeck (contact: Kelli Gabel, x128)**

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*Update*

- A Carbeck CD was sent to a building official in Medford, NJ.
- The Carbeck article for the January/February edition of SBC has been submitted.

*Goals for the Week*

- Contact Lt. Joe Possey of the Reynoldsburg, OH Fire Department about providing him information for an Operations Manual they are creating on fire operations in truss construction occupancies; discuss plant tours with him.
- Continue aiding the WTCA-Northeast Chapter in compiling additional information on fire officials in the states of Connecticut, Massachusetts, Maine and Rhode Island; they have existing information on New Hampshire and Vermont.
- Contact the Tice Fire Protection & Rescue Services District regarding a possible component plant tour.

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**BCMC (contact: Jill Zimmerman x122, Peggy Pichette x123 & Carren Koebke x121)**

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*Update*

- The rooming lists for the BCMC 2004 site visit were submitted to the Charlotte Westin and Hilton.
- Selections for the site visit Concession Stand lunch were submitted to the Charlotte Convention Center.
- Minutes from the Future Sites conference call were drafted and sent for review.
- We have already sold several online editions of the 2003 BCMC Sessions. If you are interested in purchasing the BCMC Sessions, please visit the website, [www.bcmshow.com](http://www.bcmshow.com), or you contact Carren at [ckoebke@qaltim.com](mailto:ckoebke@qaltim.com).

### ***Goals for the Week***

- Compile and analyze the attendee stats from BCMC 2003.
- Explore kick-off speaker options for BCMC 2004.
- Work through site selection for 2006 and send the issue to the Committee to vote.
- Change the Columbus 2007 contracts and work on contract negotiation with the Convention Center.
- Continue to plan the site visit on December 11 in Charlotte, NC. Assemble the meeting binders and ship them by December 1.
- Compare several A/V contract proposals for BCMC 2004.

### **SBC Magazine (contact: Mindy Caldwell x129, Libby Maurer x124 & Molly Butz x141)**

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#### ***Update***

- The December SBC files were sent to the printer on Monday, November 17 after internal approval.
- We broke a record for the largest December issue ever, at 100 pages!
- We had an SBC/BCMC sales meeting with staff and we have some very good ideas to support our advertisers and exhibitors. We have developed a framework and goals for 2004.
- Did you know we have a great online resource to help you hook up with an SBC Magazine advertiser? Look at [www.sbcmag.info/ouradvertisersindex.htm](http://www.sbcmag.info/ouradvertisersindex.htm) - each advertiser is listed there, and you can click on the More Info link next to each advertiser to go to their custom page on our web site. And please remember to let your advertisers know you appreciate their great support of our industry!

### ***Goals for the Week***

- Review the SBC Reader Online Survey for grammar and punctuation by Friday.
- Complete all writing assignments for the January/February issue, compile the text in Word format and then distribute it for review.
- Ship gifts to gold advertisers who did not attend the BCMC show.
- Prepare and send the photo mailing to BCMC exhibitors.
- Process the 2004 advertising contracts received thus far. The deadline for eligibility for the contract sweepstakes and first-timer discount is Monday, December 1.
- Set up the SBC filing system for 2004.
- Work on ad designs for the January/February issue.
- Write the next edition of Industry News and post it to the SBC web site.

### **Legislative (contact: Kelli Gabel x128)**

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#### ***Update***

- An update on the softwood lumber dispute was emailed regarding the Coalition for Fair Lumber Imports Proposal (CFLI) and the Canadian Response.
- A letter was sent on behalf of the U.S. Value-Added Wood Products Alliance (VWPA) to the Department of Commerce (DOC) Secretary Jochum regarding representation on market development on the "North American Industry Fund" that was created within this negotiation process.

### ***Goals for the Week***

- Work on the November Legislative update to be sent out next week.

### **Website/Online Education/Information Tech. (contact: Hien Khuu x137, Barb Speer x145 & Rachel Smith x117)**

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#### ***Update***

- Staff has finished the renewal process for corporate access for TTT online programs.
- The committee pages on WTCA's web site now pull directly from our database, so if we make any changes to the committee members, they will instantly appear online.
- A feature article about the Safety Manual was submitted to SBC Magazine for the January/February issue.
- Most of the TTT Level III online content is in its final stages of scripting. The release date of December 31 should be met.
- The West Florida Chapter put on a successful TTW on Connectors and Tie-Downs for about 40 local building officials.
- The South Florida Chapter requested a copy of the web site flash presentation of the BCSI booklet with turning pages that is displayed on the WTCA home page. The necessary code was emailed to Bob Becht, and the BCSI booklet now appears at [www.sfwtea.com](http://www.sfwtea.com) too.



### ***Goals for the Week***

- Finish the job posting phase of the Workforce Development Portal.
- Work on the TATO preview and link it to the questions on the results page.
- Turn the final employee safety information into TKO modules for the Safety Manual.
- Submit names of Florida TTW attendees to the Florida Licensing Board for CEU credits.
- Administer TTT certification exams; there are currently 20 exams outstanding to be taken.
- Provide TKO customer service.
- Submit the online TTWs to AIA for recognition as continuing education credits.

### **Executive Committee**

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#### ***Update***

- We continue our work on planning for 2004.
- An Executive Committee teleconference took place on Friday, November 21. Topics discussed included:
  - Financials – WTCA’s financial condition is very solid and we strong positive budget variance on WTCA activities overall.
  - Possible additional at-large seats to WTCA’s Board of Directors.
  - A Canadian House Fire Test Program (Initiated by Canada’s Institute for Research in Construction/IRC, which is part of Canada’s National Research Council/NRC). We are watching this project closely.
  - Final draft of the joint publications agreement with TPI to be discussed at the upcoming TPI Board meeting the first week in December.
  - Strategic planning issues for WTCA and its future.
  - WTCA’s relationship with the Canadian Wood Truss Association.

#### ***Goals for the Week***

- Finalize committee planning teleconferences and agendas.



# Weekly Board Report

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December 5, 2003

## Introduction

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Have you received your copy of the 2003 WTCA Annual Report yet? Last week, staff stuffed and mailed 1,220 copies to our membership – 1,020 component manufacturer member locations and 200 primary locations of associate members. Your copy should arrive this week!

The theme of this year's Annual Report is "Growing the Industry Through Education" and the sections highlight: Online Education & Resources, Publications & Technical Information, Industry Ventures & Cooperative Work, and Membership, Chapters & Support. Please take a few moments to review all of the work that has been accomplished this year, and give yourself a big **"thank you."** Without you, WTCA would not exist and the programs we create would never meet the needs of all component manufacturers. It is only through a strong and active membership that our association is able to provide support services that suit component manufacturers and also take on the global industry issues that affect all component manufacturers. What a great way to celebrate WTCA's 20<sup>th</sup> anniversary!

If you would like additional copies of the 2003 Annual Report or more information on any of the products and services described, please contact Anna at 608/310-6719 or [astamm@qualtim.com](mailto:astamm@qualtim.com).

## Membership & Chapters (contact: Anna Stamm x119, Stan Sias x135, Carren Koebke x121 & Kelli Gabel x128)

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### *Update*

- The attendee flyer for the 2004 Regional Workshop & Conferences was mailed with the Annual Report during the week of Thanksgiving. The sponsorship forms will be finished and distributed next week.
- This month's Chapter Teleconference will be on transportation and permit issues. Chapters that have successfully tackled these issues were contacted to enlist their participation on the call.
- The Greater Chicago Area Chapter meeting was administered this week.
- A building official in Rogers, AR is making professional engineering demands; staff is assisting the WTCA member in the area in educating the building official on the professional engineering law in AR.
- Staff is working with a member in Missouri who was contacted by the Professional Engineering Review Board regarding a project under review, and we are researching PE laws in the state to provide guidance and addressing the appropriate issues.

### *Goals for the Week*

- Finalize the details for Regional Workshop sponsorship and complete the flyers.
- Draft and send the Chapter Teleconference Agenda for December 10.
- Finalize details for the December 10 North Carolina Chapter meeting.
- Begin planning the nine Chapter meetings that will be administered in January.
- Work on the new Chapter web sites under development.
- Finish all invoicing for November Chapter meetings.
- Finalize and mail the third quarter Chapter administration statements.
- Print and collate all necessary materials to assemble 40 new member binders.

## Publications and Accounting (contact: Linda Alfonsi x126, Carren Koebke x121 & Mike Younglove x114)

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### *Update*

- During the last two weeks, we shipped 80 WTCA orders, including eight **WTCA In-Plant QC 4.1** orders. Six TPI orders were also processed.
- The BCSI B1 Summary Sheet is undergoing its first print run this week.

- Our online ordering system is becoming more and more popular! We have received 84 online orders since mid October.
- We are answering calls from members and nonmembers inquiring about the replacement of TPI tags with joint WTCA/TPI tags and the conversion from the HIB-91 booklet to the BSCI 1-03 booklet. We will soon be introducing a new B1 summary sheet that will replace the HIB-91 summary sheet and the WTCA Jobsite Warning poster. Thank you for your patience during this transition period!
- Staff met with Lennar Homes' Director of Quality Assurance, Art Fagnon, who reviewed the final draft of the B1 summary sheet. He was very excited about the full color document and clear photos and diagrams to assist builders/installers working with trusses!

#### ***Goals for the Week***

- Continue filling the high volume of WTCA orders in a timely manner.
- Assemble custom Jobsite packets for Truss Specialists.
- Continue WTCA Jobsite packet assembly due to order volume.
- Draft a flyer promoting the new B1 summary sheet.

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#### **Technical (contact: Ryan Dexter x144, Tony Piek x113, Rachel Smith x127 Stan Sias x135 & Richard Zimmermann x143)**

#### ***Update***

- The BCSI B3 Summary Sheet, Web Member Permanent Bracing/Web Reinforcement, went out to the review group last week.
- As of December 2, we have shipped 69 **In-Plant WTCA QC 4.1** programs.
- Staff traveled to Parsippany, New Jersey to provide a seminar for Rutgers, and got caught in the Northeastern blizzard! Luckily, the seminar went on without a hitch!
- We are working on creating a Truss Technology Workshop covering the Building Component Safety Information (BCSI) series.
- TTT Level III Online content development continues to be on schedule for completion by year-end.
- The **QC** pages on the WTCA website were reworked to include the **QC 4.1** update and the Pocket PC information.
- Staff worked with Shelter Systems on Pocket PC beta testing.
- **QC** trainings were scheduled for Tri-County Truss, UBC Wadena and Stark Summerville.
- Brunsell Lumber in Wisconsin is now **WTCA QC** certified.
- The **QC** Pocket PC software promotion was distributed.
- Data file reviews were performed for Cascade Eldridge, Stark Renssalaer, Stark Wash. Courthouse, UBC Mackville and Stark Canton.
- **QC 4.0** data was merged into the new **QC 4.1** for six companies.

#### ***Goals for the Week***

- Send the BCSI-B2 Summary Sheet, Truss Installation and Temporary Bracing, to the review group.
- Finish the initial draft of the BCSI-B10 Summary Sheet, Post Frame Truss Installation and Bracing.
- Support members and Chapters as well as engineering professionals on issues related to fire, sprinklers, and building codes that come up weekly.
- Research the various states' PE and architect regulations as they relate to component manufacturing.
- Finalize Pocket PC manual and instructions; send Pocket PC software to companies.
- Answer **WTCA QC** customer inquiries.
- Draft and send out a BCSI press release.
- Per a request from TPI TAC, complete work on creating generic Truss Design Drawing examples based on different plate supplier samples. This will be used for bracing research purposes.
- Research the impact of upcoming changes to OmniClass and MasterFormat as they relate to component manufacturing.
- Complete the Engineering & Technology agenda and past meeting minutes in preparation for the planning teleconference.

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#### **Carbeck (contact: Kelli Gabel, x128)**

#### ***Update***

- The Reynoldsburg, OH Fire Department is creating a manual on truss construction. WTCA publications were sent along with CSCI information to Lt. Joe Posey to help with the creation.
- Camden County College in Camden, NJ has ordered the Fire Performance of Wood Trusses on CD and VHS for classroom instruction.

- NIOSH has asked us to review a paper entitled “Preventing Injuries and Deaths of Fire Fighters due to Truss System Failures.

#### ***Goals for the Week***

- Continue to contact and send out fire CDs to academies.
- Work on the NIOSH paper review.

#### **BCMC (contact: Jill Zimmerman x122, Peggy Pichette x123 & Carren Koebke x121)**

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##### ***Update***

- The site visit binder enclosures were finalized, assembled and shipped to the 20 attendees who will be gathering in Charlotte, NC on December 11.
- Exhibitors at BCMC 2003 were shipped a CD containing photographs from the show. A prospectus for 2004 was included in the package. BCMC 2004 will be held at the Charlotte, NC Convention Center from October 6-8.

##### ***Goals for the Week***

- Email/fax the prospectus to potential exhibitors.
- Review potential exhibitor leads and enter them into the database and into the Exhibitor Promotion mailing list.
- Work on BCMC future sites contracts; possibly schedule a future sites conference call.

#### **SBC Magazine (contact: Mindy Caldwell x129, Libby Maurer x124 & Molly Butz x141)**

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##### ***Update***

- The 2004 advertising contracts received thus far have been processed. The deadline for eligibility for the contract sweepstakes and the first-timer discount was Monday, December 1.
- Sales calls were made and potential advertisers were sent the information they requested.
- We updated our SBC filing system for 2004.
- The SBC Survey was implemented on the WTCA and SBC web sites.

##### ***Goals for the Week***

- Meet with SBC staff to discuss the editorial changes for 2004.
- Forecast the SBC 2004 preliminary budget plan.
- Email a promo for the SBC Survey; links were posted to the SBC and WTCA websites.
- Plan house ad needs and prepare for January/February layout.
- Send edited proofs to all internal and external writers for their approval.
- Make 5 sales calls.
- Work on the SBC flyer for the Spring Promotion.
- Draft text for the ad space reservation reminder for the March issue.
- Work on advertiser support and sales.

#### **Legislative (contact: Kelli Gabel x128)**

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##### ***Update***

- Staff continues to monitor and communicate to members about both the softwood lumber discussions that began Monday, December 1 in Washington, D.C. and the repeal of the steel tariff issue.

##### ***Goals for the Week***

- Finish the next Legislative Update.
- Finalize preparations for the Legislative Committee planning teleconference on Friday, December 12.

#### **Website/Online Education/Information Tech. (contact: Hien Khuu x137, Barb Speer x145 & Rachel Smith x117)**

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##### ***Update***

- Four Employee Safety Modules were finished.
- A TATO preview was implemented and an enhancement on the TATO results page was completed to show the questions for review.

- Currently 124 companies have purchased Level I TTT online, and 65 companies have purchased Level II. There are 1,438 students enrolled in Level I and 318 enrolled in Level II. There are currently 45 exams in various stages of the proctoring and/or scoring process.

### ***Goals for the Week***

- Development of TTT Level III Online content downloads and quizzes to meet target date of December 31. Nine sections have been created and scripted. Audio recording should begin next week along with development of handouts and quiz questions.
- Begin writing the Safety Manual certification guidelines and finish writing the final Safety Module.
- Grade TTT Certification exams as they come in to our office and send out certificates. Per the request of students who are now ready to take the exam, we have currently sent out over 30 exams to proctoring locations across the country so that each of these students can take the test to become either Level I or Level II certified.
- Finish the Workforce Development job posting phase and test it.
- Continue coding work for the Chapter web site engine.
- Calculate a TTT plan for 2004 regarding certification and automation.
- Email/fax an invitation to the membership to contribute safety photos to the new WTCA Safety program.
- Draft pricing for Level III TTT.
- Draft pricing for WTCA's Operations Safety Certification program.
- Record the audio for completed sections of TTT Level III.

## **Executive Committee**

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### ***Update***

- If you are interested in serving on any of WTCA's committees, please let staff know! Our committees are open to all members, and we would love to have your participation! If you have any questions, just give us a call. Our committees that need additional involvement are as follows: Engineering & Technology, Legislative, Management, Marketing, Membership, and QC. For more information, check out <http://www.woodtruss.com/wtcacommittees/wtcacommittee.php>.
- This week staff synchronized WTCA's database with TPI's database so that both organizations have the most current information with respect to key contacts in the industry.
- WTCA's Executive Committee met with the TPI Board on Wednesday, December 3.
  - In a very positive development for our industry, TPI and WTCA have agreed to joint publications development, promotion, and sales of safety documents and tags, and it has been turned over to legal counsel to finalize the agreement. This represents a huge step forward on behalf of the industry.
  - The B1 Summary sheet has been approved and will be available for sale within the next week!
  - The "litmus test" guidelines were affirmed and formalized.
  - BCSI and WTCA QC talking points were approved.
  - TAC is working on an industry policy on preservative treatments.
  - TAC will be meeting in January to develop a plan to create an industry interpretation of the building code as it applies to trusses.
  - TAC's other top priority is work with respect to ANSI/TPI 1-2002 Section 8.8 Plating for Combined Flexure & Axial Loading and the impact on truss design and plating.
  - TPI will create an endorsement letter for WTCA QC and encourage its inspectors to use the new PDA device for inspections.

### ***Goals for the Week***

- Finalize the minutes of the TPI meeting.
- Finalize all planning agendas.
- Complete pricing for the B1 Summary Sheet.



# Weekly Board Report

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December 12, 2003

## Introduction

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WTCA staff is working diligently to finalize the new **Operations Safety Certification** program for release in early 2004. This program will set a safety template for all component manufacturers, through education, training and certification. The goal of the Safety Certification program will be protect workers by minimizing injury and loss of life while reducing insurance costs.

In an effort to make this program specific to the component industry, we are looking for good photos to round-out our multi-media courses. If you have photos from your plant that show good safety practices in action, send them our way! *We'd love to include the photos of your equipment (specifically your presses and saws, but any safety photos are welcome) in our Safety courses.* You may email them to Kelli at [kgabel@qualtim.com](mailto:kgabel@qualtim.com) or call 608/310-6728 for more information on transferring the files to us. (Please limit your file sizes to 1000KB (1 MB) or less).

We plan to introduce this program in a "beta" fashion starting in January. We are looking for as many member participants as possible who will be willing to work with us to improve and update this program so that we have the best product possible for the industry. If you are interested, please contact Kelli at 608/310-6728.

Thanks in advance for your participation!

**Membership & Chapters (contact: Anna Stamm x119, Kelli Gabel x128 & Carren Koebke x121)**

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## Update

- December is a good time to get involved in one of the WTCA Committees. There are several two-hour Committee conference calls in the next month; all focus on prioritizing and projecting for 2004. The Engineering & Technology call takes place on Tuesday, December 16 and will be led by Committee Chair Clyde Bartlett who will be visiting the Madison office. The Quality Control Committee with Chair Joe Hikel will discuss the upcoming year on Thursday, December 18. The Management Committee teleconference is scheduled for Tuesday, December 30, and will be held by Kendall Hoyd. Bob Becht and the Membership Committee are selecting a day in the first week of January. If you would like to contribute to any of these meetings or join one of these Committees, please contact Carren at [ckoebke@qualtim.com](mailto:ckoebke@qualtim.com) or 608/310-6721.
- The Chapter Teleconference was conducted this week with the main topic of transportation and permit issues. Several strategies were discussed for chapters coping with problems in these areas. For more information and to receive a copy of the minutes, contact Anna at 608/310-6719 or [astamm@qualtim.com](mailto:astamm@qualtim.com).
- The North Carolina Chapter meeting was administered this week.
- The Capital Area Chapter Board meeting was conducted via teleconference this week. Following the call, the January 14 meeting announcement was drafted and sent.
- Staff continued to assist a member in Arkansas confronting new sealed engineering requirements.
- Staff held a conference call with a member in Missouri on issues with the Professional Engineering Review Board.
- We are gearing up for the incredible amount of chapter meetings targeted for January that will be administered by staff including: Capital Area, North Florida, Missouri, Northeast, New York, Ohio, Southern Nevada, Alabama and Texas, plus assisting possible meetings in Idaho and Indiana.
- The contracts for the 2004 Regional Workshop & Conferences in Las Vegas (February 6) and New Orleans (March 26) were signed.

## Goals for the Week

- Conduct the Legislative Committee meeting via teleconference on Friday, December 12.
- Distribute the November Chapter Teleconference minutes and conduct the December Chapter Teleconference.
- Finalize Chapter Corner and the Chapter Spotlight article for the January/February SBC.
- Continue coding work on the new Chapter web site portal.
- Assemble new member binders to meet the demand of those companies joining WTCA.
- Start planning the February 25-27 Open Quarterly Meeting in San Diego, CA.

- Email/fax a press release about Scott Arquilla's Presidency to all of our media contacts. This piece summarizes the great strides Scott made for WTCA and the success the organization saw under his leadership.

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**Publications and Accounting (contact: Linda Alfonsi x126, Carren Koebke x 121 & Mike Younglove x114)**

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**Update**

- We processed and shipped 54 WTCA orders, which included 550 WTCA Jobsite packets and 169 BCSI 1-03 Booklets. We also filled 3 TPI orders.
- As of December 10, 2,957 BCSI 1-03 booklets have been invoiced and shipped since its inception in late September.
- The 2,000 custom Jobsite Packages have been assembled and shipped to Truss Specialists.
- Pricing was finalized for the new B1 Summary Sheet, and the product was available for shipping on Friday.
- The OSHA Recordkeeping Booklet is undergoing updates to reflect the new standard changes. This easy-to-use booklet provides everything you need to know about the recordkeeping standard. This is available for sale individually and it will also be part of WTCA's Operations Safety Certification program to be released in January.

**Goals for the Week**

- Continue fielding customer calls and frequently asked questions about the B Series documents.
- We are discussing a B Series informational piece, covering FAQ's, expected release dates and TPI/WTCA product conversion. This will be provided to WTCA staff for assisting in customer calls, included with product shipments, posted on the website and faxed/emailed as needed.

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**Technical (contact: Ryan Dexter x144, Tony Piek x113, Rachel Smith x127 & Richard Zimmermann x143)**

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**Update**

- Staff compiled comments offered by the review group for the BCSI-B3 Summary Sheet, Web Member Permanent Bracing/Web Reinforcement. The graphics department is making changes and the final draft will go out this week.
- All ten truss tags have been reviewed and updated and await final approval from TPI and WTCA before printing.
- We continue to finalize the content for TTT Level III, which will be available by year-end.
- Interest in **WTCA QC** has been strong. We scheduled another training for January 6.
- As of 12/9/03, we have sent 72 QC 4.1 programs and seven Pocket PC QC Software CD's.
- Per a request from a member, we combined one of the reports in the QC software. This will be available to all **WTCA QC** software owners with the next release.
- We will participate in the TPI TAC teleconference on Monday, December 15 led by TAC Chair David Brakeman. The teleconference will focus on developing an "Interim Specification for Preservative Treated Wood Trusses."

**Goals for the Week**

- Complete and send out the agenda for the Engineering & Technology Committee meeting on December 16.
- Complete and send out the agenda for the QC Committee meeting on December 18.
- Continue member and chapter support regarding PE and building code issues.
- Support builders/owners, building designers and architects on fire assembly and sprinkler questions.
- Send BCSI-B2 Summary Sheet, Temporary Bracing, to the review group.
- Finish initial drafts of BCSI-B4, Construction Loading; BCSI-B5, Truss Damage, Jobsite Modifications and Installation Errors; and BCSI-B10 Summary Sheet, Post Frame Temporary Bracing. Send all three documents out to the review group.
- Follow-up with contacts on IBC/IRC Code Changes and status of IBC challenge.

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**Carbeck (contact: Kelli Gabel, x128)**

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**Update**

- We continue our review of the review of the NIOSH paper entitled "Preventing Injuries and Deaths of Fire Fighters due to Truss System Failures."

**Goals for the Week**

- Continue to contact five fire academies per week and send out fire CDs as needed.

*Update*

- The site visit took place on December 11 in Charlotte, NC. The BCMC Committee visited both the Hilton Charlotte & Towers and The Westin hotels, as well as taking a tour of the Charlotte Convention Center. A lot of prospective planning for 2004 followed including theme selection, plant tour site selections, and topics for educational tracks.
- The 2004 exhibitor prospectus was finalized and email/faxed last week.
- Staff scheduled a future sites teleconference for next week.

*Goals for the Week*

- Continue to gather proposals for the spouse tour and bus companies.
- Draft text for the BCMC ad in SBC's January/February issue.
- Call 2003 exhibitors for quotes about the show to be used in future promotions.
- Continue to gather leads for potential exhibitors. Contact five potential exhibitors.

**SBC Magazine (contact: Mindy Caldwell x129, Libby Maurer x124 & Molly Butz x141)**

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*Update*

- Now is your chance to offer SBC staff feedback regarding the magazine! Go online to [www.sbcmag.com](http://www.sbcmag.com) and take the SBC Survey. When you complete the survey before January 31, you are registered to win an SBC camping chair. If you have any questions regarding the Survey, please contact Mindy at 608/310-6729.
- SBC staff met to plan editorial changes for 2004.
- Text for the ad space reservation reminder for the March issue was drafted.
- Remember to check [www.sbcmag.info/ouradvertisersindex.htm](http://www.sbcmag.info/ouradvertisersindex.htm) - each advertiser is listed there, and you can click on the More Info link next to each advertiser to go to their custom page on our web site. And please remember to let your advertisers know you appreciate their great support of our industry!

*Goals for the Week*

- Work on the layout and design of the January/February issue; the topic is Personnel and Safety. The final proof is due for internal review by the end of the week and the final draft is due to the printer on December 17.
- Send author approvals for January/February issue.
- Create preliminary editorial line-up for the March 2004 issue and work on writing assignments.
- Create artwork for March space reservation reminder.
- Continue to forecast the SBC 2004 preliminary budget plan.
- Finish and post the latest Industry News.
- Finalize the SBC in-house ads.
- Distribute article requests to contributing authors by December 15.
- Complete an article tracking spreadsheet and begin to assign staff long-term writing assignments for future publications.
- Contact five potential advertisers.

**Legislative (contact: Kelli Gabel x128)**

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*Update*

- President Bush lifted the steel tariff on December 5.
- An outline has been drafted by the U.S. and Canadian governments to end the softwood lumber dispute.
- The Legislative Committee meeting was conducted via teleconference on Friday, December 12. Chair Allen Erickson traveled to Madison to participate on the call and meet with staff. We have great information that we can use to develop a detailed project plan for the upcoming year.

*Goals for the Week*

- Continue to monitor the softwood lumber negotiations and send updates as we hear pertinent information.
- Finish the next legislative update.



*Update*

- The Safety Module courses need safety photos! If you have any pictures of your plant's equipment (specifically of presses, saws and other machinery specific to our industry), please send them to Kelli at [kgabel@qaltim.com](mailto:kgabel@qaltim.com) or phone 608/310-6728 for more information. Staff has finished the remaining modules for the Safety Manual program including one for the saw safety deck and one about health/fitness. Now the focus is on recording the remaining courses and having them up and running early next year.
- We have 45 TTT exams in various stages of proctoring and/or scoring and there are indications that volume will continue to increase through the end of the year, as several large companies have established certification goals for their staffs.
- We continue to have companies interested in certification marketing. If you are interested in displaying your designers' TTT certification status and/or your company's QC certification on your design drawings and placement diagrams, contact Barb Speer at 608/310-6745 or [bspeer@qaltim.com](mailto:bspeer@qaltim.com).
- The online TTT recertification registration and reporting process is now operational. This service allows individuals to recertify online. The computer replaces the manual system by immediately informing the user what certification level to pursue based on his/her previous certification.
- Minor fixes and enhancements to the TKO system were completed this week.
- We completed the preliminary form layout for WTCA website calendar, policies, and industry links.

*Goals for the Week*

- Complete the draft of the new BCSI TTW.
- Continue working on TTT Level III Online content, script recording, quizzes and downloads to meet the December 31 deadline.
- Finalize the Safety program's TKO courses and recruit staff to record them for final production.
- Work on producing courses for TTT Level III web delivery.
- Continue with certification exam administration.
- Continue working on the Workforce Development portal. The year-end target is to have the resume and job posting phase up and running.
- Begin adding TTT Level III to all of the registration and information web pages.



# Weekly Board Report

December 19, 2003

## Introduction

The BCSI-B1 Summary Sheet is now available! This full-color document is a replacement for TPI's HIB-91 Summary Sheet and WTCA's Jobsite Warning Poster with both English and Spanish on one-side. It includes the best of four previous documents wrapped up into one concise summary sheet! This document is a result of collaboration between TPI and WTCA and is recommended for builders on the jobsite as a guide for handling and safety issues regarding trusses. It features proper techniques for unloading, storing, lifting, erecting, installing, and bracing trusses; a must see for all in the industry. Plus, its 11x17 shape is perfect for printing truss placement diagrams on the back side. Please reference the BCSI-B1 pricing in the chart to the right; each lot consists of 250 Sheets. Larger sizes of the BCSI-B1, as well as additional B Series summary sheets, will be introduced after the New Year.

Qty (Lots)	Price per Lot (\$)	
	Members	Nonmembers
4-Jan	60	66
10-May	55	60.5
20-Nov	52	57.2
21-49	49	53.9
50+	47.5	52.25

*WTCA staff would like to wish all of you a wonderful holiday season and a very healthy and prosperous New Year!  
Please note the Weekly Board Report will return the week of January 5, 2004.*

## Membership & Chapters (contact: Anna Stamm x119, Kelli Gabel x128 & Carren Koebke x121)

### Update

- An email was sent to announce the Open Quarterly Meeting taking place February 25-27 in San Diego, CA. All WTCA Committees will meet in the days preceding the Open Quarterly Meeting on Friday. If you would like more information about any of these meetings, please contact Carren at [ckoebke@qualtim.com](mailto:ckoebke@qualtim.com).
- A press release summarizing Scott Arquilla's Presidency was sent to all of our media contacts.
- The date is set for the Membership Committee teleconference. It will be conducted on Wednesday, January 7 at 1:00 p.m. Eastern by Committee Chair Bob Becht.
- Attendee flyers for the 2004 Regional Workshop & Conferences in Las Vegas (February 6) and New Orleans (March 26) were distributed with the December issue of Chapter Focus. The Sponsorship flyer was completed and distributed mid-week as well.
- Chapter meeting announcements were created and sent for: Southern Nevada (January 15), Northeast (January 21), Texas (January 22) and North Florida (January 22). Meeting updates were sent for: New York (January 22) and Ohio (January 29). A notice on all 2004 meeting dates for the Southern region of the California Chapter was distributed also.
- Basic coding work on the new chapter web site portal is finished and the new sites are starting to appear on the internet. Though work continues on the substance of the individual sites, the new dynamic features, such as pulling board of directors information in real-time from the WTCA database, are being unveiled at [www.wtenc.com](http://www.wtenc.com) and [www.tmatchapter.com](http://www.tmatchapter.com). Watch for more updates into the New Year!

### Goals for the Week

- Record meeting responses for the Open Quarterly Meeting. Also finalize the reception being held Wednesday, February 25 to welcome the new WTCA Board members.
- Complete and distribute the Management Committee agenda for the December 30 conference call.
- Process applications from the new associate and professional members and ship new member packages.
- Work on the January chapter meetings.
- Follow up on details from last week's North Carolina Chapter meeting.
- Distribute the minutes of the December Chapter Teleconference on transportation and permit issues.
- Draft and send the December issue of Chapter Focus.

*Update*

- During the week of December 8, we processed and shipped 47 WTCA orders and 1 TPI order.
- The new B1 poster became available on Friday, December 12 and 95 lots were ordered in the first five days!
- A flyer announcing the B1 poster was finished and sent to the membership on Tuesday. TPI's HIB-91 Summary Sheets and WTCA's 11x17 Warning posters are now discontinued. Additional sizes of B1 will be available early next year.
- Interest in the new BCSI 1-03 Booklet continues. Since its launch in October, we have sold 3,228 copies of the new WTCA/TPI "Guide to Good Practice for Handling, Installing & Bracing of Metal Plate Connected Wood Trusses"!

*Goals for the Week*

- Insert BCSI-B1 flyers into all WTCA order forms for distribution.
- We are fielding many calls regarding the TPI/WTCA product transition and upcoming releases of the B-Series.
- Provide "fact sheet" to staff for customer assistance with publication requests.
- Continue onsite assembly of WTCA Jobsite packets as needed to fill order requests and until the B-Series is completed.
- Create a plan for updating the Online Purchasing System to allow orders to be shipped to a location outside the orderer's company and allowing TPI to place orders online for customers who call them.

**Technical (contact: Ryan Dexter x144, Tony Piek x113, Rachel Smith x127 & Richard Zimmermann x143)**

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*Update*

- Staff participated in WTCA's Engineering and Technology Committee conference call on Tuesday, December 16. The teleconference was led by Committee Chair Clyde Bartlett who visited Madison to work with staff.
- QC Committee Chair Joe Hikel postponed the QC planning teleconference to Tuesday December 23 at 1:30 p.m. Eastern. If you are interested in participating and need more information, please contact Carren Koebke at [ckoebke@qualtim.com](mailto:ckoebke@qualtim.com) or 608/310-6721.
- Staff participated in the TPI TAC teleconference on Monday, December 15. The guidelines for new preservative treatments, connector plates and building code issues were discussed. It was also decided that WTCA and TPI staff will meet in January to discuss WTCA's joint technical work and developing a code interpretation/application to trusses strategy.
- During Monday's conference call, TPI TAC approved revisions to the ten WTCA/TPI tags. They will be sent the printer shortly after the New Year.
- Staff traveled to Tri-County Truss in Burlington, Washington this week to do a training on **WTCA QC**.
- This week, two more **In-Plant WTCA QC 4.1** programs were sold, bringing the total number sold to 72. We also sold another Pocket PC QC Software CD making 8 sold since its December 3 release.
- Preliminary drafts of the BCSI-B4, Construction Loading, BCSI-B5, Truss Damage, Jobsite Modifications & Installation Errors, and BCSI-B10, Post Frame Truss Installation & Bracing, were all sent the review group on Saturday, December 13; they are due back for revisions on Friday, December 19.
- A TTT Level I classroom course will be held January 21-24 in Madison and there are still seats available. If you are interested, please visit <http://www.wtcatko.com> and follow the prompts for TTT courses for a complete schedule of live classes and a registration form. You may also contact Barb Speer at [bspeer@qualtim.com](mailto:bspeer@qualtim.com) or 608/310-6745.

*Goals for the Week*

- Make final revisions to the BCSI-B3, Web Member Permanent Bracing/Web Reinforcement document once it is reviewed by TAC.
- Prepare an updated joint WTCA/TPI Interim Guidelines document. We hope to have a draft to TPI for review early next week.
- Finalize work on Level III Online content, quizzes and downloads to meet the December 31 deadline.
- Grade TTT certification exams; we have received twenty in the last two weeks.

**Carbeck (contact: Kelli Gabel, x128)**

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*Update*

- Staff received two fire CD requests last week: one from a component manufacturer in Georgia and one from the Cape Canaveral Fire Department.

*Goals for the Week*

- Call fire academies in Colorado, Arkansas and Connecticut.

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**BCMC (contact: Jill Zimmerman x122, Peggy Pichette x123 & Carren Koebke x121)**

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**Update**

- Text for BCMC ad in SBC's January/February issue was drafted.
- BCMC staff participated in a conference call with George E. Fern (decorator for the show) and Smart City Electric (electricity and compressed air vendor for the 2004 show) to discuss the show's heavy electrical and compressed air usage and drafted a preliminary move-in plan for the show.
- Staff met to recap the discussions held at the BCMC Charlotte, NC site visit.

**Goals for the Week**

- Create a spreadsheet of historical information pertaining to the golf outing at the request of the Golf Chair.
- Continue to gather leads for potential exhibitors and confirm they are in the exhibitor promotion mailing list.
- Contact five potential exhibitors.
- Phone exhibitors from 2003 to obtain quotes regarding their experiences with the show.
- Review information gathered on the site visit for possible spouse tour and Top Chord Club dinner locations.
- Work on the minutes taken at the BCMC site visit last week in Charlotte, NC.
- Work on tasks assigned during the BCMC future sites teleconference — Fort Worth, Salt Lake and Denver issues.

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**SBC Magazine (contact: Mindy Caldwell x129, Libby Maurer x124 & Molly Butz x141)**

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**Update**

- The January/February issue was sent to the printer on Wednesday, December 17 after staff obtained final author approvals and finalized the layout.
- Staff contacted five potential advertisers.
- A proposal for advertising was created and sent out.
- The Display Advertising Agreement form was completed and distributed. A signed copy has already been received back from a new advertiser!
- Artwork was created for the March space reservation reminder.

**Goals for the Week**

- Finalize the editorial line-up for the March issue.
- Complete the distribution of author requests for the March issue.
- Begin working on March writing assignments.
- Contact five more potential advertisers.
- Work on the SBC budget for 2004.
- Email the ad space reservation reminder for March.
- Create a plan for implementing a "Gold Advertiser of the Month" program on the SBC website.
- Print more SBC promotion stuffers.

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**Legislative (contact: Kelli Gabel x128)**

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**Update**

- We distributed a December Legislative Update. Issues included: the softwood lumber dispute, trade, environment, mold and other topics of interest to the WTCA membership.

**Goals for the Week**

- Continue to monitor and report on softwood lumber negotiations.
- Complete and send out a Legislative Alert regarding U.S. steelmakers implementing a raw material surcharge as of January 1, 2004.

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**Website/Online Education/Information Tech. (contact: Hien Khuu x137, Barb Speer x145 & Rachel Smith x127)**

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**Update**

- We have now sold 127 corporate subscriptions to Level I TTT and 70 corporate subscriptions to Level II TTT. We have 1458 students enrolled in Level I and 338 enrolled in Level II.
- We have sold 95 Technical Assessment Tests Online (TATO).

- Staff has been communicating with several WTCA suppliers about promoting and supporting Truss Knowledge Online. Suppliers are a direct link to our members and if they understand and promote all the various programs we have available, it will help to get the word out to component manufacturers.
- We continue to provide TTT Online administrative support given the high volume of requests.
- The TTT recertification process is now fully automated online. For more information or to purchase a recertification, proceed to <http://www.wtcatko.com/training/ttt/tttrecertinfo.php> or contact Barb Speer at [bspeer@qualtim.com](mailto:bspeer@qualtim.com) or 608/310-6745.

### ***Goals for the Week***

- Send out an email to all subscribers who face 12/31/03 expiration of TTT online courses. Market TTT Online renewals and deal with any renewal process questions as they arise.
- Complete pricing for Level III and program the discount program for online subscriptions in 2004.
- Send informational memo to registrants of the TTT Level I Live.
- Send out new TTT Certification certificates to all designers who have completed their recertification process.
- Work continues on the Safety program. This week staff is combining all of the gathered information into one tangible binder/CD of Safety Information. Staff is also working towards these goals:
  - Put together 11x17 Key Points Posters to accompany the Employee Module Section.
  - Mock up an Employee Summary Booklet.
  - Add a list of general safety items to the employee introduction (course and manual).
  - Revise the checklists to make them more concise and shorter, as well as formatting them into an easy to use download.
  - Write an introductory section to explain the program and other aspects such as login and use of the online courses.
  - Add a conclusion slide to each of the remaining employee slide decks.
  - Finalize the employee and management PPE slide decks, including photos.
  - Finish writing manual sections and courses for Health & Fitness.
  - Work on certification process/third party inspections.
  - Design a 'look' for the Safety Package including photos, logos, colors, etc.



# Weekly Board Report

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January 9, 2004

## Introduction

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There is still time to sign up for the 2004 WTCA Regional Workshop & Conference in sunny Las Vegas, Nevada on Friday, February 6! The seminar focuses on "Risk, Safety and Quality Control" featuring legal expertise from WTCA's legal counsel, Mr. Kent Pagel. Specifically designed for company owners and managers, this Workshop focuses on the information decision makers need, especially in the area of insurance claims management. In the afternoon, a structured discussion forum will take place on BCSI 1-03, In-Plant WTCA QC 4.1, Safety Certification, and insurance. The Workshop concludes with a group dinner and golf on Saturday at The Badlands Golf Course.

Come learn, indulge and relax with us at the WTCA Regional Workshop in Las Vegas! To sign up or to get more information, please contact Anna at 608/310-6719 or [astamm@qualtim.com](mailto:astamm@qualtim.com).

In addition to Las Vegas, there will also be a WTCA Regional Workshop & Conference held Friday, March 26 in New Orleans, Louisiana. This Workshop focuses on Building Code and Design Issues – Come to one or both locations! If your TTT certification is close to expiring, earn recertification for TTT Level I, II or III by attending one of these Workshops.

## Membership & Chapters (contact: Anna Stamm x119, Kelli Gabel x128 & Carren Koebke x121)

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### Update

- Staff sent a second notice inviting all to the Open Quarterly Meeting taking place February 25-27 in San Diego, California. If you would like more information about any of these meetings, please contact Carren at [ckoebke@qualtim.com](mailto:ckoebke@qualtim.com).
- The Membership Committee held its 2004 planning meeting via teleconference on Wednesday, January 7. Led by Committee Chair Bob Becht, items discussed included promoting the 2004 Regional Workshop & Conferences, strategies for supporting the chapters and growing the membership in 2004.
- WTCA has now completed all of its 2004 planning/prioritizing meetings with the various committees, including Marketing, Management, Engineering & Technology (E&T), Membership, Legislative and Quality Control.
- We have started the year with a new component manufacturer member, bringing the membership numbers to 683 component manufacturers and 202 associate members.
- Bottom chord loading issues continue to plague the chapters. On Tuesday, staff held a conference call with members of the South Florida Chapter to discuss the new requirements in Palm Beach County and to propose a chapter approach to the situation.
- Transportation regulations and reducible loads have become a problem in Arizona. Staff is working with the Arizona Chapter to address the issues.
- Staff has assisted in coordinating the donation of trusses by the Southern Nevada Chapter for the Southern Pine Council's booth at the NAHB International Builder's Show in Las Vegas next week.
- Meeting details are nearly finalized for the upcoming January 29 chapter meetings in New York, Ohio and Alabama and the announcements will be distributed next week.
- To help promote attendance at the Regional Workshop & Conferences, suppliers are being offered the opportunity to become "Super Recruiters." Any company that recruits five or more component manufacturers to attend the workshop in Las Vegas will receive a banner at the 2004 BCMC registration desk recognizing its success. This opportunity will also be available for the Workshop & Conference in New Orleans.

### Goals for the Week

- Make calls to potential sponsors and attendees of the 2004 Regional Workshop & Conferences in Las Vegas (February 6) and New Orleans (March 26).
- Design and send email 'teasers' promoting attendance at the Las Vegas Workshop.
- Draft and send the Chapter Teleconference Agenda for January 14.
- Send reminder notices and process attendee responses for the January chapter meetings being administered for Capital Area (Jan. 14), Northeast (Jan. 21), North Florida (Jan. 22), Southern Nevada (Jan. 22) and Texas (Jan. 22).

- Ship educational information to the Georgia Chapter in preparation for the staff visit at its January 13 meeting.
- Draft and send a press release on the Open Quarterly Meetings.
- Create the 2004 WTCA Membership List to be distributed on the NAHB Show floor in Las Vegas next week and send it to the printer.
- Compile task plan based on the Management Committee teleconference of December 30.

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## **Publications and Accounting (contact: Linda Alfonsi x126, Carren Koebke x121 & Mike Younglove x114)**

### ***Update***

- During the weeks of Dec 22 – Jan 2, we've processed and shipped 65 WTCA orders.
- Since the late September release of the BCSI 1-03 Booklet, we've filled orders for 3,622 copies.
- BCSI-B2, "Truss Installation and Temporary Bracing" has been finalized and sent to the printer! This new document will replace the WTCA TTB "Always Diagonally Brace for Safety." The full-color, bilingual (English/Spanish), eight-page B2 takes the reader through setting the first five trusses, as well as showing the new simplified bracing method. It is a crucial communication piece between component manufacturers and truss installers. Order fulfillment will begin January 19.
- The new and revised This Side Up and Bearing Location tags are currently at the printer.
- A second print run of the BCSI-B1 11x17 Summary Sheets is now in progress. In a month's time, we've processed and shipped orders for 370 boxes of the new B1 Summary Sheets.

### ***Goals for the Week***

- Field customer calls and FAQ's about the new BCSI Series documents.
- Maintain invoicing and shipping of the increased volume of daily publication orders.
- Create resale agreements for BCSI 1-03 to book sellers and teaching institutions.
- Create a B2 promotional flyer to coincide with the release of the new B2 Temp document next week.

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## **Technical (contact: Ryan Dexter x144, Tony Piek x113, Rachel Smith x127 & Richard Zimmermann x143)**

### ***Update***

- Firefighter statistics for 2002 were compiled; the WTCA report, "Causes and Structural Products Involved in Firefighter Fatalities" has been updated and is available on the WTCA website.
- On January 8, a meeting took place in Chicago; the attendees included WTCA's technical team, WTCA President Dan Holland, WTCA's E&T Committee Chair Clyde Bartlett and TPI representatives. They convened to forge a 2004 plan regarding the issues surrounding application of the code to trusses.
- Staff worked with the Southern Nevada Chapter regarding live load changes to the IBC.
- The technical group completed the content for TTT Level III by year-end.
- Staff traveled to Carter Lee Building Components to provide training on **WTCA QC**. We will travel to UBC Wadena for QC training next week.

### ***Goals for the Week***

- Put truss design drawings of trusses that collapsed due to lack of lateral or diagonal bracing into a confidential table; then examine it for correlations between the examples.
- Complete a draft of a TTW on BCSI 1-03.
- Write an SBC article highlighting the TATO (Technical Assessment Test Online) program.
- Perform quarterly QC file reviews for Stark in Rockledge and Gray Court, and Hoida.

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## **Carbeck (contact: Kelli Gabel, x128)**

### ***Update***

- We sent Fire Performance of Trusses CDs and CSCI information to Colorado, Arkansas and Connecticut fire academies.

### ***Goals for the Week***

- Send CSCI information and TTBs to Robert Howe, Assistant Fire Marshal in the state of Vermont.
- Follow-up with phone calls to: Paul Cooke, Colorado Division of Safety; Thomas Forbes, Arkansas Fire Academy and Jeffery Morrissette, Connecticut Fire Academy.
- Create a section on the Carbeck website for donations.

**BCMC (contact: Jill Zimmerman x122, Peggy Pichette x123 & Carren Koebke x121)**

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**Update**

- Ten potential exhibitors were entered into the database and the exhibitor promotion mailing list.
- A letter to Rentsys (the official A/V provider to BCMC exhibitors) was drafted commending their staff for a job well done at BCMC 2003.
- Spouses from the 2003 Phoenix spouse tour who agreed to help plan this year's tour in Charlotte were contacted.

**Goals for the Week**

- Map out the annual promotional plan for BCMC flyers.
- Start working on text for the exhibitor promotion. Gather information pertaining to Charlotte's sites, activities and transportation.
- Forward exhibitor rule revisions to Kent Pagel for legal review.
- Update sponsorship opportunities for inclusion in the exhibitor promotion.
- Draft the January flyer promoting exhibiting at BCMC.
- Draft a general flyer promoting BCMC to include with membership packets, and other mailings.
- Work on the BCMC budget.
- Work on letters of intent for future shows in Fort Worth, TX and Salt Lake City, UT.
- Compile pricing estimates for printing the BCMC exhibitor photos.
- Draft a pricing plan for the BCMC VIP Suites, Show Offices and Meeting Space.
- Revise the housing form and send it to the art department to design.
- Schedule a conference call with the BCMC Programs Subcommittee.

**SBC Magazine (contact: Mindy Caldwell x129, Libby Maurer x124 & Molly Butz x141)**

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**Update**

- The January/February issue of SBC printed last weekend and mailed out on Friday, January 9. Staff will send each contributing author a copy with a personal note thanking them for their work.
- Ten media kits were shipped to potential SBC advertisers.

**Goals for the Week**

- Send the SBC survey promo via email. Readers have until January 31 to fill out the survey in order to be included in the drawing for the chair. If you would like to participate in the SBC survey, please go to [www.sbcmag.info/index1.html](http://www.sbcmag.info/index1.html) or contact Mindy at 608/310-6729.
- Contact current SBC advertisers regarding new ads for 2004.
- Email a promotion to Gold and Silver Advertisers reminding them of the benefits they receive as program advertisers.
- Work on the contents of the Spring promotion mailing and create a teaser promo to be emailed.
- Promote Gold Advertisers of the Month to SBC readers via email.
- Work on "Personal Pointers" column for the March SBC issue.
- Work with John Vardian of Ladder Concepts to give him direction on his feature article for the March issue.
- Make thirteen follow-up calls to potential advertisers.
- Draft text for the ad space reservation reminder for the April issue and forwarded it to staff.
- Work on the SBC budget for 2004.
- Post January classified ads on the SBC web site.
- Finish coding the November issue for the web site.
- Add the most recent Industry News to SBC Website and work on future Industry News Update.

**Legislative (contact: Kelli Gabel x128)**

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**Update**

- A update was sent regarding the recent surcharge implemented by steel makers as of January 1.

**Goals for the Week**

- Gather information for the January Legislative Update.
- Add most recent Legislative information to the SBC Website.



*Update*

- TTT Level III online is available for purchase at [www.wtcatko.com/documents/CourseInfo/TTT3-coursedescription.php](http://www.wtcatko.com/documents/CourseInfo/TTT3-coursedescription.php).
- We have processed 45 Level I exams between since December 15 and three Level II exams. In addition, there are 36 exams in process that have been sent out to proctoring sites or have just come in for grading.
- The BCSI 1-03 TTW is in development. Many members are anxious to present our industry's guidelines in educational programs in their areas.
- We expect a Beta version of the Safety Manual to be ready later this month.
- We have added an online informational presentation about the Technical Assessment Test Online (TATO). Check it out at <http://www.wtcatko.com/training/tato/>.

*Goals for the Week*

- Prepare for the TTT Level I Live being held on January 21 here in Madison, Wisconsin by organizing student materials, accommodations and meals. In addition, create an informational memo to be sent to all attendees.
- Send out a promotion for TTT Level III Online.
- Support the efforts of the Central Florida Chapter in their upcoming TTW for the Florida Engineering Society.
- Finish the new TTT corporate registration page with the new TTT discount structures.
- Make coding fixes to the exam status page for online exams.
- Enhance and code the WTCA web site to be even more user-friendly.
- Move forward with several aspects of the Safety program, including finishing the Employee Handbook and Warning Posters, continuing to gather safety photographs from members and updating slide decks, checklists and the manual.

**Executive Committee**

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*Goals for the Week*

- Finalize pricing for joint TPI/WTCA publications that will be available soon.
- Finalize a press release with talking points about the BCSI series, as well as letters from Bill Turnbull (TPI President) and Dan Holland (WTCA President) to component manufacturers and specifiers providing information about the BCSI series.
- Finalize a letter to TPI QA participants regarding joint documents between TPI and WTCA.
- Work with TPI on a BCMC & WTCA QC Promotional Effort.
- Create agenda for Executive Committee teleconference on Tuesday, January 13.



# Weekly Board Report

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January 16, 2004

## Introduction

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*You're invited to join WTCA in sunny San Diego, California for the next Open Quarterly Meeting!* The meeting will take place February 25-27, 2004 at the luxurious Hilton San Diego Mission Valley located just six miles from the San Diego International Airport.

The following WTCA Committees will meet: Engineering & Technology, Marketing, Quality Control, Management & Business Insurance, Membership and Legislative. TPI's Technical Advisory Committee (TAC) will also hold a meeting in conjunction with this event. This is all in addition to our quarterly Board Meeting taking place on Friday, February 27. If you have always wanted to get involved in WTCA, now is your chance; these meetings are open to all attendees!

San Diego is the perfect location for both business and pleasure! With an average temperature of 72 degrees, 92 championship golf courses in the county and Shamu at SeaWorld, it's a great destination. If you would like more information about attending the Open Quarterly Meeting, please contact Carren at 608/310-6721 or [ckoebke@qualtim.com](mailto:ckoebke@qualtim.com), but hurry – the deadline for signing up is **January 22!**

## Membership & Chapters (contact: Anna Stamm x119, Kelli Gabel x128 & Carren Koebke x121)

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### Update

- It's not too late to sign up for the WTCA Regional Conference & Workshop taking place Friday, February 6 in Las Vegas, Nevada. The morning features a presentation on "Risk, Safety & Quality Control by WTCA's legal counsel, Kent Pagel, who will concentrate on insurance claims management. The afternoon will include a focused discussion session on BCSI, safety, quality control and insurance.
- The monthly Chapter Teleconference was conducted on Wednesday, January 14. Thank you to all who took time from their busy schedules to attend.
- Quarterly meetings for the Capital Area and Southern Nevada Chapters were administered this week.
- Handouts were shipped for next week's Texas, North Florida and Northeast Chapter meetings.
- Meeting announcements were created and distributed for the January 29 meetings of the New York, Ohio and Alabama Chapters.
- Staff visited two former WTCA members while in Georgia for the local chapter meeting this week – one of the former members has already committed to rejoining WTCA!
- Several of the chapters are busy educating their market places on the change to the BCSI 1-03 and related summary sheets. We assisted members in Wisconsin, Iowa and South Florida this week with a preliminary PowerPoint® program.

### Goals for the Week

- Process Open Quarterly response forms for the February 25-27 meeting and finalize all dinner plans at Kings Fish House and the Monterey Whaling Company.
- Make follow up calls to potential Regional Conference & Workshop attendees and sponsors.
- Process attendee responses for the eight chapter meetings being administered by staff this month.
- Begin work on 2004 Board Book, a WTCA reference guide for the current Board Members.

## Publications and Accounting (contact: Linda Alfonsi x126 & Carren Koebke x121 & Mike Younglove x114)

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### Update

- The order frenzy continues; last week we shipped 87 WTCA orders!
- The BCSI B3 Summary Sheet – Web Member Permanent Bracing/Web Reinforcement was sent to the printer this week. When the B3 document arrives back from the printer, we will convert our Jobsite packages to include the new BCSI B1 through B3 Summary Sheets.

- The BCSI B2 Summary Sheet – Truss Installation and Temporary Bracing arrived back from the printer on Friday afternoon and backorders will begin shipping Monday, January 19. Please go online at [www.woodtruss.com](http://www.woodtruss.com) for up-to-date product description and pricing.

### **Goals for the Week**

- Contact our outside vendor to have more boxes of the BCSI 1-03 Booklet and the BCSI B1 Summary Sheet delivered to maintain inventory for the heavy order volume.
- Field customer calls regarding the change over from TPI tags to WTCA and the HIB-91 Summary Sheet to the new BCSI B1 Summary Sheet.
- Update Adobe Acrobat electronic files of the Metal Plate Connected Wood Truss Handbook, Third Edition with new product information.

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### **Technical (contact: Ryan Dexter x144, Tony Piek x113, Rachel Smith x127 & Richard Zimmermann x143)**

#### **Update**

- Fifteen students will attend the TTT Level I Live class taking place at WTCA headquarters Wednesday, January 21 through Saturday, January 24. There is still time to register for the Level II class scheduled for February 25-28. *Hurry...* If you register by February 4 you will save \$50 on the course fee. *If you are considering attending please send registration form in as soon as possible!* A form can be downloaded at [www.wtcatko.com](http://www.wtcatko.com) or you may contact Barb for more information at 608/310-6745.
- The BCSI B2 Summary Sheet – Truss Installation and Temporary Bracing was translated into Spanish last week.
- Staff will be giving two presentations for Alpine, one in Orlando on January 23 and one in St. Louis on January 28; entitled, “Industry Initiatives that Support Your Business.” The presentations will introduce attendees to current industry happenings, highlights and new products/services that will enhance their truss industry business. Specifically it will address: BCSI 1-03, Truss Knowledge Online (TKO), quality control, safety and insurance.
- Staff traveled to UBC Wadena to provide a training on **WTCA QC**.
- This week we drafted a TPI/**WTCA QC** promotional flyer with an introductory special offer for companies wishing to use **WTCA QC** as well as being third party inspected by TPI. This will go out in the coming week.

### **Goals for the Week**

- Create a BCSI 1-03 PowerPoint presentation for chapters and members to use in providing educational programs on the BCSI documents.
- Make final revisions to the drafts of B4 Summary Sheet – Construction Loading, B5 Summary Sheet – Truss Damage, Jobsite Modifications and Installations Errors and B10 Summary Sheet – Post Frame Truss Installation and Bracing.
- Review proposed changes for 2005 edition of ASCE 7, *Minimum Design Loads for Building and Other Structures*.
- Evaluate the industry interpretation and position on truss loading as it relates to building codes for uniformity in software as well as application in design.
- Work on an FAQ article entitled “ANSI/TPI 1-2002: Tooth Count Method Plate Placement” for the March issue of SBC Magazine.
- Ship the tabletop booth and handouts for the two Alpine conferences coming up this month.
- Perform **In-Plant WTCA QC** quarterly data file reviews for nine certified plants.
- Finalize arrangements for TTT Level I Live next week.

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### **Carbeck (contact: Kelli Gabel, x128)**

#### **Update**

- Keith Azlin with WTCA-Arizona met with the Tucson Fire Department/Training Academy, and going forward, they will be including Carbeck materials in their standard training curriculum. The fire department personnel are excited and eager to learn information about how components are built and the general information that our industry can offer to them.

### **Goals for the Week**

- Follow-up with Robert Howe, Assistant Fire Marshall for the State of Vermont on the CSCI information and WTCA TTBs that were sent.
- Create text for the Carbeck Silent Auction and Dunk Tank portions of the BCMC exhibitor promotion.
- Contact and send information to the University of Missouri, the Missouri Fire and Training Institute and the New York State Fire Academy.

**BCMC (contact: Jill Zimmerman x122, Peggy Pichette x123 & Carren Koebke x121)**

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**Update**

- A BCMC Programs teleconference was held Thursday, January 15. The Subcommittee discussed potential 2004 session topics and speakers.
- The Rules and Rule Violations document was modified and forwarded to Kent Pagel for legal review.
- Materials for the exhibitor promotion were sent for internal review this week. Design of the promotion will begin next week.
- Quotes came in from four North Carolina tour companies regarding pricing for our two spouse tour choices.

**Goals for the Week**

- Continue to work on future sites of BCMC by contacting Phoenix, Columbus and Fort Worth to hold dates for 2009 & 2010. We are also writing a letter of intent to Salt Lake City and negotiating the Columbus Convention Center contract.
- Formulate the BCMC 2004 budget by reviewing past years and projecting costs for North Carolina.
- Work on finalizing the pricing for the show offices.
- Finish drafting text for the exhibitor promotion including Sponsorship Opportunities, the BCMC Bowl and the Conference at a Glance.
- Research displaying a NASCAR auto on the BCMC show floor.
- Create the January flyer promoting exhibiting at BCMC.

**SBC Magazine (contact: Mindy Caldwell x129, Libby Maurer x124 & Molly Butz x141)**

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- The preliminary budget plan for 2004 is now undergoing internal review.
- An email was sent promoting the Gold Advertisers of the Month to the SBC readership.
- The Spring Promotion Mailing will be announced in a teaser promotion early next week. The mailing will be completed by Monday, January 19.
- Follow up calls were made to nine potential advertisers.
- Text was drafted for the ad space reservation reminder for the April issue.

**Goals for the Week**

- Post January advertisements on the SBC website. They can be viewed at [www.sbcmag.info/index1.html](http://www.sbcmag.info/index1.html).
- Work with the IT team to create an SBC survey analysis format to compute the data we are obtaining.
- Remind Gold and Silver Advertisers of the benefits they receive as program advertisers through a promotional email.
- Stuff and mail the Spring Promotion Mailing to approximately 650 potential advertisers.
- Work on "Personal Pointers" and the "FAQ" columns for the March SBC issue.
- Write a general article promoting the use of components to members in HBA publications.
- Create an SBC Article on the Technical Assessment Test Online (TATO); contact David Hughes at Oregon Truss for discussion and quotes.
- Script and post the Industry News Update.
- Discuss a possible cartoon for SBC Magazine.
- Complete writing assignments including the "Publisher's Message," "BCMC Update" and a feature on the Michigan Chapter for the March issue.
- Distribute April article requests.

**Legislative (contact: Kelli Gabel x128)**

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**Update**

- SLA Update: The Department of Commerce has recalculated the countervailing duties on softwood lumber, potentially lowering it to 13.23% from 18.79%.

**Goals for the Week**

- Continue to monitor and update the steel surcharge situation.
- Create the January Legislative Update.
- Post two Legislative Updates to the SBC website.

*Update*

- We introduced the new TTT discount pricing formula on the registration page this week and implemented the new concept of having access calculated in monthly increments for existing subscribers. If you would like more information about TTT discounts, please contact Barb at 608/310-6745 or [bspeer@qualtim.com](mailto:bspeer@qualtim.com).
- We have finished the Employee Handbook piece of the Safety Manual, as well as and six Warning Posters. All checklists have been updated to include a comment section.
- TKO customer service and sales volume continues to be very high. This week we processed 14 orders for Truss Knowledge Online programs, products and exams.

*Goals for the Week*

- Administer TTT certification exams to the 19 individuals that put in requests January 9 to January 13.
- Make user interface improvements to the TKO course launcher.
- Evaluate a conversion of a classroom Plan Reading course to an online presentation.
- Finalize the Safety Manual slide decks by updating photos and inserting merge files. Package a CD/Manual/Poster and Employers Handbook for Management Committee Chair Kendall Hoyd to review early next week.
- Contact members that have safety photos on their websites that we would like to use. We have already received some great photos from members, and would love to get as many as possible.
- Provide support for the rollout of the Chapter portals.
- Test the new job posting pages for the Workforce Development Portal and update the control tables to be component industry focused.
- Update the WTCA website to include the B Series documents as BCSI B1 through B4 are introduced over the next month.

**Executive Committee**

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*Update*

- The Executive Committee had its monthly teleconference on Tuesday, January 13. A few of the topics discussed were 2004 priorities, planning and budgeting for the year, bylaws questions, nominating committee matters, progress on the joint publications agreement with TPI, preservative treatments, chapter updates, design responsibilities matters and support of NAHB.

*Goals for the Week*

- Create the first draft of the WTCA budget.
- Distribute a joint letter from TPI President Bill Turnbull and WTCA President Dan Holland regarding the conversion to BCSI 1-03 and related summary sheets, as well as distributing a press release on this topic.



# Weekly Board Report

January 23, 2004

## Introduction

The BCSI B2 Summary Sheet – Truss Installation and Temporary Bracing launched Monday, January 19. This summary document is an in-depth revision of the WTCA TTB Temporary Bracing. Expanding on the original four pages, the document is now a far more comprehensive eight-page English and Spanish full-color pamphlet designed specifically as an eight-step guide to safely installing trusses.

B2 and its companion BCSI B1 Summary Sheet (replacing TPI's HIB-91 Summary Sheet and WTCA's Jobsite Warning Poster) provide the best temporary bracing education for the jobsite. B2 thoroughly outlines and graphically shows all of the instructions for setting the first five trusses, safely providing temporary bracing and emphasizes the need for lateral bracing to be stabilized with diagonal bracing.

If you are interested in ordering the B2 Summary Sheet, please reference the price chart below and contact staff at 608/274-4849 ext. 8 or by fax at 608/274-3329. Orders may also be placed through the online shopping cart at [www.woodtruss.com/pubs/cart\\_intro.php](http://www.woodtruss.com/pubs/cart_intro.php).

Qty (Lots of 50)	Member	Nonmember
1-9	\$36.00	\$39.60
10-19	\$34.00	\$37.40
20-99	\$32.00	\$35.20
100+	\$30.00	\$33.00

## Membership & Chapters (contact: Anna Stamm x119, Kelli Gabel x128 & Carren Koebke x121)

### Update

- Close to 40 members are now registered for the Regional Workshop & Conference in Las Vegas. If you are interested in attending, please contact staff as soon possible to reserve a space. Registrations for the New Orleans Workshop on March 26 are starting to pick up speed!
- Staff gave a presentation for Alpine's Truss Industry Educational Workshop in Orlando on Friday, January 23. Alpine included a very nice section in their attendee binder with WTCA information. It was great to visit with several component manufacturers and there was a lot of positive feedback about WTCA's educational programs and the TPI/WTCA joint publications.
- The final nominations for the 2003/4 WTCA Board of Directors have been selected. A ballot for the Chapter Representatives from the Wisconsin Truss Manufacturers Association and the Wood Truss Council of North Carolina, as well as an additional At Large Representative, was sent to the membership on Friday.
- Staff also visited Robbins Engineering, attended the Central and North Florida Chapter meetings this week, attended the Alpine Workshop and met with potential member Cox Lumber.
- Membership meetings for the Northeast, North Florida and Texas Chapters were administered this week.
- Reminder notices were sent for next week's Ohio, Alabama and New York Chapter meetings.
- Updates were made to the Truss Manufacturers Association of Texas web site, [www.tmatchapter.com](http://www.tmatchapter.com), including meeting information and photos.
- The new site for the Wood Truss Council of Michigan, [www.wtcmich.com](http://www.wtcmich.com), should debut next week.
- A conference call was conducted with members of the WTCA New York Chapter on the status of building labeling legislation. Passed by the legislature nearly two years ago, the debate surrounding rule-making and implementation of the truss labeling law may finally be drawing to a close.

- Thanks to Sun State Components and the Southern Nevada Component Manufacturers Association, trusses were supplied for the Southern Pine Council's booth at the NAHB International Builders Show in Las Vegas this week. WTCA membership lists and B1 Summary Sheets were distributed as well.
- We are communicating with the Texas Board of Professional Engineers on engineering policy advisory system that affects the truss industry. We are working closely with Victoria Hsu, Executive Director of TXBPE on the old policy advisory, using new policy advisory rules.

**Goals for the Week**

- Contact additional Regional Workshop attendees and sponsors. The sponsors were requested to send their literature for the attendee binders by next Wednesday for assembly.
- Work on the Board of Directors Handbook by creating a timeline for production this week. Contact all new board members who have not yet submitted their biographies.
- Conduct follow-up calls to possible Open Quarterly Meeting attendees. Organize and fax the rooming list to the Hilton Mission Valley in San Diego, CA.
- Ship handouts for the next batch of upcoming chapter meetings.
- Order 2004 brass sticker plates for the membership plaques. These will be mailed to current members in two to three weeks.
- Order 33 membership plaques for new companies that joined WTCA this fall.
- Prepare for Truswal's 2004 National Manufacturer's Conference, to be held in Palm Harbor, Florida from January 28 through February 1. WTCA staff will be giving a presentation at this event.

**Publications and Accounting (contact: Linda Alfonsi x126 & Carren Koebke x121 & Mike Younglove x114)**

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**Update**

- Last week we shipped 123 WTCA orders – a new record for the WTCA publications department!
- The BCSI B3 Summary Sheet – Web Member Permanent Bracing/Web Reinforcement was returned from the printer on Friday, January 23.
- Over the weekend, staff assembled 1200 new WTCA Jobsite Packages to fill backorders. The contents for the new Jobsite Packages are: a Jobsite cover sheet, the TTB Checklist for Handling and Installing Trusses, BCSI B1 – Guide for Handling and Installing Trusses, BCSI B2 – Truss Installation and Temporary Bracing, BCSI B3 – Web Member Permanent Bracing/Web Reinforcement and BCSI B4 – Construction Loading (note that we will use up the stock of the existing TTB Construction Loading since the content is the same as the new BCSI B4). Jobsite Packages can also be customized with your specific requirements. New pricing on the generic Jobsite Packages is as follows:

Qty (ea) min 50	Member	Nonmember
50-99	\$2.95	\$3.25
100-499	\$2.75	\$3.05
20-99	\$2.60	\$2.85
1000-1999	\$2.40	\$2.65
2000+	\$2.25	\$2.50

- The new BCSI B2 Summary Sheet – Truss Installation and Temporary Bracing began shipping on Monday, January 19. We shipped 136 lots of 50 this week and have already set up another print run.
- More BCSI B1 Summary Sheets were delivered from our printer. During the week of January 12, we shipped 142 lots of 250! Three orders of fifty lots were also drop-shipped directly from our vendor.

**Goals for the Week**

- Invoice and ship the large quantity of orders that WTCA is receiving daily.
- Create and fax a B2 Summary Sheet – Truss Installation and Temporary Bracing promotion announcing the product to the membership.

**Technical (contact: Ryan Dexter x144, Tony Piek x113, Rachel Smith x127 & Richard Zimmermann x143)**

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**Update**

- Upon final approval, the BCSI B4 Summary Sheet – Construction Loading went to press last week.
- Staff completed a review of proposed changes for the 2005 edition of ASCE 7, *Minimum Design Loads for Building and Other Structures* and sent a summary to both TPI TAC and WTCA Engineering & Technology Committee members.

- A TTT Level I live class was held at WTCA Wednesday, January 21 through Saturday, January 24. Staff taught the course and fifteen students earned certification.
- There is still time to register for the Level II live class scheduled for February 25-28. Remember that if you register by February 4, you will save \$50 on the course fee. *If you are considering attending please send your registration form as soon as possible!* Please contact Barb at 608/310-6721 or [bspeer@qualtim.com](mailto:bspeer@qualtim.com) with questions.
- Staff traveled to Carolina Truss in Summerville, South Carolina to provide a **WTCA QC** training.

#### ***Goals for the Week***

- Finish the TTW training/educational PowerPoint® presentation on the BCSI Booklet and B-Series documents. It will eventually be created into an online TTW program.
- Begin preparations for the TTT Level II live class in February.
- Create a BCSI page on the WTCA website to outline the WTCA/TPI publications agreement, explain the purpose of the BCSI Booklet and the initiation of the B-Series documents.
- Revise and finalize the drafts of BCSI B5 Summary Sheet – Truss Damage, Jobsite Modifications and Installation Errors and the BCSI B10 Summary Sheet – Post Frame Truss Installation and Bracing.
- Start the first drafts of the BCSI B6 Summary Sheet – Gable End Frame Bracing and BCSI B7 Summary Sheet – Temporary and Permanent Bracing for Parallel Chord Trusses.
- Evaluate brittle flooring research to develop graphic depictions for illustrating issues and solutions.
- Research truss loading topics and create an outline of document contents for internal review.

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#### **Carbeck (contact: Kelli Gabel, x128)**

##### ***Update***

- Text was written regarding the Carbeck Silent Auction and Dunk Tank for the BCMC exhibitor promotion.
- Staff followed up with Robert Howe, Assistant Fire Marshall for the State of Vermont on the CSCI and WTCA information that was sent to him last week.

##### ***Goal for the Week***

- Contact the Las Vegas Fire Department Training Center and the Ohio Fire Academy.

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#### **BCMC (contact: Jill Zimmerman x122, Peggy Pichette x123 & Carren Koebke x121)**

##### ***Update***

- A promotional plan for BCMC flyers for the year was mapped out and a spreadsheet was created.
- A potential exhibitor was called and emailed information.
- The exhibitor promotion text is still being reviewed. The art department has conceptualized the theme and designed a cover. The document will ship the week of February 15.

##### ***Goals for the Week***

- Complete the text flow for the exhibitor promotion, and begin designing the brochure.
- Send a staff recommendation on show office pricing to WTCA Treasurer, Kendall Hoyd.
- Prepare the final budget for BCMC 2004.
- Make travel arrangements for staff to travel to Texas for a site visit of the Fort Worth Convention Center.
- Send the Columbus Convention Center contract to WTCA's legal counsel for review.
- Contact Stan Duobinis regarding the Economic Forecast.
- Send the Programs teleconference minutes for internal review.
- Email February BCMC tasks to staff members.
- Draft the January flyer promoting exhibiting at BCMC.
- Draft a general flyer promoting BCMC to include with membership packets.

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#### **SBC Magazine (contact: Mindy Caldwell x129, Libby Maurer x124 & Molly Butz x141)**

- The cover letter for the Spring promotion mailing was finalized, a teaser announcing the promotion was emailed and approximately 625 potential advertisers were mailed a complete information packet.
- A reminder to the readership was sent that Classified ads for March are due by February 2.
- Artwork was created for the April space reservation reminder and the emails were sent; the reservations are due February 23.
- We continue to receive responses to the SBC survey and are working on the final report format.
- The "Personal Pointers" and the "FAQ" columns were finished for the March issue.



### ***Goals for the Week***

- Assemble and edit the first version of the March text flow, distributed for internal review on Thursday, January 23.
- Complete the April editorial line-up and distribute the final article requests by January 26.
- Begin writing assignments for the April issue; the text deadline is February 12.
- Remind Gold and Silver Advertisers of the benefits they receive as program advertisers through a promotional email.
- Create new ad material for SBC advertisers.

### **Legislative (contact: Kelli Gabel x128)**

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#### ***Update***

- We contacted the *Wall Street Journal* regarding the steel tariff and in response, they wrote an article. The structural building components industry was highlighted, as well as a quote from WTCA. The article was entitled, "Steel Prices Jump, Stirring Protests from Customers," *Wall Street Journal*, January 23, 2004, Page 2, Section A.
- Two Canada/U.S. softwood lumber trade updates were sent this week explaining the WTO overturned its original ruling, and stated that the U.S. was within its rights to apply tariffs to Canadian softwood imports.
- The last three Legislative Updates were posted to the SBC website.

#### ***Goals for the Week***

- Finish and email the January Legislative Update.

### **Website/Online Education/Information Tech. (contact: Hien Khuu x137, Barb Speer x145 & Rachel Smith x127)**

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#### ***Update***

- An explanatory piece on the Technical Assessment Test Online (TATO) was written and submitted to SBC for placement in the March issue.
- Work on the next generation of chapter web sites is proceeding well. The chapter sites are now able to pull Board of Directors and Membership lists directly from the database resulting in live data in real time.
- We received useful feedback from Idaho Truss on the WTCA Operations Safety Certification materials, and will incorporate the comments and begin sending the information out to beta sites in the coming week. If you are interested in receiving a beta version of these materials, please contact Kelli at 608/310-6728 or [kgabel@qualtim.com](mailto:kgabel@qualtim.com).

#### ***Goals for the Week***

- Develop TTT logos for certified technicians at Carolina Truss.
- Review of Plan Reading classroom content for online presentation.
- Examine feedback regarding TKO content and respond as required.
- Work to gather, update and post all collateral material for the Safety Program including the manual, downloads, checklists and links to OSHA.
- Create a flash banner ad to connect the BCMC 2003 sessions to the TKO website.
- Work on upgrades to the shared chapter portal system that supports the growing number of chapter web sites.
- Synch the WTCA and TPI databases.

### **Executive Committee**

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#### ***Update***

- We distributed a letter to professionals in the building industry regarding the implementation of BCSI, and received several responses from building officials and engineers thanking us for the information.
- A letter to TPI QA licensees also was distributed this week, explaining the implementation of the new BCSI documents and tags, as well as pricing information.



# Weekly Board Report

January 30, 2004

## Introduction

Another new BCSI B-Series document launched this week! The B3 Summary Sheet – Web Member Permanent Bracing/Web Reinforcement is now available for purchase! This Summary (as the name signifies) is a revised combination of two WTCA TTBs, Web Member Permanent Bracing and Web Reinforcement. It carefully explains how some web members must be braced or reinforced in the field and describes six methods for web bracing or reinforcement.

The B3 Summary Sheet is the third installment in the new TPI/WTCA joint BCSI B-Series product line. The first, the BCSI B1 Summary Sheet – Guide for Handling, Installing and Bracing of Metal Plate Connected Wood Trusses and the B2 – Truss Installation and Temporary Bracing launched earlier this month. Like its predecessor, the B3 is a full color English and Spanish document.

If you are interested in ordering the B3 Summary Sheet, please reference the price chart below and contact staff at 608/274-4849 x 8 or by fax at 608/274-3329. Orders may also be placed through the online shopping cart at [www.woodtruss.com/pubs/cart\\_intro.php](http://www.woodtruss.com/pubs/cart_intro.php).

Qty (Lots)	Price per Lot (\$)	
	Members	Nonmembers
1-9	18.00	19.80
10-19	17.00	18.70
20-99	16.00	17.60
100+	15.00	16.50

1 Lot = 50  
Documents  
Shipping units: 24

## Membership & Chapters (contact: Anna Stamm x119, Kelli Gabel x128 & Carren Koebke x121)

### Update

- The rooming list was submitted to the Hilton Mission Valley for our Open Quarterly Meeting February 25-27. At this time, 57 are registered to attend. If you are interested but have not registered yet, contact Carren at 608/310-6721.
- Several chapters have begun distributing BCSI 1-03 booklets in educational efforts in their marketplace. For suggestions on developing a plan in your chapter, and reaching lowest quantity pricing, please see the January issue of Chapter Focus or contact Anna at 608/310-6719.
- Three *Truss Technology in Building* documents, Partition Separation, Truss Configuration and Truss Repair were sent to the American Society of Home Inspectors Conference that was sponsored by Missouri Truss Fabricators Association.
- Chapter meetings for Alabama and New York were administered this week; the Ohio meeting was postponed due to inclement weather.
- The full announcement for the CalESCA-South meeting on February 10 was written and distributed.
- A teleconference was held by the Florida Chapter Executive Committee to discuss issues in Florida including membership and the composition of the Committee. Mike Nilles was selected as an additional at-large representative.
- Staff delivered presentations at the MiTek Conference in St. Louis and the Truswal Seminar in xxx.
- The new Michigan Chapter web site is live at [www.wtcmich.com](http://www.wtcmich.com). The membership list and board of director functions are active along with links to WTCA products and classes; other sections of the site are under construction.

### **Goals for the Week**

- Finalize details for the Regional Workshop & Conference in Las Vegas February 6 including: creating thank you signs recognizing our sponsors, collecting the materials submitted by sponsors for the attendee binders and printing their SBC ads for inclusion, designing and assembling the attendee binders, submitting final catering and set-up requirements to the hotel, confirming the golf arrangements, and processing remaining attendee paperwork.
- Draft and distribute the January Chapter Focus and Teleconference Agenda for February 11.
- Contact chapters for submission to Chapter Corner and the Chapter Spotlight article for the March issue of SBC.
- Confirm additional chapter officer changes for 2004, update the WTCA database and the web site.
- Finalize all Directors' biographies for the 2004 WTCA Board Book.
- Submit final catering selections for meals planned in San Diego during the Open Quarterly Meeting.
- Create and send potential member packets to ship with BCSI orders by former TPI product users.

### **Publications and Accounting (contact: Linda Alfonsi x126, Carren Koebke x121 & Mike Younglove x114)**

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#### **Update**

- We beat last week's record breaking week with 125 publication orders shipped from January 19-23!
- The BCSI B5 Summary Sheet – Truss Damage, Jobsite Modification and Installation and the B10 Summary Sheet – Post Frame Truss Installation and Bracing were sent to the printer this week. We expect them back from the printer in a couple of weeks.
- A WTCA staff meeting was held to discuss the launch of the new BCSI B-Series documents. Staff reviewed product descriptions and pricing information in order to field the large volume of calls on the new products.
- Next week we are expecting another shipment of the BCSI B2 Summary Sheet – we have sold 212 lots (10,600 copies) in two weeks' time!
- The website has been revised with the new WTCA Jobsite Package contents and pricing. If you are interested, please visit <http://www.woodtruss.com/pubs/catalog.php?Fieldname=CategoryID&ID=65#CatProdID703> for more details.

#### **Goals for the Week**

- Assemble custom Jobsite Packages for the New Castle County Government – Land Use/Building Inspector Department of New Castle, DE.
- Establish relationships with book dealers and resellers; permanently identify their pricing in the WTCA database.
- Update the website/online ordering system to include new B-Series products and pricing.

### **Technical (contact: Ryan Dexter x144, Tony Piek x113, Rachel Smith x127 & Richard Zimmermann x143)**

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#### **Update**

- Staff preformed In Plant WTCA QC training for Carolina Truss in Summerville, SC on January 20.
- As of January 27, we have shipped 82 WTCA **In-Plant QC 4.1** programs. In addition, we have shipped 14 Pocket PC QC Software CDs.
- Staff completed an article for **SBC** called "Knowledge is Power: Developing a Strategy for Long Span Truss Installation."
- Three follow-up calls were made to quarterly data file reviews for certified plants to verify they are aware of the requirements.
- A BCSI PowerPoint presentation was completed for staff members traveling to Florida and Missouri to offer talks on the new product series.

#### **Goals for the Week**

- Complete the rough draft of the Third Party Safety Program Audit.
- Contact truss plants to plan potential dates for February and March QC trainings.
- Answer five inquiries regarding topics such as: the QC 4.1 program, what it takes to be certified and Pocket PC Software.
- Conduct research regarding the truss industry's interpretation and position regarding the loading provisions of the IRC/IBC and ASCE 7, then write the first draft of Forward & Introduction, Load Combinations & Cases, Dead & Live Loads, and Snow & Rain Loads.
- Draft a brittle flooring article and contact the Tile Council of America for permission to reproduce details from its Handbook in the piece. The working title of the piece is "Brittle Floor Finish Considerations."
- Begin planning for the TPI TAC Meeting that will take place Wednesday, February 25 in San Diego.
- Review of Plan Reading classroom content for online presentations by determining how concepts related to blue print reading can be communicated via the TKO system; with or without the use of actual structural design drawings.

## **Carbeck (contact: Kelli Gabel, x128)**

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### *Update*

- A fire CD was sent to Melvin Keilor, Fire Marshall in San Antonio.

### *Goals for the Week*

- Make three follow up calls to fire academies.
- Create an introduction for Train-the-Trainer binders and pull together the binder contents.

## **BCMC (contact: Jill Zimmerman x122, Peggy Pichette x123 & Carren Koebke x121)**

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### *Update*

- Pricing for BCMC show offices has been finalized.
- Stan Duobinis, Ph.D. has agreed to deliver an Economic Forecast at this year's show.
- An email was sent to attendees of the 2003 spouse tour who volunteered to assist in planning the 2004 event asking them to give feedback on specific options that staff has researched including: an historic driving tour, visiting the Mint Museum and a NASCAR race shop. If you would like to voice your opinion on the 2004 spouse tour, please contact Carren at [ckoebke@qualtim.com](mailto:ckoebke@qualtim.com) or 608/310-6721.
- The Exhibitor Promotion is now in its initial stages of layout. It is scheduled to ship the second week of February.
- A general flyer was created to promote BCMC attendance year-round.

### *Goals for the Week*

- Follow up with the Phoenix Convention Center regarding dates for 2009 and 2010.
- Contact Wall Panel track speakers from the 2003 show to see if they are interested in presenting again this year.
- Work on the hotel negotiations spreadsheet; a compilation of our group's sales, habits and needs while at the show.
- Contact BCMC Committee Chair Tom Manenti about his BCMC article for the April SBC Magazine.
- Compile results from a Programs Sub-Committee vote a Kick-off speaker; staff sent clips of three selections.
- Distribute copies of BCMC photos to exhibitors who requested them.
- Review the Exhibitor Promotion proof as sections are completed.

## **SBC Magazine (contact: Mindy Caldwell x129, Libby Maurer x124 & Molly Butz x141)**

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- This week staff pulled together ad instructions and a sales report for the March issue, and then created a template of the March issue in preparation for layout and design.
- Advertisers were contacted that have yet to submit contracts so we can close the March issue.
- We regret to inform you that Dick Bowman, of our advertising sales team, was diagnosed with bone cancer last week. While we're all optimistic that he'll be able to beat this and make a full recovery, he will no longer be handling ad sales for SBC. We know Dick would welcome your thoughts and prayers at this time. If you would like to send him and his wife, Marilyn, a note of encouragement, their home address is: 4212 Tequesta Drive, Estero, FL 33928 If you need anything regarding advertising, please contact Mindy Caldwell (608/310-6729, [mcaldwell@sbcmag.info](mailto:mcaldwell@sbcmag.info)) or Peggy Pichette (608/310-6723, [ppichette@sbcmag.info](mailto:ppichette@sbcmag.info)). We will keep you updated on the situation.

### *Goals for the Week*

- Prepare March text flow for layout by February 2.
- Assist staff in proofing and editing April writing assignments. The focus of the April issue will be Grassroots Activities and the annual Membership Listing.
- Remind Gold and Silver Advertisers of the benefits they receive as program advertisers through a promotional email.
- Work on pricing proposals and printing quotes for SBC Magazine.
- Select Gold Advertisers for the month of February and request updates to the SBC website.
- Email details to the printer regarding the upcoming March issue.
- Pull together ad instructions and sales report for March issue by Friday, January 30.
- Post new Industry News onto the SBC website.
- Work on a Regional Workshop & Conference house ad to thank the sponsors of the Las Vegas event.

## **Legislative (contact: Kelli Gabel x128)**

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### *Update*

- The January Legislative Update was distributed. Issues included: U.S./Canada Softwood Lumber Trade, Steel, Housing Affordability; Environmental and Trucking Rules.

### ***Goals for the Week***

- Research legislative websites to gather ideas to incorporate into a possible WTCA legislative site.

### **Website/Online Education/Information Tech. (contact: Hien Khuu x137, Barb Speer x145 & Rachel Smith x127)**

#### ***Update***

- Staff met with Conney Safety Products to discuss a mutual marketing partnership for the WTCA's Operations Safety Certification and Conney's products.

#### ***Goals for the Week***

- Improve system for preventing duplicate records in the WTCA database.
- Add a sub-system to the WTCA publications system to track individuals who place orders, enabling us to gather marketing data and send directed promotions to specific groups.
- Work to finish the WTCA's Operations Safety Program by laying framework for a Safety Module database, finalizing the Certification/Third Party Inspection sections of the manual, contacting Michael of Conney for feedback on the new Program and producing the materials to send to our 20 beta test companies. Each of the companies will receive manuals, checklists, downloads and a CD.
- Continue preparations for the TTT Level II live class in February; we currently have 14 students registered.
- Add the remaining three demos to the [www.wtcatko.com](http://www.wtcatko.com) web site: Risk, TKO and BCMC sessions.

### **Executive Committee**

#### ***Update***

#### ***Goals for the Week***



# Weekly Board Report

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February 8, 2004

## In Memoriam

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We regret to inform you that Dick Bowman, long-time advertising salesperson for SBC Magazine (and previously *WOODWORDS*), passed away peacefully Sunday, February 8 at 2:00 p.m. He was just diagnosed with bone cancer on January 21, so the illness progressed extremely quickly. Family and a lot of love have surrounded him since his illness and he maintained his charm and sense of humor until the end.

Dick served our industry exceptionally well and with a great deal of passion. The day of his diagnosis, he was still working diligently to try to close the March issue of the magazine. At that time, he was in a great deal of pain, but he was persevering through what he thought was a bad case of the flu. He always made sure that each of our advertisers felt important and he took a great deal of pride in being on the SBC Magazine team. He will be greatly missed by our staff.

A service will take place next Saturday, February 14 at Lady of Light in Estero, Florida where he was a member. A service will also be planned in Milwaukee, Wisconsin, where he made his home for many years before moving to Florida. If you are interested in finding out about the specific funeral arrangements when they become available or would like a mailing address to send your sympathies to his wife Marilyn, please contact 608/217-3710 or [sgrundahl@qualtim.com](mailto:sgrundahl@qualtim.com).

## Introduction

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We are pleased to introduce WTCA's Operations Safety Certification Program (WTCA OSC)! This new program was designed specifically for component manufacturers to help you create and improve your in-plant safety programs. You, our members, expressed a need for a program such as this and we created WTCA OSC to help you build on and customize it to fit your plant's existing safety program.

WTCA OSC is organized into four phases. Phases I and II are designed to help your plant's safety manager design and then implement a safety plan. These Phases take you from outlining what your plan should entail to helping you put it into action. Phase III is for the employees in your plant. The final Phase, Phase IV, was designed to help you maintain your program providing you daily/quarterly checklists, meeting forms, policy checklists, OSHA record keeping information and much more! The program is being launched on a Beta test site basis. Pricing for access to the program, binder and materials for members is \$600 for Plant #1, and access in subsequent years/additional plants is \$300. If you are a member of WTCA, you can be a Beta Tester, get two years for the price of one and offer product feedback directly to staff. Beta participants will receive:

- Online access to all safety information for a period of two years (for the price of one):
- The WTCA OSC Manual
- 20 Employee Summary Safety Booklets
- Six Safety Warning Posters
- A CD that contains all of the modules, presented both as PowerPoint® slide decks as well as published training sessions that include pre-recorded audio narration, animated video effects and short video demonstrations [note that the published programs are still under development because we would like to get your feedback on the PowerPoint® programs before publishing the educational programs into multi-media presentations.]
- The CD also contains all of the printed materials, including a customizable manual saved as a Microsoft Word® document, and printable checklists/downloads available for use in conjunction with the program.
- All of the information is also centrally located online at [www.wtcatko.com/training/safety/index.php](http://www.wtcatko.com/training/safety/index.php). In addition to the printed material, the online safety site will allow you to download the most updated version of the manual as well as access a listing of links to all appropriate state and federal regulations as they pertain to safety topics in your manufacturing facility.

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### *Update*

- A successful Regional Workshop & Conference took place Friday, February 6 in Las Vegas. Thank you to all who attended for making the Workshop informative and enjoyable. Also, a special thank you to our generous Workshop sponsors who allow us to continue holding these valuable events. Our Gold Sponsor was: MiTek Industries, Inc. Our Silver Sponsors were: Alpine Engineered Products, Inc.; It's Your Choice!; Simpson Strong-Tie Company; Truswal Systems Corporation; USP Structural Connectors and Weyerhaeuser-Softwood Lumber and Trus Joist Timberstrand®. Our Bronze Sponsor was: Turb – O – Web.
- The re-launch of WTCA-Indiana is just around the corner. Staff is assisting with the action plan for holding a kick-off meeting and plant tour later this winter.
- Updates were made to the chapter pages at the WTCA web site including the new chapter presidents and postings from SBC's Chapter Corner.
- The WTCA Board of Directors was emailed requesting feedback on local market topics to be addressed at the Open Quarterly Meeting on February 27. If you would like to provide a input on regional topics to cover at the meeting, submit topics online at <http://www.woodtruss.com/membership/survey0402.php>.

### *Goals for the Week*

- Finish content 2004 WTCA Board Book; it is due for completion on February 16.
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- Finalize all arrangements for this week's Regional Workshop & Conference, print and ship the participant list, nametags and place cards.
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- Assist the Florida Executive Committee with the text on its governing principles; this will be reviewed at the WTCA Board Meeting in San Diego.
- Update and ship welcome packages to the eight new members (five manufacturers and three professionals) that joined in the last two weeks.

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- Update the contents of the Teaching Tools Folder to include B Series documents and an updated order form.
- Quote custom documents and Job Site packets for Shelter Systems in Westminster, MD.
- Customize the "Framing the American Dream" document for Letherer Truss in Clare, MI.
- Complete WTCA's year-end financials for 2003.

## **Technical (contact: Ryan Dexter x144, Tony Piek x113, Rachel Smith x127 & Richard Zimmermann x143)**

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- Research the truss industry’s interpretation and position regarding the loading provisions of the IRC/IBC-03 and ASCE 7-02. The first drafts of the Forward & Introduction, Load Combinations & Cases, Dead Loads, Live Loads, Snow Loads and Rain Loads have been sent out to a limited group for review. Research continues on Wind Loads, Seismic Loads, Special Design Considerations, Design Load Checklist and Truss Design Drawings.
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- Continue creating generic truss design examples from trusses that had bracing failures. These generalized drawings with accompanying tables will be used to see if a pattern emerges among the 30+ examples submitted by five different plate suppliers. Per TPI TAC, this generic work will be submitted to MiTek to further analyze.
- Follow up with Atlas Components’ request for a general presentation ‘Truss Manufacturing Orientation’ that can be given to truss novices.
- Contact the newly licensed TPI 3<sup>rd</sup> party inspected companies regarding **In-Plant WTCA QC**. TPI is now copying WTCA on interactions between TPI and their new 3<sup>rd</sup> party inspection contacts.
- Contact presenters for the TTT III Live course that is scheduled for March 17-20 in Madison, Wisconsin.

#### **Carbeck (contact: Kelli Gabel, x128)**

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##### ***Update***

- The following fire academies have been contacted and sent fire CDs and Carbeck information: Arlington Heights Fire Academy; Illinois Fire Service Institute; Pensacola Junior College; Coral Springs Fire Academy; Central Florida Fire Academy; Florida State Fire College; ASU East Fire Programs; Arkansas Fire Academy; Georgia Fire Academy; California Fire Academy; Tice Fire Production & Rescue Services District; Colorado Division of Fire Safety; Connecticut Fire Academy; Missouri Fire & Training Rescue; Las Vegas Fire Department Training Center; New York State Fire Academy Office of Fire Prevention & Control.

##### ***Goals for the Week***

- Contact South Dakota Fire Training Service and South Carolina Fire Academy.
- Follow-up with silent auction trip winners regarding scheduling times.

#### **BCMC (contact: Jill Zimmerman x122, Peggy Pichette x123 & Carren Koebke x121)**

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##### ***Update***

- Staff visited the Convention Center facility in Fort Worth, TX. The site is being considered for year 2006.
- Final changes and revisions were made to the Columbus Convention Center contract by WTCA’s legal counsel.
- Staff emailed the wall panel speakers from last year’s show to see if they are interested in presenting this year. Based on the attendee seminar evaluations, the BCMC Programs Subcommittee has decided there should be an educational wall panel track at this year’s show. We have already heard from Scott Stevens and he has graciously agreed to present at this year’s show.
- Committee members were contacted regarding possible plant tour location follow up calls.
- The Exhibitor Promotion was finalized and posted on the web site for the BCMC Committee, Charlotte hotels, Convention and Visitor’s Bureau and Convention Center to review. It will be mailed the week of February 15.

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- Follow up with spouses from 2003 that volunteered to help plan the 2004 spouse tour in Charlotte. We are currently looking into three different tour options, including: a NASCAR race shop; the Mint Museum and a historic homes driving tour of downtown Charlotte.



- Contact Charlotte Arrangements about possible bands to play the ribbon cutting ceremony.
- Draft the text for the March BCMC ad in SBC Magazine.
- Draft the text for the February promotional flyer going out to all potential exhibitors.
- Enter contact information for five potential exhibitors into the exhibitor promotion distribution list.
- Work on the BCMC budget.

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- We sent a promotion to announce our SBC Gold advertisers for the month of February. They are Intelligent Building Systems and Open Joist 2000. Gold advertisers play an enormous role in making our publication possible! You can visit <http://www.sbcmag.info/ouradvertisersredirect.htm> for more information about their products.
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#### ***Update***

- A Legislative Update was sent regarding the British Columbia government changing policy reforms concerning softwood lumber.

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- Search web sites to create policy positions in preparation for the upcoming Legislative Conference in May.

### **Web Site/Online Education/Information Tech. (contact: Hien Khuu x137, Barb Speer x145 & Rachel Smith x127)**

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#### ***Update***

- With a few minor picture changes and a couple of text tweaks in place, we will begin production on the Safety Program for our beta testers. We have had several replies and intend to begin sending the Program out to our test sites early next week. The web resource pages for the Operations Safety Certification program have been completed.
- All of the remaining online education demonstrations have now been formatted into TKO pages on the web site. Now when visitors go to our TKO Training Path, TTT, Safety, TTW, TATO, and BCMC seminar pages from [www.wtcatko.com/](http://www.wtcatko.com/), they will have the opportunity to “learn more” by watching a multi-media presentation about the topic. Demos are also available on the topics of *WTCA QC* and Risk Management Seminars from <http://www.woodtruss.com/index.php>. Please check it out today!

#### ***Goals for the Week***

- Archive the BCMC site into BCMC 2003 in preparation for this year’s site creation.
- Maintain the WTCA database for duplicate accounts added through the online pubs ordering system.
- Analyze the Workforce Development Portal and make changes as needed.
- Create a web form to allow Board members to enter the key issues taking place in their regional markets, in preparation for the upcoming Board meeting in San Diego.
- Draft a plan for creating a meeting registration process online to allow a convenient process for members signing up for chapter meetings and WTCA meetings/events.

### **Executive Committee**

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#### ***Goals for the Week***

- Create the agenda for the upcoming February 12 Executive Committee teleconference.



# Weekly Board Report

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February 8, 2004

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#### ***Goals for the Week***

- Search web sites to create policy positions in preparation for the upcoming Legislative Conference in May.

### **Web Site/Online Education/Information Tech. (contact: Hien Khuu x137, Barb Speer x145 & Rachel Smith x127)**

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#### ***Update***

- With a few minor picture changes and a couple of text tweaks in place, we will begin production on the Safety Program for our beta testers. We have had several replies and intend to begin sending the Program out to our test sites early next week. The web resource pages for the Operations Safety Certification program have been completed.
- All of the remaining online education demonstrations have now been formatted into TKO pages on the web site. Now when visitors go to our TKO Training Path, TTT, Safety, TTW, TATO, and BCMC seminar pages from [www.wtcatko.com/](http://www.wtcatko.com/), they will have the opportunity to “learn more” by watching a multi-media presentation about the topic. Demos are also available on the topics of *WTCA QC* and Risk Management Seminars from <http://www.woodtruss.com/index.php>. Please check it out today!

#### ***Goals for the Week***

- Archive the BCMC site into BCMC 2003 in preparation for this year’s site creation.
- Maintain the WTCA database for duplicate accounts added through the online pubs ordering system.
- Analyze the Workforce Development Portal and make changes as needed.
- Create a web form to allow Board members to enter the key issues taking place in their regional markets, in preparation for the upcoming Board meeting in San Diego.
- Draft a plan for creating a meeting registration process online to allow a convenient process for members signing up for chapter meetings and WTCA meetings/events.

### **Executive Committee**

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#### ***Goals for the Week***

- Create the agenda for the upcoming February 12 Executive Committee teleconference.



# Weekly Board Report

February 13, 2004

## Introduction

Protect yourself on the jobsite...use a Jobsite Safety Package as an inexpensive insurance policy! These pre-assembled packages have been updated to contain our state-of-the-art safety information designed specifically to educate those on the jobsite how to install trusses safely. The standard Jobsite Package contains a color cover sheet, the Checklist for Handling & Installing Trusses TTB and the newest BCSI Summary Sheets: B1 – Guide to Handling, Installing & Bracing of Metal Plate Connected Wood Trusses; B2 – Truss Installation & Temporary Bracing; B3 – Web Member Permanent Bracing and B4 – Construction Loading. All five documents are contained in a zip-locked 10x14 in. plastic bag. New pricing is as follows:

Qty (each)	Member	Nonmember
50-99 (min. 50)	\$2.95	\$3.25
100-499	\$2.75	\$3.05
500-999	\$2.60	\$2.85
1000-1999	\$2.40	\$2.65
2000+	\$2.25	\$2.50

You may also customize these packages to contain your company's logo or change the contents of the packages to meet specific educational and safety needs in your marketplace. The Jobsite Safety Package is an irreplaceable tool to help fulfill your duty to educate and warn, as well as reduce your risk as a component manufacturer. If you would like to order Jobsite Safety Packages, please contact staff at 608/274-4849, ext. 8 or order them via the pubs online shopping cart at:

[http://www.woodtruss.com/pubs/cart\\_intro.php](http://www.woodtruss.com/pubs/cart_intro.php).

## Membership & Chapters (contact: Anna Stamm x119 & Kelli Gabel x128)

### Update

- The February Chapter Teleconference was conducted on Wednesday. Thank you to all who participated! This month's call featured discussion on BCSI, the Regional Workshops, and Safety. For more information on the calls and to be added to the minutes distribution list, contact Anna at 608/310-6719 or [astamm@qualtim.com](mailto:astamm@qualtim.com).
- The CalESCA-South Chapter meeting was administered this week.
- At the request of CalESCA, a notice was sent to manufacturers in California to remind them of Open Quarterly Meeting taking place in their state and to encourage them to attend the Manufacturers Roundtable this month.
- March Chapter meetings are being planned for: Greater Chicago (March 2), Michigan (March 11), and CalESCA-North. The January Ohio Chapter meeting cancelled due to inclement weather has been rescheduled for March 4.
- A Chapter start-up package for Arkansas was shipped to Steven Spradlin of Capital Structures. If you would like to become involved in the development of a new Arkansas Chapter, contact Anna at 608/310-6719 or [astamm@qualtim.com](mailto:astamm@qualtim.com).
- Make plans now to attend the Regional Workshop & Conference in New Orleans on March 26. The topic to be covered is Building Code & Design Issues. Remember that if you are already TTT certified (either I, II or III) and your two-year certification is close to expiring, you can re-certify by attending this valuable workshop.

### Goals for the Week

- Finalize the WTCA Board of Directors Handbook to ship to Board Members next week.
- Finalize all inclusions for the Open Quarterly Meeting confirmation packets. Packets will be shipped via UPS on Tuesday, February 17. If you are attending the meeting and will not be in your office to receive this shipment in time, please contact staff to arrange an alternate shipping address. Please note that all meeting materials will also be posted on WTCA's web site.
- Schedule the March WTCA Executive Committee conference call.
- Gather feedback on the Las Vegas Regional Workshop & Conference.

- Update and print the memo for the 2004 brass plaque plate mailing, finish labeling and metering the envelopes while awaiting delivery of the plates from the factory. The mailing should be completed next week.
- Inspect and ship 33 membership plaques to new members.
- Assemble the latest batch of 25 membership directories back from the printer.
- Ship new member welcome packages to this week's four new members – three component manufacturers and one associate.

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## **Publications and Accounting (contact: Linda Alfonsi x126 & Carren Koebke x121 & Mike Younglove x114)**

### *Update*

- During the week of February 2 through February 6, staff invoiced and shipped 109 WTCA orders. The biggest demand has been for the new BCSI-B Series documents. In the course of one week, we shipped 696 BCSI 1-03 Booklets, 105 lots of 11x17 B1 Summary Sheets, 15 boxes of folded B1 Summary Sheets, 79 lots of B2 Temporary Bracing Summary Sheets and 98 lots of B3 Web Member Permanent Bracing Summary Sheets.
- A new Jobsite packet promotional flyer was designed to include all the new BCSI B-Series products and the new pricing outline.
- B5 Summary Sheet – Truss Damage, Jobsite Modification and Installation and B10 Summary Sheet – Post Frame Truss Installation and Bracing are expected back from the printer next week.
- Architectural C-size B1 Summary Sheets are due in from the printer by the end of next week.
- A second print run of the BCSI 1-03 booklets is also in progress and due in from the printer next week.
- Customized Framing the American Dream documents have been completed for Letherer Truss and will be shipped.
- Professional Guide Binders and Component Industry Information Binders have been updated to include a revised table of contents and new B Series Summary Sheets.
- A new staff person was hired to assist with us with our increased membership services needs. His name is Eric Monson and his start date is March 2.

### *Goals for the Week*

- Assemble Jobsite packets to be shipped next week with the Open Quarterly Meeting supplies.
- Work through custom quoting and assembly of 5000 Jobsite packets for Foxworth-Galbraith.
- Work through on the customized Jobsite packet order for Shelter Systems.
- Redesign the WTCA order form – this will be a full color document that will be polybagged with the April issue of SBC Magazine.
- Complete and send WTCA payables to WTCA's treasurer.

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## **Technical (contact: Ryan Dexter x144, Tony Piek x113, Rachel Smith x127, Barb Speer x145 & Richard Zimmermann x143)**

### *Update*

- Staff contacted Charlie Goehring at TPI to coordinate the needs for the TPI TAC Meeting happening Wednesday, February 25 in San Diego.
- This week we answered six QC inquiries on Pocket PC, networking QC, and general questions on our WTCA QC program.
- As of 2/11/04 we have sent out 84 QC 4.1 programs and 15 Pocket PC QC Software CD's.
- Finish last minute planning details for the WTCA TTT Level II Live class taking place on February 25-28. There are currently 14 registered to attend the Madison, WI course. If you would like more information about the class, please contact Barb at 608/310-6745 or [bspeer@qualtim.com](mailto:bspeer@qualtim.com).
- We do not yet have enough sign-ups for the TTT Level III Live class, scheduled to take place in Madison, WI, March 17-20. If you are contemplating coming to the Level III class in Madison, or are planning to send one of your employees, please contact Barb at 608/310-6745 or [bspeer@qualtim.com](mailto:bspeer@qualtim.com) as soon as possible. If we do not have at least 15 registrations by next Friday, February 20, we will be forced to cancel the live class out of courtesy to our guest speakers. Remember, this class is presented in seminar format, with industry experts as guest speakers, and deals with a variety of advanced topics in truss design. Attendance is open to Level II certified truss designers, design managers, engineers, and owners.

### *Goals for the Week*

- Work with the current TPI TAC Chair, Dave Johnston of CompuTrus, in preparing the agenda for the upcoming TPI TAC Meeting in San Diego following WTCA's Engineering & Technology Committee Meeting.
- Prepare the agenda for the Engineering & Technology Committee Meeting on February 25.
- Start drafts for B6 Summary Sheet – Gable End Bracing and B7 Summary Sheet – Temporary and Permanent Bracing for Parallel Chord Trusses.

- Create BCSI informational web pages for the WTCA site.
- Perform a QC training at Clearspan Components
- Perform quarterly data file reviews for certified plants: Cascade Eldridge, Powell Delaware, and Stark Champion.
- Network *WTCA QC* 4.1 for Lumber Specialties

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### **Carbeck (contact: Kelli Gabel, x128)**

#### *Update*

- A CD and CSCI information was sent to Dennis Shannon, Fire Chief, Alpha Fire Department, Alpha, IL
- The Iowa Chapter (ITMA) requested 12 CD's for distribution in their local market. They continue their challenge to other Chapters to support Carbeck!

#### *Goals for the Week*

- Contact Niagara College regarding a fire CD request.
- Contact fire academies – South Dakota and South Carolina.

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### **BCMC (contact: Jill Zimmerman x122, Peggy Pichette x123 & Carren Koebke x121)**

#### *Update*

- A Kick-off Speaker has been selected for the 2004 BCMC Show.
- The final proof of the exhibitor promotion was sent to the printer on Friday, February 13.
- The Programs Sub-Committee Meeting has been scheduled in conjunction with the Open Quarterly Meeting on February 26 at 4:00 pm.
- Staff drafted the text for the March ad in SBC Magazine.
- Casey Carey has agreed to be a speaker for the Wall Panel track.

#### *Goals for the Week*

- Work on the contract for the Kick-off Speaker.
- Follow up with the BCMC Committee Members regarding their recommendations for speakers for the Material Handling Track and compile a list of suggestions.
- Finalize the BCMC housing form with the Charlotte Housing Bureau and have it approved by the Charlotte Hilton and Westin.
- Change the BCMC 2003 web site to the new 2004 Show web site including graphics, new color schemes and font changes. The exhibitor promotion will be posted soon.
- Draft text for the February exhibitor promotional flyers.
- Enter contacts for five potential exhibitors into the database.

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### **SBC Magazine (contact: Mindy Caldwell x129, Libby Maurer x124 & Molly Butz x141)**

#### *Update*

- The SBC budget and hours summary will be complete next week after staff meets to discuss the final draft.
- Staff traveled to Florida to attend the funeral of Dick Bowman, long-time **SBC Magazine** and **WOODWORDS** advertising salesman. A brief obituary will appear in the March issue of SBC, and a more detailed article will follow in a later issue.

#### *Goals for the Week*

- Turn the March issue files over the printer on Monday, February 16 after internal review is completed.
- Complete the May editorial line-up and distribute May article assignments.
- Analyze the data received via the SBC Online Survey.
- Update the SBC Legislative web site.
- Complete two Display Advertising Agreement forms and fax them to advertisers.
- Call at least five potential advertisers.
- Start closing the April issue.

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### **Legislative (contact: Kelli Gabel x128)**

#### *Update*

- A softwood lumber update was sent regarding the WTO ruling being in favor of Canada's position.



### ***Goals for the Week***

- Draft material to be sent to the President, Congress and Department of Commerce regarding the steel increases and surcharges.

### **Web site/Online Education/Information Tech. (contact: Hien Khuu x137, Barb Speer x145 & Rachel Smith x127)**

#### ***Update***

- We have shipped the Safety Program to five Beta Testers. If you are a member of WTCA, you too may be a Beta Tester, get two years for the price of one and offer product feedback directly to staff. To become one of our Beta Testers or to learn more about the WTCA OSC, please contact Kelli at 608/310-6728 or [kgabel@qualtim.com](mailto:kgabel@qualtim.com).
- We are in the process of reviewing feedback people have left after using WTCA's Online Purchasing System. Most rate the system quite high. Some comments from component manufacturer members:
  - "Thanks, as you may have noticed we just joined as a member. I was able to show management on the order screen how much we saved by joining. I also showed them what else was available by becoming a member. Your order sheet and web site was a valuable tool."
  - "How quick and easy it is to place an order. I like the order process."
  - "I appreciate the ease of selecting info. The picture of item was very helpful."
  - "Big improvement over old web site!"
  - "Very easy to follow instructions."

#### ***Goals for the Week***

- Continue with administration of TTT certification exams. Twenty-eight students took exams in January. We currently have 52 exams outstanding, with exam proctoring requests averaging a rate of more than four per day!
- Send out 25 certificates to students who have completed TTT recertification.
- Create a system for sending automatic emails when Truss Knowledge Online (TKO) subscriptions are coming close to expiration. Designated managers and individual students receive emails to alert them that their subscription is about to end.
- Send an email to all past participants in WTCA's Wage and Benefit surveys requesting feedback on whether they would like to have the option to fill out the survey online.
- Test new software, which will allow us to provide better customer service to the many users of Truss Knowledge Online. This software monitors information traffic on our web and media servers, and between the web server and database server, so that we can identify when the information "highways" are getting crowded and then take corrective action to manage the traffic.
- Purchase and set up a Secure Socket Layer (SSL) Certificate on WTCA's production web server to ensure secure online transactions. The purpose is to allow us to take credit cards and other sensitive information over the web since we are setting up an online process for WTCA meeting registrations.

### **Executive Committee**

#### ***Update***

- The Executive Committee held its monthly teleconference on Thursday, February 12. Topics discussed included a BCMC Report, WTCA's financials, newly elected Board members and planning for the nomination of WTCA secretary, review of a proposal from Conney Safety Products to allow members to purchase at a discount, TPI sponsorship of lanyards, tote bags and directional signs at BCMC, the TPI publications agreement and cooperative relationships with other industry associations.
- We have increased the amount that Chapters can earn through a WTCA publications rebate. The specifics of the new rebate amounts will be distributed to Chapters next week.
- The committee discussed the ability for Chapters to purchase WTCA products on a cooperative basis and encouraged staff to promote this excellent way to save money when buying WTCA materials. It's easy! If Chapter members submit an order together, they receive the quantity discount pricing based on the total ordered. The invoices and products are sent to individual company locations, so all the Chapter has to do is send in a joint order, and WTCA takes care of the rest! For more information, contact Anna Stamm at 608/310-6719.

#### ***Goals for the Week***

- Contact Board members who will not be able to attend the Open Quarterly Meeting at the end of the month.
- Send final revisions back to TPI to complete the publications agreement.
- Finalize priorities, agendas, and budget for the upcoming Board of Directors meeting in San Diego.



# Weekly Board Report

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February 20, 2004

## Introduction

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Sign up now for the Regional Workshop & Conference in colorful and fun New Orleans, LA on Friday, March 26! This Workshop focuses on building codes and design issues faced daily in the industry, specifically by engineers, managers and technicians. The Workshop features a panel of industry engineers and offers attendees the opportunity to earn TTT recertification, CEUs and/or PDHs; all this for as little as \$79 a person!

## Schedule of Events:

- 8:00-12:00: IBC/IRC Code Changes and Loading Questions featuring a panel of industry engineers (TBA)
- 1:00-5:00: Design Responsibilities, Bracing, Sealed Placement Plans and E-Seals with a structured discussion forum
- 5:00-6:00: Sponsors' Reception
- 6:00-8:00: Group Dinner

Sign up now by contacting Anna at 608/310-6719 or [astamm@qualtim.com](mailto:astamm@qualtim.com). An updated flyer will be sent out to the membership next week – watch for your copy!

## Membership & Chapters (contact: Anna Stamm x119 & Kelli Gabel x128)

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### Update

- The Open Quarterly Meeting confirmation packets were shipped via UPS on Tuesday, February 17. If you are attending and do not receive your packet by Monday, February 24, please contact Carren at 608/310-6721.
- WTCA Board of Director Handbooks were completed for inclusion in the Open Quarterly Mailings to Board Members. Binders for Board Members not attending the OQM will be shipped next week.
- Web pages containing the OQM agendas and meeting attachments were created for folks attending the meetings. All members may view this information at <http://www.woodtruss.com/wtcacommittees/oqm.php>.
- Details for the March 2 Greater Chicago Chapter meeting have been set. The guest speakers will be Steve Todd, head of the IL DOT permits office, and a state trooper. Companies from the neighboring states that ship into Illinois are welcome to attend to discuss the current controversies. For more information, contact Anna at 608/310-6719 or [astamm@qualtim.com](mailto:astamm@qualtim.com).
- CalESCA-North will be delivering two TTW programs for the Sacramento Valley Building Officials Association this spring. If you would like to assist, please contact Allen Erickson at Cal-Asia Truss at 925/680-7701 or Anna at 608/310-6719 or [astamm@qualtim.com](mailto:astamm@qualtim.com).
- Success in Jacksonville! Per the City of Jacksonville Bulletin G-02-04, we now have a great interpretation of Florida law as it pertains to signing and sealing "truss placement or layout plans" which fits perfectly into the manner in which our industry transacts its business and places responsibility appropriately. In addition, we have begun working with them on electronic seals and signatures and expect this to become a beta test site.
- Staff attended the Mid Atlantic Chapter quarterly board meeting via teleconference and composed the minutes.
- The 2004 brass plates for the membership plaques have been mailed. If you do not receive your plate to update your plaque (or if you cannot locate your membership plaque), please contact Anna at 608/310-6719 or [astamm@qualtim.com](mailto:astamm@qualtim.com).

### Goals for the Week

- Contact members of TPI TAC and industry experts who might be interested in participated on the engineering panel at the March 26 Regional Workshop & Conference.
- Prepare the New Orleans Regional Workshop flyer to be sent to the membership and the OQM next week.
- Contact our generous Workshop sponsors on their submittals for inclusion in the attendee binders.
- Post the sponsorship lists for the Las Vegas and New Orleans Workshops on a new page devoted to the programs on the WTCA web site <http://www.woodtruss.com/regionalwc.php>. Thank you to these companies that support our

industry! **Our Sponsors are as follows:** For **Las Vegas** – Gold: MiTek Industries; Silver: Alpine Engineered Products, It's Your Choice! Corporate Promotions, Simpson Strong-Tie, Truswal Systems, USP Structural Connectors and Weyerhaeuser - Softwood Lumber and Trus Joist TimberStrand; Bronze: Turb-O-Web. For **New Orleans** – Gold: MiTek Industries, Simpson Strong-Tie and Southern Pine Council; Silver: Alpine Engineered Products, Truswal Systems, USP Structural Connectors and Weyerhaeuser - Softwood Lumber and Trus Joist TimberStrand; Bronze: Finnforest USA and Turb-O-Web.

- Generate Exhibit A on membership status for the Membership Committee meeting next week.
- Discuss the concept for the home page of the new Wisconsin Truss Manufacturers Association web site coming soon to [www.wiwtca.com](http://www.wiwtca.com).
- Finalize and distribute the Greater Chicago Truss Manufacturers Association meeting announcement to members and nonmembers in IL, IN, IA and WI.
- Distribute the announcement on our success in Jacksonville and include a copy of Bulletin G-02-04.
- Draft and send an announcement to members in CA on the upcoming TTWs by CalESCA-North and chapter meeting being planned for the Davis area on March 18.
- Create a logo concept for South Florida Chapter and forward it for review.
- Send out a second set of proposed dates for the March WTCA Executive Committee Conference call.

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## **Publications and Accounting (contact: Linda Alfonsi x126, Carren Koebke x121 & Mike Younglove x114)**

### *Update*

- We processed and shipped 63 WTCA publication orders from February 16-20. The best sellers again included the new B Series documents! Last week we shipped 1235 BCSI 1-03 booklets, 123 lots of B1 Summary Sheets (flat & folded), 93 lots of B2 Temporary Bracing Summary Sheet and 24 lots of B3 Web Member Permanent Bracing Summary Sheet. In addition, another 500 WTCA Jobsite packets went out. Order fulfillment is still taking 2-3 days (not including UPS shipping time) due to the high volume of orders we are processing. Thank you for your patience!
- A new Job site promotional flyer listing the package's new B-Series contents was created. Also, the B1 flyer was updated to offer customers a choice of flat or folded B1 Summary Sheets. Flat Summary Sheets are sold in lots of 250 copies and folded lots start at 1000 copies.
- Truss Configuration posters are being customized...are you interested? In an effort to lower the customization fee, we are calling new and previous clients that have customized these posters to see if they would like to benefit from substantial savings of a group order. We last customized the Truss Configuration poster in May of 2002 for nine companies.
- NEW Architectural C & D size B1 Summary Sheets have arrived from the printer. They will start shipping next week.

### *Goals for the Week*

- Customization and quoting work on the Shelter Systems and Foxworth-Galbraith Jobsite orders.
- Review and quote a custom Jobsite packet request from Mid-Valley Truss & Door.
- Create new web pages for the BCSI documents on the WTCA web site.
- Finalize the WTCA order form within the next four weeks so it can be included with the SBC April issue.

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## **Technical (contact: Ryan Dexter x144, Tony Piek x113, Rachel Smith x127 & Richard Zimmermann x143)**

### *Update*

- The first drafts of the B6 Summary Sheet – Gable End Bracing and B7 Summary Sheet – Temporary and Permanent Bracing for Parallel Chord Trusses were sent to the BCSI review group last week.
- Staff assisted with six QC program, Pocket PC, and certification inquiries over the last week.
- Follow-up calls were made last week to discuss potential QC trainings, data file reviews at Carter-Lee and Concord Truss and post-training at ABC Chetek.
- As of February 16, we have sent 87 QC 4.1 programs and 17 Pocket PC Software CDs; 25 of the Programs were purchased by new WTCA QC users.
- Staff traveled to Richmond, MI on February 18 to train Allwood Building Components and third party inspector Sheppard Engineering.
- The TTT Level II class will take place next week in Madison on February 25-28. We have 14 students enrolled.
- In an effort to recruit for registrants, we sent out a last-chance email alerting people of the registration deadline for the TTT Level III Live class, scheduled for March 17-20, 2004. Unfortunately, we did not generate enough registrations to hold the class, so it has been canceled. We expect to offer another Level III Live class next season.

### *Goals for the Week*

- Create the initial drafts of B8 Summary Sheet – Toe-Nailing for Uplift Reactions, B9 Summary Sheet – Multi-Ply Girders and B11 Summary Sheet – Fall Protection and Wood Trusses.

- Finalize and print 300 copies of TPI/WTCA QC promotional flyer for TPI to distribute.
- Research on lateral loads, specifically wind and seismic issues for a truss loading project. We expect to submit drafts of these for review by the end of the week.
- Review the 2004 Florida Building Code updates to the IBC/IRC 2003, especially the specific provisions for the Florida High Velocity Hurricane Zones (HVHZ). The deadline for submittals is February 22 or submissions may be made in person at the Workshop on March 1 and 2.
- Prepare formula derivations of Fascia Matching, Dual Pitch and Scarf Length for TTT Level I online. Students have been requesting a handout on how formulas have been derived using similar triangles and the laws of trigonometry.
- Perform data file reviews for certified plants: Stark Canton, Richco Structures, and Shelter Systems; for Tri-County Truss (certification in process); and follow up with Stark Gray Court and Stark Champion.

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### **Carbeck (contact: Kelli Gabel, x128)**

#### *Update*

- Twelve fire CDs were sent to the Iowa Truss Manufacturers Association (ITMA) to replenish their educational materials.
- Staff discussed a possible plant tour with Dennis Shannon of the Oxford Fire Department. After the Department views the Carbeck Fire CD they will contact us for scheduling.

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### **BCMC (contact: Jill Zimmerman x122, Peggy Pichette x123 & Carren Koebke x121)**

#### *Update*

- Only thirty-three short weeks until BCMC 2004!
- The BCMC future sites section of the BCMC web site has been updated to contain dates, photos and links to the Convention & Visitors Bureaus. You may check it out at <http://www.bcmcshow.com/shownewshistory.php>
- BCMC proofs of the 2004 Letterhead, Rules & Forms Tri-Panel document and the Exhibitor Promotion are expected back from the printer this week to be reviewed one final time before going into print production.
- VROOM!! The BCMC 2004 stickers are in and they are fun! A sample will be cut and sent with the Exhibitor Promotion mailing next week.

#### *Goals for the Week*

- Draft an agenda for the Programs Subcommittee conference call taking place at the Open Quarterly Meeting on February 26 and email the agenda to those taking part.
- Finish the BCMC budget and forward it for internal review and to the WTCA treasurer.
- Work through changes to the Columbus Convention Contract suggested by WTCA legal counsel.
- Send the Kick-off Speaker's contract to legal counsel for review.
- Contact potential speakers for the wall panel track. We have two, but need a third.
- Develop a template/look for the 2004 BCMC web site and post the exhibitor promotion by next Friday.

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### **SBC Magazine (contact: Mindy Caldwell x129, Libby Maurer x124 & Molly Butz x141)**

- Files for the March issue of SBC went to the printer on Tuesday, February 17. The features contained in this 84-page issue focus primarily on engineering advancements in the industry, including a discussion on design responsibilities and a case study involving the installation of long span trusses. It is scheduled to mail on Monday, March 1.

#### *Goals for the Week*

- Complete SBC budget and hours summary for 2004.
- Review results of the SBC online survey. Draw winners of the SBC camping chairs and ship them their prizes!
- Create and send an email promotion reminding potential advertisers about the May space reservation deadline by February 20.
- Draft letter to Marilyn Bowman on behalf of the WTCA Board of Directors to be signed at the upcoming Open Quarterly Meeting. Send the letter with a memorial plaque to honor Dick Bowman. Staff will also draft a remembrance article about Dick for the April issue.
- Document procedures for processing advertising contracts and train staff.
- Update the SBC Program Advertiser mailing stuffers for the WTCA publications team.
- Draft four to six questions for the April feature, Grassroots Nation, and distribute them to participants.
- Gather information from members who have asked WTCA staff to create certain publications such as Jobsite packages and create text for an article to run in the April issue based on members' comments.
- Create text for the April issue's BCMC Update with help from BCMC Committee Chair, Tom Manenti.

- Make follow-up calls and send emails to those contributing authors who have not yet submitted text for the April issue; urge them to submit by the end of the day Monday, February 23.
- Draft and post a new Industry News to the SBC web site.
- Draft text for the May ad space reservation reminder.

## **Legislative (contact: Kelli Gabel x128)**

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### *Update*

- A letter on steel increases and surcharges was sent to: President Bush, the Department of Commerce, the Senate Committee on Finance, Senator Grassley, Senator Kohl, Senator Feingold, and Representative Baldwin.
- An informative article on steel surcharges and increases was published in the *Detroit Free Press* and referenced *Structural Building Components Magazine*.
- The Legislative section of the SBC web site is constantly being updated with information. Each Steel, Softwood Lumber and General Legislative Update is posted as soon as possible. Last week a new Softwood Lumber update was posted and this week staff put up the new Steel Letter: [http://www.sbcmag.info/legis\\_steeltariffsindex.htm](http://www.sbcmag.info/legis_steeltariffsindex.htm).

### *Goals for the Week*

- Compose an informative article on steel increases and surcharges for the April issue of SBC. Contact suppliers to obtain input.
- Contact Stephen Schaefer, International Trade Counsel, Senate Committee on Finance regarding current steel increases and surcharges.
- Create Legislative Conference forms for the board meeting in San Diego.

## **Web site/Online Education/Information Tech. (contact: Hien Khuu x137, Barb Speer x145 & Rachel Smith x127)**

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### *Update*

- We have a record number of TTT exams in the process of being taken or graded. Staff has graded 22 Level I and three Level II exams so far for the month of February. Thirteen Level I exams have just come in for scoring and another 28 are out for students to take. Six Level II exams are out as well and we have requests for 16 Level I and two Level II exams to be sent over the next couple of days. We are continuing to receive proctoring requests at record-setting levels, with 18 exam requests received over one three-day period, 11 of them in one day.
- A daily generated email will now automatically alert companies whose TKO access is nearing expiration. Both the company reps and individual students will be emailed 14 and 7 days prior to expiration.
- Six Safety Binder/CD Programs were shipped last week and staff will follow up with the Beta Sites to guarantee accurate set up and answer any initial questions. Potential Beta Test sites will be contacted this week also. If you are interested, please contact Kelli at 608/310-6728 or [kgabel@qualtim.com](mailto:kgabel@qualtim.com) for more information.
- We put together and posted the Safety Resources pages/Safety Topic of the Month. This month's topic, Emergency Preparedness, includes important information including Fire and First Aid Checklists. The page also has links to OSHA's web site and Rebecca Harrison's article about Emergency Protocol (Jan/Feb SBC).

### *Goals for the Week*

- Review new Level II material for next week's live class in Madison and prepare class materials including place cards and a roster. Buy class supplies and update/assemble the Level II binders.
- Grade TTT online exams and send out the 18 exams for which we have requests. Currently we have an all time record of 50 exams in the process of being taken or graded and we are averaging five exam requests per day!
- Finish a rough draft of WTCA Safety Program - Third Party Audit and present to safety team for review before the end of the week.
- Update the student confirmation memo for TTT Level II Live and send it to all registered students.
- Prepare certificates for students who have completed TTT Recertification.
- We have installed test software for notifying us of any disruptions in online service or performance issues with our web-delivered programs. The initial testing is completed and we have downloaded configuration information needed to monitor routers.

## **Executive Committee**

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### *Goals for the Week*

- Complete the draft budget and send to the treasurer and Executive Committee for completion.



# Weekly Board Report

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February 27, 2004

## INTRODUCTION

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The first Open Quarterly Meeting of 2004 took place this week in San Diego, California (February 25-27 at the Hilton San Diego Mission Valley). Over sixty attendees congregated to discuss issues facing the industry at the Board meeting and seven committee meetings. The meetings were very productive and committees carefully reviewed agendas that included the task plans for the upcoming year, in order to accomplish membership priorities. Committees also created additional projects and tasks, which are included below (this will make the Board Report longer than usual – sorry for our wordiness ☺). This Board Report has also been reorganized to indicate which committees are overseeing our various tasks and projects. If you are interested in reviewing all the committee agendas that outline WTCA's entire task plan for the year, visit <http://www.woodtruss.com/wtcacommittees/OQM.php>. This information is available to members only so you will be required to login.

## MEMBERSHIP COMMITTEE (Chair: Bob Becht)

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**Staff contacts: Anna Stamm x119, Kelli Gabel x128 & Danielle Bothun x135**

### *Update*

- The final Regional Workshop & Conference of 2004 is nearly here! Flyers were distributed to the membership on Monday. If you did not receive the flyer and would like to attend, please visit the RWC page on the WTCA web site, <http://www.woodtruss.com/regionalwc.php?PHPSESSID=edd5fe22343fd0e7b3391c39ad784d74>, or contact Anna at 608/310-6719 to register.
- Staff will complete the Open Quarterly Meeting PowerPoint® presentations as soon as possible after the meetings for chapter presentations.
- The committee will research the cost of having new chapter presidents and/or board representatives meet in Madison for two days to go over expectations and general items that will help them develop their new role.
- The committee requested that we post Top Chord points on the web site. This will include general information on the Top Chord Club and the points breakdown.
- A new committee priority will be to research how we can provide more value to wall panel manufacturers and consider forming a committee to address wall panel issues.
- The Membership Committee recommended approving the Executive Committee's proposed dues increase of two percent for 2004 for component manufacturers and \$25 for suppliers. We will send out a letter to members that will inform them of the 2004 increase, as well as projecting a two percent increase for component manufacturers and a \$25 per year increase for suppliers over the next five years, subject to economic conditions. This information will be included in the April 2004 issue of SBC Magazine.
- The home page concept for the new Missouri Chapter web site has been completed and staff is working on the coding necessary to make the site live. The new site should be up and running next week.
- Staff has begun the design for the new Wisconsin Chapter web site.
- A series of logo concepts was sent to Bob Becht and the South Florida Chapter for review.
- Reminder notices were distributed for next week's Greater Chicago and Ohio Chapter meetings.
- A ballot for the New York Chapter Officers was created and distributed to the chapter membership.
- We're sorry! A few of the envelopes containing 2004 brass plates for updating your membership plaques slipped out of here without the plates. If you received a memo without a plate, just let us know and we'll mail one immediately.

### *Goals for the Week*

- Draft and distribute the February issue of Chapter Focus.
- Draft and distribute the Chapter Teleconference Agenda for March 10.
- Contact the chapters regarding submissions for Chapter Corner and the Spotlight article for the April issue of SBC.
- Invoice Las Vegas Regional Workshop & Conference attendees.
- Contact engineers for the speaker panel on building code and design issues at the March 26 Regional Workshop & Conference in New Orleans.

- Field calls on the New Orleans Workshop and process registrations.
- Design templates of forms and agendas for the WTCA web site to be used for future Open Quarterly Meetings.
- Forward a complimentary membership list to SBC Silver Advertiser The Fitzgerald Group per request.
- Conduct follow-up calls for next Tuesday's Greater Chicago Chapter meeting; create name tags and meal tickets to ship with a publications sample packet.
- Research possible locations for the March 11 Michigan Chapter and March 18 CalESCA-North Chapter meetings.
- Begin training new staff on chapter and membership issues and tasks.
- Complete the latest updates for the new member binders.
- Assemble the latest batch of membership directories.
- Ship welcome packages to our three new members – two component manufacturers and one associate member.

## **MARKETING COMMITTEE (Chair: Ken Cloyd)**

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**Web site/Online Education/Information Tech (Staff contacts: Hien Khuu x137, Barb Speer x145 & Rachel Smith x127)**

### *Update*

- The committee approved creating a demo CD of all of WTCA's online educational programs to send to the industry along with SBC Magazine.
- In each issue of SBC Magazine a different Truss Knowledge Online educational program should be featured. The article should cover both "what's in it for me" as well as the process for logging in and following exact steps to successfully use the program.
- TTT Level II Live was held in Madison, WI this week from Feb. 25-28. The fourteen attendees were educated by staff and then took the certification exam to complete their training.

### *Goals for the Week*

- Link the WTCA database with the TPI database in an effort to provide excellent customer service to those TPI customers calling in to place publications orders.
- Rework the TKO Tutorials and add viewlets with "show me how" features.

**Publications & Accounting (Staff contacts: Linda Alfonsi x126, Carren Koebke x121 & Mike Younglove x114)**

### *Update*

- We processed and shipped 88 WTCA product orders last week. These orders contained: 488 BCSI 1-03 Booklets, 145 lots of B1 Summary Sheets, 38 lots of B2 Temporary Bracing, and 11 lots of B3 Permanent Bracing. We also shipped another 120 WTCA Jobsite packets.
- The heavy volume of publication orders continues and order fulfillment is still taking an additional 2-3 days plus UPS shipping time.
- B5 Summary Sheet – Truss Damage, Jobsite Modifications and Installation Errors and B10 Summary Sheet – Post Frame Truss Installation & Bracing were delivered this week. The web site has been updated to include current pricing and product information.
- Custom labels have been printed for documents shipping to Foxworth-Galbraith in Las Cruces, NM and K & K Industries in Montgomery, IN. Shipping will be completed by the end of the week.
- Foxworth-Galbraith is purchasing 10,000 customized Jobsite packets. Six hundred were shipped this week.

### *Goals for the Week*

- Customize Jobsite cover sheets for Mid-Valley Truss. Completed packets will be shipped next week.
- Assemble second batch of Jobsite packets for Foxworth-Galbraith's large custom order.
- Contact nine companies about customizing the truss configuration poster.
- Update the WTCA order form to be mailed with the April issue of SBC.
- Add an option to the publications online ordering system allowing shoppers to select another location for shipping.
- Create a publications database feature that will allow us to calculate sales by state.

## **ENGINEERING & TECHNOLOGY COMMITTEE (Chair: Clyde Bartlett)**

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**Staff contacts: Ryan Dexter x144, Tony Piek x113, Rachel Smith x127 & Richard Zimmermann x143**

### *Update*

- The committee reaffirmed that our top technical priority this year is to develop an industry guideline on how to apply the loads onto trusses per the code.

- If members have a strong relationship with any code officials, please send contact names to staff to add to our database and put them on our distribution list.
- We will add a footnote to our WTCA/TPI joint position statement on new generation preservative treatment guidelines that the recommendations shown do not include formulations with an ammonia carrier.
- The committee will keep abreast of the issue of truss brokering.
- The committee directed staff to create a talking points document for truss technicians in the industry to use in order to explain how our industry practices engineering. This will be published in SBC Magazine and then will appear as an FAQ on WTCA's web site.

#### ***Goals for the Week***

- Compile comments from the Safety review group for the BCSI B6 Summary Sheet – Gable End Frame Bracing and B7 Summary Sheet – Temporary and Permanent Bracing for Parallel Chord Trusses.
- Participate in the 2004 Florida Building Code review process.
- Work to complete the wind and earthquake sections for the loading project by March 5.
- Re-send the latest placement diagram language to the committee.

### **QUALITY CONTROL COMMITTEE (Chair: Joe Hikel)**

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**Staff contacts: Tony Piek x113 & Ryan Dexter x144**

#### ***Update***

- At its meeting on February 26, the QC committee recommended assessing whether to incorporate a moisture content measurement in the lumber after the truss is manufactured, due to the increase in mold issues.
- The committee directed staff to draft a policy that all third party inspections of trusses shall be compatible with ***In-Plant WTCA QC***, since it is completely based upon our industry standard ANSI/TPI 1.
- The committee asked to be kept informed of the WTCA proposal to TPI TAC regarding the flexibility of the Cq value within the PPM.
- Staff will create an English/Spanish Truss Technology Workshop refresher course for QC targeted at inspectors and truss manufacturers.
- The committee recommended methods to assess proper plate embedment/rollover including burning of joints to look at the teeth, which has been done in the past.
- All plants that have purchased ***In-Plant WTCA QC 4.1*** were contacted and sent an update to correct a bug discovered in the program this week.
- Four QC program, Pocket PC, and certification inquiries were answered.
- We made follow-up calls on the data file reviews for Stark Gray Court, Stark Champion, and Carter-Lee.
- As of February 23, we have sent 92 QC 4.1 programs. We have also shipped 19 Pocket PC QC Software CDs.
- We printed 300 flyers promoting TPI's Third Party Quality Assurance program and ***In-Plant WTCA QC***. These were mailed to TPI to distribute.

#### ***Goals for the Week***

- Print inventory of ***In-Plant WTCA QC*** and Pocket PC materials and estimate sales for the next four months.
- Perform data file reviews for certified plants: Stark Canton, Shelter Systems, and Stark Rensselaer, as well as one for Tri-County Truss, a plant in the process of certification.
- Answer any follow-up questions Allwood may have after its training last week.
- Ship ***In-Plant WTCA QC 4.1*** orders to Sheppard Engineering and Timberfield Truss and send the Pocket PC CD to Casmin.

### **BCMC Committee (Chair: Tom Manenti)**

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**Staff contacts: Jill Zimmerman x122, Peggy Pichette x123 & Carren Koebeke x121**

#### ***Update***

- Half of the breakout and all of the general session speakers have been booked and confirmed. The two breakout sessions at the show will focus on Wall Panels and Material Handling. There will also be an Industry Training Session and a Live Truss Basics class. A March 9 conference call has been planned for the Wall Panel Speakers Casey Carey, Scott Stevens and Randy Johansen.
- 2004 BCMC booth layout ideas are under construction. Staff is focusing on choosing the layout and materials that will be used. The BCMC booth also houses WTCA, STCA, SCDA and SBC.
- The 2004 BCMC budget was approved by the WTCA Executive Committee and Board.



- A BCMC promotional plan was created to outline the creation and delivery of BCMC flyers up to October's show.
- The BCMC ad for the March issue of SBC Magazine was finalized.
- The mailing label for the exhibitor promotion was approved and the mailing list was finalized.
- The exhibitor promotion was mailed to approximately 3,280 contacts on February 26.
- A BCMC Programs Subcommittee meeting took place in conjunction with the Open Quarterly Meeting on February 26 in San Diego. The goal of the meeting, led by Programs Co-Chair Don Groom, was to finalize the recommendations for speakers for the Material Handling track.
- Tasks have been assigned for the attendee promotion. We hope to have all of the text written by the end of April.
- The 2007 Columbus Crowne Plaza Addenda was finalized.
- Two bands are in the running for the ribbon cutting ceremony. A demo CD of the Dixieland and Bluegrass bands was sent to BCMC Committee Chair Tom Manenti for his opinion.
- BCMC letterhead and envelopes are back from the printer.

### ***Goals for the Week***

- Draft text for the BCMC flyer for March.
- Follow up with five potential exhibitors.
- Create a spreadsheet for requests received for exhibitor promotions.
- Get contracts for the 2004 overflow hotels.
- Send a second email to those on the BCMC Committee that we need photos of for the September/October SBC Show Guide. If you have not sent your photo, contact Carren at [ckoebke@qualtim.com](mailto:ckoebke@qualtim.com).
- Work on updating the BCMC web site. We hope to have the new look of 2004 posted by the first of March!
- Schedule a date for a March Committee conference call to discuss preliminary details of the show.
- Mail copies of the BCMC flyer and a letter with talking points to all of the WTCA Chapter Presidents for their upcoming meetings.
- Create a feature on the BCMC web site to allow exhibitors to purchase sponsorship opportunities, including golf hole sponsorships, BCMC Bowl sponsorships, and make Carbeck Silent Auction donations online.

## **LEGISLATIVE COMMITTEE (Chair: Allen Erickson)**

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**Staff Contact: Kelli Gabel**

### ***Update***

- The key issues for this year's Legislative Conference (May 5-7 in Washington, D.C.) will be steel prices and supply, along with softwood lumber trade between the U.S. and Canada. Please plan to attend this very important event!
- A steel update was sent regarding the average increases of \$50 to \$60 per ton and \$90 to \$100 per ton surcharge. The letter was sent to appropriate legislative outlets as well.
- An article on steel increases and surcharges was written for the April issue of SBC.
- We will update WTCA's legislative policies to make them current in preparation for the Legislative Conference.
- Staff will send a confidential survey to the membership to obtain number of jobs and sales volumes in order to provide this key information about our industry to legislators.
- We will create a document with pertinent industry statistics on steel, focusing on jobs lost, and include points taken from the conversation we will have with the Senate Finance Committee staff. This document will be sent to Legislative Conference attendees and discussed on the teleconference that will occur two to three weeks prior to May 5.
- We will create a list of key questions for members to ask their legislators requesting their position on topics of importance to our membership. This is an important activity this year since it is an election year.
- We will create a page on the web site with pictures and highlights from previous conferences.
- Forms for the May Legislative Conference were finalized and distributed at the Open Quarterly Meeting in San Diego.

### ***Goals for the Week***

- Work on issues surrounding softwood lumber and lumber price increases.
- Begin preliminary work on the next Legislative Update by gathering articles.
- Hold the Legislative Committee meeting in San Diego on February 26.
- Gather registration sheets for the Legislative Conference.
- Research information on the Emergency Steel Scrap Coalition.
- Contact Stephen Schaefer with the Senate Finance Committee regarding the steel situation our industry is facing.
- Post a letter on steel issues that was sent to President Bush to the web site.

## **MANAGEMENT COMMITTEE (Chair: Kendall Hoyd)**

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**Staff contacts: Molly Butz x141, Kelli Gabel x128, Suzi Grundahl x110, Tony Piek x113, Anna Stamm x119**

### *Update*

- WTCA's #1 Priority in the Management Committee for 2004 is to define the approved insurance broker program value proposition for component manufacturers and how they can gain the benefit of this program. We will market the best practices manual to our members as part of the program definition.
- We are working with Kent Pagel to set up training meetings and truss plant tours with approved insurance brokers.
- We will schedule a meeting (teleconference or face to face) with all of the insurance brokers prior to the August Board meeting to ensure that we have a solid strategy to make the program work and to serve our membership well.
- A subcommittee will review and revise WTCA's policy on developing a sample contract and will develop a draft of a standard contract. This issue needs to be addressed on a chapter-by-chapter basis. The re-wording will be undertaken by email reviewed at the August meetings.
- The Safety Topic of the Month has been posted and is available for our Beta Test Sites.
- Staff has designed a draft of the purchasing pages for the new Safety Program to be posted online when the Program is available.
- We compiled the results from the survey requesting feedback from members about filling out the Wage Survey online. With 56 responses, 78% are interested in having the option to fill out the survey online.

### *Goals for the Week*

- Pack and ship Safety Programs to Beta Sites as requests arrive and speak with each of the current Beta Test Sites to offer additional Online Resource information.
- Lay out forms and develop the Safety Program database.
- Send draft Safety Program Third Party Audit forms to outside contacts for review.
- Return to Conney Safety Products our updates to the proposed agreement for Conney offering discounted pricing on safety products for WTCA members.

## **EXECUTIVE COMMITTEE (Chair: Dan Holland)**

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### *Update*

- The final budget for 2004 was completed and approved by the Board at the meeting on February 27.
- The TPI /WTCA "Litmus Test" Guidelines and "Policy for Building Code and PE Issues" were presented and approved by the Board at the meeting.
- The Executive Committee's recommendation for increasing the Chapter rebates was approved. Chapters will now receive the following rebates when members of their chapter (including the chapter itself) cumulatively purchase the following amounts in one quarter:

<b>Total Purchases By Individual Chapter &amp; Its Members (Per Quarter)</b>	<b>Rebate</b>
\$1,500	\$150
\$2,500	\$250
\$5,000	\$300
\$10,000	\$500
\$20,000	\$1,000

## **CARBECK STRUCTURAL COMPONENTS INSTITUTE (President: Richard W. Brown)**

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**Staff contact: Kelli Gabel x128**

### *Update*

- Thomas Descoteaux from Norwich University contacted us for information.

## **SBC MAGAZINE (Editor: Dan Holland)**

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**Staff contact: Mindy Caldwell x129, Libby Maurer x124 & Molly Butz x141**

- Text for the May ad space reservation reminder was drafted.

- Reservations for the May edition (covering Marketing, Advertising and Educational Opportunities) should be made by Monday, March 22.
- An email reminder was sent to potential advertisers about the May ad space reservation deadline of March 22.
- A memorial plaque in honor of Dick Bowman was ordered and an article about Dick is being written for the April issue of SBC.

***Goals for the Week***

- Complete the first internal review of the April issue of SBC. Distribute the first proof for external review by end of day Friday, February 27 and then to legal counsel for review on March 2. The changes will be distributed to authors by March 5.
- Write a letter to Marilyn Bowman recognizing Dick Bowman's contribution to WTCA and the industry as a whole. This was signed by those in attendance at the Open Quarterly Meeting.
- Write thank you cards to John Vardian and Phil Luneack, contributing authors for the March issue.
- Send extra copies of the March issue to a list of advertiser and component manufacturer contacts that was added to the circulation list after it was sent to Royle.
- Make sure copies of SBC will be shipped to the SME show for the March 1 deadline.
- Draft a new Industry News update, forward it for internal review and post the final copy to the SBC web site.
- Post March ads to the SBC web site.
- Close advertising submissions for the April issue.
- Send out media kits to five companies that have requested them.
- Train staff on SBC processes.
- Finalize the automated system for sending confirmation emails to advertisers.
- Select the Gold Advertiser of the Month for March and forward updates for the web. Create a promotion to be distributed next week.



# Weekly Board Report

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March 5, 2004

## Introduction

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The benefits of joining a WTCA Chapter have never been better! Not only do you reap the rewards of education and networking, but also you may save even more on your publication orders. WTCA Chapters are welcome to establish publications cooperatives with WTCA. The pubs co-op helps participating companies reach quantity discounts on pricing for their orders. The products are still shipped to individual companies like always and each company receives its own invoice. The potential saving adds up by itself. For example, let's say Truss Company One purchases two lots of BCSI B1 Summary Sheets and Truss Company Two buys four lots of BCSI B1 Summary Sheets. The combination of the two orders (six boxes) qualifies them to receive each lot for \$55.00 instead of separately paying \$60.00 per lot. It's that easy once a procedure has been established by the chapter!

If you belong to a Chapter, be sure to ask about this publications opportunity at your next meeting. If you would like more information about membership for one of the 30 WTCA Chapters, please contact Anna at 608/310-6719 or [astamm@qualtim.com](mailto:astamm@qualtim.com).

## MEMBERSHIP COMMITTEE (Chair: Bob Becht)

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**Staff contacts: Anna Stamm x119, Kelli Gabel x128 & Danielle Bothun x135**

### *Update*

- The Regional Workshop & Conference in New Orleans on March 26 is shaping up to be a great program! We currently have 25 attendees registered and five participants on the panel. There's still time to register! If you are interested in attending, please let us know by next Friday, March 12.
- The Greater Chicago and Ohio Chapter meetings were administered this week.
- Arrangements and announcements were finalized and sent for the Michigan (March 11), North Carolina (March 17) and CalESCA-North (March 18) Chapter meetings.
- The Missouri Chapter web site is now live at [www.mtfachapter.com](http://www.mtfachapter.com). Working on the site are the functions for finding truss manufacturers and associate members in the chapter and links to WTCA products and courses. Specific content development will continue throughout the month.
- The new 2004 estimated rates for WTCA chapter administration have been determined. The rates have been reduced for 2004 to reflect the actual costs for performing this service in 2003. As always, chapters will continue to pay only for those costs incurred throughout the year and credits will be applied at year-end where appropriate. If you have questions on chapter administration and an appropriate rate for your chapter, please contact Anna at 608/310-6719 or [astamm@qualtim.com](mailto:astamm@qualtim.com).

### *Goals for the Week*

- Email sponsors regarding the Regional Workshop & Conference inserts for the attendee booklets and finalize the sponsor signage.
- Contact possible attendees for the Regional Workshop, process registrations, and prepare the rooming list for the Marriott.
- Finalize the invoicing for the Las Vegas Workshop and the distribution of evaluation forms.
- Follow up with TPI regarding the TPI Board meeting request for dates.
- Finalize the membership process for the latest new members.
- Assemble 10 potential member packets per specific requests and publication orders by new companies.
- Design the home page for the Wisconsin Chapter web site, complete its registration processing with our service provider and begin coding the menu information.
- Make follow-up calls to all potential Michigan Chapter meeting attendees and prepare a meal count.
- Work with the CalESCA-North Chapter on determining handouts for its Sacramento Valley Association of Building Officials seminar on March 11.

- Tabulate the ballots for the New York Chapter Officers election.
- Design an online meeting response form for the Legislative Conference attendee registrations.
- Create the PowerPoint® summary of the Open Quarterly Meeting for Board members to present to their chapters.
- Ship 2004 Board of Directors Handbooks to those Board members not in attendance at the San Diego meetings.

## **MARKETING COMMITTEE (Chair: Ken Cloyd)**

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**Web site/Online Education/Information Tech (Staff contacts: Danielle Bothun x135, Hien Khuu x137, Barb Speer x145 & Rachel Smith x127)**

### *Update*

- The TTT Level II Live class held in Madison last week went very well. Fourteen students attended from WI, IL, MN and IA.
- Based upon the classroom presentation of Level II, a few updates will be made to the content this week and revised on the online version. A system for tracking updates to TTT printed binders will be completed by the end of the month.
- February was a record-setting month for TTT exams: 41 TTT Level I exams were scored in the month, (40 students passed and one failed), five TTT Level II exams were scored (four passed and one failed) and we currently have 54 Level I and 10 Level II exams in the process of being taken or graded – the high volume continues.
- At last week's Marketing Committee meeting, the demos of our online educational programs were a big hit! We will be revamping these demos and mass producing CD's as a marketing piece to the industry. In the meantime, these demos can be viewed at [www.wtcatko.com](http://www.wtcatko.com). After entering the web site, hit any of the educational program links (e.g., the training path, TTT, TATO, etc.), and a window will pop up asking if you want to "learn more." Click on the link to watch a demo on the program.

### *Goals for the Week*

- Send out TTT recertification certificates and TTW completion certificates.
- Train new staff on TTT customer service and exam administration.
- Administer TTT exams as they are requested, grade exams taken at TTT Level II Live and score certification exams as they are received.
- Make updates to TTT Level II course materials.
- Look for opportunities for WTCA courses to be listed for continuing education credits (PDH, CEU).

**Publications & Accounting (Staff contacts: Linda Alfonsi x126, Eric Monson x116 & Mike Younglove x114)**

### *Update*

- We processed and shipped 87 WTCA publication orders last week. For the newly-released products, the order breakdown was: 554 BCSI 1-03 Booklets, 145 lots of B1 Summary Sheets (flat & folded), 66 lots of B2Temp and 37 lots of B3Web. In addition, 250 WTCA Jobsite packets were also shipped.

### *Goals for the Week*

- Train new staff on WTCA products and the order fulfillment process.
- Provide custom Jobsite quote to Sun State Components.
- Assemble and ship 500 WTCA Jobsite packets for Boozer Lumber Company and 200 WTCA Jobsite packets for Evergreen Components.
- Collate and ship the next 600 Foxworth-Galbraith custom Jobsite packets by the end of the week; total order fulfillment will be 10,000 packets within the next couple months.
- Follow up with nine companies regarding potential custom orders for WTCA's truss configuration poster. If you are interested, please contact Anita at [ameredith@qaltim.com](mailto:ameredith@qaltim.com).
- Proof the new WTCA publications order form and update shipping fees.

## **ENGINEERING & TECHNOLOGY COMMITTEE (Chair: Clyde Bartlett)**

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**Staff contacts: Ryan Dexter x144, Tony Piek x113, Rachel Smith x127 & Richard Zimmermann x143**

### *Update*

- Over the next month we are reviewing specifics of the "how to load trusses" project including: Introduction and Load Combinations sections by March 12; live, dead loads by March 26, wind loads by April 9; snow, rain, and earthquake loads by April 23; and design considerations, serviceability, and load checklist by May 7.

- This week staff attended the Florida Building Code hearings in Orlando. Florida has decided to convert their code to the ICC family of codes including the IBC and the IRC. The big question that was being addressed at this meeting was what provisions of the IBC and IRC need to be changed/modified due to Florida specific requirements. A great debate took place on the heights and areas table of the code, which some wanted to modify to be much more restrictive than the IBC, which would have a profound impact on the entire conversion process. Fortunately a decision was made to retain the IBC tables as written. Since many of the code provisions are tied to heights and areas provisions, this should help in retaining as much of the IBC and IRC as possible. WTCA will continue to monitor this situation and work with our allies in effecting codes changes that advance the truss industry.

### ***Goals for the Week***

- Compile first round of changes from the BCSI Review Group for B6 Summary Sheet – Gable End Frame Bracing and B7 Summary Sheet – Temporary and Permanent Bracing for Parallel Chord Trusses.
- Respond to proposed changes after reviews of NFPA 5000, Building Construction and Safety Code are complete.
- Review the updated Residential Building Loads material from the ASCE Special Project Committee on Residential Loads. Feedback is due by March 26 with completion set for May 31.
- Update the WTCA publications web site as new BCSI projects launch.
- Prepare a proposal for TPI TAC regarding the need for flexibility within the Plate Placement Method procedures outlined in TPI 1-2002.

## **QUALITY CONTROL COMMITTEE (Chair: Joe Hikel)**

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**Staff contacts: Tony Piek x113 & Ryan Dexter x144**

### ***Update***

- We performed data reviews for Tri-County Truss, Stark Canton, Stark Rensselaer, and Carter-Lee.
- Upcoming training dates are: Cascade on March 8 and Bestbilt on March 23.
- We answered four QC program, Pocket PC, and certification inquiries.
- As of March 2, we have shipped 95 QC 4.1 programs. We have also shipped 27 Pocket PC QC Software CDs – eight were purchased in the last week.
- Staff flew to Indiana last Thursday to certify Carter-Lee.

### ***Goals for the Week***

- Perform data file reviews for certified plants: Brunsell and Shelter Systems.
- Complete data file review for Tri-County Truss (certification in process).
- Follow up with Allwood on training questions.
- Ship 4.1 QC orders to Sheppard Engineering, Timberfield Truss, and Component Manufacturing, and the Pocket PC QC software to Casmin, Inc.

## **BCMC Committee (Chair: Tom Manenti)**

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**Staff contacts: Jill Zimmerman x122, Peggy Pichette x123 & Carren Koebke x121**

### ***Update***

- The 2004 BCMC web site is now live! To visit the site and learn about this year's show, access [www.bcmcshow.com](http://www.bcmcshow.com). Staff posted the exhibitor promotion information this week and will continue to add to the site as new BCMC details are announced, ***so check the site now and often!***
- Rick Parrino has joined the BCMC Committee and will serve on the Programs Subcommittee.
- Mike Ruede will be one of the presenters in the Materials Handling breakout session at this year's show.
- Templates of the BCMC shirt logo have been developed.
- Text was drafted for the April BCMC ad for SBC Magazine.
- Tom Manenti has approved a Dixieland band for the ribbon cutting ceremony that opens the show on Wednesday, October 6.
- A spouse tour recommendation has been written based on advice from spouses that volunteered to help plan the show. The topic will be discussed in the next BCMC Committee teleconference.
- The Convention and Visitors Bureau in Charlotte was contacted for promotional photos of the city and they responded by sending over two dozen.

### ***Goals for the Week***

- Mail copies of the exhibitor promotion to five potential advertisers, the BCMC Committee and our Charlotte vendors.

- Review the proposal received from a potential golf course.
- Prepare PDFs of the BCMC Meeting Rooms, Show Offices, and VIP Suites for SBC magazine to be used for planning and promotions.
- Check on tasks that were assigned during the Programs Meeting held in San Diego on February 26. Send the minutes that were taken during the meeting for internal review.
- Prepare an agenda for the March 9 conference call with the Wall Panel Track and have it reviewed.
- Send the overflow hotel contracts to legal counsel for review and follow up on the Kick-off speaker's contract.
- Contact WTCA's Insurance Company to obtain information on certificates of insurance to finalize the Columbus Convention Center contract.
- Follow up with the Committee members that have been contacting potential plant tour sites in Charlotte's surrounding areas.

## **LEGISLATIVE COMMITTEE (Chair: Allen Erickson)**

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**Staff Contact: Kelli Gabel**

### *Update*

- At the San Diego Open Quarterly Meeting, multiple participants signed up to attend the upcoming Legislative Conference (May 5-7 in Washington DC). We will be sending a formal announcement of the Conference to the membership by next week. Please mark your calendar to attend this important activity!
- The steel letter to multiple legislative contacts has been posted on SBC.
- Staff researched federal and state regulations on the required weight for escort vehicles in response to a discussion at the San Diego meetings and sent an update to Open Quarterly Meeting attendees.
- Staff spoke with Paul Coats of the American Forest & Paper Association regarding an Illinois State Senate bill that would have removed the requirement of notification of building code changes – the bill has expired in the Rules Committee and will not make it to the floor.

### *Goals for the Week*

- Create a letter regarding steel cost increase and surcharges, specifically pertaining to jobs, and send it to the democratic presidential candidate John Kerry.
- Gather background information for the March Legislative Update and begin to compose text.
- Meet with staff to discuss Legislative Conference planning and tasks.
- Send out constituent meeting requests on behalf of attendees signed up for the Conference.
- Set up a meeting with the Senate Finance Committee staff regarding steel costs and supply.

## **MANAGEMENT COMMITTEE (Chair: Kendall Hoyd)**

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**Staff contacts: Molly Butz x141, Kelli Gabel x128, Suzi Grundahl x110, Tony Piek x113, Anna Stamm x119**

### *Update*

- There are 15 beta test sites to date for the new WTCA Operations Safety Certification (OCS) Program. All of the Beta Test Site Safety Coordinators were contacted to explain our online safety resources and answer any questions they might have.
- The Safety Third Party Audit draft materials have been sent to outside contacts for review.
- We have begun programming the Wage and Benefit Survey Online. The paper copy of the survey will go out first for folks who want to fill it out manually.

### *Goals for the Week*

- Create safety downloads on: job analysis, employee safety concerns and employee pre-screening.
- Start quizzes for phase two of the management section of WTCA OSC.
- Look for high-quality 13x19 paper for printing the safety posters and research laminating options.
- Draft new job descriptions for the Wage and Benefit Survey and send to the subcommittee.

## **CARBECK STRUCTURAL COMPONENTS INSTITUTE (President: Richard W. Brown)**

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**Staff contact: Kelli Gabel x128**

### ***Update***

- A Carbeck Fire CD and information was sent to Bill Hodge with Hoover Treated Wood Products, Inc. Staff followed up with him this week.

### ***Goals for the Week***

- Follow-up with Robert Howe, Assistant Fire Marshall of Vermont Division of Fire Prevention.
- Call Lt. Joe Posey with the Truro Fire Department to discuss the progression of the manual they are writing on truss configurations.

## **SBC MAGAZINE (Editor: Dan Holland)**

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**Staff contact: Mindy Caldwell x129, Libby Maurer x124 & Molly Butz x141**

### ***Update***

- The April edition of SBC on Grassroots Activities is due to the printer on March 22; ads must be finalized by the 18th. Text for the issue has been sent to legal counsel for review.
- A brainstorming session was held for the June/July issue which focuses on Legal and Legislative issues.
- An automated system for sending confirmation emails to signed advertisers has been finalized.

### ***Goals for the Week***

- Close the April issue.
- Email the “Gold Advertisers of the Month” promotion.
- Write an article by concerning members using marketing via their web sites. Contact members for comments.
- Draft text for the June/July ad space reservation reminder.
- Work with four potential advertisers.
- Prepare April text in Word for layout by Monday, March 8.
- Begin work on writing assignments about Marketing, Advertising and Education – the focus of the May issue.
- Update Industry News and post it to the web site.





# Weekly Board Report

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March 12, 2004

## INTRODUCTION

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*Happy St. Patrick's Day – the luck of the Irish is present this March at WTCA!* Your first online order placed with WTCA entitles you to save 10% off your total order, for a savings of up to \$100. This is a one-time offer so make sure you take advantage of it and order your company's publications online today!

**To order online:** go to <http://www.woodtruss.com/index.php> and select products from the side menu. Then 'view and order products' and select 'log in and place an order.' By entering your email address and requesting a password, a password will be emailed to you immediately. You can then login, and after successfully logging in, search and select all of the products you would like to purchase and checkout. It is really very simple!

## MEMBERSHIP COMMITTEE (Chair: Bob Becht)

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**Staff contacts: Anna Stamm x119, Kelli Gabel x128 & Danielle Bothun x135**

### *Update*

- The PowerPoint® presentation recapping the February Open Quarterly Meeting in San Diego is available and posted online under the "Board & Committees" section – select "Meeting Registration" at the top. Only members may access the presentation, so be sure to log in at <http://www.woodtruss.com/index.php> to view the summary.
- Details for the New Orleans Regional Workshop & Conference are nearly set. The speaker panel will include: Steve Cabler of MiTek, Gary Sweatt of Sweatt Engineering, and WTCA staff. If you are interested in attending and are not registered, please contact Anna at 608/310-6719.
- The March Chapter Teleconference focusing on the new Operations Safety Certification program was conducted this week. Thanks to all who participated! If you are interested in receiving the meeting minutes, please contact Anna at [astamm@qualtim.com](mailto:astamm@qualtim.com).
- The Michigan Chapter meeting was administered this week.
- We have received our first chapter coop publications order from the Ohio Chapter!
- "About this chapter" pages have been posted for all of the new chapter web sites: Michigan ([www.wtcmich.com](http://www.wtcmich.com)), Wisconsin ([www.wiwtca.com](http://www.wiwtca.com)), Missouri ([www.mtfachapter.com](http://www.mtfachapter.com)) and North Carolina ([www.wtcnc.com](http://www.wtcnc.com)). TTW co-marketing pages are completed for each as well. Work will continue this month on additional updates to the sites.
- On Friday, a teleconference was held by staff with Florida Executive Committee (FEC) Chair Bob Becht on Florida Building Code issues, work on E-seals in Jacksonville, and FEC projects for the year.

### *Goals for the Week*

- Email Chapter Officers and Board members that the Open Quarterly Meeting PowerPoint® is available for use at chapter meetings.
- Contact Workshop sponsors to finalize their inclusions for the attendee binders.
- Draft a table of contents for the Workshop binders and order the binders and tabs for assembly next week.
- Follow up with two companies that expressed interest in the Workshop but did not submit registration forms.
- Submit the updated rooming list for the New Orleans Workshop; confirmation emails will be sent to the attendees next week.
- Review Workshop menus and contact the Marriott on options and set-up.
- Explore sites in Chicago, IL for the Past Presidents meeting and send an email regarding potential dates.
- Research possible location(s) for the inaugural meeting of the Central Region of the California Chapter, CalESCA-Central.
- Send meeting reminders for North Carolina (March 17) and CalESCA-North (March 18) Chapter meetings.
- Design a membership pamphlet for the Mid Atlantic Chapter.
- Process five requests for potential member information.
- Finish relaying contact information on recent new members in their areas to all relevant chapters.

- Ship a welcome package to the latest new component manufacturer member and notify the local chapter.
- Finalize Chapter Corner and the Chapter Spotlight article for the April issue of SBC Magazine;
- Compile this year's schedule of chapter meetings dates for SBC and the WTCA web site calendar.

## **MARKETING COMMITTEE (Chair: Ken Cloyd)**

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**Web Site/Online Education/Information Tech (Staff contacts: Danielle Bothun x135, Hien Khuu x137, Barb Speer x145 & Rachel Smith x127)**

### *Update*

- Most of the TTT Level II changes have been submitted to the IT department for incorporation into the online system.
- Staff fixed the TTT database to properly print certificates for TTT certified individuals.
- New staff was trained on all of the aspects of the TTT certification exam administration process. We have processed a dozen exam requests in a week and a half and there are currently over 50 students at some stage of the exam process.
- Online renewal is growing in popularity. A number of our members are now becoming more comfortable with our online systems and are completing their subscription renewals online.

### *Goals for the Week*

- Work on the tracking system for TTT binder changes; we expect it to be done within the next month.
- Create videos for TTT Level III Online about long span truss installation and truss testing.
- Grade the 15 TTT exams that have been received over the last week.
- Respond to student feedback from Level III. This new course allows registrants to provide feedback – helping to make this one of our best online courses.
- Prepare a draft of an online Level III final exam.
- Write a third Level I exam that can be used as a second re-take.
- Field questions about TTT training and subscription renewals.

**Publications & Accounting (Staff contacts: Linda Alfonsi x126, Eric Monson x116 & Mike Younglove x114)**

### *Update*

- We shipped 57 orders last week – 21 of them were submitted online! Please note that order fulfillment is still taking an extra two to three days in addition to UPS delivery time.
- A promotion was created for the B10 Summary Sheet – Post Frame Truss Installation and Bracing and has been routed for internal review.
- An additional 1200 custom Jobsite packets were assembled and shipped to Foxworth-Galbraith. Assembly will continue on the remaining 8800 packets over the course of the next month.
- Another custom Jobsite packet was placed last week by Shelter Systems. All documents will be customized and printed by our outside vendor and assembly will start in the next couple of weeks.
- Our outside printer reprinted 500,000 B1 Summary Sheets and delivered us 30 boxes (1000 ea) of B1 folded Summary Sheets.
- The 10% discount for online product orders became effective Tuesday, March 8. All companies placing first time product orders on the web will receive an automatic one-time 10% discount.
- The new updated order form has been sent to the printer; the new order forms will be included with the April SBC Magazine.
- New BCSI product updates have been made to the online catalog along with an advertisement for the publications online 10% ordering discount.

### *Goals for the Week*

- Follow-up with R & G Truss and Cascade Manufacturing regarding potential custom Jobsite package orders.
- Coordinate the custom orders for the Truss Configuration posters.
- Assemble 200 custom Jobsite packets for Atlas Components.
- Assemble and ship 1000 custom Jobsite packets to Sun State Components.

## **ENGINEERING & TECHNOLOGY COMMITTEE (Chair: Clyde Bartlett)**

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**Staff contacts: Ryan Dexter x144, Tony Piek x113, Rachel Smith x127 & Richard Zimmermann x143**

### *Update*

- We received an inquiry from an architect regarding BCSI 1-03 temporary bracing recommendations in regard to wind events during construction. Based on this, we researched and calculated results for three second gust wind speeds up to

52 mph on the first applied truss or gable condition, the first applied four trusses and gable condition, and the first five applied trusses and gable condition for seven span conditions. The results indicate that in all cases the braced roof structure can withstand up to a 52 mph three second gust wind speed. The analysis was based upon allowable stress design of the nails, LDF of 1.6, the surface area of sample trusses and gables, and utilized results of a Danish wind tunnel study on this subject.

- A CD of truss industry photos was created to be sent in response to requests from publications for pictures. All photos will be credited to WTCA.

### ***Goals for the Week***

- Work on the "how to load trusses" project. We have received feedback on the Introduction and preliminary research has been completed on 8 of the 11 proposed sections. Staff is now focusing on special design and serviceability issues.
- Research the proposed changes to the NFPA 5000, Building Construction and Safety Code; we plan on responding to the changes after thorough examination.
- Review comments on the SEI/ASCE Special Project on Residential Building Loads. The draft will be sent to the E&T and TAC Committees next week to undergo final review before submitting it to the project committee by the March 26 deadline. We hope this project will result in a residential loading appendix to ASCE 7-05 as well as IBC/IRC code revisions.
- Update B6 Summary Sheet – Gable End Bracing and B7 Summary Sheet – Temporary and Permanent Bracing for Parallel Chord Trusses; they are expected to be completed this week and sent to the TPI TAC for its 10 working day review.
- Start drafts of the B8 Summary Sheet – Toe-Nailing for Uplift Reactions, B9 Summary Sheet – Multi-Ply Girders and B11 Summary Sheet – Fall Protection and Wood Trusses.
- Respond to technical questions on heel blocking that will be the groundwork for the next FAQ article for SBC and a new TTB.

## **QUALITY CONTROL COMMITTEE (Chair: Joe Hikel)**

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**Staff contacts: Tony Piek x113 & Ryan Dexter x144**

### ***Update***

- Data reviews were performed for Brunsell and Shelter Systems.
- This week staff fielded six inquiries regarding the WTCA QC program, Pocket PC, and certification.
- As of Wednesday, March 9 we have shipped 95 QC 4.1 programs. We have also sent out 19 Pocket PC QC Software CDs.
- Staff traveled to Cascade, IA to perform a QC recertification on March 8.

### ***Goals for the Week***

- Assist certified plant, Stark Washington Courthouse, with a Data File Review.
- Answer QC inquiries as they are received – we average about five per week.
- Respond to TPI Quality Assurance Licensees regarding the In-Plant WTCA QC 4.1 Program; TPI provides us with a list of new licensees to contact as potential QC users.

## **BCMC COMMITTEE (Chair: Tom Manenti)**

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**Staff contacts: Jill Zimmerman x122, Peggy Pichette x123 & Carren Koebeke x121**

### ***Update***

- An email was sent Thursday to all past exhibitors to notify them that they may register for booth space online and purchase sponsorships including golf, Carbeck Silent Auction and the BCMC Bowl online. In less than a day, we already had two exhibitors, Finnforest and Weima America, sign up for booth space!
- Exhibitor promotions were mailed to four potential exhibitors.
- A proposal from a potential golf course was reviewed and feedback was provided to the Golf Subcommittee. We hope to have a course picked within the month.
- Additions are being made to the new 2004 BCMC website. To see the Exhibitor Promotion that was mailed last week, you may visit [www.bcmshow.com](http://www.bcmshow.com).
- Staff attended the Wall Panel Track and the Industry Training session conference calls with the Programs Subcommittee and the presenters; rough talking points were determined. All of the speakers have been picked for the show and we have only one to confirm – this is an all time record!
- An initial draft agenda was created for the BCMC Committee conference call that will take place within the next month. This teleconference will be a detailed discussion of this year's show – from plant tour sites to attendee costs.

- The kick-off speaker contract was finalized.

### ***Goals for the Week***

- Send the BCMC Committee & Charlotte vendors a copy of the exhibitor promotion.
- Contact five potential exhibitors.
- Make follow up calls to sites that are interested in becoming plant tour locations.
- Discuss the final changes to the Columbus Convention Center Contract with the Convention Center.
- Work on attendee promotion text. We hope to have all of the text written by April 1.
- Send legal counsel the final overflow hotel contract for review.
- Schedule the conference call for the Material Handling Track.

## **LEGISLATIVE COMMITTEE (Chair: Allen Erickson)**

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**Staff Contact: Kelli Gabel**

### ***Update***

- Sign-up now for the 2004 Legislative Conference in Washington, D.C. on May 5-7! Meet with the legislators of your state to discuss pertinent issues facing your business and our industry. For more information, contact Kelli at [kgabel@qualtim.com](mailto:kgabel@qualtim.com) or 608/310-6728. **Register online at [www.woodtruss.com/index.php](http://www.woodtruss.com/index.php).** (Choose “Board & Committees” and then “Meeting Registration” or just select the link to the registration form from the home page!)
- A softwood lumber update was sent to the membership last week.
- A steel update was posted to the SBC legislative site. To view it, visit [www.sbcmag.info](http://www.sbcmag.info).

### ***Goals for the Week***

- Finish the online meeting registration system to be rolled out for Legislative Conference participants.
- Work on conference speaker options for the 2004 Legislative Conference kick-off dinner on Wednesday, May 5.
- Email/fax a meeting announcement for the 2004 Legislative Conference including a link to the new online registration page.
- Finalize the March Legislative Update and send it to the membership.
- Work with IT to finish an online survey to be sent to the membership. The data will be compiled into state and national facts about our industry so attendees of the 2004 Legislative Conference can provide pertinent information on their congressional visits.
- Meet with Stephen Schaefer of the Senate Finance Committee to obtain direction on the steel and softwood lumber issues.
- Finalize the steel letter that will be sent to legislative outlets as well as presidential candidate John Kerry.
- Resend the facts on the Byrd Amendment letter to the Department of Commerce and Senator Grassley’s office.
- Contact Jim Terpstra with the Department of Commerce to discuss the softwood lumber and section 201 issues.
- Update the WTCA request letters for legislative constituent meetings and begin sending them on behalf of this year’s attendees.
- Write questions for an April SBC article that will highlight a first year participant in the Legislative Conference.

## **MANAGEMENT COMMITTEE (Chair: Kendall Hoyd)**

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**Staff contacts: Molly Butz x141, Kelli Gabel x128, Suzi Grundahl x110, Tony Piek x113, Anna Stamm x119**

### ***Update***

- Staff sent a WTCA Operations Safety Certification (OSC) Employee Handbook to Mid Valley Truss & Door to translate the information into Spanish.
- Staff followed up with Conney Safety Products on the Safety Program Third Party Audit.
- We also met with Conney Safety Products to finalize the agreement that will allow WTCA members to purchase their products at a discount.
- Safety Manual quizzes for the Management phase were created, including Confined Spaces and Forklifts.
- We have added several new job descriptions to the Wage and Benefit Survey. The survey will be mailed the week of March 15. We are also working on web programming to allow members to fill out the survey online. We expect this to be available online by April 5.

### ***Goals for the Week***

- Follow-up with safety inquiries from this week and last.
- Make Safety Program binders for 20 companies interested in becoming Beta Testers.

- Work on setting up the insurance meetings with our legal counsel and each of the insurance brokers at a component manufacturer's plant. Two out of the six meetings have been confirmed.
- Develop the Safety Program database.
- Create quiz questions for safety modules: Emergency Preparedness, Management, and Ergonomics.
- Research substantial 13x9 paper and laminating sources for the reproduction of Safety posters.
- Collect quotes from outside distributors about printing the Employee Handbook for the OSC.
- Send new job descriptions to the Wage and Benefit Survey subcommittee for review and editing. Request a response by March 12.

## **EXECUTIVE COMMITTEE (Chair: Dan Holland)**

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### *Update*

- We drafted a letter to the WTCA membership for Dan Holland's review as a precursor to the dues mailing in May. This letter will appear in the April issue of SBC Magazine.
- Plans are underway to participate in TPI's Board meeting May 26-27 in Colorado Springs.

## **CARBECK STRUCTURAL COMPONENTS INSTITUTE (President: Richard W. Brown)**

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**Staff contact: Kelli Gabel x128**

### *Update*

- We received a call from Manny Falcone of the Lakeside Fire Department in Syracuse. He was very excited about the quality of the Carbeck training materials, as well as SBC Magazine.

### *Goals for the Week*

- Contact the New York Chapter (WTCA NY) to discuss one of the members speaking to a group of fire officials from the Lakeside Fire Department in Syracuse, NY.

## **SBC MAGAZINE (Editor: Dan Holland)**

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**Staff contact: Mindy Caldwell x129, Libby Maurer x124 & Molly Butz x141**

### *Update*

- The April issue has been closed – all advertisements are confirmed. Each will receive an email outlining their requests. Thanks to the support of our generous advertisers, this Membership Directory "keeper issue" will be 108 pages long!
- An email was sent to the readership announcing the Gold Advertisers for this month. They are A-NU-Prospect and Finnforest. You may learn more about their products and services by visiting the SBC website at [www.sbcmag.info](http://www.sbcmag.info).
- Staff sent proposals to three potential advertisers and media kits to two potential advertisers.
- The proof of the April issue was sent for internal review on Friday, March 12.

### *Goals for the Week*

- Begin work on articles for the May issue: BCMC Update featuring the seminar on WTCA educational products, article about the use of BCSI 1-03 in the market, and a feature on one TKO training path.
- Draft text for the June/July ad space reservation reminder.
- Process three advertising contracts we received last week and work with two more companies that still owe contracts.
- Create and distribute June/July (Legal/Legislative) article assignments to all non-staff writers.
- Remind all May issue writers that articles need to be submitted by Thursday, March 18.
- Assign house ads for creation for the April issue.



# Weekly Board Report

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March 19, 2004

## INTRODUCTION

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*Please plan to attend WTCA's Fourth Annual Legislative Conference in Washington, D.C. May 5-7, 2004!* Visit the Hill to meet and discuss pertinent issues with your legislators such as material cost and the effects on your business, steel availability, the ongoing U.S./Canada Softwood Lumber Dispute, and taxes. You can also find out first-hand how your representative feels about the housing industry and any other issue that is affecting your business today. You'll also have an opportunity to converse with your representatives or their staff at the reception on May 6.

In addition to meeting with your legislators, we hope you will participate in a Capitol tour, dinner at two award-winning restaurants and our Board Meeting on Friday, May 7. This is a great time to strengthen the visibility of the Structural Building Components industry inside the beltway. Together we'll make our industry stronger!

You may now register for the Legislative Conference on our newly created online system! It is simple and efficient – just visit [http://www.woodtruss.com/MeetReg/MeetingRegistrationPage\\_Shell.php?MeetingID=2127731352](http://www.woodtruss.com/MeetReg/MeetingRegistrationPage_Shell.php?MeetingID=2127731352) <http://www.xxx/> or you may contact Kelli at 608/310-6728 or [kgabel@qualtim.com](mailto:kgabel@qualtim.com).

## MEMBERSHIP COMMITTEE (Chair: Bob Becht)

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**Staff contacts: Anna Stamm x119, Kelli Gabel x128, Danielle Bothun x135 & Barb Speer x145**

### *Update*

- Weighing 7.5 pounds each, the attendee binders for the March 26 New Orleans Regional Workshop & Conference were assembled this week and shipped on Friday. The binders contain a wealth of information from WTCA and include materials from our generous sponsors. For more information on the sponsors, visit the Regional Workshop page on the WTCA web site; a link is found on the home page at <http://www.woodtruss.com/index.php>.
- A new monthly teleconference has been established for chapter presidents to encourage communication, networking and problem-solving using lessons from fellow chapters. The teleconferences will occur on the last Wednesday of the month and be led by Membership Chair Bob Becht.
- A tri-fold membership listing was created for the Mid Atlantic Chapter. If you would like assistance creating a pamphlet to use in your chapter's recruitment efforts, please contact Anna at 608/310-6719 or Dani at 608/310-6735.
- The North Carolina and CalESCA-North Chapter meetings were administered this week.
- Preparations are in full swing for next month's chapter meetings. The dates that have been set are: WTCA-Northeast on April 14; the New York, North Florida and Southern Nevada Chapter meetings on April 15; CalESCA-South on April 20; and the Texas Chapter on April 22.
- The Capital Area Chapter's spring meeting will be held in conjunction with the Legislative Conference! Arrangements are being made to have the chapter meeting at The Palm restaurant prior to the Kick-off dinner on May 5. All WTCA members are welcome to attend this chapter meeting. You may register online as you register for the legislative conference at [http://www.woodtruss.com/MeetReg/MeetingRegistrationPage\\_Shell.php?MeetingID=2127731352](http://www.woodtruss.com/MeetReg/MeetingRegistrationPage_Shell.php?MeetingID=2127731352). A separate announcement for the chapter area will be created and distributed via fax and email next week.
- We held a staff meeting to update progress on the membership task plan for the year.

### *Goals for the Week*

- Update the chapter and members pages on the WTCA web site.
- Finalize a date and then a hotel contract for the WTCA Past Presidents Meeting to take place in Chicago in May.
- Verify and pay the invoice for the Hilton San Diego Mission Valley, site of the February Open Quarterly Meeting.
- Finalize the table of contents and collate the materials for the New Orleans Workshop binders.
- Contact remaining sponsors to finish collecting the ads and materials to be included in the Workshop binders.
- Finalize the agenda for the Workshop.

- Draft and distribute the memo to attendees, which includes hotel room confirmation numbers and pertinent meeting information.
- Follow up with last minute registrants for the Workshop and contact the hotel for additional room reservations.
- Finalize and submit the Workshop menus and set-up requirements.
- Finalize and send the announcement for the April 22 Texas Chapter golf tournament and membership meeting.
- Contact the Capital Area Chapter Board to begin making arrangements for the annual outing to an Orioles game.
- Process five requests for membership information and product samples.
- Review content and assembly options for the WTCA information packets that staff will use when visiting members and nonmembers.

## **MARKETING COMMITTEE (Chair: Ken Cloyd)**

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**Web site/Online Education/Information Tech (Staff contacts: Danielle Bothun x135, Hien Khuu x137, Barb Speer x145 & Rachel Smith x127)**

### *Update*

- Already in the month of March, we have scored 40 TTT Level I exams – 39 students passed, one failed. We also have graded seven TTT Level II exams – all of the students passed!
- Technical Assessment Test Online (TATO 1) was updated to make its reporting functions more accurate and stress the significance of the results. As of March 17, 89 people have completed TATO 1. Since some companies are using it not only for employment candidates but also to measure current employees' skills, we are finding that the performance curve is fairly high. Participants will note a significant drop in percentile rank between missing three questions and six. However, as our sample population continues to expand, we expect the statistics to show a more normalized curve.
- The TTT Logo used on Truss Placement Diagrams has been updated to include the word "certified" in front of "Truss Technician."
- All of the Level II changes have been submitted to the IT department to incorporate into the online system.
- Long span truss installation and truss testing videos were created for TTW and TTT content.

### *Goals for the Week*

- Train new staff on TTT exam processing and other customer service issues.
- Develop a contact tracking system/spreadsheet for monitoring calls to members.
- Continue preparing a Level III online course final exam.
- Grade the abundance of TTT online exams and respond to exam requests from new students.

**Publications & Accounting (Staff contacts: Linda Alfonsi x126, Eric Monson x116 & Mike Younglove x114)**

### *Update*

- Remember to place your WTCA publication order online at [http://www.woodtruss.com/pubs/cart\\_intro.php](http://www.woodtruss.com/pubs/cart_intro.php) and you will receive a one-time 10% discount off your *first* order – up to \$100 off your order! Twenty-six companies have already taken advantage of it; their total savings were \$867.72, which averages \$33.37 an order!
- We processed and shipped 91 WTCA publication orders last week. Twenty of those orders were placed online. Last week's orders contained: 316 BCSI 1-03 Booklets, 1475 Jobsite packets, 77 B1 Summary Sheets Flat – boxes of 250, and 25 cases of B1 Summary Sheets Folded – boxes of 1000.
- The Ohio Chapter was the first to submit a Co-op order to receive group pricing. To find out more about Co-op pricing, ask about it at your next chapter meeting or contact Anna at 608/310-6719 or Dani at 608/310-6735.
- Currently, the new B3 Summary Sheet – Web Member Permanent Bracing document is out of stock. Our vendor is reprinting 100,000 that are to be delivered by Monday, March 22.
- Please be aware that due to large order volume, fulfillment is still running approximately three days after the order, plus UPS transit time.
- The new WTCA order form went to the printer on Tuesday; it will be mailed with the April SBC and be available in-house after March 29.

### *Goals for the Week*

- Collate Jobsite packets for three pending orders and two custom orders.
- Assist customers with the high volume of orders, requests and product inquiries.
- Send out a promotion on the B10 Post Frame Truss Installation and Bracing.

## **ENGINEERING & TECHNOLOGY COMMITTEE (Chair: Clyde Bartlett)**

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**Staff contacts: Ryan Dexter x144, Tony Piek x113, Rachel Smith x127 & Richard Zimmermann x143**

### ***Update***

- A “Frequently Asked Question” article was written for the May SBC issue regarding incomplete information on plans.
- B6 Summary Sheet – Gable End Frame Bracing & B7 Summary Sheet – Temporary and Permanent Bracing for Parallel Chord Trusses were sent to the TPI TAC committee this week for review. We expect the documents will be sent to the printer in less than two weeks and should be available around April 12.
- B10 Summary Sheet - Post Frame Truss Installation and Bracing was added to the web site. We’d also like to know from those of you using the Post Frame poster in the past, if the new B10 Summary Sheet is fine or if you would like a poster version of B10? Send an email response to sgrundahl@qualtim.com.
- Proposed changes to the NFPA 5000 Building Construction and Safety Code reveal nothing that significantly impacts the component industry. However, the adoption of NFPA 5000 in California is under scrutiny and we will continue to monitor those developments. In Phoenix, the only jurisdiction that has adopted NFPA 5000, a request has been made that NFPA develop its own residential building code instead of referencing the IRC.
- Code changes for the IBC/IRC 2003/2004 code cycle regarding bottom chord live loads have been submitted by WTCA/TPI (the IRC proposal was accepted as modified, the IBC proposal has been modified and resubmitted). Public comments to these and other submittals are being monitored for discussion at the May 2004 Final Action Individual Considerations hearings.
- Comments on the SEI/ASCE Special Project on Residential Building Loads, Draft #2, have been sent to E&T and TAC for review. Final comments must be submitted to the project committee by March 26. This project is intended to identify issues and research needs related to residential building loads.

### ***Goals for the Week***

- Start first drafts of B8 Summary Sheet – Toe-Nailing for Uplift Reactions, B9 Summary Sheet – Multi-ply Girders and B11 Summary Sheet – Fall Protection and Wood Trusses.
- Create BCSI web pages for the WTCA site.
- Prepare for the New Orleans Regional Workshop presentation on March 26 regarding building codes and design issues.
- Research the last two sections of the "how to load trusses" project. Preliminary research is complete on 9 of the 11 proposed sections.
- Email a press release about the Metal Plate Connected Wood Truss Handbook to media contacts.
- Contact Kack Sung to see if we can finalize the Riverside sealed placement plan issue.
- Hold an ICC Code change teleconference to prepare for the code change hearings.
- Hold a teleconference with the Michigan Chapter on the ICC code change process.

## **QUALITY CONTROL COMMITTEE (Chair: Joe Hikel)**

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**Staff contacts: Tony Piek x113 & Ryan Dexter x144**

### ***Update***

- QC re-certification training was performed at Cascade Manufacturing Co. in Cascade, IA on March 8.
- Data file reviews were performed for Stark Truss Company’s Washington Courthouse plant and UBC Timber Roots Wadena plant.
- Six QC program, Pocket PC, and certification inquiries were answered.
- As of March 16, we have sent 96 **In-Plant WTCA QC 4.1** programs and 20 Pocket PC QC programs.
- On Thursday, March 18 staff performed a **WTCA QC** re-certification training at Richco Structures in De Pere, WI for the New Haven, WI plant. Staff also took the opportunity to update the De Pere, WI plant on WTCA’s programs.
- Staff had a meeting to update progress on the QC task plan for the year.

### ***Goals for the Week***

- Complete data file reviews for: Tri-County Truss and Stark Truss Company’s Gray Court plant.
- Answer QC inquiries as they are received.
- Travel to Andrews Truss, Inc. and Bestbilt Systems, LLC for certification training.
- Work with a member on the analysis of the changes in truss design from TPI 1-1995 to TPI 1-2002. Use this work to begin to prepare a guide for all members to use.



## **BCMC Committee (Chair: Tom Manenti)**

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**Staff contacts: Jill Zimmerman x122, Peggy Pichette x123 & Carren Koebke x121**

### *Update*

- The BCMC Committee and our Charlotte vendors were all mailed a copy of the 2004 exhibitor promotion last week.
- All past exhibitors have been notified by email that the booth space registration online system is now live at [www.bcmshow.com](http://www.bcmshow.com).
- Two potential exhibitors were sent information about exhibiting in North Carolina.
- The two suggested plant tour sites were contacted to collect preliminary information such as distance from the Convention Center and tour capacity. The sites will be recommended to the Committee in the next teleconference.
- An additional tour site is being considered, working with Southeastern Lumber Manufacturers Association (SLMA).
- Potential shirt vendors were contacted for product catalogs; we plan to determine a shirt and finalize this year's BCMC logo within the next two weeks.
- Draft a lottery system to use when there are multiple companies vying for limited meeting space, sponsorship opportunities, etc.

### *Goals for the Week*

- Create invoices for exhibitors that have already registered for booth space and mail them. Process exhibitor contacts as they are received.
- Work with the art department on high resolution graphics for posting on the web site.
- Call the golf course to obtain and finalize a contract.
- Follow up with seven potential exhibitors.
- Schedule a staff BCMC update meeting to review monthly tasks and follow up regarding the draft agenda for the BCMC Committee conference call.
- Work on finalizing contracts with each overflow hotel and then send the last contract to legal counsel for review.
- Follow up with a potential speaker about presenting at BCMC.
- Work on the attendee promotion verbiage – we plan to have it all ready for internal review on April 1.
- Meet with Rob Hyde of the Hyatt Regency Phoenix to discuss the Phoenix Convention Center expansion.
- Follow up with the Fort Worth, TX site regarding pricing for BCMC 2006.
- Work on the minutes from the two program conference calls held last week.
- Make tweaks to the BCMC web site as things change and become live.

## **LEGISLATIVE COMMITTEE (Chair: Allen Erickson)**

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**Staff Contact: Kelli Gabel**

### *Update*

- We sent an online survey to the membership to find out important industry information on a state-by-state basis that we can use to present on our legislative visits. Please respond to this very important survey by March 31. The survey is located at: [www.woodtruss.com/membership/survey0403.php](http://www.woodtruss.com/membership/survey0403.php). To date, we have received 42 responses – thanks to all who have participated!
- A meeting announcement was sent to the membership publishing the details of the Legislative Conference – everyone is welcome! For more information, contact Kelli at 608/310-6728 or [kgabel@qualtim.com](mailto:kgabel@qualtim.com).
- We drafted a letter to be sent by Kendall Hoyd to Senator Craig's office on duty as a cost, the Byrd Amendment and the steel crisis.

### *Goals for the Week*

- Work on finding a speaker for the Legislative Conference's Kick-off dinner on Wednesday, May 5.
- Research information on 7C of the Export Administration.
- Study job statistics in Canada in relation to the steel increases and surcharges.
- Look into countries going on steel allocation.
- Contact Jim Terpstra regarding softwood lumber and the Byrd Amendment. Craft a global position on the Byrd Amendment for the Conference.
- Update our positions and policies handbook to bring to DC.
- Draft a letter on S. 1637 — A bill to amend the Internal Revenue Code of 1986 to comply with the World Trade Organization rulings on the FSC/ETI benefit in a manner that preserves jobs and production activities in the United States, to reform and simplify the international taxation rules of the United States, and for other purposes. The National

Association of Manufacturers (NAM) and National Association of Home Builders (NAHB) positions will be useful as we write this letter.

- Investigate sponsorship options for the reception with legislators on Thursday, May 6 and draft an invitation to legislative offices inviting them to the event.
- Email/fax constituent meeting requests for those that have already signed up for the Conference.
- Complete a full-page SBC house ad promoting the upcoming Legislative Conference.
- Design Legislative Conference signs for D.C. and start collecting printing quotes.

## **MANAGEMENT COMMITTEE (Chair: Kendall Hoyd)**

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**Staff contacts: Molly Butz x141, Kelli Gabel x128, Suzi Grundahl x110, Tony Piek x113, Barb Speer x145 & Anna Stamm x119**

### *Update*

- Mid-Valley Truss & Door has begun translating the WTCA Operations Safety Certification (OSC) Employee Handbook into Spanish.
- All of the OSC Power Point Slide Decks and accompanying text were sent to IT to be posted on the web site.
- Back in February, we sent a quick survey to members asking if they planned to participate in this year's Wage and Benefit Survey, and if so, if they would prefer to do this online as opposed to on paper. Out of 54 responses, 39 companies (72%) said they would prefer to do this online. Based on this feedback, we are in the process of programming an online entry form for the survey. Members will always have the opportunity to continue filling the survey out on paper as well. The paper version of the survey will go out Monday, March 22, and the online version will be available by April 5.

### *Goals for the Week*

- Call Econoprint early in the week to finish pricing on safety poster paper, laminating and Handbook printing.
- Create quiz questions for safety modules: Emergency Preparedness, Management, and Ergonomics.
- Create an Excel spreadsheet to document all of the changes that are made to the Safety Program.
- Add the new Safety Topic of the Month (Proper Lifting) to the Safety web site.
- Finalize changes to the Wage and Benefit Survey and Job Descriptions (we have added several new job titles), and make copies to be mailed on Monday, March 22.

## **EXECUTIVE COMMITTEE (Chair: Dan Holland)**

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### *Update*

- We have begun the planning work on the joint TPI/WTCA Meetings to be held on May 26 and 27 in Colorado Springs.

### *Goals for the Week*

- Complete and send current WTCA payables to the treasurer.

## **CARBECK STRUCTURAL COMPONENTS INSTITUTE (President: Richard W. Brown)**

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**Staff contact: Kelli Gabel x128**

### *Update*

- Information was sent to Gary Roth with the Ste. Genevieve Fire Department in MO.
- The Central Florida Component Manufacturers Association (CFCMA) was contacted regarding sponsorship of five fire CDs for the City of Kissimmee fire departments.
- Information was sent to Heldge Nordtveit with the Cranford Fire Department in NJ.

### *Goals for the Week*

- Contact New York Chapter President Bruce Hutchins regarding someone from the chapter speaking at the Lakeside Fire Department in Syracuse, NY.
- Contact Chief Hough with the Mount Morris Fire Department.

## **SBC MAGAZINE (Editor: Dan Holland)**

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**Staff contact: Mindy Caldwell x129, Libby Maurer x124 & Molly Butz x141**

### *Update*

- The final proof of the April issue is due for completion on Friday, March 19 and then sent to the printer on Monday.

- All May text submitted by Thursday, March 11 was edited, proofed, and compiled into a single Word document for internal review.
- Per their request, three new component manufacturers were added to the SBC circulation list.
- Held a teleconference with Al Schuler to plan the economics articles for the remainder of 2004.

***Goals for the Week***

- Draft text for the June/July ad space reservation reminder.
- Process the advertising contracts received and work with two companies with contracts outstanding.
- Finalize new April ads for advertisers utilizing staff design services.
- Layout and design the April issue including feature article, cover, house ad design and the annual membership lists.
- Send proofs of May articles to authors for final review.
- Work on a new Industry News Update for the SBC web site.



# Weekly Board Report

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March 26, 2004

## Introduction

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A new BCSI B-Series document has been introduced – you may now purchase B10 Summary Sheet – Post Frame Truss Installation and Bracing for as low as .30 cents a document! B10 systematically outlines the recommendations for handling and installing metal plate connected trusses in post-frame construction. This is a great guideline for contractors utilizing wood trusses with flat bottom chords from 4' to 12' on center in engineered building system applications. Like the other B Series documents, B10 comes in a full-color, English/Spanish layout. This document is a WTCA/TPI product and replaces TPI's HIB-98 Post Frame Summary Sheet.

B10 takes the list of B-series Summary Sheets in print to six. Coming soon are: B6 – Gable End Frame Bracing, B7– Temporary and Permanent Bracing for Parallel Chord Trusses, B8 – Toe-Nailing for Uplift Reactions, B9 – Multi-Ply Girders and B11– Fall Protection and Wood Trusses |

If you are interested in learning more about any of the B documents, please visit our web site at [www.woodtruss.com](http://www.woodtruss.com). Remember, first-time orders placed online receive a one-time 10% discount of up to \$100. It has never been easier and more inexpensive to order WTCA B-Series products!

## MEMBERSHIP COMMITTEE (Chair: Bob Becht)

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**Staff contacts: Anna Stamm x119, Kelli Gabel x128 & Danielle Bothun x135**

### *Update*

- The March 26 Regional Workshop & Conference in New Orleans was a great success! Thank you to our panel participants, our generous Workshop Sponsors, and all of our members who joined us for the event.
- The 2004 Wage & Benefit survey is in the mail! If you do not receive your copy, please contact staff or access the survey online. Remember, only members are allowed to purchase the results for \$1600 and participating companies receive a free copy of the results.
- Work on the independent chapter web sites is in full swing. Text has been drafted for the new Michigan, Missouri, North Carolina and Wisconsin sites and the IT department is working on the coding necessary to bring all of the new functions online.
- Planning work continues on next month's chapter meetings that staff will be administering: New York (April 13), Northeast (April 15), North Florida (April 15), Southern Nevada (April 15), CalESCA-South (April 20) and Texas (April 22).
- An update was sent to manufacturers in Texas and other interested parties on the Texas Board of Professional Engineers Policy Advisories. We have had a series of very good discussions and correspondence with Victoria Hsu, P.E., Executive Director of the Texas Board.

### *Goals for the Week*

- Finish the wage and benefit survey mailing for the 2003 fiscal year and conduct analysis (Huh? Already?) of the results to compare manufacturer salaries within our WTCA membership companies.
- Call attendees of the February Regional Workshop & Conference in Las Vegas for quotes.
- Process all last-minute Regional Workshop attendees and send confirmation information; create and distribute the meeting agenda; create name tags, place cards and coordinate all remaining materials for attendees; finalize all remaining details with the Marriott.
- Finalize details for the WTCA Past President's Meeting in Chicago, IL on May 19 including: catering menus, dinner arrangements and attendee materials.
- Contact the chapters for submissions for Chapter Corner and the Chapter Spotlight article for the May issue of SBC.
- Create WTCA information packets for staff to use when visiting members and nonmembers.
- Process seven requests for potential member information.

- Process the three latest WTCA membership applications, one component manufacturer and two suppliers, ship welcome packages and notify the local chapters.

## **MARKETING COMMITTEE (Chair: Ken Cloyd)**

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**Web site/Online Education/Information Tech (Staff contacts: Danielle Bothun x135, Hien Khuu x137, Barb Speer x145 & Rachel Smith x127)**

### *Update*

- A Truss Technology Workshop on Partition Separation was requested by UBC TimberRoots in South Dakota. The home show presentation will be given on April 6 in Sioux Falls, SD. WTCA staff provided UBC with a working copy of the demonstration last Friday.
- TTT exams continue to come into the office on a steady basis –March may be a record setting month!
- A New "double-edition" of Industry News has been posted at [www.sbcmag.info](http://www.sbcmag.info) and an email alerting interested Industry News parties was sent as a follow-up.
- The first phase of a general purpose online meeting registration webpage has been designed. This template will be used for Open Quarterly Meeting registrations and is live for the the upcoming Legislative Conference in Washington, D.C.
- TTT Level II has been updated on the TKO web site ([www.wtcatko.com](http://www.wtcatko.com)) along with revisions to the program downloads and the course binders.

### *Goals for the Week*

- Deploy the wage and benefit survey on the WTCA web site as of April 5 and allow users to complete it with anonymity.
- Continue work on the TTT Level III online final exam.
- Develop content for the new Technical Assessment Test Online (TATO 2).
- Complete TTT Level II script updates and audio changes.
- Fine tune phase one of the Workforce Development Job Portal. The goal is to get the job posting and resume functions up and running.
- Continue adding to the publications system – specifically, allow users to select a separate “ship to” address.

**Publications & Accounting (Staff contacts: Linda Alfonsi x126, Eric Monson x116 & Mike Younglove x114)**

### *Update*

- Remember to place your WTCA publication order online at [http://www.woodtruss.com/pubs/cart\\_intro.php](http://www.woodtruss.com/pubs/cart_intro.php) and you will receive a one-time 10% discount off your first order – up to \$100 off your total order!
- For the week of March 15-19, we processed and shipped **110** WTCA publication orders, and 32 of those orders were placed online! The most-requested products again were: 938 BCSI 1-03 booklets, 16,250 B2 Temp documents, 37,250 B1Summary Sheets (flat), 18,000 folded B1Summary Sheets.
- A B10 promotional flyer was distributed Saturday, March 20.
- Due to the high volume of customer calls and orders, order fulfillment is still running three days from receipt of order, plus UPS transit time
- All WTCA media contacts received a Press Release about the 3rd Edition Metal Plate Connected Wood Truss Handbook being revised and ready for sale.
- Custom tag quotes have been submitted to Ardmore Construction for review and consideration.

### *Goals for the Week*

- Fill 13 backorders of 157 lots of B3 now that the second printing shipment has arrived.
- Assemble WTCA Jobsite packets. We will begin shipping 1750 packets by the beginning of next week.
- Collate and assemble custom Jobsite orders: 8800 to Foxworth-Galbraith and 500 to Best Homes.
- Obtain final approval on the custom Jobsite order for Shelter Systems.
- Fulfill orders to those that have customized Truss Configurations posters. We expect the posters back next week.

## **ENGINEERING & TECHNOLOGY COMMITTEE (Chair: Clyde Bartlett)**

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**Staff contacts: Ryan Dexter x144, Tony Piek x113, Rachel Smith x127 & Richard Zimmermann x143**

### *Update*

- First drafts of BCSI B8 Summary Sheet – Toe-Nailing for Uplift Reactions, B9 Summary Sheet – Multi-Ply Girders and B11 Summary Sheet – Fall Rprotection and Wood Trusses have been sent to the BCSI Review group.
- Final drafts of B6 Summary Sheet – Gable End Frame Bracing and B7 Summary Sheet – Temporary and Permanent Bracing for Parallel Chord Trusses are in the hands of TPI TAC until April 2 for final review.

- The presentations on building codes, standards and loads were finalized and given at the Regional Workshop & Conference in New Orleans on March 26.
- Comments on the ASCE/HUD/NAHB Special Project on Residential Building Loads, Draft 2, have been sent to the project committee. This project is intended to identify issues and research needs related to residential building loads.
- The preliminary research on the "how to load trusses" project is nearing completion and work has begun on reviewing comments on the sections that have been completed and reviewed.

#### ***Goals for the Week***

- Request approval from the Florida Construction Industry Licensing Board for continuing education credits on the BCSI TTW for both the live and online versions of the presentation.
- Prepare for the May IBC/IRC code review in Kansas regarding support for the TPI/WTCA proposal on bottom chord live load changes to the IBC. Staff is monitoring proposals submitted by others to both the IBC and IRC that may impact our industry in some way. WTCA and TPI will be represented at the code proposal hearings.

### **QUALITY CONTROL COMMITTEE (Chair: Joe Hikel)**

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**Staff contacts: Tony Piek x113 & Ryan Dexter x144**

#### ***Update***

- Staff conducted data file reviews for Stark Gray Court and Tri-County Truss, both of which joined the ranks of **In-Plant WTCA QC** certified.
- As of March 23, we have sold 97 **In-Plant WTCA QC 4.1** Programs. We have also sold 20 Pocket PC QC Software CDs.
- Staff performed an **In-Plant WTCA QC** training for Bestbilt Systems in Byhalia, MS on March 23.

#### ***Goals for the Week***

- Create a document outlining a QC test to determine what is causing plate upsize when converting from TPI 1-95 to TPI 1-02. Please contact Ryan ([rdexter@qualtim.com](mailto:rdexter@qualtim.com) or 608/310-6744) or Tony ([tpiek@qualtim.com](mailto:tpiek@qualtim.com) or 608/310-6713) to obtain a copy.

### **BCMC Committee (Chair: Tom Manenti)**

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**Staff contacts: Jill Zimmerman x122, Peggy Pichette x123 & Carren Koebke x121**

#### ***Update***

- There are only 27 weeks until BCMC 2004!
- We already have 17 exhibitors with 12,100 square feet of exhibit space sold and three requests for sponsorship opportunities! Staff is currently working on invoicing those exhibitors that have signed up. If you are interested in reserving booth space, you may now do so online at [www.bcmshow.com](http://www.bcmshow.com).
- The golf course has been selected for the BCMC 2004 Golf Outing - Birkdale Golf Club. Staff is currently reviewing the contract.
- At this time we have two exhibitors signed up to sponsor a golf hole and the BCMC Bowl as well as donate golf prizes. If you are interested in sponsoring activities at this year's BCMC, you may sign up online or contact Peg at [ppichette@qualtim.com](mailto:ppichette@qualtim.com) or 608/310-6723.
- A BCMC staff meeting was held to assign tasks for the upcoming months and work on the teleconference agenda.
- The lottery system guidelines for sponsorships and meeting spaces have been drafted and forwarded to the Executive Committee for approval.
- The Housing Form has been posted on the BCMC web site. At this year's show we are utilizing the Hilton Charlotte and Towers and the Westin Charlotte. The Westin Charlotte has agreed to offer a lower rate for Saturday, October 2 and Saturday, October 9. Feel free to take advantage of this special offer and take a few extra days to relax and enjoy the sites in Charlotte. Reserve your rooms early because this offer is subject to availability.
- Staff met with Rob Hyde regarding the Phoenix expansion. We are working on a plan to return to Phoenix after the new convention center has been completed.

#### ***Goals for the Week***

- Follow up with the overflow hotel in Charlotte, NC to finalize the contract.
- Contact Don Groom, Programs Subcommittee Co-chair regarding possibilities for a final material handling track speaker.
- Continue working on the text for the attendee promotion. We plan to have it drafted and ready for internal review by April 1.

- Process exhibitor contracts as they are received.
- Work with Graphic Arts Department to post high resolution graphics on the web site.
- Provide customer service for inquiries received from potential exhibitors requesting additional information. Last week staff received 10 calls and 5 emails requesting additional information.
- Deal with show office/meeting space/VIP suite requests.
- Send out a request for dates for a conference call with the BCMC Committee.
- Route the BCMC March Committee Update for internal review. It will be sent next Wednesday.

## **LEGISLATIVE COMMITTEE (Chair: Allen Erickson)**

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**Staff Contact: Kelli Gabel**

### *Update*

- We sent the Legislative Update for March.
- A Softwood Lumber Trade Update was sent regarding the WTO ruling in favor of Canada.
- Staff wrote HTML code for a new "simple" format for the Legislative Update to help prevent the email being rejected by spam filters.
- A Legislative Full Page Ad for the April issue of SBC has been completed.

### *Goals for the Week*

- Continue to tweak the new Legislative Conference Posters before they are sent to the printer in April.
- Work on the new Legislative Positions and Policies Handbook for the Legislative Conference May 5-7.
- Reorganize the Legislative web site and add a link to the legislative main page to sign up for the May conference.
- Send a second email to the membership regarding the Conference and process registrations as they arrive.
- Fax constituent meeting requests to legislators on behalf of our conference attendees to orchestrate meetings while in Washington, D.C.
- Design an invitation for the legislator reception at the Hyatt Regency on Thursday, May 6.
- Contact Jim Terpstra with the Department of Commerce regarding Byrd, SLA and Section 201.
- Create a spreadsheet to track online results from our survey requesting industry financial information.

## **MANAGEMENT COMMITTEE (Chair: Kendall Hoyd)**

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**Staff contacts: Molly Butz x141, Kelli Gabel x128, Suzi Grundahl x110, Tony Piek x113, Anna Stamm x119**

### *Update*

- All of the Operations Safety Certification (OSC) slide decks for our Beta Testers to access have been posted online.
- The Safety Topic of the Month has been updated to Proper Lifting.
- Staff met with Econoprint to discuss outsourcing the printing for our WTCA Safety Binders and other materials.

### *Goals for the Week*

- Add Conney graphics to the Safety web site. WTCA is setting up a partnership with Conney and members will receive a discount for ordering their safety products through Conney.
- Work on an Excel spreadsheet marking all of the revisions to the Safety Program; this will be posted online for Beta Testers to review.

## **CARBECK STRUCTURAL COMPONENTS INSTITUTE (President: Richard W. Brown)**

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**Staff contact: Kelli Gabel x128**

### *Update*

- Bruce Hutchins, New York Chapter President, is contacting Manny Falcone of the Syracuse Fire Department to discuss a possible plant tour or speaking engagement..

### *Goals for the Week*

- Follow up with the Central Florida Chapter regarding the sponsorship of Carbeck CDs.
- Contact Mid Atlantic Chapter President Dave Walstad for a potential plant tour for the Cranford Fire Department in New Jersey.

**Staff contact: Mindy Caldwell x129, Libby Maurer x124 & Molly Butz x141**

***Update***

- The layout and design of the April issue, including feature article, cover, house ad design and the annual membership lists, have been completed and the issue was sent to the printer Monday, March 22. It will mail on April 2. The new WTCA publications order form will be polybagged with this issue as well.
- Staff has designed and finalized new April ads for advertisers utilizing staff design services. All of the April ads have been coded and will be posted as the issue is mailed.
- Text was drafted for the June/July ad space reservation reminder
- Staff met with writers to discuss revisions that need to be made to their articles on Friday.
- The first proof of the May issue was sent to WTCA legal counsel for review on March 26.
- Close the May issue by Thursday, March 25, send an email confirming advertisements, create the sales report and forward it to appropriate staff.

***Goals for the Week***

- Work with staff to review SBC's scope of serving component manufacturers.
- Process four circulation requests.
- Review printer proof of April issue of SBC.
- Work on the article about Dick Bowman for the June/July issue.
- Reorder envelopes and business cards and create artwork for SBC/BCMC address labels.
- Create and send the June/July space reservation promotional email.
- Update and print SBC Program Advertiser Promotional invoice stuffers for WTCA pubs staff.
- Continue to work with potential advertisers; we are currently pursuing four solid leads.





# Weekly Board Report

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April 2, 2004

## INTRODUCTION

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The deadline for signing up for the Legislative Conference in Washington D.C. May 5-7 is now upon us. We must submit our hotel reservations by Tuesday, April 6, so now is the time to register! You may register online at [http://www.woodtruss.com/MeetReg/MeetingRegistrationPage\\_Shell.php?MeetingID=2127731352](http://www.woodtruss.com/MeetReg/MeetingRegistrationPage_Shell.php?MeetingID=2127731352) or contact staff at 608/310-6721.

The Legislative Conference is an excellent opportunity to make your voice heard. Discuss issues that affect our industry and your business like the Softwood Lumber dispute, rising steel costs and tort reform. Our goal is to have a representative from every state visiting with their Senators and Congressmen on Thursday, May 6 and then gathering to host a legislative reception that night.

At this year's conference we are pleased to announce that we will have Congressman Todd Akin of Missouri with us. He will provide a conference kick-off address that will help all attendees know first hand what the critical issues are and what we can do to ensure that a congressman hears our voice.

In addition to the constituent functions there will also be two dinners at highly acclaimed restaurants suggested by you the members, a WTCCA Chapter meeting open to everyone and the WTCA Board Meeting on Friday.

*If we unite together we can make a difference!*

## MEMBERSHIP COMMITTEE (Chair: Bob Becht)

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**Staff contacts: Anna Stamm x119, Danielle Bothun x135, Kelli Gabel x128 & Barb Speer x145**

### *Update*

- A new Chapter Presidents Teleconference was begun this week. Held on the last Wednesday of the month, the goal of the Teleconference is to encourage networking and sharing of ideas between chapters.
- If you were unable to attend the Las Vegas and New Orleans Regional Workshops, be sure to watch for the recap article coming in the May issue of SBC magazine. Filled with quotes from the attendees and fabulous pictures snapped by Frank Klinger and Bob Becht, this article will help you start making plans to attend the 2005 Regional Workshop & Conferences.
- The WTCA New York meeting has been rescheduled from April 15 to April 13 and the WTCA-Northeast meeting time has changed from 3 pm to 1 pm. Staff will be traveling to both of these meetings and visiting plants in the area. The announcements for each were finalized and distributed.
- The announcement for the April 15 Southern Nevada Chapter meeting was drafted and distributed. WTCA-Arizona agreed to move its April meeting to the 14<sup>th</sup> so that a staff visit to both meetings could be coordinated.
- The Florida Executive Committee will be holding a meeting in Orlando in April. A conference call will be held on April 8 to discuss the April Rule Hearing and finalize details for the Orlando meeting.

### *Goals for the Week*

- Draft and distribute the March issue of Chapter Focus – the topic is Developing Relationships with Building Officials.
- Create and distribute the agenda for the April 14 Chapter Teleconference.
- Compile information for the Chapter Corner update in the May issue of SBC and write the Chapter Spotlight article.
- Contact attendees of the New Orleans Workshop for their thoughts and comments. The response to New Orleans as a venue was excellent. Steve Kennedy of Lumber Specialties commented, "Good job with the workshop; New Orleans is a great city."
- Finish invoicing for all March chapter meetings.
- Create the first quarter chapter administration invoices and apply all credits accumulated from 2003.
- Update the membership pamphlet for the Mid Atlantic Chapter.

- Contact potential meeting locations for the May 13 Mid Atlantic Chapter meeting.
- Investigate moving the April 15 North Florida Chapter meeting to coincide with Kent Pagel's trip to Jacksonville on April 29.
- Continue working with the South Florida Chapter on logo ideas.
- Work with the FEC to set up times for the conference call and physical meeting in Orlando.
- Work with the New York, Northeast, Southern Nevada and Arizona chapters to select plants for staff visits.
- Process eight requests for potential member information.
- Research proposed sites for the 2005 Open Quarterly Meetings and gather quotes from hotels.

## **MARKETING COMMITTEE (Chair: Ken Cloyd)**

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**Web site/Online Education/Information Tech (Staff contacts: Danielle Bothun x135, Hien Khuu x137, Barb Speer x145 & Rachel Smith x127)**

### *Update*

- We set a record for the number of exams scored in one month with a total of 69 graded for March! The number of students who completed their TTT Online Level I certification exam in March was 56: 54 passed and two failed. For Level II, 14 submitted TTT Online Level II certification exams: 13 passed and one failed. Interest in training continues to grow, with new companies signing on each week.
- **WTCA will be calling you!** Staff is concentrating on contacting all component manufacturer members by telephone over the course of the next year. *Why, you ask?* WTCA's Marketing Committee and Board of Directors have directed the association's efforts over the past few years to develop numerous outstanding programs and products. So many, in fact, that even members of our Marketing Committee sometimes don't know the details about all of our existing products and services. How much do YOU know about what WTCA does for you every day? When staff calls, please take a few minutes to talk with us to learn about all our products and services, and also, even more importantly, tell us what's on your work wish list for WTCA to prioritize.

### *Goals for the Week*

- Complete a draft of the TTT Level III final exam.
- Work toward a new monthly record by continuing to grade the high volume of TTT exams.
- Send out TTT re-certification certificates.
- Revise the Open Quarterly Meeting online registration per feedback from staff and registrants.
- Create the Member call spreadsheet and lay out the contact plan for members.

**Publications & Accounting (Staff contacts: Linda Alfonsi x126, Eric Monson x116 & Mike Younglove x114)**

### *Update*

- For the week of March 22, we processed and shipped **102** WTCA order requests – 33 of those orders were placed online. Of our new B Series documents, we shipped 835 BCSI 1-03 Booklets, 21,000 folded B1Summary Sheets, 13,500 flat B1Summary Sheets, 3300 B2 Temporary Bracing documents, 2300 B3 Permanent Bracing documents, and 900 of the newly released B10 Post-Frame document.
- Remember to place your order online at <http://www.woodtruss.com/pubs> and you will receive a one-time 10% discount off your first order – up to \$100 off your total order!
- Thanks to many staff members pitching in, we completed the assembly of 1,900 WTCA Jobsite packets and 600 custom Jobsite packets this past week. Backorders for five companies have been filled. The remainder of the packets will ship by the end of the week.
- Thirteen backorders for B3 Web documents have also been filled and shipped this week – totaling 157 lots.
- Order fulfillment is now running about two days behind in addition to UPS delivery time.

### *Goals for the Week*

- Assemble 1000 custom Jobsite packets for Mainely Trusses after the quote is approved.
- Resume assembly of 8800 custom Jobsite packets for Foxworth-Galbraith.
- Work with the art department on the custom tag request for Phelps & Sons and collect pricing quotes.
- Update contents of the Component Industry Information binder (CIB) to include new BCSI-B Series documents and revisions.
- Create B4 and B5 promotional flyers.
- Research the possibility of converting our English tags to be English/Spanish.

## **ENGINEERING & TECHNOLOGY COMMITTEE (Chair: Clyde Bartlett)**

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**Staff contacts: Ryan Dexter x144, Tony Piek x113, Rachel Smith x127 & Richard Zimmermann x143**

### *Update*

- Drafts of the remaining BCSI documents are in the review process and due back with comments this week. They include B6 Summary Sheet – Gable End Bracing, B7 Summary Sheet – Temporary and Permanent Bracing for Parallel Chord Trusses, B8 Summary Sheet – Toe-Nailing for Uplift Reactions, B9 Summary Sheet – Multi-Ply Girders and B11 Summary Sheet – Fall Protection and Wood Trusses.
- An outline and syllabus were created for the BCSI TTW to gain approval for continuing education credits from the Florida Construction Industry Licensing Board. We will be submitting our application within the next week.
- We received a favorable response from Riverside on the sealed placement plan issue. We are now waiting for public comment before it is formally implemented on May 1, 2004.
- Staff worked with Steve Cramer on a repetitive member design issue.
- A member requested that we advise Wisconsin that the uniform dwelling code still references the old TPI-85 design standard.

### *Goals for the Week*

- Prepare for the IBC/IRC code proposal hearings teleconference with the background needed to be persuasive. There are several code changes that our industry may need to testify on.
- Complete the TTW on Partition Separation.
- Prepare code modification proposals for Florida's implementation of IBC/IRC 2003 for the hearing on April 18.
- Review latest comments on preliminary draft sections of "how to load trusses" project and continue development of content for serviceability and design loads checklist sections.
- Start development of content for the new Technical Assessment Test Online (TATO) 2.
- Renew AIA continuing education providership.

## **QUALITY CONTROL COMMITTEE (Chair: Joe Hikel)**

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**Staff contacts: Tony Piek x113 & Ryan Dexter x144**

### *Update*

- A document was created outlining a QC test to determine what is causing truss plate upsizing when converting from TPI 1-95 to TPI 1-02.
- Staff performed data reviews for **WTCA In-Plant QC** certified plants Powell Dry Ridge and Idaho Truss.
- Three QC customers were helped regarding inquiries on the 4.1 program, Pocket PC software and certification.
- As of March 30, we have invoiced 99 QC 4.1 programs and 20 Pocket PC QC Software CDs.
- The first draft of the "best practices" QC document was written demonstrating the steps to convert from designing to TPI 1-1995 to TPI 1-2002.

### *Goals for the Week*

- Answer QC inquiries as customers call.
- Brainstorm with members "best practice" document ideas regarding other topics.
- Design two new QC marketing flyers to help promote certification within the program.
- Travel to Lumber Specialties in Dyersville, IA to perform QC training.

## **BCMC Committee (Chair: Tom Manenti)**

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**Staff contacts: Jill Zimmerman x122, Peggy Pichette x123 & Carren Koebeke x121**

### *Update*

- We currently have 18 exhibitors with 12,200 square feet of exhibit space sold.
- We have three golf holes sponsors, two BCMC Bowl sponsors, and two golf prize donations.
- Staff has completed the BCMC graphics page – it should be live by next week. If exhibitors are interested in using these graphics to promote their attendance at the show to customers, images are available at [www.bcmeshow.com](http://www.bcmeshow.com).
- The first draft of attendee promotion text has been written and routed internally for approval.
- We signed an overflow hotel contact for 2004.
- We worked with Mike Bugbee of Simpson on mailing lists to expand our database of potential attendees.

### ***Goals for the Week***

- Create the April promotional flyer for BCMC.
- Finish writing the “Charlotte Destination” information and send it to the three members that requested it via the BCMC web site. If you would like to receive this information on Charlotte including restaurants, things to do and inexpensive travel methods, please email Carren at [ckoebke@qaltim.com](mailto:ckoebke@qaltim.com).
- Contact five potential exhibitors and continue to process contracts as they are received.
- Send an email to exhibitors about sponsorship opportunities.
- Deal with show office/meeting space/VIP suite requests received.
- Send a thank you letter to golf sponsors from 2003 with a sponsorship form for this year.
- Finalize the contract for the golf course for the BCMC 2004 golf outing.
- Finalize the agenda and send it to the BCMC Committee for the conference call next week.
- Follow up with the potential speaker for the Material Handling track.
- Finalize the site visit minutes and send them to the Committee.
- Brainstorm a title for the Economic Forecast session.
- Complete and sign the final 2007 convention center contract.

### **LEGISLATIVE COMMITTEE (Chair: Allen Erickson)**

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**Staff Contact: Kelli Gabel**

#### ***Update***

- The first draft of the WTCA Legislative Policies and Positions Handbook text was sent to staff for internal review along with the survey results for incorporation.
- A link has been added to the Legislative web site page to alert people to the May Conference and send them to the Register Online web page.
- The first round of constituent meeting requests were faxed to Washington – we have already set up four appointments!
- Staff made follow up calls to 200+ potential attendees of the Legislative Conference. The goal is to have a members representing each state.

#### ***Goals for the Week***

- Work on sponsorship for the Legislative Conference.
- Track registrants, hotel nights, reception replies and dinner entrée selections for the upcoming Conference.
- Continue to tweak the Legislative Posters for the May Open Quarterly Meeting by adding more industry-specific photos.
- Discuss maps of component manufacturer locations by state.
- Fax constituent meeting requests for Legislative attendees as they register and make appointments as we hear from congressional schedulers.
- Work on a request of duties definitions and customs issues for a member.

### **MANAGEMENT COMMITTEE (Chair: Kendall Hoyd)**

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**Staff contacts: Molly Butz x141, Kelli Gabel x128, Suzi Grundahl x110, Tony Piek x113, Anna Stamm x119**

#### ***Update***

- The Wage and Benefit survey web page will be live on the WTCA site on Monday, April 5. Users may access it by the menus through the "Members & Chapters" item and then "Annual Surveys" at <http://www.woodtruss.com/annualsurvey.php>. Remember, only members are eligible to receive the results – participants receive a free copy of the results while the cost to non-participating regular members is \$1600.
- A Chain Saw Safety employee module for the WTCA OSC is written and we will put together a slide deck using the information.
- Staff is contacting Mike Tessmer with Conney Safety Products to discuss several issues inspired by feedback from Beta Testers.

#### ***Goals for the Week***

- Continue to add to the Excel spreadsheet of changes to the Safety Manual to post online and email each Beta Tester.
- Develop Conney Safety link on Safety Web pages and Conney "gateway" page for members buying safety products online.
- Work with Bob Becht to put together an April Safety Topic of the Month on “Good Housekeeping.”
- Add fleet safety information/checklists back into the WTCA OSC program.

- Update Safety Program Third Party Audit.
- Develop an informational Wage and Benefits Survey page for the WTCA web site.

## **EXECUTIVE COMMITTEE (Chair: Dan Holland)**

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### *Update*

- The Executive Committee held its monthly teleconference on Friday, April 2. Topics discussed included a lottery system for BCMC exhibitor sponsorships, attendee pricing, WTCA's financials and project planning for the remainder of the year, planning for the upcoming TPI Board meeting, addressing a letter from Don Carlson suggesting a code oversight group and a new promotional brochure by GP that mentions floor trusses.
- Work on the parameters for Scott Arquilla regarding continued sponsorship by WTCA of the NAHB RC.

### *Goals for the Week*

- Work with Scott Arquilla on nominating committee selections.
- Create financial benchmarking spreadsheets for various WTCA programs in order to better understand performance.

## **CARBECK STRUCTURAL COMPONENTS INSTITUTE (President: Richard W. Brown)**

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**Staff contact: Kelli Gabel x128**

### *Update*

- Five Carbeck CDs and accompanying information were sent to the City of Kissimmee, courtesy of the Central Florida Chapter.
- Staff prepared comments on the NIST paper on the Phoenix fire testing and sent to David Stroup at NIST.

### *Goals for the Week*

- Work with a chapter member from CFCMA to set-up a plant tour for the City of Kissimmee.

## **SBC MAGAZINE (Editor: Dan Holland)**

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**Staff contact: Mindy Caldwell x129, Libby Maurer x124 & Molly Butz x141**

### *Update*

- The April issue mailed Friday, April 2 – it is polybagged with a copy of the new WTCA order form!
- All advertisers were emailed confirming their ad insertions for May. The May issue was closed last week and the sales report was created and sent to appropriate staff for review.
- Contracts were worked on for two advertisers.
- The readership was emailed a May classified ad reminder.
- A June/July space reservation reminder was sent to potential advertisers.
- The initial proof of the May issue was sent for review on Thursday, April 1.
- Staff met to lay out the SBC Planning Process for the remainder of the year and into 2005.
- We had a discussion with Kop-Coat on SBC advertising and BCMC Exhibiting.
- Staff had a discussion with Al Schuler on the steel issues for background on an article on this topic.
- Please assist staff with article ideas based on issues that you are facing or successes you are having in your operation. If you are facing something, other members are likely to be dealing with the topic as well, and will be interested in reading about the subject.

### *Goals for the Week*

- Assist staff in defining article angles, finding contacts and proofing work for the June/July issue.
- Brainstorm interview questions for first-time legislative conference attendees.
- Touch base with Professor Steve Cramer, P.E., of the University of Wisconsin, on the status of an article on Internet research reports requested by the E&T Committee in February.
- Distribute final proofs of articles for the May issue to staff and writers in the industry.
- Conduct research for an article on Dick Bowman for the June/July issue.
- Make follow-up sales calls to approximately 20 potential advertisers.
- Reorder envelopes and business cards. Create and order SBC/BCMC address labels by the end of the week.
- Create new headers for each of the SBC web site pages to mimic the Legislative Page header that was created.

- Work with the IT department to create a "Question of the Month" on the WTCA web site in an effort to gather information from component manufacturers that could be used in article development for SBC. Create a schedule and work on a list of potential questions.
- Finalize the SBC budget for 2004.
- Promote Gold Advertisers of the Month for April.



# Weekly Board Report

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April 9, 2004

## INTRODUCTION

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Every year WTCA performs one of two alternating biennial surveys of Structural Building Component Manufacturers – the Financial Performance Survey and the Wage and Benefit Survey. This year WTCA is conducting the 2004 Wage and Benefit Survey for calendar year 2003. Component Manufacturer member participants receive the 2004 Wage and Benefit Survey Results free of charge, a \$1600 value. Past participation has been very strong, resulting in excellent data for you to use in evaluating your company's personnel compensation and benefits.

This year WTCA is pleased to offer the option to fill out the survey online! Visit <https://www.sbcsurvey.com> and learn how to get confidential login information. Please note the “s” on the end of http – this indicates that it is a secured site and is needed to access the site or you will get an error message that directs you to the proper page.

Surveys must be completed by May 28, 2004. The identities of respondents will be kept strictly confidential by Beals & Associates, an independent Certified Public Accounting firm. No member of WTCA's staff or officers will be able to identify individual responses. Please note: If you are referring to the paper copy of the survey that you received in the mail, questions 18 and 37 have been updated – you may download a corrected PDF of the survey at <https://www.sbcsurvey.com>. If you fill out the survey online, these questions are correct.

## MEMBERSHIP COMMITTEE (Chair: Bob Becht)

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**Staff contacts: Anna Stamm x119, Danielle Bothun x135, Kelli Gabel x128 & Barb Speer x145**

### *Update*

- April will be a busy month for staff traveling to chapter meetings and visiting members and nonmembers. Next week, staff will attend chapter meetings in New York and the Northeast. In addition Dave Denoncourt and staff will visit two members in Massachusetts. Visits and chapter meetings are being planned for Arizona and Nevada next week as well. Later this month, staff will visit several plants in Hawaii while performing a QC training.
- A Florida Executive Committee teleconference was conducted on Thursday, April 8. The main topic of discussion was the Florida Building Commission meetings April 18-20 and the code change proposals that we will be submitting. Staff will travel to Florida next week to attend the Florida Building Code meetings in Orlando. Arrangements for a Florida Executive Committee meeting in Orlando on April 21 were finalized as well.
- Success in California! A bulletin has been issued by the County of Riverside, Transportation and Land Management Agency that solidifies the rejection of sealed placement plans in the County. This bulletin will be distributed at the upcoming CalESCA-South Chapter meeting on April 20. For more information, contact Anna at 608/310-7819 or [astamm@qualtim.com](mailto:astamm@qualtim.com).
- Sid Ketchum attended the NY Codes Council meeting on building labeling and staff provided him with support as needed. Sid was able to provide everyone on the code council the Fire Performance of Trusses CD and brochure.

### *Goals for the Week*

- Finish calling attendees of the Regional Workshop & Conference in New Orleans for quotes and write the recap article on the Workshops for the May issue of SBC.
- Make enhancements to the Open Quarterly Meeting online registration system to simplify the user interface and make adjustments per comments received by members.
- Send an email to the past presidents to reschedule the date of their meeting taking place in Chicago.
- Schedule member visits for staff traveling to Arizona, Nevada, and Hawaii.
- Book travel to visit WTCA-NY, WTCA-NE, WTCA-AZ and SNCMA (Nevada) Chapter meetings.
- Compose the minutes of the March Chapter Teleconference.
- Compose the minutes of the most recent Florida Executive Committee teleconference(s).
- Draft an agenda for the April 8 teleconference and forward with pertinent code information.
- Integrate the Membership Committee meeting minutes from February into the Committee's working agenda.

- Work with the South Florida Chapter on logo ideas.
- Draft and send the CalESCA-South meeting announcement.
- Send reminder notices for the New York (April 13), Northeast (April 14), Southern Nevada (April 15) and Texas (April 22) Chapter meetings. Compile attendance lists to date and assemble meeting shipment packages.
- Process six requests for potential member information.

## **MARKETING COMMITTEE (Chair: Ken Cloyd)**

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**Web site/Online Education/Information Tech (Staff contacts: Danielle Bothun x135, Hien Khuu x137, Barb Speer x145 & Rachel Smith x127)**

### *Update*

- The current Frequently Asked Questions (FAQ) web page will be replaced with a newer version running from a new general purpose Knowledge Base (KB) function on the web.
- We are also planning to deploy (in the same time frame) new Knowledge Base web pages for the WTCA 2004 Event Calendar and WTCA Policies.
- We drafted an article for WoodSource magazine on BCSI.

### *Goals for the Week*

- Contact 10 WTCA members to discuss WTCA programs and services.
- Administer TTT Recertification program and send out completion certificates.
- Research two-way video conferencing to allow us to conduct virtual meetings in the future.
- Work on revisions to the Flash demonstrations for the Truss Knowledge Online (TKO) Marketing CD.
- Finish the TTT Level III online final exam. Students are beginning to finish the Online Level III course and will soon be requesting the final exam to obtain the highest level of Truss Technician Training certification.
- Add a subroutine to the Online Purchasing System so that it prices products by company type. Have a global setting to price all products based on a type, and allow individual products to be individually set.
- To better serve members with more reliable email services we are converting from an outside email provider to a Microsoft Exchange Server.

**Publications & Accounting (Staff contacts: Linda Alfonsi x126, Eric Monson x116 & Mike Younglove x114)**

### *Update*

- Last week we processed and shipped **102** WTCA order requests – 26 of them were submitted online. Also, we shipped an additional **14** WTCA orders to complete backordered product fulfillment. The breakdown of products sold is: 2300 Jobsite packets, 768 BCSI 1-03 Booklets, 54 lots B2 Summary Sheets, 232 lots B3 Summary Sheets, 14 lots B10 Summary Sheets, 85 lots of flat B1 Summary Sheets/250 per lot, and 23 boxes of folded B1 Summary Sheets/1000 per box.
- Remember to place your order online at <http://woodtruss.com/pubs> and you will receive a one-time 10% discount on your first order – up to \$100 off your order total. Since Monday, April 5, 89 discounts have been applied to first time online orders for a total savings of \$3001.05. That averages \$33.72 in savings per order!
- An additional 600 custom Jobsite packets were assembled and shipped for the Foxworth-Galbraith order.
- Order fulfillment is now back to 1-2 days in addition to UPS shipping time.
- We have created 1712 invoices from January 1 to April 9, 2004. As a comparison over the same period in 2003, we had created 784 invoices at this time last year.

### *Goals for the Week*

- Finish the custom tag order request for Phelps & Sons.
- Quote 2000 custom Jobsite cover sheets for Oregon Truss.
- Assemble 1000 of the 8200 Foxworth Jobsite packets.
- Finalize the custom Jobsite order for Mainely Trusses.
- Create a B4 – B5 promotional flyer.



## **ENGINEERING & TECHNOLOGY COMMITTEE (Chair: Clyde Bartlett)**

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**Staff contacts: Ryan Dexter x144, Tony Piek x113, Rachel Smith x127, Barb Speer x145 & Richard Zimmermann x143**

### ***Update***

- WTCA staff will be attending the ICC Final Action Code Hearings in Kansas City in May. There are some very important code issues affecting our industry, so the Executive Committee has decided that staff should attend these hearings.
- We received the B6 Summary Sheet – Gable End Bracing and B7 Summary Sheet – Temporary and Permanent Bracing for Parallel Chord Trusses back from the TPI TAC review group. The suggestions have been compiled and the revisions are being incorporated. These documents will go to the printer next week and are expected to launch in within the month.
- Work has begun on the new content for TATO 2. TATO 2 or Technical Assessment Test Online 2 is an advanced truss industry test. When completed, it will be useful for quantifying design department skills and clarifying training priorities. It is being developed to assess truss technicians' abilities in order to maximize truss design software training time.
- Compile BCSI Review Group revisions to the BCSI B8 Summary Sheet – Toe-Nailing for Uplift Reactions, B9 Summary Sheet – Multi-Ply Girders and the B11 Summary Sheet – Fall Protection and Wood Trusses. After completion the documents will be sent for final review to TPI TAC.
- We have submitted our application for the BCSI TTW to gain approval for continuing education credits from the Florida Construction Industry Licensing Board.
- A Florida Board of Professional Engineers (FBPE) interpretation on engineering seals was favorable to the truss industry. The interpretation defined the process by which a seal can be used on a Truss Placement plan and the fact that a scope of work statement is needed.

### ***Goals for the Week***

- Finalize the Engineering & Technology and Quality Control Committee Meeting minutes that were taken at February's Open Quarterly in San Diego, CA.
- Draft a 'Talking Points' paper on the reasoning behind the addition of the moment equations in ANSI/TPI 1-2002 with Dave Brakeman of Alpine Engineered Products.
- Prepare presentations on code and load issues for WTCA-AZ and SNCMA Chapter meetings on April 14th and 15th.
- Work on Florida Building Code change proposals for submission at the April 18– 20 hearings.
- Apply current code-related issues to the work being done on the "how to load trusses" project.
- Research updates to the TTB on Fire Resistance Rated Truss Assemblies; twelve new or varied assemblies have been identified. Evaluate adding sound transmission information as well.
- Petition for UL to correct the truss plate thickness listed as 0.040 in a number of their listed assemblies instead of 0.0356 inches or 20 gauge.
- Send out the FBPE interpretation.

## **QUALITY CONTROL COMMITTEE (Chair: Joe Hikel)**

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**Staff contacts: Tony Piek x113 & Ryan Dexter x144**

### ***Update***

- Staff is going to the Pacific! At a member's request, Staff will be visiting Hawaii Planning Mill (HPM) to train them on the **In-Plant WTCA QC** program. WTCA will take this opportunity to visit members and nonmembers on the islands.
- The entire QC database has been updated to contain plant contacts, program purchasers, trainings held, and certifications obtained.
- This past week staff performed a re-certification training for Lumber Specialties in Dyersville, IA.
- Two new marketing flyers were completed: a tri-fold brochure that summarizes the goals of the **In-Plant WTCA QC 4.1** program and 8.5 x 11 flyer highlighting the benefits to a plant to be certified.
- Staff performed a data review for Southern Components, a certified plant.
- Two QC inquires were fielded this week regarding the QC software program, Pocket PC, and certification.
- As of April 6, we have shipped 101 QC 4.1 programs. In addition, we have sold 20 Pocket PC QC Software CDs.

### ***Goals for the Week***

- Draft a plan, timetable, and priority list for QC meeting agenda action items.
- Answer QC customer inquiries as they are received.

- Work on the WTCA QC best practices manual, specifically creating an outline of topics that will be covered and work to finalize best practices document on converting from 1995 to 2002.

## **BCMC Committee (Chair: Tom Manenti)**

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**Staff contacts: Jill Zimmerman x122, Peggy Pichette x123 & Carren Koebke x121**

### *Update*

- Staff met with a potential clothing supplier to discuss polo shirts for the 2004 show. We have decided they will be red polos with black cuffs and collar containing checkered flag bands. You will be able to catch your first glimpse of these shirts within the next month on the BCMC web site.
- A series of BCMC graphics was posted that exhibitors may download and use to promote their presence at BCMC. <http://www.bcmshow.com/exhibitorpromographics.php>.
- The first draft of the attendee promotion has been written and sent to staff for its first internal review. We are still waiting to complete the plant tour section – it is pending confirmation from sites.
- A BCMC Committee conference call took place on Tuesday, April 6. The hour-long teleconference covered show details and offered updates from every aspect of the show – from booth space to spouse tours.
- We currently have 29 exhibitors with 16,700 square feet of sold exhibit space.
- We currently have five golf hole sponsors, three golf prize sponsors, three BCMC Bowl sponsors and one Carbeck Silent Auction donation.
- All exhibitor contracts received to date have been processed and invoiced.
- Stickers requested by exhibitors to use on their contracts to promote the show throughout the year have been shipped.

### *Goals for the Week*

- Follow up with the potential speaker for the material handling track.
- Follow up with economic forecast speaker and kick-off speaker to finalize text for the attendee promotion.
- Review the changes legal counsel made to the overflow hotel contract for 2004.
- Process/assist with exhibitor contracts as they are received.
- Draft the “Visit Charlotte” information and route it internally for staff review. Email it to the six people that have requested the information via the BCMC web site.
- Research alternative tour options for Friday, October 8.
- Create the April BCMC exhibitor promotion flyer.
- Finalize the golf contract.
- Work with the Golf Chair to finalize a thank you letter to last year’s golf sponsors. Send it out with a sponsorship/donation form.
- Process contracts and create invoices.
- Notify exhibitors of sponsorship opportunities and let them know the graphics page is live.
- Touch base with Stock Components about being a potential plant tour site. Contact all three sites and obtain photos and statistics for the attendee promotion.

## **LEGISLATIVE COMMITTEE (Chair: Allen Erickson)**

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**Staff Contact: Kelli Gabel**

### *Update*

- Finalize the speaking details for Congressman Todd Akin. Work with his Congressional staff. There is still time to sign up for the conference and gain insight from Congressman Akin on current legislative issues and how best to reach your legislators.
- The hotel rooming list for the May Legislative Conference was faxed to the Hyatt Regency. We are now working to finalize the dinner lists and the meeting confirmation packet contents.
- We currently have 54 attendees representing 25 states signed up to attend the Legislative Conference.
- Staff met on Thursday, April 8 to go over the Legislative Committee’s working agenda.
- We are in the process of designing a new legislative web site and have found a useful database of congressional representatives.

### *Goals for the Week*

- Complete follow-up calls to Board Members and other potential Conference attendees.
- Contact suppliers about being sponsors of the Conference.
- Pull together a sample package for conference attendees to give to their legislators.

- Purchase supplies needed to make the constituent meeting folders.
- Find information on voting records pertaining to our industry and its specific goals.
- Finish an article for SBC on contacting your legislator.
- Make follow-up calls to the constituent requests that we faxed to congressional offices over the last month.
- Work on the Legislative web site – specifically, build a congressional representative database based on research conducted.
- Finish the Legislative Conference posters.
- Contact Ben Hershey to seek permission to use his photo for the cover of the legislative policies handbook.
- Begin design and layout of Legislative Positions and Policies Handbook for conference on April 14 after text is reviewed and ready for layout.
- Research and compile statistics regarding sales volume and number of jobs in our industry by state to present to legislators at the conference.

## **MANAGEMENT COMMITTEE (Chair: Kendall Hoyd)**

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**Staff contacts: Molly Butz x141, Kelli Gabel x128, Suzi Grundahl x110, Tony Piek x113, Anna Stamm x119**

### *Update*

- A link for Conney Safety Products will soon be added to the Safety Pages on the WTCA web site, promoting the 15% discount they are offering our industry.
- Be sure to fill out the WTCA 2004 Wage & Benefit Survey! If you are interested in providing us valuable information please visit <https://sbcsurvey.com> for more information or contact Barb at [bspeer@qualtim.com](mailto:bspeer@qualtim.com) or 608/310-6745.
- The insurance broker program is laying a foundation and seeing success with brokers increasing their knowledge of the truss industry and having success in writing competitive policies.

### *Goals for the Week*

- Put together an Excel spreadsheet of changes to be made in WTCA Operations Safety Certification (OSC) and provide it to Beta Testers as revisions are completed.
- Work on adding new information to Heat Stress Section in Phase III for Employees.
- Finish a Housekeeping slide deck from the photos and information Bob Becht of Chambers Truss has sent to staff for the April Safety Topic of the Month.
- Make a slide deck for OSC regarding Chainsaw Safety.
- Add fleet safety information into the WTCA OSC program.
- Update Safety Program Third Party Audit.
- Create quiz questions for safety modules on Emergency Preparedness, Management, and Ergonomics.
- Contact Ryan Murray at U.S. Safety Alliance and send him materials on being WTCA Safety third party inspector.
- Create content for an SBC Magazine ad regarding the Insurance Broker Partner program.
- Complete the first phase of the Workforce Development Portal for internal review.

## **EXECUTIVE COMMITTEE (Chair: Dan Holland)**

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### *Update*

- Staff conducted quarterly review meetings of the project plans for each of the committees, to ensure that we are on track with priorities and timelines.
- The final publications contract was sent to TPI's legal counsel.

### *Goals for the Week*

- Finalize the TPI/WTCA joint publishing agreement.
- Work with TPI staff on new preservative treatment issues.
- Work with Scott Arquilla on setting up a meeting with the NAHB Research Center.

## **CARBECK STRUCTURAL COMPONENTS INSTITUTE (President: Richard W. Brown)**

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**Staff contact: Kelli Gabel x128**

### *Update*

- Joe Sauerwein, who sits on the NY State Building Codes Council and is also the fire chief for the Town of Brookhaven Fire Department has requested two fire CDs and samples of the Facts on Fire brochure. He apparently is impressed with the information presented in the CD.

### *Goals for the Week*

- Touch base with the City of Kissimmee to set up a plant tour for this summer.

### **SBC MAGAZINE (Editor: Dan Holland)**

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**Staff contact: Mindy Caldwell x129, Libby Maurer x124 & Molly Butz x141**

### *Update*

- Staff contacted family members and colleagues of Dick Bowman to compile information for the article we are writing for the June/July issue. Dick's wife Marilyn was very grateful to WTCA for the plaque honoring Dick's service to the magazine and the industry overall.
- Two emails were sent last week – one to the readership reminding them about the May classified ad deadline and one to potential advertisers for the June/July space reservation reminder.
- The April issue of SBC mailed from the printer on Monday, April 5. This issue will arrive polybagged with the new WTCA full-color order form.
- SBC will be introducing a "Question of the Month" on the WTCA web site in an effort to gather information from component manufacturers for use in article development.
- The SBC budget for 2004 is finalized.
- An email was sent to the membership announcing the SBC Gold Advertiser of April. To learn more about the products of Klaiser Manufacturing Corporation or Mango Tech International visit our web site at [www.sbcmag.info/ouradvertisersindex.htm](http://www.sbcmag.info/ouradvertisersindex.htm).
- The initial proof of the May issue of SBC was sent for internal review April 2. The final proof is due for review on April 9.
- Three house ads for the May magazine were designed.

### *Goals for the Week*

- Write personalized thank you notes for industry members who helped with the April issue and distribute extra copies of the April issue to those contributing authors.
- Brainstorm article ideas and goals for 2005 for the SBC planning meeting in late May.
- Put finishing touches on articles for the May issue.
- Begin writing the TKO Training Path feature for the June/July issue.
- Work with WTCA legislative staff to clearly define tasks and deadlines for the Legislative Conference Recap in the June/July issue.
- Update the internal article tracking spreadsheet to include new ideas for potential articles to pursue after the June/July issue is finished.
- Contact SBC guest writers to ask about their article progress.
- Touch base with staff on progress of the text and quotes for the Regional Workshop & Conference Recap.
- Promote Question of the Month to SBC readership after the web site form has been finalized and posted.
- Work on SBC planning agenda for 2005.
- Begin writing the Human Faces article for June/July SBC.
- Create a closing schedule for the June/July issue for advertisers.
- Review SBC sales potential and create a plan for future sales.



# Weekly Board Report

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April 16, 2004

## INTRODUCTION

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As you know from previous Board Reports, WTCA is hosting a reception in Washington, D.C. on May 6. This reception will allow our WTCA Board and Legislative Conference attendees to have an opportunity to discuss issues affecting our industry. We have also invited their state Congressional representatives and staff members where they can talk with their constituents in a more casual setting. This past week, six companies generously agreed to sponsor this year's event. We would like to extend a warm thank you to our five gold sponsors – **Alpine Engineered Products, MiTek Industries, Robbins Engineering, USP Structural Connectors, and Weyerhaeuser/Trus Joist** as well as our one bronze sponsor, **Simpson Strong-Tie**. Thanks again to these companies for helping to make this very important legislative networking function possible.

**SBC MAGAZINE QUESTION OF THE MONTH:** What does Whole House Design mean to you and your business? Respond to this month's question online at [www.woodtruss.com/SBCQMonth/SBCQMonth.php](http://www.woodtruss.com/SBCQMonth/SBCQMonth.php). It's your chance to voice your opinions on important issues affecting the structural building components industry! Responses will be used as the basis for articles in the August issue, which will focus on Technology.

## MEMBERSHIP COMMITTEE (Chair: Bob Becht)

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**Staff contacts: Anna Stamm x119, Danielle Bothun x135, Kelli Gabel x128 & Barb Speer x145**

### *Update*

- The April Chapter Teleconference was conducted on Wednesday. Thanks to all who participated! If you would like to receive a copy of the minutes, please send your request to [chapters@woodtruss.com](mailto:chapters@woodtruss.com).
- Good news on the Florida Board of Professional Engineers front. A Florida Executive Committee Update was distributed this week containing the email conversations stating that Truss Placement Diagrams do not need to be sealed under Florida law per 61G15-31.002, paragraph 6, and discussing the provisions under which Truss Placement Diagrams can be sealed by Engineers of Record. The key is providing a proper scope of work statement.
- It was a busy week for staff traveling to chapter meetings and conducting member visits. Staff attended the WTCA New York, WTCA-Northeast, Arizona and Southern Nevada Chapter meetings as well as visiting Western Mass Truss and Component Building Systems in Massachusetts and Desert Truss in Arizona.
- The date has been changed for the upcoming North Florida Chapter meeting. It will be held on April 29 at Dave & Buster's in Jacksonville; the guest speaker is David Lewis of APA.
- Component manufacturers in Oregon are working on forming a chapter! Staff is working with companies in the area to set up an inaugural meeting for May 19. More information will be available soon.

### *Goals for the Week*

- Prepare for the April Chapter Teleconference and send the reminder notice with agenda.
- Finalize and distribute the March Chapter Teleconference minutes.
- Administer the WTCA NY, WTCA-NE and Southern Nevada (SNCMA) Chapter meetings this week.
- Finalize and send the April 29 NFCMA Chapter meeting announcement.
- Send the reminder for the CalESCA-South Chapter meeting on April 20.
- Process additional responses for the April 22 Texas Chapter (TMAT) golf tournament and membership meeting.
- Work on arrangements for the May 19 launch of an Oregon chapter.
- Draft an agenda for the April 21 Florida Executive Committee meeting in Orlando and contact attendees for additional items to include.
- Begin reviewing chapter dues information and location records and file. Chapters will be asked to review and return their chapter rosters by the end of the month in preparation for annual dues billing on May 15.
- Create Excel spreadsheets of members and nonmembers for each chapter area to be sent to chapter officers with the chapter dues billing paperwork.

- Draft the announcement for the Fifth Annual WTCA Membership Drive. The announcement will be sent on Monday, April 19.
- Process six requests for potential member information.
- Ship new member welcome packages to Safety Speed Cut Manufacturing, Anoka, MN and Chimney & Performance Inspection Services, New Berlin, WI.
- Work on the details needed for the upcoming Florida Executive Committee meeting.

## **MARKETING COMMITTEE (Chair: Ken Cloyd)**

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**Web site/Online Education/Information Tech (Staff contacts: Danielle Bothun x135, Hien Khuu x137, Barb Speer x145 & Rachel Smith x127)**

### *Update*

- WTCA now has three different TTT Level I exams. Each exam consists of the same number of total points in each of the five basic categories: Truss Math, Truss Standards, Truss Engineering, Codes & Standards, and Wood Technology. We believe this will heighten the integrity of the certification process by allowing us to randomly distribute exams to participants.
- Four TTT exams were sent out last week and nine were received from the proctoring sites.
- A Human Faces article was written with the help of Allen Erickson, Cal-Asia Truss in Concord, CA for SBC Magazine on a TTW presentation given to California Building Inspectors.
- The first draft of the online WTCA Calendar of Events, Policies page and FAQ were created using our new Knowledge Base System. These new pages will go live once they are approved internally.
- Staff met to discuss the membership calling plan. Over the next year, all member companies will be contacted for their feedback on WTCA products and services as well as member needs not yet filled. The spreadsheet for tracking calls and responses has been completed and the calls will begin in earnest by the end of the week.
- We held a meeting with Dottie Harris, NY Assistant Secretary of State, on implementing online CEU's together using our TTW programs and creating a special State of NY truss education web page using the WTCA system.

### *Goals for the Week*

- Complete the TTT Level III online exam.
- Make code changes and an enhancement update to the function that allows people to create new account in WTCA's TKO system.
- Contact 10 WTCA member companies for feedback.

**Publications & Accounting (Staff contacts: Linda Alfonsi x126, Eric Monson x116 & Mike Younglove x114)**

### *Update*

- The week of April 5, we processed and shipped 80 WTCA publication orders, 19 of those coming from our online ordering system. Our most heavily requested products again included: 373 BCSI 1-03 Booklets, 209 lots of B1 Flat & Folded Summary Sheets, and 54 lots of B2 Summary Sheets.
- In general, order fulfillment is back to a 24-hour fulfillment rate plus transit time! The exception to this is Jobsite Packets. Due to the heavy volume of Jobsite Packet orders, processing may take longer, especially for custom jobs. Staff will always work with customers to ensure that they have the products they need when they need them.
- Approval was received for 150,000 custom tags for Phelps & Sons, Inc., Cottonwood, AZ. The project is underway with our outside printer.
- In-house assembly has begun on 1000 Custom Jobsite Packets for Mainely Trusses, Inc. The project was approved Monday.
- 2000 Custom Jobsite Packets were assembled for Foxworth-Galbraith Truss Co.
- A custom Jobsite Cover Sheet for Oregon Truss was completed and submitted for review.

### *Goals for the Week*

- Box and ship 2000 custom Jobsite Packets to Foxworth-Galbraith Truss Co.
- Send 500 custom Jobsite Packets to Mainely Trusses by Wednesday and another 500 by Friday.
- Collate 100 custom Jobsite Packets for Valley Components, Inc., Columbus, GA and ship by Friday.
- Assemble WTCA Jobsite Packets for inventory and ongoing order fulfillment.
- Draft an online survey with questions regarding WTCA/TPI tags.

## **ENGINEERING & TECHNOLOGY COMMITTEE (Chair: Clyde Bartlett)**

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**Staff contacts: Ryan Dexter x144, Tony Piek x113, Rachel Smith x127 & Richard Zimmermann x143**

### *Update*

- Staff provided presentations on code and load issues for WTCA-AZ and SNCMA Chapter meetings on April 14 and 15.
- An update to the TTB on Fire Resistance Rated Truss Assemblies is being considered on how to incorporate new information along with adding sound transmission information.
- Feedback from TKO students is reviewed on a regular basis. If errors are identified, they are fixed as quickly as possible. Suggestions for improvements are compiled for consideration as each course or section of a course is updated. If you have any comments on any of our online classes, please let us know. We value your input!
- We held a meeting with Dottie Harris, NY Assistant Secretary of State, on the upcoming ICC meeting and working together in the future on code changes both in NY and at the national level.

### *Goals for the Week*

- Work on drafting a Talking Points paper with Dave Brakeman, Alpine Engineered Products, Inc., on the reasoning behind the addition of the moment equations in ANSI/TPI 1-2002.
- Set up a meeting with WTCA Past President Scott Arquilla, Mike Luzier of NAHB Research Center, and WTCA staff to discuss green building, the NAHB RC/WTCA relationship and funding. The meeting will take place at Best Homes in Hazel Crest, IL.
- Work on the Florida Building Code 2004 change comments for submission at the April 18– 20 hearings. Staff will be attending this Commission’s code hearings next week.
- Finish the second draft of the "how to load trusses" project incorporating issues brought up by the review committee and our ongoing code work.
- Write the Frequently Asked Questions article for the June/July issue of SBC Magazine entitled “*How Our Industry Practices Engineering.*”
- Monitor the current status of CSI’s 16-division MasterFormat™ which is the nation's predominant standard for organizing written specifications for constructing nonresidential buildings.
- Call John Smith, Foxworth-Galbraith Truss Co., regarding his interest in creating an English/Spanish TTW on Fall Protection as it relates to setting trusses and applying sheathing.
- Provide the WTCA technical staff with all the PE rules and regulations that have been reviewed in the past in preparation for building the comprehensive rules and regulations white paper for each state.
- Work with the Tile Council of America on finalizing the truss related specifics for their exam. Prepare a proposal for providing a segment of their educational program.
- Monitor the electronic seals and signatures standards development program using Adobe PDF technology.
- Respond to the ICC request for comment on their performance and track the new ICC code change process.

## **QUALITY CONTROL COMMITTEE (Chair: Joe Hikel)**

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**Staff contacts: Tony Piek x113 & Ryan Dexter x144**

### *Update*

- A plan, timetable, and priority list was drafted for QC meeting agenda action items.
- Recertification training was performed for the Lumber Specialties plant in Dyersville, IA and certification training for the plant in Story City, IA.
- Staff fielded two QC inquiries on WTCA In-Plant QC program, Pocket PC, and certification.
- As of April 13, we have sold 102 QC 4.1 programs. We have also shipped 21 Pocket PC Software CDs.
- Work with TPI on their inspection program as it expands to include steel component construction. There are members who would like to use our WTCA In-Plant QC program for all their manufactured products.

### *Goals for the Week*

- Perform data file reviews for certified plants: Stark New Philadelphia, OH; Stark Rockledge, FL; Stark Edgerton, OH; Cascade Mfg, IA; Lumber Specialties, IA and United Building Center in De Pere, WI and Mackville, WI.
- Finalize travel plans for performing a QC training at HPM in Hawaii and schedule member and nonmember visits to conduct .
- Answer QC inquiries and troubleshooting questions.

## **BCMC Committee (Chair: Tom Manenti)**

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**Staff contacts: Jill Zimmerman x122, Peggy Pichette x123 & Carren Koebke x121**

### *Update*

- The BCMC housing block is already off to a great start. We have 86 rooms booked for the 2004 show – last year at this time we had only ten room nights reserved!
- We have 29 exhibitors with 16,700 square feet of booth space reserved.
- The text for the BCMC exhibitor promotional flyers was drafted and will be sent later this month.
- The minutes from the April 6 BCMC teleconference were completed and routed for internal review.
- We processed six exhibitor contracts and mailed invoices.
- Text for the attendee promotion has been finished with the exception of the plant tour text being which is being submitted by the three selected sites and the final breakout session text. The design department is working on the layout and we are still anticipating it to mail earlier than usual.
- May's BCMC ad was finished for inclusion in SBC Magazine.
- Three sites of the BCMC plant tours have been selected and we are working on a couple more options! The October 8 industry-oriented tours will be held at Stock Components, 84 Components and H.W. Culp Lumber. This is the first time in BCMC show history that we will tour a lumber mill.

### *Goals for the Week*

- Finish the kick-off speaker text for the attendee promo.
- Confirm the panelists and finalize the talking points for the Industry training session.
- Finalize the talking points for the wall panel session and the manufacturers' roundtable discussion.
- Finalize the last speaker for the material handling track.
- Review hotel pick-up on a regular basis from now until the show.
- Review legal counsel's changes to the overflow hotel contract.
- Respond to inquiries from potential exhibitors. Questions have increased due to the May 1 early bird deadline quickly approaching.
- Notify exhibitors that the high resolution graphics page is ready to use to assist them in promoting the show.
- Email exhibitors about sponsorship opportunities which may now be signed up online at [www.bcmshow.com](http://www.bcmshow.com).
- Work with the golf chair, Tim Rouch, to promote golf sponsorships.
- Process exhibitor contracts and invoices as they are received.
- Communicate with George E. Fern about the entryway system we want to use for the show this year.

## **LEGISLATIVE COMMITTEE (Chair: Allen Erickson)**

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**Staff Contact: Kelli Gabel**

### *Update*

- We would like to thank the six sponsors we have received for the Legislative Conference congressional reception being held on Thursday, May 6. Gold sponsors are Alpine Engineered Products, MiTek Industries, Robbins Engineering, USP Structural Connectors, Weyerhaeuser/TrusJoist and bronze sponsor: Simpson Strong-Tie.

### *Goals for the Week*

- Redesign the Legislative Conference posters to include industry photos and call for printer quotes.
- Post a new Softwood Lumber update to the SBC web site.
- Revise the text for the policies and positions handbook and then send it out to the Legislative Chair and Committee for review giving them the option of a potential teleconference to discuss.
- Set up a date for a teleconference with the Conference's new attendees.
- Coordinate meetings for staff with the Department of Commerce, Senate Finance Committee and OSHA while in Washington next month.
- Create text about 'How to Prepare for Meeting with your Legislators' for inclusion in the attendee packets.
- Format and obtain information for member folders including: 'How a Bill Becomes a Law,' glossary of legislative terms, map of Washington, D.C. area, congressional meeting report, Open Quarterly Meeting (OQM) schedule, spouse/companion list, directions, and OQM attendee list.
- Create a spreadsheet with component manufacturer statistics by state including: sales volume, total payroll, and number of employees.



## **MANAGEMENT COMMITTEE (Chair: Kendall Hoyd)**

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**Staff contacts: Molly Butz x141, Kelli Gabel x128, Suzi Grundahl x110, Tony Piek x113, Anna Stamm x119**

### *Update*

- We had a discussion and sent information to Ryan Murray, U.S. Safety Alliance, regarding being a third party inspector for the WTCA Safety Program.
- Quiz questions were created for the safety module Emergency Preparedness.
- Please fill out your copy of the WTCA 2004 Wage & Benefit Survey or respond online! This survey provides valuable information, so please visit <https://sbcsurvey.com> for more information or contact Barb at 608/310-6719 or [bspeer@qualtim.com](mailto:bspeer@qualtim.com).
- Provide Pennsylvania Lumbermens information per a member request.
- Enhance and implement a search function in the resume and job posting functions of the Workforce Development Portal. Prioritize and plan Phase II of the project.

### *Goals for the Week*

- Make minor updates to the Wage and Benefit web pages and monitor it for activity.
- Update the Safety Program Third Party Audit.
- Contact Rich Langton of Bowermaster & Associates to discuss the third party element of the WTCA Safety Program.
- Work on building a form to monitor traffic to the Conney Safety Products gateway page.
- Create quiz questions for safety modules about Ergonomics and Management.

## **EXECUTIVE COMMITTEE (Chair: Dan Holland)**

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### *Update*

- Provide Scott Arquilla with background information regarding the NAHB RC and the Green Building initiative.
- Follow up on the letter to SFPA on their SFPA Newsflash on the mill summary information that they produce.

### *Goals for the Week*

- Prepare the Board agenda.
- Begin work on the litmus test for design software.
- Begin work on the lumber survey program.
- Send out the latest SFPA mill summary and WTCA analysis to all CM members as a members-only service.
- Prepare a workers compensation educational program proposal for review by the Management Chair and President.

## **CARBECK STRUCTURAL COMPONENTS INSTITUTE (President: Richard W. Brown)**

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**Staff contact: Kelli Gabel x128**

### *Goals for the Week*

- Follow-up with Bruce Hutchins of the WTCA NY Chapter regarding the CD for Joe Sauervein of the New York State Building Code Commission.
- Follow-up with Donna with the City of Kissimmee.

## **SBC MAGAZINE (Editor: Dan Holland)**

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**Staff contact: Mindy Caldwell x129, Libby Maurer x124 & Molly Butz x141**

### *Update*

- May's SBC issue went to the printer on Friday, April 16. It is scheduled to drop in the mail on Monday, May 3.
- The SBC budget was finalized.
- Staff provided customer service to several May advertisers as the issue was being closed.
- An SBC/BCMC sales meeting to rework the year's sales work plan was prepared for and held.
- Text for the June/July issue was due to editors on Thursday, April 15.
- A link to the first SBC Question of the Month was posted on the WTCA and SBC web sites. *Respond to this month's question online at [www.woodtruss.com/SBCOMonth/SBCOMonth.php](http://www.woodtruss.com/SBCOMonth/SBCOMonth.php).* Responses will be used as the basis for articles in the August issue, which will focus on Technology.

### ***Goals for the Week***

- Edit all text for the June/July issue by Thursday, April 22 and distribute for internal review.
- Work with approximately five potential advertisers and process contracts received.
- Update the SBC/BCMC sales minutes and forward them to staff for review.
- Work on the SBC planning agenda for 2005.
- Promote the 'Question of the Month' to SBC readership after the web site form has been posted.
- Draft the article about Dick Bowman for the June/July issue of SBC – we obtained some great quotes about Dick last week.
- Add material to the BCSI article for *WoodSource* due on April 22.
- Post the SBC survey on the web site.



# Weekly Board Report

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April 23, 2004

## INTRODUCTION

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Be the best that you can be! Now until September 1, compete as an individual and as a part of your Chapter in the Fifth Annual WTCA Membership Drive. As we all know, *WTCA's purpose is to advance the interests of all component manufacturers*, so everyone in the component manufacturing business has many reasons to be a part of our organization. When talking with prospective members, just communicate about all that WTCA does:

- Provides networking through Chapters, Board and Committee Meetings and BCMC, which gives members the opportunity to learn and take united stands, thereby increasing professionalism and advancing our industry.
- Educates component manufacturers and anyone interested in the component industry through the WTCA web site.
- Reduces risk and improves insurability through the use of BCSI B-series summary sheets and related TTBS as well as our safety and In-plant QC certification programs.
- Offers technical department management tools through our Truss Knowledge Online (TKO) training programs.
- Keeps the industry informed through *SBC Magazine*.

You can reiterate to potential members that the most valuable aspect of joining the industry association is getting in touch with peers who have walked the same path you walk every day! Our members from across the country provide each other with great ideas and guidance as we learn and grow in this industry we call our professional home.

The number one recruiter and the number one recruiting Chapter will receive great recognition, as well as being handsomely rewarded with prizes. That's right...plaques, jackets and trophies! Supplier winners will receive a banner in the registration area at BCMC promoting their company. Who could ask for a better reason to get involved?

For more information about the 5<sup>th</sup> Annual Membership Drive, please contact Anna at 608/310-6719 or [astamm@qualtim.com](mailto:astamm@qualtim.com).

**MEMBER QUOTE OF THE WEEK:** "...We are seeing a dramatic improvement in the number of claims from customers due to quality issues since we have started using In-plant WTCA QC. In fact, between the WTCA QC program, the steps we have taken to clean up our lumber supply, and improved training methods, claims due to quality-related issues have really almost dropped off the radar screen. It pleases me to no end that we are actually hearing feedback from contractors now who are complimenting just the overall appearance of our product!" Erwin Barney, Wadena Timber Roots

**SBC MAGAZINE QUESTION OF THE MONTH:** *What does Whole House Design mean to you and your business? Respond to this month's question online at [www.woodtruss.com/SBCOMonth/SBCOMonth.php](http://www.woodtruss.com/SBCOMonth/SBCOMonth.php). It's your chance to voice your opinions on important issues affecting the structural building components industry! Responses will be used as the basis for articles in the August issue, which will focus on Technology.*

## MEMBERSHIP COMMITTEE (Chair: Bob Becht)

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Staff contacts: Anna Stamm x119, Danielle Bothun x135, Kelli Gabel x128 & Barb Speer x145

### *Update*

- We designed an ad to promote the Open Quarterly Meeting taking place this summer in Madison, August 10-14. All members are encouraged to attend the meeting and get to know all of the staff working here in Madison, WI.
- WTCA-National dues billing is less than one month away. Invoices will be mailed on May 14. This week, each Chapter was contacted to determine its invoicing needs for the 2004/2005 dues billing cycle. In addition to chapter dues reports, an Excel file of member and nonmember locations in each chapter area was sent to the chapter officers for consideration.
- The CALESCA-South and TMAT (Texas) Chapter meetings were administered this week.
- The Chapter web sites for North Carolina, Missouri, Michigan and Wisconsin are now 80% complete and the remaining work for this initial phase of web design should be completed by the end of the month.

- Twenty-eight Chapters earned publications rebates in the first quarter! The Chapters were sent notification emails this week and checks have been cut for the chapter treasurers. The average rebate for this quarter was \$300.
- Staff attended the Central Florida Chapter meeting on April 20 and the Florida Executive Committee meeting on April 21. In addition, staff is continuing member visits in Hawaii this week in combination with QC training.
- The Fifth Annual WTCA Membership Drive has begun. In addition to the quick list of benefits that were sent with the announcement, a new recruiting brochure is being designed to aid members in their recruitment efforts.
- A potential member saw our Membership Drive ad in SBC Magazine, and contacted staff requesting information about joining!

### ***Goals for the Week***

- Finalize and distribute the announcement for the Fifth Annual WTCA Membership Drive.
- Compile text for the membership drive recruitment brochure and work on design.
- Process nine requests for potential member packets.
- Finish work on Meeting & Announcements, Chapter Membership and the WTCA Event Calendar sections of the Chapter web sites.
- Notify the Wisconsin Chapter of the new associate member in the area.
- Draft the announcement for the May 13 Mid Atlantic Chapter meeting and confirm the arrangements.
- Continue to coordinate the upcoming Oregon Chapter meeting. **Please note:** the date may be moved from May 19 (as reported last week) to a new date.
- Complete all remaining invoicing and follow up tasks for the 2004 Regional Workshop & Conferences.
- Finish the initial review of all chapter dues invoicing records before forwarding the reports to chapter officers.
- Process responses from the chapters on their dues invoicing needs for 2004/2005 as they are received.
- Send the request for submissions for the June/July SBC Chapter Corner and Chapter Spotlight article.
- Draft and send an agenda for the Chapter Presidents Teleconference on April 28.

## **MARKETING COMMITTEE (Chair: Ken Cloyd)**

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**Web site/Online Education/Information Tech (Staff contacts: Danielle Bothun x135, Hien Khuu x137, Barb Speer x145 & Rachel Smith x127)**

### ***Update***

- There are now three versions of the TTT Level III exam. All three exams consist of 50 two-point short answers, fill in the blanks, true or false, and multiple choice questions.
- Eight TTT exam requests have been received within the last week.
- In concert with our 2004 committee objectives, member calls have begun – members have been contacted in Alaska and Alabama, and calls will be continuing down the list alphabetically by state. Staff is asking questions such as “Is WTCA meeting all your needs?” and “Is there something you wish we were doing, or doing better?” We are also making sure our members are aware of all the services that WTCA has added over the past couple of years to “support and strengthen your business.” You don't have to wait for US to call YOU...phone staff at 608/310-6745 at any time to let us know what's on your mind.
- At our monthly staff meeting, we talked about the member information package that we take along when visiting members and prospective members. It was worthwhile to discuss how to communicate the value of our products, programs and services effectively and concisely.

### ***Goals for the Week***

- Complete answer keys for the new TTT Level III exams.
- Monitor exams and make sure that all proctored exams are taken within one month of request.
- Work to convert all of WTCA's sites into a new “Shared Portal” format, which saves us time updating code to multiple sites.
- Send out 2 certificates for TTT re-certifications completed.
- Register an online WTCA course with AIA for CES credits.
- Make changes and record new audio for demos of the TKO program. It will be made into a CD to be packaged and mailed with the September/October SBC Magazine.
- Make 10 member calls.

## **Publications & Accounting (Staff contacts: Linda Alfonsi x126, Eric Monson x116 & Mike Younglove x114)**

### ***Update***

- Take our **new online tag survey** at <http://www.woodtruss.com/surveys/trusstag/surveyform.php> Now is your chance to offer feedback about the new WTCA/TPI tags – let us know if you like them, if you prefer them bilingual and if you have ideas for tags that you need that would help in better meeting your duty to warn and instruct.
- WTCA Jobsite Packets are shipping out as fast as we can assemble them! If you are planning to order Jobsite Packages please allow 3-4 days assembly time in addition to UPS shipping time.
- A promotion was created to advertise the release of the B4 Summary Sheet – Construction Loading and B5 Summary Sheet – Truss Damage, Jobsite Modifications and Installation Errors. It was emailed to members on April 17 – if you would like more information on these new products, please visit our web site [www.woodtruss.com](http://www.woodtruss.com)
- The week of April 12, we processed and shipped 89 WTCA publication orders, for a total of 145 boxes/bundles! Twenty-five of those orders were submitted online. The most frequently requested WTCA products were: 309 BCSI 1-03 Booklets, 131 lots of combined flat and folded B1 Summary Sheets, 176 lots of B2 Summary Sheets, 75 lots of B3 Summary Sheets and 1100 WTCA Jobsite packets.
- WTCA's rolled warning posters, B1 WarnRoll-P, are temporarily out of stock. A delivery is expected in the next couple of weeks.
- Please note the WTCA Warning tag (formerly WTCAB1-T) has been re-coded as TempBrace-T; however, it is the same tag.
- Remember, first time online orders will receive a one-time 10% discount – up to \$100 off your order total. Just login at <http://woodtruss.com/pubs>. It's a great way to stay updated on new product releases, revisions and current pricing.
- 3100 custom Jobsite Packets were assembled and shipped – 1000 to Mainely Trusses, 100 to Valley Components and 2000 to Foxworth-Galbraith.
- The New Hire Binder and CD-ROM are currently being updated. This will be completed by May 15.
- The Table of Contents for the Component Industry Binder and the Professional Guide Binder were updated and revised to include new BCSI Series documents.

### ***Goals for the Week***

- Pack and ship 2000 custom Jobsite packets to Foxworth-Galbraith. Continue making progress on assembling the 6200 remaining packets in their order.
- Assemble 100 custom Jobsite packets for Chesapeake Engineered Wood & Truss.
- Order a replenishment of B1, B2, B3 and BCSI 1-03 products from warehouse inventory.
- Contact previous purchasers of HIB Post Frame Summary sheet to determine whether to continue this document or convert completely to B10. Work with TPI on the HIB-98 poster issues.

## **ENGINEERING & TECHNOLOGY COMMITTEE (Chair: Clyde Bartlett)**

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**Staff contacts: Ryan Dexter x144, Tony Piek x113, Rachel Smith x127 & Richard Zimmermann x143**

### ***Update***

- The FAQ site has been renamed Technical Q&A. You may access it through the Education & Technical submenu at woodtruss.com or visit [http://www.woodtruss.com/kb/KB\\_FAQ\\_Shell.php?TypeID=1&CatID=1ind](http://www.woodtruss.com/kb/KB_FAQ_Shell.php?TypeID=1&CatID=1ind) for answers to over 200 technical questions.
- The last two preliminary sections of the "how to load trusses" project were revised based on staff comments and sent out to the review subcommittee. A second draft of the Introduction section will be routed for to the review subcommittee after information is added from the New Orleans Regional Workshop, staff's chapter visits to Arizona and Southern Nevada and ongoing code review work.
- The Industry Links page on the WTCA site has been categorized and updated. Check it out at [www.woodtruss.com/links.php](http://www.woodtruss.com/links.php). You will find links for everything relevant to the industry – from other association listings to building codes, materials and specifications.
- BCSI B6 Summary Sheet – Gable End Frame Bracing and B7 Summary Sheet – Temporary and Permanent Bracing for Parallel Chord Trusses were sent to the printer last week.
- The last three BCSI Summary Sheets, B8 Toe-Nailing for Uplift Reactions, B9 Multi-ply Girders and B11 Fall Protection and Wood Trusses, are now undergoing final TPI TAC review. Changes from TAC are due back April 30, and we will incorporate the changes and send them to press!
- Last week staff ordered and picked up from TPI 20 copies of the ANSI/TPI 1-95 standard for TTT Level I binders.
- A Federal Register item March 17 announced the availability of documents as part of the re-registration process for wood preservatives containing CCA. WTCA will review and comment by the May 17 deadline.

- We sent off a review of the NIST paper on the Phoenix fire testing to David Stoup and received a response that our comments would be included in the report.
- We attended the Florida Building Commission meeting and provided testimony on the Florida Building Code code change process to account for needed truss industry changes.
- We sent a note to the Michigan group on the Michigan code and how it relates to the IBC/IRC code changes our industry is working on so we can team up as needed and have a united industry position. We will provide information on all IBC/IRC changes taking place.
- We followed up with Dottie Harris, Assistant Secretary of State in New York, on the ICC code changes that we are making to gain the support of NY in the ICC code change process. We also provided her with the latest information on NY ground snow loads that we have so that we can finalize jointly.
- We have started working on converting the NC tables and generalizing the information for the IRC.

#### ***Goals for the Week***

- Finish work on the June/July SBC magazine FAQ article on *How Our Industry Practices Engineering*.
- Draft a paper to provide background to and resolve conflict with fabricators equating larger plates with design equations to the new quality provisions.
- Work on the next Technical Assessment Test Online, TATO 2.
- Update the New Hire Binder and CD.
- Schedule the ICC Code Change Teleconference.
- Work on the TPI Spring Board meeting.
- Provide information to Ryan Reed of BuilderNEWS Magazine on an article he is writing about wall panels. Participate in an interview and send wall panel photos and graphics.
- Work with representatives of Building Official Association of Florida, Broward County and Jacksonville on the code change process.
- Provide comments to the ICC Industry Advisory Committee on its request for guidance for is “Blueprint to the Future.”
- Get involved in the committee work that is standardizing Adobe PDF technology for electronic processing of engineering documents.

### **QUALITY CONTROL COMMITTEE (Chair: Joe Hikel)**

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**Staff contacts: Tony Piek x113 & Ryan Dexter x144**

#### ***Update***

- Two more **In-Plant WTCA QC** programs and one Pocket PC program were sold this week. To date, 105 locations have purchased the latest version of the QC program and 24 different locations have also purchased the Pocket PC program.
- Hawaii Planing Mill was successfully trained on the QC program and has begun its drive toward certification. We currently have 25 certified locations representing 14 companies. Also there are now six certified Third Party Agencies. Check out page 49 of the April 2004 issue of SBC for a complete list.

#### ***Goals for the Week***

- Travel to KA Components in Otterbein, IN for QC training on April 29.
- Provide re-certification training for Stark Rensselaer, IN on April 30.
- Edit the ***In-Plant WTCA QC*** marketing brochure for distribution to certified users who would like to use this marketing tool.

### **BCMC Committee (Chair: Tom Manenti)**

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**Staff contacts: Jill Zimmerman x122, Peggy Pichette x123 & Carren Koebke x121**

#### ***Update***

- There are currently 43 Exhibitors with 36,300 square feet of exhibit space sold. Of the 43 exhibitors, three are new to the show this year.
- A promotional flyer was emailed to 832 potential exhibitors reminding them of the approaching May 1 early bird deadline.
- Two exhibitor contracts were processed.
- A spreadsheet was created to monitor our budgeting process.

- Staff participated in a Wall Panel session teleconference on Wednesday, April 21 to flesh out talking points within the sessions.
- Contracts were signed for the Dixieland band playing at the ribbon cutting on Wednesday, October 6, and for the spouse tour on Thursday, October 7.
- Staff met to assign BCMC planning tasks for the upcoming two months.
- Photographs and plant descriptions have been received from all three plant tour site locations; this information will be placed into the attendee promotion and the SBC September/October Show Guide issue.

#### *Goals for the Week*

- Process all exhibitor contracts that arrive.
- Respond to calls and emails received from exhibitors and follow up with five contacts.
- Finalize the graphic promoting sponsorship opportunities to current exhibitors.
- Price the BCMC polo shirts and hats.
- Research alternative plant tour options for Friday afternoon.
- Coordinate the order for tote bags and lanyards with the vendor.
- Work on a promotional email graphic for exhibitors.
- Finalize the panelists for the industry training session.
- Find a speaker for the material handling track.
- Write talking points for the manufacturing and engineering roundtables at BCMC.
- Review the BCMC hotel room blocks.
- Review the changes submitted by WTCA legal counsel to the overflow hotel contract.

### **LEGISLATIVE COMMITTEE (Chair: Allen Erickson)**

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**Staff Contact: Kelli Gabel**

#### *Update*

- Confirmation packets will be shipped to the 57 attendees of the Legislative Conference on Monday, April 26. If you are attending the Conference and have not received your packet by Friday, April 30, please contact Carren at 608/310-6721.
- The Legislative Conference and sponsorship signs were completed and are being created by our outside vendor.
- The SBC article on 'How to Contact Your Legislator' was completed.
- We now have six gold sponsors – **Alpine Engineered Products, MiTek Industries, Robbins Engineering, Truswal Systems, USP Structural Connectors, and Weyerhaeuser/Trus Joist**; as well as our one bronze sponsor, **Simpson Strong-Tie**.

#### *Goals for the Week*

- Make follow-up calls to forty congressional offices to set up member appointments.
- Design and format Legislative Conference pieces including the Positions and Policies Booklet and supporting materials for the participant folders and confirmation packets. Create name tags for the Legislative Reception.
- Estimate the structural building component manufacturing industry's sales per state and employment figures based on total sales reported in the ITC Study and reported member dues levels. Members will present this information to legislators in their individual meetings on the hill.
- Create individual maps for all states showing each component manufacturer location for visits to legislator offices. The documents containing the maps will also include a list of all members in the state.
- Finish scheduling meetings with the Department of Commerce, Senate Finance and OSHA.
- Create a 'How to Prepare for Meeting with Your Legislator' document.
- Create a list of key questions that each member should ask his or her legislator.
- Proof items for the attendee folders and start printing for collating next week.
- Send an email to conference attendees for the teleconference next Thursday, April 29 at 1:00 p.m. Eastern.
- Find accurate voting records and create flyers for each state's elected officials.

### **MANAGEMENT COMMITTEE (Chair: Kendall Hoyd)**

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**Staff contacts: Molly Butz x141, Kelli Gabel x128, Suzi Grundahl x110, Tony Piek x113, Anna Stamm x119**

#### *Update*

- Information on the safety program was sent to Structural Component Systems.

- We reviewed the manufacturing regulations and begin the process of creating a survey of onerous regulations to submit to the National Association of Manufacturers and Office of Information and Regulatory Affairs (OIRA).
- We worked with Oregon Truss on risk management and insurance questions.

#### ***Goals for the Week***

- Finalize preparations for Kent Pagel to visit with True House and a prospective insurance broker partner next week. Work on setting up the Bowermaster meeting between May 18-20.
- Respond to an inquiry about the Wage and Benefit Survey.
- Research national labor rates for the truss manufacturing industry per a request from a member.
- Respond to a request from a member regarding standard industry practice for obtaining certificates of insurance.

### **EXECUTIVE COMMITTEE (Chair: Dan Holland)**

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#### ***Update***

- The next Executive Committee teleconference is scheduled for June 2.

#### ***Goals for the Week***

- Communicate with the Nominating Committee to finalize the proposed 2004/2005 WTCA Secretary.
- Send out SFPA Mill Report to WTCA Component Manufacturer Members.
- Finalize the Board Meeting agenda and past meeting minutes for shipment to attendees on April 26.
- Begin work on the litmus test for design software.
- Begin work on the lumber survey program.
- Prepare a workers compensation educational program proposal for review by the Management Chair and President.
- Review responses to the online member satisfaction survey since the last time we compiled results. All comments were favorable.
- Work on the tentative schedule for the Open Quarterly Meeting in Madison, WI in August.
- We received comments back from TPI on the joint publishing agreement and will work toward finalizing this.

### **SBC MAGAZINE (Editor: Dan Holland)**

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**Staff contact: Mindy Caldwell x129, Libby Maurer x124 & Molly Butz x141**

#### ***Update***

- As mentioned in the Introduction, be sure to respond to the SBC Questions of the Month!
- The May issue of SBC Magazine was sent to the printer April 16. It focuses on Education & Marketing and will be mailed May 3.
- A draft of the article on Dick Bowman was routed for internal staff review; it will appear in the June/July issue.
- A BCSI article for the Florida Wood Council's *WoodSource* was finalized and submitted for publication.
- Two advertising proposals were sent out.
- All content for the June/July issue was proofed and edited.

#### ***Goals for the Week***

- Review the final proof of the May SBC when it returns from the printer.
- Create a draft of the SBC planning agenda and route it for internal review and additions.
- Finalize the article on Dick Bowman and add it to the textflow.
- Draft the letter to suppliers regarding the Supplier Listing that will run in the August issue of SBC. This will be coordinated with the WTCA dues billing on May 14.
- Create a graphic for the SBC Question of the Month for staff to use on the SBC and WTCA sites.
- Send a classified ad reminder for the June/July issue ads due by May 3.
- Send mailing list information to Royle, our external printer, for May SBC, which is scheduled to mail on May 3.
- Follow-up with five potential advertisers.
- Update the SBC/BCMC sales minutes and forward them to staff for internal review.
- Create text for the June/July Publisher's Message.
- Hold an SBC staff meeting on the specifics of distributing the SFPA Mill Report on a weekly basis.
- Write a feature on the TKO Training Path for technicians and general managers and then pass it to staff for review.
- Follow up with Steve Cramer of the University of Wisconsin on an article on the long term performance of floor trusses.





# Weekly Board Report

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April 30, 2004

## INTRODUCTION

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If you have not yet responded, please let your voice be heard! [Take the WTCA tag survey online](#) and provide your perspective on the direction we should go with WTCA/TPI tags. Your opinion matters to us. Offer us feedback on the new English/Spanish text or tell us if you have a need for the two proposed new tags – Preservative Treated Components and Bottom Chord Permanent Lateral Bracing Required. Our goal is to make these tags effective and efficient when it comes to safety on the jobsite, so help us out and let us know what you think. Please reply by Friday, May 7. Thank you to the 84 component manufacturers who have already responded to our tag survey!

There are currently 10 different WTCA/TPI tags on the market – Additional Loading; Bearing Location; Do Not Cut, Drill or Alter; Multi-ply Truss; Concentrated Load; Permanent Lateral Bracing; Strongback Bridging; This Side Up; Web Reinforcement and Temporary Bracing. All have been revised and are now available for purchase – they sell in lots of 1000.

**MEMBER QUOTE OF THE WEEK:** "WTCA is a really outstanding industry organization. You all really knock yourself out doing things for the industry. The B-1 poster is a great example of this." – Mike Gifford, Construction Components Inc., Greenville, AL.

**SBC MAGAZINE QUESTION OF THE MONTH:** *What does Whole House Design mean to you and your business? Respond to this month's question online. It's your chance to voice your opinions on important issues affecting the structural building components industry! Responses will be used as the basis for articles in the August issue, which will focus on Technology.*

## MEMBERSHIP COMMITTEE (Chair: Bob Becht)

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**Staff contacts: Anna Stamm x119, Danielle Bothun x135, Kelli Gabel x128 & Barb Speer x145**

### *Update*

- The Fifth Annual Membership Drive is off to a great start! First on the board in the #1 Chapter competition is the Truss Manufacturers Association on Texas. In the #1 Recruiter race, both Norm McKenna and Mike Klein of MiTek have enlisted their first new member. The new full-color brochure to assist in recruiting will be finalized and printed next week. Remember the recruiter competition categories are top chapter, top component manufacturer and top supplier.
- WTCA's annual dues billing is about two weeks away. Because we offer to invoice for chapter dues as we invoice for national dues, staff is working with the chapters to confirm all chapter records in our database. Invoices will be mailed on May 14.
- The rough draft of the new Membership Application web page has been completed and the Chapter web sites revised; they are now undergoing internal review.
- The North Florida Chapter meeting was administered this week.
- The Oregon Chapter kick-off meeting will be held on Wednesday, June 9! In addition, staff is working to combine a trip to the Oregon meeting with other western chapter meetings if possible.

### *Goals for the Week*

- Draft and distribute the April issue of Chapter Focus.
- Draft and distribute the Chapter Teleconference agenda for May 12.
- Conduct the monthly Chapter Presidents Teleconference.
- Review chapter dues information and working with the chapters on their invoicing needs.
- Design the new membership benefits brochure and finalize the text and layout.
- Update the database with the 2004/2005 dues increase information.
- Begin organizing a meeting with the Alabama Dept. of Transportation for the Alabama Chapter.
- Invoice the April 20 CalESCA-South and April 22 Texas Chapter meetings.

- Send out the minutes of the April 13 New York Chapter meeting.
- Finalize and send the announcement for the May 13 Mid Atlantic Chapter meeting.
- Send a reminder and conduct follow-up calls for next week's Capital Area meeting being held in conjunction with the Legislative Conference.
- Send a second reminder for the Past Presidents Meeting in Chicago on June 16.
- Start looking into restaurants in Charlotte to hold the 2004 Top Chord Club dinner.
- Email hotel confirmation numbers to WTCA attendees of the TPI Board meeting.
- Finalize staff flights to the ICC meeting in Kansas City in May and hotel reservations for the four member participants.
- Gather information on Denver and Atlanta – proposed sites of the 2005 Open Quarterly Meetings.
- Order the latest batch of new member plaques.
- Process five requests for potential member information.
- Ship welcome packages to our four new component manufacturer members: Truss Systems, Inc. in Bismarck, ND; Standard Building Systems in Grand Rapids, MI; Connecticut Truss & Building Supply in Terryville, CT; and Midwest Truss Inc in Sutton, NE.

## **MARKETING COMMITTEE (Chair: Ken Cloyd)**

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**Web site/Online Education/Information Tech (Staff contacts: Danielle Bothun x135, Hien Khuu x137, Barb Speer x145 & Rachel Smith x127)**

### *Update*

- Since the busy construction season has begun, we have less TTT exams being requested and coming in to be graded. There is usually a 24 hour (or less) turnaround time for an exam request or to have an exam graded.
- We are now ready to implement our new Exchange server for email. Our goal is to have a simpler and more reliable email system, since our member communication is so dependent on email. This will be implemented after staff returns from the Legislative Conference next week.
- Responded to a mailing list inquire from John Fullerton of National Frame Builders Association.

### *Goals for the Week*

- Make 10 calls to members in our effort to contact all members to discuss WTCA's programs and products.
- Work on revising Flash demos of our online programs for the CD.
- Migrate all WTCA web sites to a shared portal to allow for more consistent and efficient web design.
- Make enhancements to the WTCA Events Calendar, Policies Page, and the new Technical Q&A.
- Begin enhancements to the overall Knowledge Base (KB) maintenance web pages, and planning to activate the new KB Policies pages.
- Set up a back-up server of the Truss Knowledge Online system at our internet hosting center and complete security checks and updates. This is a backup server to take the place of the production web, media, or database servers in the event of an emergency computer crash.

**Publications & Accounting (Staff contacts: Linda Alfonsi x126, Eric Monson x116 & Mike Younglove x114)**

### *Update*

- The Foxworth-Galbraith first order of 5000 custom Jobsite Packets has been completely assembled and shipped. The next 5000 will be collated and sent within the next two months.
- Last week we processed and shipped 105 WTCA publication orders – 32 of those coming from the online ordering system! Most frequently requested products continue to be the BCSI Series documents – we shipped 163 lots of combined folded and flat B1 Summary Sheets, 102 lots of B2, 109 lots of B3 and 559 BCSI 1-03 Booklets. In addition, 1300 WTCA Jobsite packets were assembled and shipped.
- The B4 Construction Loading / B5 Truss Damage, Jobsite Modification and Installation Errors promotional flyer generated orders for more than 40 lots. Each is a two-page bilingual document sold in lots of 50. [View them online](#).
- 100 custom Jobsite packets were assembled and shipped to Chesapeake Engineered Wood & Truss, Salisbury, MD.
- B6 Gable End Bracing and B7 Temporary and Permanent Bracing for Parallel Chord Trusses are in-house and ready to ship!

### *Goals for the Week*

- Create a promotional flyer to alert members of the release of B6 and B7.
- Update Professional Guide Binders and Component Industry Binders to include the latest B-series Sheets.

- Assemble 1000 WTCA Jobsite packets to provide sufficient on-hand inventory.
- Begin printing for the custom jobsite order by Shelter Systems, Westminster, MD, which was finalized this week.
- Complete follow-up on the HIB-98 versus B10 survey.

## **ENGINEERING & TECHNOLOGY COMMITTEE (Chair: Clyde Bartlett)**

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**Staff contacts: Ryan Dexter x144, Tony Piek x113, Rachel Smith x127 & Richard Zimmermann x143**

### *Update*

- Staff received the first Level III Online exam back for scoring last week. For more information about this new online option, please contact Dani at 608/310-6735 or Barb at 608/310-6745.
- We have received B8 Toe-Nailing for Uplift Reactions, B9 Multi-Ply Girders and B11 Fall Protection back from the TPI TAC review. We will begin revisions and then send them to the printer next week.
- The release date of the promotional CD to be packaged with an issue of SBC Magazine has been moved to Sept/Oct rather than the June/July issue, since the summer is such a busy time for members.
- We worked with Don Groom and Mike Dyer the industry definitions of engineering and truss technicians.
- We responded to an inquiry about a defective truss with a TPI stamp on it.

### *Goals for the Week*

- Work on the second Technical Assessment Test Online, TATO 2.
- Monitor Florida Building Code revisions for 2004 code cycle.
- Begin work on second draft of Load Cases and Load Combinations section of "how to load trusses" project.
- Expand North Carolina tables to include a broader range of roof loading conditions.
- Work with Dave Gromala on the AF&PA resource guide on fire performance of lightweight construction.

## **QUALITY CONTROL COMMITTEE (Chair: Joe Hikel)**

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**Staff contacts: Tony Piek x113 & Ryan Dexter x144**

### *Update*

- United Building Centers (UBC) TimberRoots in Wadena became the first **In-Plant WTCA QC** certified plant in Minnesota. The list of certified locations has now grown to 26.
- Staff trained KA Components in Otterbein, IN on April 29. KA Components hopes to obtain **In-Plant WTCA QC** certification in June.
- On Friday, staff also visited Stark Truss Company's Rensselaer, IN plant as part of the re-certification process. One of the requirements of maintaining **In-Plant WTCA QC** certification is for staff to visit your plant every three years for a refresher course.

### *Goals for the Week*

- Edit the **In-Plant WTCA QC** marketing brochure for distribution to certified users who would like to use this marketing tool.
- Print and ship 500 customized marketing brochures to Carter-Lee Building Components in Mooresville, IN.

## **BCMC Committee (Chair: Tom Manenti)**

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**Staff contacts: Jill Zimmerman x122, Peggy Pichette x123 & Carren Koebeke x121**

### *Update*

- BCMC is now 22 weeks away – Mark your calendars for October 6-8 in Charlotte, NC!
- The early bird discount for exhibitors expires on May 1. As of April 30, we have 79 exhibitors and 61,700 square feet sold.
- BCMC logos and graphics may be downloaded from [www.bcmshow.com](http://www.bcmshow.com). Promoting your presence at the show is now as easy as a mouse click!
- Staff put together a recommendation for a plant tour alternative on Friday, October 8.
- As of April 27, we have 110 room nights picked up at the BCMC hotels. On May 2, 2003 we had 22 room nights picked up at the BCMC hotels.

### *Goals for the Week*

- Process exhibitor contracts as they are received and communicate with past exhibitors to ensure they take advantage of the early bird discount for exhibit space.

- Send the attendee promotion text around for a second internal review. Staff has gathered price quotes for printing.
- Work on scheduling the first planning conference call with the material handling track speakers and moderator.
- Sign the last overflow hotel contract for 2004.
- Review hotel pick-up in the Hilton Charlotte & Towers and Westin Charlotte.
- Finalize the talking points for the wall panel track and the manufacturer's roundtable.
- Continue to price shirts and hats and finalize the embroidery order.
- Draft and send out a press release regarding BCMC 2004.

## **LEGISLATIVE COMMITTEE (Chair: Allen Erickson)**

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**Staff Contact: Kelli Gabel**

### *Update*

- We are looking forward to the Legislative Conference scheduled next week (May 5-7). It is an excellent time to go to Washington since many issues that affect our industry are currently being addressed on the Hill.
- Attendees of the Legislative Conference were sent their confirmation packets via UPS on Monday, April 26. If you have not received your packet and thought you were registered for the Conference, please contact staff immediately.
- A legislative teleconference was held Thursday, April 29 for all that are attending the Conference.
- Materials for the Conference were shipped to the Hyatt Regency last week.
- All of the Legislative Conference materials have been posted to the WTCA website with a link on the SBC Legislative web page. To get there, first log in to the WTCA web site, then [click on this link](#) and you'll see all the materials.
- We worked on a single sheet for the FSC/ETI issue before congress next week.

### *Goals for the Week*

- Schedule a meeting with the Dept. of Commerce for Wednesday, May 5.
- Finish voting records for legislative representatives.
- Follow up with congressional staff to finish setting up individual constituent appointments.
- Call the Palm and Bistro Bis restaurants with final numbers for the dinners being held in Washington.
- Work on contacting new attendees for feedback and quotes to run in June/July of SBC.

## **MANAGEMENT COMMITTEE (Chair: Kendall Hoyd)**

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**Staff contacts: Molly Butz x141, Kelli Gabel x128, Suzi Grundahl x110, Tony Piek x113, Anna Stamm x119**

### *Update*

- Staff spoke with two Beta Test Sites and received feedback on the WTCA Safety (OSC) program.
- This week Kent Pagel visited True House in Jacksonville and met with a potential insurance broker to add to our program – Harden & Associates.

### *Goals for the Week*

- Work on the Work Force Development Portal to get it ready for outside beta testing. Phase I: resume and job posting, resume and job searches.
- Send a Safety binder and online information to Dan Archer with Carter-Lee Building Components, Mooresville, IN.
- Set up a meeting with Bowermaster & Associates between May 18-20.
- Work on a new safety topic of the month.
- Answer two member inquiries regarding insurance.

## **EXECUTIVE COMMITTEE (Chair: Dan Holland)**

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### *Update*

- The Nominating Committee has selected a Secretary to nominate for service in 2004/2005. This individual will be announced and voted on at the Board meeting on May 7.
- Finalized the meeting with the NAHB Research Center.

### *Goals for the Week*

- Complete the WTCA financials and benchmarking worksheets for Executive Committee review.
- Finish updating the Policies in the database.

**Staff contact: Mindy Caldwell x129, Libby Maurer x124 & Molly Butz x141**

***Update***

- The proof of the May issue was sent back from the printer and reviewed by staff. The May issue will drop on Monday, May 3.
- A classified ad reminder was sent for the June/July issue – ads are due by Monday, May 3.
- A letter was drafted to the suppliers regarding the Supplier Listing that will run in the August issue of SBC. We plan to send the letter with the WTCA dues mailing on May 14.
- A graphic for the SBC Question of the Month was created for use on the SBC and WTCA web sites.
- We contacted Dale Fenton on an advertising issue.

***Goals for the Week***

- Create a draft of 2005 SBC planning agenda and forward to staff for review and additions.
- Write a Question of the Month for May and update the question on the web site.
- Choose the Gold Advertisers of the Month for May and email web masters to request updates.
- Review the second proof of the June/July text flow in Word; prepare text for production and a template for layout.
- Complete editing of the Frequently-Asked Questions column and send to legal counsel for review.
- Assist legislative staff in writing text for the legislative web site sidebar.
- Call Mike Cahoon for a quote about the value of SBC Magazine.
- Prepare for the August brainstorming meeting on May 5.
- Send June/July BCMC Update to Tom Manenti, BCMC Chair for his review.
- Complete staff instructions for distributing the SFPA Mill Report on a weekly basis.
- Code the April issue of SBC Magazine and post it to web site.
- Work on a new Industry News update.



# Weekly Board Report

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May 7, 2004

## INTRODUCTION

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WTCA Members hit Washington DC this week for their fourth annual Legislative Conference. The conference kicked off on Wednesday with a great presentation by Congressman Todd Akin of Missouri, which attendees thoroughly enjoyed. On Thursday, members visited their legislators. Top of mind this year were raw material issues – U.S./Canada Softwood Lumber Trade, as well as the soaring cost of steel and supply concerns. Many more members were able to meet with their senator or member of congress personally this year than has been the case in the past. This shows how important it is to hold a Legislative Conference every year and have consistent attendance — we are more visible and increasingly have direct access to our representatives. This being an election year means less is happening on the hill, but it provided an excellent opportunity for our members to discuss these key issues. WTCA members who participated said it was a very worthwhile conference and were encouraged by the improvement in all aspects of the conference this year.

**MEMBER QUOTE OF THE WEEK:** *“Since starting the **In-Plant WTCA QC** program I've been able to work with the technicians and fabricators to reduce critical joints which improves the quality of our trusses, not to mention saves time! With this program our company feels that the customers are getting the absolute best product that they can buy.” Dan Archer, Carter Lee Building Components*

**SBC MAGAZINE QUESTION OF THE MONTH:** *What does Whole House Design mean to you and your business? Respond to this month's question online. It's your chance to voice your opinions on important issues affecting the structural building components industry! Responses will be used as the basis for articles in the August issue, which will focus on Technology.*

## MEMBERSHIP COMMITTEE (Chair: Bob Becht)

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**Staff contacts: Anna Stamm x119, Danielle Bothun x135, Kelli Gabel x128 & Barb Speer x145**

### *Update*

- If your chapter has not done so already, please let staff know as soon as possible if we will be invoicing for chapter dues when we invoice for national dues. Also, please provide any updates that need to be made to our database records. Dues billing is Friday, May 14.
- The Alabama and Georgia Chapters are interested in sponsoring a Risk Management Seminar this spring. They are considering Atlanta as a possible venue. Sponsorship will potentially be expanded to include Tennessee, North Carolina and South Carolina, if these chapters are interested in participating as well. The tentative date is June 24 and staff is working on the necessary details to confirm this.
- The three regions of the California Engineered Structural Components Association, North, Central and South, will be holding a joint, statewide meeting next month. The meeting will be held on June 8 in Sacramento and the meeting announcement should be ready next week.
- An advertisement for the Open Quarterly Meeting taking place in Madison August 11-13 was completed and sent to Washington D.C. with the Legislative Conference materials. It will also run in the June/July issue of SBC Magazine.
- The new membership recruitment brochure was finished and taken to the Legislative Conference. Board meeting attendees were given the opportunity to propose changes before printing. Feedback on this document was very positive.
- *Reminder:* The monthly Chapter Teleconference will be held on Wednesday, May 12 and all members are welcome to participate!

### *Goals for the Week*

- Conduct a thorough review of chapter dues records for the 14 chapters from which we have not heard but usually invoice. Email the chapter officers lists of all pertinent questions still outstanding.

- Send a reminder to the five chapters for which we do not usually invoice to confirm that we will not be invoicing this year.
- Process all changes and updates received from the chapters that have responded about dues billing.
- Research Atlanta and Denver as possible 2005 Open Quarterly Meeting sites.
- Set up member visits for staff in Minnesota, Colorado, California, Oregon and Washington.
- Contact the Alabama Department of Motor Vehicles to arrange a presentation on rules and regulations of the highway for the Alabama Chapter's next meeting.
- Send the reminder for the May 13 Mid Atlantic Chapter meeting and finalize the arrangements.
- Make arrangements for the new Oregon Chapter's first meeting on June 9.
- Send the second notice for the June 16 Past Presidents Meeting in Chicago; nine individuals are registered so far.
- Finish Chapter Corner and the Chapter Spotlight article for the June/July SBC.
- Process five requests for potential member packages.
- Work with our membership regarding shortages in concrete, along with lumber and steel raw material issues.

## **MARKETING COMMITTEE (Chair: Ken Cloyd)**

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**Web site/Online Education/Information Tech (Staff contacts: Danielle Bothun x135, Hien Khuu x137, Barb Speer x145 & Rachel Smith x127)**

### *Update*

- Staff created a new database driven web page to replace the old static "WTCA Job Descriptions" page.
- Staff called 10 component manufacturer member companies last week. Please take a few minutes out of your day to speak with staff if we call, or call us back if we leave a message. Our goal is to improve our services and better meet YOUR needs so your feedback is invaluable!
- Staff visited five member companies in Hawaii and North Carolina, combining travel with QC trainings taking place. We took the opportunity to discuss all of WTCA's other valuable products and services. Staff had discussions with Atlantic Building Components, Lumber Specialties, Honsador Lumber (Ariel Truss), Hawaii Planning Mill, Truss Systems Hawaii, Island Truss, Precision Building Components, Andrews Truss, and John-Co Truss.

### *Goals for the Week*

- Create a number of requested features for the Knowledge Base maintenance web pages.
- Finalize the new WTCA Policies web page.
- Make 10 member calls to Arkansas and Arizona and discuss WTCA products and services.

**Publications & Accounting (Staff contacts: Linda Alfonsi x126, Eric Monson x116 & Mike Younglove x114)**

### *Update*

- We processed and shipped 107 WTCA publication orders, 28 of those coming from our online ordering system.
- A summary of our most requested products and sales history for last week includes: 493 BCSI 1-03 Booklets, 140 lots of combined total of flat and folded B1 Summary Sheets, 106 lots of B2 Summary Sheets, 85 lots of B3 Summary Sheets and 61 lots of B4 Summary Sheets.
- In addition, 1700 standard and customized WTCA Jobsite packets were assembled and shipped.
- We ordered reprints of TTB Truss Placement Diagram, TTB Truss Design Drawing, TTB Mold, the Jobsite cover sheet and the folded version of the B1 Summary Sheet to replenish our stock.
- Professional's Guide binders have been updated and assembled.
- The truss tag survey generated over 100 responses. A big thanks to all those who took the time to give us feedback. We will compile and report on the results in next week's Board Report.

### *Goals for the Week*

- Evaluate custom Jobsite quotes for Windsor Homes and Truss Specialists. Coordinate and schedule assembly.
- Begin Shelter Systems custom Jobsite packet assembly on Friday.
- Complete the update and assembly of Component Industry Information binders.
- Meet with OSHA in Washington DC to discuss the new BCSI booklet and summary sheets.

## **ENGINEERING & TECHNOLOGY COMMITTEE (Chair: Clyde Bartlett)**

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**Staff contacts: Ryan Dexter x144, Tony Piek x113, Rachel Smith x127 & Richard Zimmermann x143**

### **Update**

- Summary Sheets for B8 – Toe-Nailing for Uplift Reactions, B9 – Multi-Ply Girders and B11 – Fall Protection and Wood Trusses are back from last month's TPI TAC review. The required changes are being made this week and then all three documents will be sent the printer.
- We talked with a member on the mold issue and Perfect Barrier Plus.
- Call Clayton McKee on the Eco Treat website and its reference to WTCA.

### **Goals for the Week**

- Review draft of the *National Practice Guidelines for Specialty Structural Engineers* and provide feedback regarding how it relates to the industry's standard design responsibilities. This document was created to supplement the Council of American Structural Engineers' (CASE)'s *National Practice Guidelines for the Structural Engineer of Record*.
- Work on Technical Assessment Test Online (TATO) 2, designed to evaluate the skill sets of existing employees.
- Monitor Florida Building Code revisions for 2004 code cycle.
- Work on the "how to load trusses" project by developing second drafts of the Load Cases and Load Combinations section and the Introduction.
- Expand the North Carolina tables to include a broader range of roof loading conditions.

## **QUALITY CONTROL COMMITTEE (Chair: Joe Hikel)**

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**Staff contacts: Tony Piek x113 & Ryan Dexter x144**

### **Update**

- As of May 4, 105 **In-Plant WTCA QC** 4.1 programs and 23 Pocket PC programs have been purchased.
- On Tuesday, WTCA Staff trained Andrews Truss, Inc. in NC on the **In-Plant WTCA QC** program. WTCA Staff also took this opportunity to discuss all of the great products and services currently offered to all members.

### **Goals for the Week**

- Edit the **In-Plant WTCA QC** marketing brochure for distribution to certified users who would like to use this marketing tool and invoice Carter-Lee Building Components in Mooresville, IN for its customized 500 copies.
- Complete the draft of the Best Practices document for companies switching their truss design software to comply with ANSI/TPI 1-2002.

## **BCMC Committee (Chair: Tom Manenti)**

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**Staff contacts: Jill Zimmerman x122, Peggy Pichette x123 & Carren Koebeke x121**

### **Update**

- As of May 7, we have 97 exhibitors – 6 of them new – and more than 71,300 square feet of exhibit space sold! We have already surpassed last year's total space sold. [View a complete exhibitor list.](#)
- We have four exhibitor requests to purchase special item sponsorships; 11 golf sponsors, six golf prize donors, and four BCMC Bowl sponsors.
- The first planning conference call for the material handling track was held Monday, May 3. Mike Ruede, Tim Rouch and Abner Yoder have agreed to be speakers for this track, and John Herring will moderate the program. During the call we decided on the title: "*The Most Important Part of Your Saw Operation Doesn't Even have a Blade.*" Also discussed were individual breakout session titles and their talking points.

### **Goals for the Week**

- Process exhibitor contracts as they arrive.
- Create the promotional flyer for May.
- Create an exhibitor promotional flyer for potential member packets.
- Finalize the golf contract.
- Work with four potential leads to contract for exhibit space.
- Draft the text for the June/July ad for **SBC Magazine**.
- Review hotel pick-up for the Westin Charlotte and the Hilton Charlotte & Towers
- Finalize the talking points for the wall panel track and the material handling track.



- Complete the text for the attendee promotion in preparation for design.
- Sign the letter of intent for Fort Worth and start negotiating the contract for one of the hotels.
- Research Omaha, NE as a potential site for BCMC.
- Finalize and fax our WTCA media contacts a BCMC press release which offers facts on the 2004 show.

## **LEGISLATIVE COMMITTEE (Chair: Allen Erickson)**

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**Staff Contact: Kelli Gabel**

### *Update*

- The Legislative Conference was held in Washington, D.C. May 5-7. Thank you to all who participated!

### *Goals for the Week*

- Participate in the Conference and visit Wisconsin legislators.

## **MANAGEMENT COMMITTEE (Chair: Kendall Hoyd)**

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**Staff contacts: Molly Butz x141, Kelli Gabel x128, Suzi Grundahl x110, Tony Piek x113, Anna Stamm x119**

### *Update*

- We received the first batch of 2004 Wage and Benefit Surveys to tally. So far we have received 61 surveys completed on paper. An additional 18 surveys have been initiated online. This is an extremely useful tool and all participating companies receive one copy of the results FREE. The deadline is May 28. You may complete the copy mailed to you, [download a PDF copy from the web site](#) OR [complete the survey online](#).

### *Goals for the Week*

- Enter the Wage and Benefit Survey data returned from our independent accounting firm and make a few updates to the online data form.
- Follow up with Bowermaster & Associates on scheduling the insurance meeting between May 18-20.
- Make last-minute adjustments to the Work Force Development page by finishing Phase I and the menu testing.

## **EXECUTIVE COMMITTEE (Chair: Dan Holland)**

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### *Update*

- The Board met on Friday, May 7. Members provided pertinent updates on activities in their local markets and provided feedback on their visits to legislators.

### *Goals for the Week*

- Prepare agenda for the TPI Board meeting.

## **SBC MAGAZINE (Editor: Dan Holland)**

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**Staff contact: Mindy Caldwell x129, Libby Maurer x124 & Molly Butz x141**

### *Update*

- A letter to suppliers regarding the Supplier Listing that will run in the August issue was finished and will be mailed next Friday with the WTCA Dues Mailing – be sure to watch for yours.
- [Gold Advertisers of the Month for May](#) were selected – Alpine Engineered Products, Inc. and Simpson Strong Tie Co. An email announcement was sent to component manufacturers who receive SBC.
- The June/July issue was closed and routed internally for review on Friday, May 7.

### *Goals for the Week*

- Send the confirmation email to advertisers.
- Draft the text for the ad space reservation reminder for August.
- Work with four potential advertisers.
- Distribute final article proofs to June/July authors.
- Determine the editorial line-up, distribute article requests and create a schedule for the August issue. The focus of the issue is Technology & Supplier/Professional Directory.
- Contact Steve Cramer to discuss the deadline for the article with Dan Wheat.
- Make arrangements to attend the Best Homes, Inc. open house in early June.

- Finalize a new Industry News update and post on the SBC site.
- Work on September/October rebuttal article to an online forum posted in the Journal of Light Construction regarding roof trusses.
- Work with staff to determine the best method for getting updates to mailing records from our printer incorporated into our database.
- Enter the complete list Michigan building officials into our database.
- Finalize the *Plating Truss Joints for Moment Transfer* paper. This will be a feature article in the August issue. The purpose of this paper is to provide background as to why moment equations were added into the TPI 1 standard.
- Work on scheduling the SBC History meeting.



# Weekly Board Report

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May 14, 2004

## INTRODUCTION

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Do you ever feel like your insurance broker doesn't really understand the issues facing you? WTCA has been diligently working with six insurance brokers throughout the United States to align the insurance industry and the structural building components industry through communication and education, with a goal of reducing insurance claims and premiums. In summary, these brokers will:

- Educate themselves about the structural building components industry.
- Provide high quality insurance alternatives.
- Align with experienced attorneys and expert witnesses.
- Share expertise with component manufacturers and their brokers.
- Create a confidential component manufacturer claims database.
- Develop industry case studies.
- Work with WTCA to develop industry-specific safety training.

So contact one of these six companies today: Bowermaster & Associates, Horton Risk Management Services, Broussard, Bush & Hurst, Inc., Sirak Financial Services, Diversified Insurance Industries, Inc. and Taylor, Turner & Hartsfield Insurance Services. [Contact One of WTCA's Approved Brokers.](#)

**MEMBER QUOTE OF THE WEEK:** "Before WTCA took me "inside" DC, I saw only monuments, memorials, and backrooms. Then, in less than a day, I saw a great truss industry influencing a great government...I plan on returning next year." Joe Kannapell, MiTek Industries

**SBC MAGAZINE QUESTION OF THE MONTH:** *What does Whole House Design mean to you and your business? Respond to this month's question online. It's your chance to voice your opinions on important issues affecting the structural building components industry! Responses will be used as the basis for articles in the August issue, which will focus on Technology.*

## MEMBERSHIP COMMITTEE (Chair: Bob Becht)

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**Staff contacts: Anna Stamm x119, Danielle Bothun x135, Kelli Gabel x128 & Barb Speer x145**

### Update

- It's time for the annual dues billing! All WTCA-National and Chapter invoices have been printed and are ready to be mailed. Also printed are the cover letters and Member Information Verification Forms (MIVFs). Because the remaining B-series Summary Sheets are expected back from the printer on Monday, however, we are holding the mailing until Monday, May 17. This way, each member will receive a complete set of the B-series Summary Sheets included with the national invoice!
- The new membership recruitment brochure is now available. A full color, 8.5x11 folded flyer, it is perfect for giving nonmembers a taste of what WTCA has to offer. You may request copies be mailed to you or ask for a PDF and print your own by sending an email to [chapters@woodtruss.com](mailto:chapters@woodtruss.com).
- The Fifth Annual Membership Drive is heating up. Phil Luneack has jumped into the lead for #1 Recruiter in the Component Manufacturer category. This also puts the Wood Truss Council of Michigan in the lead for #1 Chapter.
- The monthly Chapter Teleconference was held on Wednesday. Thank you to all who participated and shared their experiences from the Legislative Conference.
- The City of Phoenix is reconsidering the adoption of NFPA vs. ICC. Using information forwarded from the American Wood Council, we assisted the Arizona Chapter in drafting a letter to be submitted which supports the adoption of the I-codes. The public hearing will be held on May 24 and the submission deadline for requests to speak at the hearing is May 17.
- The City of Chicago is revising its building code, and the American Forest & Paper Association alerted us to modifications that would seriously restrict the use of wood frame construction. We assisted the Greater Chicago Chapter in submitting a letter by the May 15 deadline that urges the city to reexamine the proposed changes

including height and area restrictions and the use of fire retardant treated wood. Though based on the IBC, these arbitrary amendments would discriminate against wood structural building components.

- Staff attended the Wisconsin Truss Manufacturers Association meeting in Madison on Thursday at Forest Products Laboratory.

### ***Goals for the Week***

- Finalize all chapter dues invoicing information and make all necessary adjustments – 22 Chapters are taking advantage of having us invoice for chapter dues as we invoice for national dues.
- Prepare computer systems for the May 2004/2005 dues invoice printing. Complete final review of all member database records and check for any inconsistencies in preparation for dues invoicing.
- Redesign the 2004/2005 dues invoice to highlight key information.
- Edit the MIVF to emphasize the inclusion of products and services per location so that this information can be cross-referenced in our online Membership Directory.
- Update the MIVF instruction sheet and directions for making updates via the web site.
- Assist Dan Holland with the cover letter for the dues mailing.
- Print 1000 and fold copies of the TKO Roadmap flyer for inclusion with the dues mailing and affix BCMC 2004 promotional stickers onto the dues mailing envelopes.
- Finalize and sign the hotel and restaurant contracts for the June 16 Past Presidents meeting.
- Send requests for proposals to possible hotels for the 2005 Open Quarterly Meetings in Atlanta and Denver.
- Research meal options for the Madison, WI Open Quarterly Meeting taking place August 11-13.
- Discuss possible dates for a training seminar by the Alabama Dept of Motor Vehicles to be hosted by the Alabama Chapter.
- Create nametags for the Mid Atlantic meeting, update the chapter's membership pamphlet and ship with copies of the new recruitment brochure for the chapter meeting administered this week.
- Process eight requests for potential member information.
- Ship welcome packages to our new component manufacturer member, Las Plumas Lumber & Truss Co in Riverside, CA, and our two new associate members, Canadian Forest Products Ltd. In Vancouver, BC and Wade-Trim, Inc. in Gaylord, MI.
- Work on the Michigan Chapter web site. We are still making minor changes and adding demos to WTCA's online programs.
- Create a PowerPoint® summary program of WTCA's Board meeting on May 7. Board members can use this program to update their local chapter members on the happenings at the meeting.

## **MARKETING COMMITTEE (Chair: Ken Cloyd)**

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**Web site/Online Education/Information Tech (Staff contacts: Danielle Bothun x135, Hien Khuu x137, Barb Speer x145 & Rachel Smith x127)**

### ***Update***

- We are combining all web sites into a shared portal for more efficiency in posting information and creating new web pages.
- New maintenance pages for the knowledge base system were created this past week.
- A set of web pages for the analysis of the WTCA Tag Survey were created and put into place.
- WTCA's Truss Knowledge Online programs continue to be very popular with members. Since the beginning of the year we have sold 223 Level I, II and III certification exams (combined), 176 TATO Exams, 99 corporate subscriptions and 22 individual access packages for online TTT Level I, II and III courses.

### ***Goals for the Week***

- Work on a preliminary re-design of the WTCA home page.
- Work on web maintenance forms for WTCA's Knowledge Base.

**Publications & Accounting (Staff contacts: Linda Alfonsi x126, Eric Monson x116 & Mike Younglove x114)**

### ***Update***

- The week of May 3, we processed and shipped **81** WTCA publication orders; 22 were submitted over our online ordering system. The most requested products for the week were: 750 WTCA Jobsite packets, 274 BCSI 1-03 booklets, 88 lots of combined flat & folded B1 Summary Sheets, 80 lots of B3 Web Member Permanent Bracing Summary Sheets and 41 lots of B10 Post-Frame Summary Sheets. WTCA Tags were in great demand as well! We shipped 119,000 Bearing Location Tags and 110,000 Permanent Lateral Bracing Tags.

- The tag survey results are as follows: with 88 completed surveys, 14% of respondents reported that they would purchase a tag regarding Preservative Treated Components (informs the installer that preservative treatment is being used on the component and warns about separating the treated component from corrodible material) and 18% would purchase a tag re: Bottom Chord Permanent Lateral Bracing Required – noting that permanent lateral bracing is required on the bottom chord (for example, on trusses with no directly attached ceilings). However, the purchase volumes of these tags would be quite low, so we will work with the Marketing Committee to determine if WTCA should create these new products. 50% of respondents believe that the tags should be converted to English/Spanish.
- If you haven't seen or used the colorful, tear proof WTCA tags with newly redesigned graphics, call today and request samples. As a reminder, tags are sold in lots of 1000 and member prices are as low as \$.025 per tag.
- Remember to [place your order online](#) and if you have not done so before, you will receive a one-time 10% discount on your this order – up to \$100 off your order total. View PDFs of all WTCA products online and request free samples.
- The last three documents of our BCSI Series are currently at the printer and due in next week: B8 – Toe-Nailing for Uplift Reactions, B9 – Multi-Ply Girders and B11 – Fall Protection and Wood Trusses.
- Do you have questions about BCSI products...which TTBs have been replaced? What are the costs of each? Now all of the answers are online on a new online [BCSI FAQ page!](#)

### ***Goals for the Week***

- Assemble and ship 2000 Shelter Systems custom Jobsite packets.
- Finalize custom printing and Jobsite quotes for Truss Specialists order of 5000 packets. Submit documents for printing.
- Begin assembly of 500 custom Jobsite packets for Windsor Homes.
- Create a promotional flyer for the launch of the final BCSI products – B6, B7, B8, B9 and B11, and send out to the publications distribution list.
- Finalize and ship payables to WTCA's treasurer.

## **ENGINEERING & TECHNOLOGY COMMITTEE (Chair: Clyde Bartlett)**

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**Staff contacts: Ryan Dexter x144, Tony Piek x113, Rachel Smith x127 & Richard Zimmermann x143**

### ***Update***

- TATO 2, the sequel to Technical Assessment Test Online 1, should be available next week! Designed to help you evaluate the skill sets of your existing employees, [visit our web site to read more about this advanced test](#).
- We are updating the New Hire Binder and presentations to incorporate all of the new products and services available to WTCA members.
- The ICC has formed a Five Year Code Cycle Task Group to study the pros and cons of going to a five-year code cycle instead of three. With the announcement, a quote from WTCA supporting a longer code cycle was included in the email from the ICC.
- The first meeting of the ICC consensus standard on Hurricane Resistant Construction (based on SSTD-10) will be held July 12 in Atlanta, GA.
- We worked with our chapter group on several code related issues.
- Staff addressed an electronic signatures issue in North Carolina and will get the E&T and TPI TAC perspective.
- We will attend the ICC Code Change hearings in Kansas City, MO May 17- 20.

### ***Goals for the Week***

- Review draft of the 'National Practice Guidelines for Specialty Structural Engineers' and provide feedback.
- Update the BCSI PowerPoint® presentation.
- Provide public comment on the Federal Register item regarding the re-registration process for wood preservatives containing CCA. Public comments are due by May 17.
- Update the Load Cases and Load Combinations section of "loading manual" and research expanding the North Carolina load tables to IRC.
- Review the City of Phoenix's decision to open consideration of ICC codes.
- Examine the City of Chicago's amendments to IBC including extensive restrictions to construction utilizing wood framing.
- Review minutes of ICC Industry Advisory Committee, focusing on issues relevant to component manufacturers.
- Review ICC-ES Acceptance Criteria change proposals for June ICC-ES meetings. One of the criteria proposed (AC233) is applicable to alternate dowel-type threaded fasteners (lag screws that are used to connect girder trusses) less than 1/4 inch in diameter used for wood-to-wood or metal-to-wood connections. A fastener is considered an alternate when it has different dimensions than those specified in ANSI B18.2.1 or ANSI B18.6.1, or when it has

different mechanical properties than those listed in Table 6 of AF&PA Technical Report 12, or when it is self-drilling (installed without a lead hole).

- Address the Florida Engineering Society position on the sealed placement plan law change that John Meeks asked us about.
- Address Exposure Category C on the Western shore of the Indian River request for clarification.

## **QUALITY CONTROL COMMITTEE (Chair: Joe Hikel)**

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**Staff contacts: Tony Piek x113 & Ryan Dexter x144**

### *Update*

- Staff performed a data file review for Bluegrass Truss, which is in the process of becoming In-Plant WTCA QC certified.
- Staff traveled to Andrews, North Carolina on Tuesday, May 4 to provide a QC Training at Andrews Truss.
- As of May 11, we have sold 105 In-Plant WTCA QC 4.1 programs and 26 Pocket PC QC Software CDs.
- The QC marketing brochure project was finalized and Carter-Lee received their customized brochures.

### *Goals for the Week*

- Perform data file reviews for certified plants: Stark Canton, Cascade Eldridge and certification in progress plant, Clearspan.
- Respond to QC inquiries and troubleshooting calls.
- Develop best practices list and rough draft of documents within series. This will provide commentary to members starting up their in-plant quality program.

## **BCMC Committee (Chair: Tom Manenti)**

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**Staff contacts: Jill Zimmerman x122, Peggy Pichette x123 & Carren Koebke x121**

### *Update*

- We currently have 99 exhibitors, 6 of them being new, and 71,900 square feet of sold exhibit space. That is 3,850 square feet more than the total square footage sold last year and 16,700 square feet more than the total square footage sold in 2002! At this time last year we had 89 exhibitors, 8 of them being new, and 62,950 square feet of exhibit space sold.
- We currently have four BCMC Bowl sponsors, 12 golf hole sponsors, and six golf prize donors.
- The following sponsorships have been sold: convention center banner, directional & meeting room signage, educational track handouts, hotel room promotional piece – Wednesday, lanyards, pens found at registration and breakout sessions, and tote bags.

### *Goals for the Week*

- Finalize the golf contract with the golf course and send to legal counsel for final review.
- Process exhibitor contracts and work with three potential exhibitors.
- Communicate with exhibitors about sponsorships, meeting rooms and VIP suites.
- Mail stickers to exhibitors that requested them.
- Follow-up with Jim Pruitt of George E. Fern for the entryway system proposal.
- Monitor hotel pick-up.
- Create the preliminary layout of the attendee promotion.
- Finish the talking points for the material handling track.
- Review changes made to the Radisson contract for 2006 in Fort Worth and then send them to legal counsel for review.
- Email the Future Sites Subcommittee regarding Omaha and Phoenix.
- Start negotiations with the Fort Plaza hotel for Fort Worth in 2006.
- Finalize BCMC press release and email/fax to press release contacts.

## **LEGISLATIVE COMMITTEE (Chair: Allen Erickson)**

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**Staff Contact: Kelli Gabel**

### *Update*

- An online survey was created for membership to report cumbersome government regulations to the Office of Information and Regulatory Affairs. Please [complete this confidential survey by Monday, May 17, 2004](#).
- A follow-up email and letters were sent to 2004 Legislative Conference participants.
- Monitor and compile all the activity taking place in the softwood lumber dispute.

### *Goals for the Week*

- Post a U.S./Canada Softwood Lumber Trade update to the Legislative web site and remove the banners advertising the Legislative Conference.
- Contact attendees of last week's Legislative Conference for quotes regarding their experiences.
- Work with key legislators on initiating a "Dear Colleague" letter on the softwood lumber dispute.
- Start creation of the May Legislative Update.

## **MANAGEMENT COMMITTEE (Chair: Kendall Hoyd)**

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**Staff contacts: Molly Butz x141, Kelli Gabel x128, Suzi Grundahl x110, Tony Piek x113, Anna Stamm x119**

### *Update*

- Don't lose track of time and forget to fill out the 2004 Wage and Benefit Survey! This is an extremely useful tool, and all participating companies get one free copy of the results – a \$1600 value! Fill out the copy we mailed you, [download](#) one at or [take the survey online](#) at our secure site. No matter how you submit the survey, make sure to complete it by the May 28 deadline!

### *Goals for the Week*

- Enter the Wage and Benefit Surveys into the online database as they are received.
- Contact Rich Langton at Bowermaster to discuss third party program for WTCA Safety Program.
- Create quiz questions for safety modules about Ergonomics and Management.
- Write and post a new safety topic of the month for Safety Resources web site.
- Complete review of the WTCA Operations Safety Certification manual; send on to staff for final revisions.
- Talk with SBC staff to determine content and frequency of the safety column.
- Finish proofing safety manual text.
- Create the new Job Description pages for the Workforce Development site and test the new search pages for the Résumé and Job postings pages.
- Make minor changes to the Wage and Benefit survey, based on usage and staff's entering of live data.

## **EXECUTIVE COMMITTEE (Chair: Dan Holland)**

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### *Update*

- Work on the first draft of the TPI/WTCA meeting agenda.
- Get the final draft of the TPI/WTCA publications contract out for review.

### *Goals for the Week*

- Hold meeting with the NAHB Research Center as we evaluate our business relationship.
- Finalize pricing for the B1 on a roll issues for the TPI/WTCA publications contract.

## **SBC MAGAZINE (Editor: Dan Holland)**

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**Staff contact: Mindy Caldwell x129, Libby Maurer x124 & Molly Butz x141**

### *Update*

- We closed the advertising portion of the June/July issue.
- Staff communicated with two potential SBC advertisers.
- An email was sent to promote the gold advertisers for the month of May – Alpine Engineered Products, Inc. and Simpson Strong-Tie Co.

- The first proof of June/July SBC due issue was routed for internal review last Friday. The final proof is due for internal review Friday, May 14 – the files are due to the printer on Tuesday, May 18.

***Goals for the Week***

- Draft the text for the ad space reservation reminder for August.
- Qualify the mailing distribution list for the Fall Advertising Promotion.
- Work on cost estimate for an SBC reprint for the Wood Truss Council of Michigan.
- Create an industry news update.
- Design June/July house ads for the launch of TATO 2, a Legislative Conference Thank You and an Update SBC Program Advertiser Ad.
- Send proofs of the June/July issue in layout to Al Schuler, Harvey Manbeck, Bob Becht, Kent Pagel, Allen Erickson and Erwin Harvey.
- Contact Bill Turnbull, Gary Sartor and Ken Cloyd to schedule interviews for an August feature article.
- Add new entries to the SBC Style Guide.
- Follow up with Sonet LeRoux and Don Moody about writing a steel article for the August issue.
- Meet with SBC staff to discuss details about adding a builder's corner to each issue.
- Make plans to attend the Best Homes Open House.
- Make follow-up calls for the SBC History Meeting.





# Weekly Board Report

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May 21, 2004

## INTRODUCTION

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All of the BCSI B-Series documents are now available! The final three launched this week, B8 Summary Sheet – Toe-Nailing for Uplift Reactions; B9 Summary Sheet – Multi-Ply Girders and B11 Summary Sheet – Fall Protection and Wood Trusses, to complete the summary series introduced by WTCA and TPI following the completion of BCSI 1-03. This is the most comprehensive publications collection of safety materials that the industry has ever seen. Top industry minds collaborated to put together the B-Series as the best educational resource and approach to risk reduction for component manufacturers and jobsite workers.

Unsure which document has replaced the one you used to use? Visit our new BCSI ‘Frequently Asked Questions’ page to educate yourself about these new publications. [Find answers to all of your questions online](#) – from how to order publications to what color truss tag replaced the old one and how much it now costs – one page contains all of the information you need to be informed.

**MEMBER QUOTE OF THE WEEK:** Commenting on the industry’s successful code changes at the hearings in Kansas City: “So many things that WTCA accomplishes on behalf of the industry would not be possible if a single company tried to get them done. This is just one more example of how they are working to protect the members' interests. Our influence and our voice are being recognized through a lot of hard work by people...who did their homework and presented our case. Our time and resources invested in WTCA are important and will come back to us many fold.” Rip Rogers, Trussway Ltd.

**SBC MAGAZINE QUESTION OF THE MONTH:** *Within the different areas of your operation (i.e., design, sales, manufacturing, shipping, inventory control, administration), what do you need to do to achieve success in the area of quality control?*

## MEMBERSHIP COMMITTEE (Chair: Bob Becht)

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Staff contacts: Anna Stamm x119, Danielle Bothun x135, Kelli Gabel x128 & Barb Speer x145

### Update

- The annual WTCA dues billing was mailed on May 17. Included with WTCA-National and Chapter dues invoices were copies of B1 through B11, ordering information, and a copy of the Truss Knowledge Online (TKO) course roadmap. Watch for your company’s invoice in the mail and please let us know if you do not receive it!
- Included in the dues mailing was each company’s Member Information Verification Form (MIVF). *Please review your MIVF carefully!* In order to post correct information about your company on our web site’s Membership Directory, and in the printed copy, we need your help keeping your information up to date. In addition to filling out this form and returning it to staff, you may make changes online – company representatives can simply go to [www.woodtruss.com/index.php](http://www.woodtruss.com/index.php), log in, and select “administrative functions” from the “control panel options.”
- Staff met to refine the new layout of the informational binder sent to new members in the welcome package and agreed on updates to several existing flyers as well as the creation of additional pages on new products and services.
- Staff attended a Minnesota component manufacturers meeting on May 20 to discuss the many products and services available through WTCA and the possibility of becoming a WTCA Chapter.
- An announcement was drafted for the Oregon Chapter kick-off meeting on June 9. It is expected to be emailed, faxed and mailed to all component manufacturers in Oregon, Washington and northern California next week.
- Arrangements are set for the CalESCA Statewide meeting on Tuesday, June 8. Attendees are expected from all of the three regions of the California Chapter – North, Central and South. Per a member request, the announcement has been posted on the web site. [View the announcement online.](#)
- If you were unable to attend the Legislative Conference, check out the online PowerPoint® presentation. Designed for use by Chapter Board representatives at their local chapter meetings, it’s a quick way for members to get a feel for what happened (and why they should consider attending next year!). [View the summary presentation](#) at the top of the page. (Note: this is available to members only, so the system will require you to login).

### ***Goals for the Week***

- Mail **690** component manufacturing company (serving 1,231 CM locations) and **213** associate member dues billing packets.
- Fax and mail additional copies of member dues invoices to A/P personnel per standing requests.
- Read through multiple hotel contracts for Denver, CO and Atlanta, GA – sites of the 2005 Open Quarterly Meetings and design a spreadsheet to compare rates and amenities.
- Finalize a date and location for the Alabama Chapter meeting. A representative of the Alabama Motor Carrier Safety Unit will be the guest speaker.
- Finalize arrangements and draft chapter meeting announcements for: California (June 8), Oregon (June 9) and Michigan (June 10).
- Choose the catering menu for the Past Presidents Meeting in Chicago June 16.
- Coordinate WTCA travel to the TPI Board meeting next week.
- Work with art department to create four new flyers for new member binders.
- Process 10 requests for potential member information.
- Update and print the letters sent with WTCA member plaques and ship the latest batch of 17 plaques.
- Process MIVFs as they are received – nine were returned the same week the mailing went out!

### **MARKETING COMMITTEE (Chair: Ken Cloyd)**

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**Web site/Online Education/Information Tech (Staff contacts: Danielle Bothun x135, Hien Khuu x137, Barb Speer x145 & Rachel Smith x127)**

#### ***Update***

- The conversion to the shared portal is complete. We combined all of the web sites we manage for future efficiency in updates, postings and new web page creation.
- We received and graded six TTT exams last week.
- Take a trip down WTCA's memory lane on our newly created annual report web page. This page is available to members only. [Re-examine every annual report since 1993.](#)
- The BCSI graphic for the WTCA home page and chapter sites was redesigned and posted.
- We have visited or called approximately 50 of our component manufacturer members since the middle of April. If we left you a message, please call us back at your convenience!
- Work on obtaining Western region lumber supply and demand data.
- Attended a PATH Industry Steering Committee teleconference.

### ***Goals for the Week***

- Finish web site conversion clean-up.
- Create a new web page for Fifth Annual Membership Drive.
- Place 15 informational calls to members in Arkansas and California to educate and answer questions about WTCA's myriad of programs.
- Map the component manufacturer locations within Iowa, Minnesota, Illinois, and Wisconsin. Staff will be contacting the member and non-member facilities within a three-hour radius of Madison requesting meetings to talk about all the new products and services WTCA has to offer, as well as plant tours. These trips will begin on May 26 when we visit four plants near Green Bay, WI.
- Add video clips of truss testing to the Level III Truss Technician Training course.

**Publications & Accounting (Staff contacts: Linda Alfonsi x126, Eric Monson x116 & Mike Younglove x114)**

#### ***Update***

- For the week ending May 17, we processed and shipped **100** WTCA publication orders, 45 of those submitted through our online ordering system. The B Series Booklets & Summary Sheets continue to lead WTCA product sales as follows: 437 BCSI 1-03 Booklets, 37,500 combined flat & folded B1 Summary Sheets, 7,000 B2 Truss Installation & Temporary Bracing sheets, 4,000 B3 Web Member Permanent Bracing sheets, 3,300 B4 Construction Loading sheets and 2,250 B5 Truss Repair sheets. In addition, we filled orders for 139,000 Bearing Location Tags and 125,000 Permanent Lateral Bracing Tags.
- The BCSI Series documents are now completed and the final three Summary Sheets are in the WTCA inventory, ready for shipping. They include: B8 Toe-Nailing, B9 Multi-Ply Girders and B11 Fall Protection. Remember to [check out the BCSI FAQ page](#) on the WTCA web site to answer all your questions about new products and which TTB's have been replaced.

- Assembly was completed on 2,000 Custom Jobsite packets for Shelter Systems, Westminster, MD. The first 1,000 have been packed and shipped.
- A BCSI Series promotional flyer was created for inclusion in the WTCA Dues mailing, along with samples of all B Series documents. A second promotional flyer was created to promote the release of B8, B9 and B11 and will be emailed to members in the coming week.
- New Hire Binders and programs have been updated and are now available.

#### ***Goals for the Week***

- Begin custom printing and collation of seven documents for Truss Specialists, La Crescent, MN, for an order of 5000 Jobsite packets.
- Assemble 500 custom Jobsite packets for Windsor Homes, Madison, WI, for pick-up by June 1.
- Assemble New Hire Binders for WTCA inventory.
- Coordinate drop-shipment from our printer to Stark Truss by Friday – of 160 lots each of six WTCA documents currently being reprinted.
- Coordinate collation of 10,000 WTCA Jobsite package contents.

### **ENGINEERING & TECHNOLOGY COMMITTEE (Chair: Clyde Bartlett)**

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**Staff contacts: Ryan Dexter x144, Tony Piek x113, Rachel Smith x127 & Richard Zimmermann x143**

#### ***Update***

- There is big news after the ICC code hearings in Kansas City this past week! WTCA and TPI Staff, along with industry representatives Dave Brakeman of Alpine and Steve Cabler of MiTek, worked with Dave Tyree, Paul Coates and Dennis Pitts of the AF&PA's American Wood Council; Allen Zepper, a code official from MN; Dottie Harris and Ron Piester, NY state officials; and the National Council of Structural Engineers Association (NCSEA) to serve the best interest of our industry in these hearings. We attended the hearings to discuss two key issues, which were both decided in our industry's favor. The first, RB 151, stopped a code change that would have required onerous labeling of trusses, and the second, S14, reversed a ICC committee recommendation and reverted to the old BOCA code approach to attic loads, which will save our industry a great deal of money compared to the existing IBC 2000 and 2003 provisions.
- The text for TATO 2, the sequel to Technical Assessment Test Online 1, should be finished within the next two weeks and then the program will be sent to the IT department for creation. [Read more](#) about this advanced online program on our web site.
- The Dead Load section of the loading project was routed for internal review last week.
- We worked through an ASTM voting proxy issue.
- We met with Jeff Inks of NAHB at the ICC hearing.
- Work on the National Research Council of Canada Fire Performance of Housing issues.
- Worked with Ron Harper on North Carolina electronic seals issues.
- Staff had a discussion with Tom Frost, ICC Vice President of Technical Services on several technical issues of mutual interest while at the ICC hearings.
- At the ICC hearings, we had a discussion with Phil Brazil on Pacific NW engineering issues.

#### ***Goals for the Week***

- Create CAD versions of some key BCSI document graphics for Building Designers to use in their plans and specifications.
- Make revisions to the Live Load section of the loading project and send it for internal review by the end of the week. Finally, based on the reviews of Dead Load and Live Load, make corrections and submit to TPI TAC for review.
- Hold a staff meeting to discuss the creation of a new TTB brochure and an SBC article on the advantages of framing with structural building components.

### **QUALITY CONTROL COMMITTEE (Chair: Joe Hikel)**

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**Staff contacts: Tony Piek x113 & Ryan Dexter x144**

#### ***Update***

- Staff performed data file reviews for two certified plants, Stark Truss, Canton, OH and Cascade Mfg Co., Eldridge, IA, and for one plant with certification in progress, Clearspan Components, Meridian, MS.
- As of May 18, we have sold 106 In-Plant QC 4.1 programs. There have also been 28 Pocket PC QC Software CDs purchased and shipped.

- Staff wrote programming specifications for the integration of truss design software and **In-Plant WTCA QC** inspection data. This will allow the truss design software to link into the QC program and automatically fill in some of the inspection form information. The goal is to speed up the QC inspection data entry process.

#### ***Goals for the Week***

- Answer QC inquiries and troubleshooting questions.
- Create a best practices list and rough draft of documents within the series.

### **BCMC Committee (Chair: Tom Manenti)**

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**Staff contacts: Jill Zimmerman x122, Peggy Pichette x123 & Carren Koebeke x121**

#### ***Update***

- Charlotte here we come...*The show is only 19 weeks away!* Be sure to visit [www.bcmshow.com](http://www.bcmshow.com) for up-to-date show information. Attendee registration information is coming within a month!
- A BCMC press release was finalized and sent to all media contacts to provide them with information about the 2004 show in Charlotte, NC.
- The contract for the Dixieland band was signed – it will play for the ribbon cutting ceremony on Wednesday, October 6.
- There are 99 exhibitors for the show and 73,600 square feet of exhibit space sold! That is 5,550 sq. ft. above and beyond the total square footage sold for last year's show and 18,400 sq. ft. more than 2002.
- Staff contacted Jerry Cvach regarding a member list of the Canadian Wood Truss Association (CWTA) for BCMC registration purposes.
- Staff worked with four potential leads regarding exhibiting at the show.
- Customer service was provided to exhibitors who had questions about the show.
- Staff followed up with exhibitors that still owed deposits for booth space.
- The June/July ad for **SBC Magazine** was finalized.
- Staff has begun sorting through the exhibitor certificates of insurance we have received and contacted those that need to have changes made.

#### ***Goals for the Week***

- Gather materials for the Exhibitor Service Manuals including catering menus, Charlotte information and George Fern's forms.
- Complete the first draft of the attendee promotion.
- Review hotel pick-up.
- Review the second round of changes to the Radisson contract for 2006 in Fort Worth, TX and send them for final legal review if they are acceptable.
- Email the Future Sites Subcommittee regarding Omaha and Phoenix.
- Start negotiations with the Fort Plaza hotel for Fort Worth in 2006.
- Hold a planning meeting regarding the computer needs for registration and the BCMC booth.
- Summarize the researched alternative tour sites for Friday, October 8 and follow up with the Material Handling Industry of America regarding one of its member plants in the area for us to tour. Finalize and get the alternate tours approved by the committee.
- Get in touch with Ryder, the security manager, for the Charlotte Convention Center to obtain standard requirements and get a price quote.
- Follow-up with the golf course and forward the golf contract to legal counsel.
- Prepare to send contract confirmation emails to exhibitors.
- Communicate with exhibitors about meeting space and VIP suite assignments.
- Communicate with five potential exhibitors.
- Send an email to all exhibitors about their certificates of insurance.

### **LEGISLATIVE COMMITTEE (Chair: Allen Erickson)**

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**Staff Contact: Kelli Gabel**

#### ***Update***

- The legislative web page on the SBC web site has been updated.
- The May Legislative Update was sent and posted on the SBC web site.

### ***Goals for the Week***

- Pursue legislators to initiate a “Dear Colleague” letter.
- Review the WTCA’s Hyatt Regency invoice from our Legislative Conference stay and invoice all attendees accordingly.
- Negotiate a contract for the 2005 Conference with the Hyatt Regency.
- Work with Rick Parrino on a softwood lumber letter from Senator Harkin’s office.

### **MANAGEMENT COMMITTEE (Chair: Kendall Hoyd)**

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**Staff contacts: Molly Butz x141, Kelli Gabel x128, Suzi Grundahl x110, Tony Piek x113, Anna Stamm x119**

#### ***Update***

- There is only one week left to fill out the 2004 Wage and Benefit Survey! You may [download a copy](#) at or [fill out the survey online](#). Take the survey before this Friday, May 28, and receive a free copy of the results (remember – the results cost \$1600 for member companies that don’t participate)!

### ***Goals for the Week***

- Write and post a new Safety Topic of the Month on "How to Survive an OSHA Inspection."
- Revise the Safety Program by adding job analysis and a new employee checklist; research truss banding and add information about knee pads to the PPE section/checklist.
- Created quiz questions for the Ergonomics and Management safety modules.
- Contact Rich Langton at Bowermaster & Associates to discuss third party inspections for the Safety Program.
- Develop a Safety Database.
- Update the wage database and prepare it for 2004.
- Enter Wage and Benefit Survey data as it is received.
- Complete a second review of the OSC Safety Manual.

### **EXECUTIVE COMMITTEE (Chair: Dan Holland)**

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#### ***Update***

- Staff finalized and sent the TPI Board meeting agenda, along with attachments, to the WTCA Executive Committee.
- We have finalized the joint publications agreement.
- We created the code change policy for discussion at the meeting.

### ***Goals for the Week***

- Work on agendas and past meeting minutes for the upcoming Executive Committee teleconference on June 2 and the Past Presidents meeting on June 16.

### **SBC MAGAZINE (Editor: Dan Holland)**

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**Staff contact: Mindy Caldwell x129, Libby Maurer x124 & Molly Butz x141**

#### ***Update***

- Staff held a meeting on Monday, May 10 to plan the SBC Fall promotion. We expect the Fall promotion materials to be sent next week.
- The final proof of the June/July issue of SBC was routed Friday, May 14 for review and the files were sent to the printer on Tuesday, May 18. This issue focuses on Legal/Legislative topics and includes a recap of the recent WTCA Legislative Conference. The magazine will mail on Friday, June 4.
- Staff researched and determined a cost estimate for an SBC reprint for Michigan Chapter.
- Three house ads for June/July were designed and finalized.
- The text for the August ad space reservation reminder was drafted.
- Staff worked with three potential advertisers.
- Staff had a discussion with Keith Azlin on the Tucson fire service educational program and will develop this into a series of SBC articles.

### ***Goals for the Week***

- Harvest responses to the new question of the month about component manufacturer quality control – see the introduction for an access link.
- Incorporate responses to the whole house design question into the Publisher's Message for the August issue.

- Create questions to ask customers and staff at the Best Homes Open House, Hazelcrest, IL, on June 4 and meet with the safety team to create a list of photos to take.
- Make final preparations for the SBC 2005 Planning Meeting on May 27.
- Post the May SBC issue to the web site.
- Create artwork for and send the August space reservation reminder to potential advertisers.
- Work on a first draft of the Fall promotion letter to potential advertisers and write a follow up email to be sent after the mailing is received.
- Research digital cameras.
- Work on 2005 schedule for SBC in preparation for 2005 Media Kit project.
- Create an email reminder for gold and silver advertisers regarding program advertiser perks.
- Create a distribution list for the Fall Promotion mailing.
- Work with three potential advertisers.



# Weekly Board Report

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May 28, 2004

## INTRODUCTION

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At this week's TPI Board meeting in Colorado Springs, TPI and WTCA made history by signing a joint publications agreement covering the jobsite safety documents and safety tags our industry distributes in the market place. This very important agreement provides structural building component manufacturers with one single set of industry documents to provide greater risk management protection and fulfill the industry's duty to educate and warn about our manufactured products. The agreement was developed over many years, starting all the way back in 1994, the last time Bill Turnbull was TPI President, in a meeting with WTCA President Lee Vulgaris, then again in 1997 with a meeting between then-WTCA president Richard W. Brown and TPI President Dionel Cotanda. Mary Pat Keller and Tom Manenti met in early 2001 to discuss making this a focal point of their Presidencies. Both organizations believed that it would be wise to protect the industry with a single set of industry documents, yet implementation of a new approach to the market place takes time. The creation of an official agreement began one year ago at the TPI/WTCA Board meeting on May 6, 2003, when, under the leadership of Scott Arquilla and Charlie Hoover, TPI and WTCA approved the development of the Building Component Safety Information (BCSI) series. The BCSI 1-03 booklet was introduced at BCMC 2003 and just this past month we finished the final set of B-series summary sheets.

The following people were directly involved in pulling together all the elements needed to come to an agreement: Mary Pat Keller, Michael Ruede, Ken Cloyd, Dionel Cotanda, Tom Manenti, and Bill Turnbull, as well as the entire TPI Board and the WTCA Executive Committee. Special recognition must go to last year's TPI president, Charlie Hoover, who worked very hard to bring the two organizations together and without whom this agreement could not have happened. We have been operating under the agreement since the first of the year.

**MEMBER QUOTE OF THE WEEK:** "The development of the new Building Component Safety Information (BCSI 1-03) document and its derivative summary sheets, called the B-series documents, is WTCA and TPI's single biggest cooperative venture ever. The TPI and WTCA Boards have nurtured and endorsed this vastly improved, industry-wide single bracing document to improve installation understanding and enhance jobsite safety for all truss installers." Dan Holland, Clearspan Components & 2004 WTCA President

"The shared vision of the TPI and WTCA Board of Directors has led to a renewed focus on serving the best interests of all involved in the component manufacturing industry. Our belief is that the improvements in our BCSI truss handling, bracing and installation information will yield many positive safety outcomes well into the future." Charlie Hoover, P.E., Alpine Engineered Products & 2003 TPI President.

**SBC MAGAZINE QUESTION OF THE MONTH:** *Within the different areas of your operation (i.e., design, sales, manufacturing, shipping, inventory control, administration), what are your key problems/issues? How do you use quality control to help you manage these issues?*

## MEMBERSHIP COMMITTEE (Chair: Bob Becht)

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**Staff contacts: Anna Stamm x119, Danielle Bothun x135, Kelli Gabel x128 & Barb Speer x145**

### *Update*

- All of the proposals for the 2005 Open Quarterly Meeting prospective sites have been reviewed and a recommendation written. It will be reviewed internally and sent to Kendall Hoyd (next year's WTCA president) for a final decision.
- The Oregon Chapter Kick-Off meeting is a go! The announcement was sent via email and fax on Wednesday and a physical mailing followed. The mailing included a cover letter by meeting organizers David Hughes of Oregon Truss and Lee Howe of Lumbermen's Building Centers. The meeting will be held on June 9 in Portland.
- A catering menu and group rooming list were emailed to the Hyatt Rosemont, site of the Past Presidents Meeting in Chicago, IL on June 16. Confirmation packets will be sent via UPS to attendees on Friday, June 4.

- Most of the Details for the Alabama Chapter meeting on June 17 are set. It will feature a representative from the Alabama Motor Carrier Safety Unit and be held at Stringfellows Lumber Company in Birmingham, AL. The meeting announcement will be sent next week after all arrangements are finalized.
- A meeting was held with staff meeting planners to discuss the future of the Open Quarterly Meeting online registration system in order to make the program more user friendly.
- Staff attended the TPI Board meeting last week.

#### ***Goals for the Week***

- Conduct the May Chapter Presidents Teleconference.
- Finalize and distribute the June 10 Michigan meeting announcement.
- Contact the Iowa Chapter about recording its June meeting on DOT issues for use in the creation of an industry trucking standard.
- Communicate with past Business Solutions Group participants and develop an updated forum to allow WTCA members who are in non-competing regions to communicate confidentially about business matters.
- Begin printing, photocopying and collating documents for the latest batch of new member binders.
- Respond to member inquires on dues invoices.
- Process member information verification forms (MIVFs) as they are received.
- Process seven requests for potential member information.
- Revise and rework the WTCA Open Quarterly Meeting online registration for the upcoming Madison, WI meeting August 10-13.
- Work on the Fifth Annual Membership Drive page for the WTCA web site.
- Work with Bob McCormick of BOAF on a Florida Executive Committee booth at the BOAF conference.

### **MARKETING COMMITTEE (Chair: Ken Cloyd)**

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**Web site/Online Education/Information Tech (Staff contacts: Danielle Bothun x135, Hien Khuu x137, Barb Speer x145 & Rachel Smith x127)**

#### ***Update***

- All web maintenance pages for managing the Knowledge Base have now been completed and the new Policies web page has been turned on.
- A new process was created to track the volume of traffic on the WTCA web pages.
- Staff created a new discussion forum that allows visitors to the shared portal web sites to conduct bulletin board discussions on topics.
- Last Wednesday, May 26, staff began visiting Wisconsin members within a three-hour radius of Madison. The companies visited were: Valley Truss in Kaukauna, UBC TimberRoots in DePere, and Stock Components and Best Lumber both of Green Bay.

#### ***Goals for the Week***

- Make improvements to and test out the Microsoft SQL Server's (a program controlled database) back-up procedures that were documented in case of emergency server failure.
- Synchronize all of the TTT, TTW and BCMC course files for the shared portal web sites.
- Complete an automated market research survey system that will serve as a general template for all staff to create online surveys for posting to WTCA web sites.

**Publications & Accounting (Staff contacts: Linda Alfonsi x126, Eric Monson x116 & Mike Younglove x114)**

#### ***Update***

- For the week ending May 21, we processed and shipped **97** WTCA publication orders. 27 of those orders were submitted through our online ordering system. Most frequently requested products include (in lots): 236 B2 Truss Installation & Temporary Bracing Sheets, 228 B3 Web Member Permanent Bracing Sheets, 46 B10 Post Frame Truss Installation & Bracing Sheets, 65 B11 Fall Protection Sheets and 127 combined flat & folded B1 Summary Sheets. In addition, we shipped 335 BCSI 1-03 Booklets, 77,000 Bearing Location Tags and 135,000 Permanent Lateral Bracing Tags.
- 500 Custom Jobsite packets were assembled and completed for Windsor Homes.
- WTCA Jobsite packet stock was temporarily replenished after staff collated and stuffed 500 packets.
- The remaining 1000 Custom Jobsite packets were shipped to Shelter Systems Limited.
- Release of the new B1 Summary Sheet on a Roll will be soon – files are being reviewed and printing issues worked out. We expect delivery of new rolls approximately the third week of June.



- Our printer confirmed drop-shipment of 160 lots of six different WTCA documents to Stark Truss's Printing Department.
- The "New (and vastly improved!) Hire Binders" have been updated to include the entire BCSI B-Series documents. They are now ready for purchasing.

#### ***Goals for the Week***

- Finalize the work needed for the Stark Truss drop-shipment of product, Shelter Systems custom Jobsite order and Phelps custom tag order.
- Assemble WTCA Jobsite packets until we have 10,000 collated Jobsite packets in inventory.
- Update Component Industry Information binders and Professional Member binders to include new table of contents that includes the final BCSI series releases of B8, B9 and B11 and updated membership application form.
- Begin work with Dave Conover on joint publications sales with the ICC.
- Prepare the financial breakdown of publications sales for TPI/WTCA publications for the TPI meeting.

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### **ENGINEERING & TECHNOLOGY COMMITTEE (Chair: Clyde Bartlett)**

**Staff contacts: Ryan Dexter x144, Tony Piek x113, Rachel Smith x127 & Richard Zimmermann x143**

#### ***Update***

- A new Truss Technician Training Level III online section was completed. This tenth section will address *Truss Testing* and will include joint testing projects between the University of Wisconsin-Madison and WTCA as well as the QC testing of 2000/2001 and the FRT testing conducted last year. The section will also incorporate a short video presentation of an actual test. Staff developed this new section in response to student feedback for more information on testing – remember to continue to provide feedback to WTCA after completing sections and courses at [www.wtcatko.com](http://www.wtcatko.com) – ***WTCA staff is listening!***
- We received a note from Indiana on a code change issue that they would like to team up and work with WTCA staff to find the best solution for Indiana and our industry.

#### ***Goals for the Week***

- Write the second phase of the Technical Assessment Test Online or TATO 2.
- Revise the Load Cases and Combinations section of the Loading Project based upon staff remarks. Also, work on refining and expanding the preliminary research on the Snow Load section for a second draft – then route it for internal review.
- Begin work on an SBC article about TATO 2 for the upcoming August issue.
- Draft a TPI/WTCA code change policy for review at the TPI Board meeting.
- Prepare notes on the key issues on the floor truss failure report prepared by June Melton.

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### **QUALITY CONTROL COMMITTEE (Chair: Joe Hikel)**

**Staff contacts: Tony Piek x113 & Ryan Dexter x144**

#### ***Update***

- As of Tuesday, May 25, we have sent 106 **In-Plant WTCA QC** programs out and 29 Pocket PC QC Software CDs have also been shipped.

#### ***Goals for the Week***

- Develop QC best practices list and rough draft of documents within series.
- Plan for ***In Plant WTCA QC*** Training visits to Sun State Components and Casmin.

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### **BCMC Committee (Chair: Tom Manenti)**

**Staff contacts: Jill Zimmerman x122, Peggy Pichette x123 & Carren Koebke x121**

#### ***Update***

- We have surpassed any other BCMC show with exhibit square feet sold! To date, for this year's show we have 100 exhibitors and 76,300 square feet – that is 8,250 sq. ft more than last year and 21,100 sq. ft above and beyond 2002. Please take a moment to [view the complete exhibitor list](#). As of 5/24, we have 205 room nights picked up at the hotels. On 6/6/03, we had 170 room nights picked up at the hotels in Phoenix and on 5/30/02, we had 193 room nights picked up at the hotels in Columbus. [Book your rooms for the show](#).
- Currently we have 12 golf sponsors, six golf prize contributors and four BCMC Bowl Sponsors.

- New this year we will be offering BCMC attendees the opportunity to sign up for additional tours on Friday, October 8. Registrants will have three tour choices in addition to the popular industry plant tours: a BMW factory tour trip, a trip to Lowe's Motor Speedway and a historic Charlotte expedition. All of the tours will be available for registration as soon as it goes live on our [www.bcmshow.com](http://www.bcmshow.com) web site. Each tour must have at least 30 people registered by August 15 or they will be canceled. All tours cost between \$30-\$40 which includes admission, bus and tour guide.
- Avis car rental information was added to the BCMC Site – [visit the web site often](#) to see what else has been changed!
- An email was sent Monday, May 24 to 99 exhibitors about supplying BCMC staff with a copy of their certificate of insurance per the Exhibitor Rules & Regulations.

#### ***Goals for the Week***

- Review hotel pick-up in the Hilton Charlotte & Towers and the Westin Charlotte.
- Gather materials and proof George E. Fern forms for the Exhibitor Service Manual.
- Lay out the attendee text for the attendee promotion proof.
- Email the Future Sites Subcommittee regarding Omaha and Phoenix.
- Send the Fort Plaza hotel contract for BCMC 2006 in Fort Worth, Texas to legal counsel for review.
- Start negotiations for the Fort Worth Convention Center Contract.
- Finish and email out the May BCMC Committee Update.
- Contact potential photographers for BCMC.
- Start working on the text for the 2004 online registration. Determine tour and shirt purchase cut-off dates.
- Work on the 2008 and 2009 future site selections and issues.

### **LEGISLATIVE COMMITTEE (Chair: Allen Erickson)**

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**Staff Contact: Kelli Gabel**

#### ***Update***

- Senator Harkin of Iowa has written a letter on Countervailing (CVD) and Antidumping (AD) duties to Secretary Evans with the Department of Commerce (DOC) and Ambassador Zoellick, the United States Trade Representative (USTR). The letter mentions the increased number of imports of wood trusses since the Softwood Lumber Agreement (SLA). It will be solicited to other Senate offices on June 1 to obtain more signatures. We will need your help in contacting your Senators to request that they sign on to this letter the week of June 1. Your action here will have a very positive impact on the softwood lumber agreement.
- The new Legislative Update was coded and formatted.
- [View Photos](#) from this year's Legislative Conference in early May.
- We posted the March 22 SLA Update to the web site.

#### ***Goals for the Week***

- Create and send out an email to membership to encourage them to contact their Senators to sign the CVD and AD letter by Senator Harkin.
- Gather Washington, DC Capitol Hill hotel proposals for next year's 2005 Legislative Conference site.
- Review the Hyatt Regency Capitol Hill invoice and bill the attendees of the 2004 Legislative Conference.
- Fix all broken links in the Legislative sections of SBC web site.

### **MANAGEMENT COMMITTEE (Chair: Kendall Hoyd)**

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**Staff contacts: Molly Butz x141, Kelli Gabel x128, Suzi Grundahl x110, Tony Piek x113, Anna Stamm x119**

#### ***Update***

- Chainsaw safety text was added to the management section of the Operations Safety Manual.
- We wrote a new Safety Topic of the Month about "How to Survive an OSHA Inspection."
- All current Recordkeeping Booklets in the publications department are updated to reflect the new Hearing Loss issues.
- We reviewed Safety videos for information on Truss Banding to add to the WTCA Operations Safety Certification.
- Thank you to all who have completed and returned the Wage & Benefit Survey! We will continue to accept surveys into next week. Please contact staff at 608/310-6745 if you have any questions.
- We sent a link to Kendall Hoyd and Bob Becht requesting assistance in beta testing the new resume and job posting features of the Workforce Development portal.

### ***Goals for the Week***

- Finish the Personal Protective Equipment for Phase two of the Safety Manual.
- Enter Wage & Benefit Survey data into the online system in preparation for creating the final report.
- Update the Wage & Benefit Survey for the 2004 inquiry and make a new flyer about it and the Financial Performance Survey to go into the New Member Binders.
- Revise the Job Analysis/New Employee Checklist and add truss banding information to safety program.

### **EXECUTIVE COMMITTEE (Chair: Dan Holland)**

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#### ***Update***

- We attended a very productive TPI/WTCA Board meeting in Colorado Springs, CO on May 26<sup>th</sup>.

#### ***Goals for the Week***

- Follow up on all the tasks generated from the joint TPI/WTCA meeting and complete a draft of the meeting minutes.
- Update/Revise the joint TPI/WTCA guidelines on use of preservative treatments with trusses.
- Create agenda for the Executive Committee teleconference scheduled for June 2.

### **CARBECK STRUCTURAL COMPONENTS INSTITUTE (President: Richard W. Brown)**

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**Staff contact: Kelli Gabel x128**

#### ***Update***

- We are working with A.C. Houston Lumber on giving a plant tour to fire officials with the Roseville Fire Department.

#### ***Goals for the Week***

- Call Tennessee State Fire School and the Utah Fire & Rescue Academy.
- Write an article for SBC about the Arizona Chapters use of the Carbeck Fire CD to educate members of the Tucson Fire Dept.

### **SBC MAGAZINE (Editor: Dan Holland)**

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**Staff contact: Mindy Caldwell x129, Libby Maurer x124 & Molly Butz x141**

#### ***Update***

- An SBC 2005 planning meeting was held on Thursday, May 27, to plan the direction of many aspects of the publication.
- An August space reservation reminder was designed and sent to potential advertisers. The reservations are due by Monday, June 21 – the editorial focus of the August issue is Technology.
- The Fall Promotion was collated and sent to potential advertisers on Thursday, May 27. If you would like to learn more about the Fall Promotion, contact Peggy at 608/310-6723 or at [ppichette@sbcmag.info](mailto:ppichette@sbcmag.info).
- The final proof of the June/July issue was reviewed and sent back to the printer. The issue will mail on June 4.
- An email reminder was sent to the gold and silver SBC advertisers regarding their program perks.

#### ***Goals for the Week***

- Call John MacLean to discuss his retirement piece for the August issue.
- Talk with Scott Arquilla to propose ideas for the August anchor article and talk about taking photos for the safety program while at the Best Homes Open House.
- Draft a list of new editorial goals and ideas based on the SBC planning meeting.
- Complete draft of ICC code change and send it to the technical Staff for review.
- Touch base with Mike Nilles about SWTMA's BCSI presentations for local builders.
- Offer brainstorming and editing assistance for staff writing articles for the August issue.
- Choose the Gold Advertisers of the Month for June. Prepare promotion to go out early next week.
- Post Industry News to SBC Online.
- Fix all broken links in the Industry News sections of SBC web site.



# Weekly Board Report

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June 4, 2004

## INTRODUCTION

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BCMC 2004 is gearing up to be our best show ever! Located in speed-city, Charlotte, NC – BCMC is bound to *Rev* up your business and your enthusiasm for our industry. With 102 exhibitors already contracted, occupying 76,300 sq. ft. of exhibit space, we've already outsold last year by 13,000 sq. ft! As a comparison, on June 1, 2003 we had 91 exhibitors and 63,850 sq. ft. sold and as of June 1, 2002 we had 84 exhibitors and 47,500 sq. ft. sold. Exhibitors use this opportunity to display their latest product developments and trusty best sellers. So don't want to miss this opportunity to shop for all your plant needs under one roof. This is going to be our best show yet! [View a complete list of exhibitors.](#)

***Watch for your registration package coming in the mail this month...and online registration will be available soon!***

**MEMBER QUOTE OF THE WEEK:** Commenting about the draft BCMC attendee promotion, BCMC committee member Rick Parrino wrote: "I love it; the colors and race cars just get you going wanting to see more. I think this will get people's attention; if not, they're dead!"

**SBC MAGAZINE QUESTION OF THE MONTH:** *Within the different areas of your operation (i.e., design, sales, manufacturing, shipping, inventory control, administration), what do you need to do to achieve success in the area of quality control?*

## MEMBERSHIP COMMITTEE (Chair: Bob Becht)

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**Staff contacts: Anna Stamm x119, Danielle Bothun x135, Kelli Gabel x128 & Barb Speer x145**

### *Update*

- Confirmation packets were sent to the fourteen participants registered to attend the Past Presidents Meeting in Chicago, IL on June 16.
- The WTCA-National and Chapter membership applications have all been updated with the latest dues amounts and are posted on the web site.
- Michigan will be the next chapter to set up a publications cooperative with WTCA. A flyer was updated for use at the chapter's June meeting that will explain to members how to take advantage of the potential savings on products and publications from WTCA.
- Don't miss the next TMAP meeting on June 17 at Matt's El Rancho Restaurant in Austin, TX. There will be a special presentation by Jason Young on the "Southwest Airlines Way." Jason will outline the strategies and techniques behind the success of the airline and explain how similar practices can make any organization successful.
- We conducted a Membership Committee staff review meeting to schedule tasks and due dates for committee projects in progress.

### *Goals for the Week*

- Write the first announcement for the Madison, WI Open Quarterly Meeting on August 10-14 to be emailed/faxed to members next week.
- Update the online registration for the Madison OQM.
- Finalize and distribute the May issue of Chapter Focus.
- Create and distribute the Chapter Teleconference Agenda for June 9.
- Prepare and send the chapter meeting announcements for Texas (June 17) and Greater Chicago (June 8).
- Send meeting reminders for California (June 8) and Oregon (June 9), create attendance lists, assemble meeting packages, create name tags and finalize contract details.
- Design a new nametag template for use at chapter meetings allowing for larger first names of attendees.

- Write a memo for the Greater Chicago Chapter explaining several options that may be pursued on educational programs for building officials, including suggestions on several TTW programs.
- Process member information verification forms as they are received.
- Respond to dues billing inquiries and process payments.
- Print remaining flyers to be included in the next batch of new member binders.
- Process five requests for potential member information.
- Finish a new email function that allows us to more efficiently communicate with our membership.
- Revise membership verification form database control panel to implement location privileges.

## **MARKETING COMMITTEE (Chair: Ken Cloyd)**

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**Web site/Online Education/Information Tech (Staff contacts: Danielle Bothun x135, Hien Khuu x137, Barb Speer x145 & Rachel Smith x127)**

### *Update*

- As part of a Marketing Committee initiative to visit members to talk about WTCA's online education programs, as well as all the other products and services available from WTCA, staff conducted Wisconsin member/non-member visits with Truss Systems, Inc. in Little Chute, Trussco in Appleton, and Noffke Lumber, Inc. in Oshkosh.

### *Goals for the Week*

- Review WTCA's online programs and evaluate software program for optimal performance.
- Enter questions/answers for the new TATO 2 program and make it available online.

**Publications & Accounting (Staff contacts: Linda Alfonsi x126, Eric Monson x116 & Mike Younglove x114)**

### *Update*

- The week of May 24, **90 WTCA publication orders** were processed and shipped. 28 of those orders were submitted through our online ordering system.
- The breakdown of most requested products (in lots) shipped is as follows: 194 – (combined lots) flat & folded B1 Summary Sheets, 227 – B2 Truss Installation & Temporary Bracing, 230 – B3 Web Member Permanent Bracing, 64 – B4 Construction Loading, and 74 – B10 Post Frame Truss Installation & Bracing. In addition, we shipped 165,000 Permanent Lateral Bracing Tags, 77,000 Bearing Location Tags, 420 BCSI 1-03 booklets, and 4200 Jobsite packets. The Jobsite packets shipped included 3,000 custom packets and 1,200 WTCA packets.
- Online invoicing is being reviewed. Issues under consideration include shipping units, shipping costs, pre-paid invoices and invoice adjustments.
- Truss Specialists' custom Jobsite contents have been collated and delivered from our printer. Assembly will be completed at WTCA for 5,000 Jobsite bags.
- Lumber Specialties contacted us to request a quote on 5,000 custom Jobsite Packages.

### *Goals for the Week*

- Upgrade the Online Purchasing System to make it more efficient and effective for our membership per member feedback.
- Create publications-related market research questions for TPI to use when receiving calls from component manufacturers. This is a task that came out of last week's TPI Board meeting.

## **ENGINEERING & TECHNOLOGY COMMITTEE (Chair: Clyde Bartlett)**

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**Staff contacts: Ryan Dexter x144, Tony Piek x113, Rachel Smith x127 & Richard Zimmermann x143**

### *Update*

- We submitted revisions on the NATIONAL PRACTICE GUIDELINES FOR SPECIALTY STRUCTURAL ENGINEERS to the chairman Tom Wosser from Degan Kolb Engineers in San Francisco.
- We conducted a staff review meeting to schedule tasks and due dates for committee projects in progress.
- We were asked to review research grant proposal on lumber utilization in trusses.
- We worked with Joe Heinsman of the WTCA - Indiana Chapter, on Indiana IRC change issues and developed a great team approach compatible with the industry initiative to the issues we found there.

### *Goals for the Week*

- Finish writing sections of TATO 2 and send it to the IT Department for design and initiation.
- Edit and research sections of the truss loading project.

- Research issues related to amendments in the adoption of the IRC and IBC in Indiana as they related to component manufacturers.
- Define the provisions of the 2004 Florida Building Code as they relate to component manufacturers.
- Participate in the NRC Fire Performance of Houses project teleconference.
- Finish new TTT Level III online section on Truss Testing.
- Write an SBC August article about the new TATO 2 program's launch.
- Provide ICC Blueprint group with comments on the five-year code cycle.
- Work on the American Wood Council fire performance of wood products draft guide.
- Review and critique in detail the floor truss testing report by June Melton.
- Work with Phil Brazil and Paul Coats on editorial changes to the ICC code change process.

## **QUALITY CONTROL COMMITTEE (Chair: Joe Hikel)**

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**Staff contacts: Tony Piek x113 & Ryan Dexter x144**

### *Update*

- We scheduled QC trainings with Sun State Components in Kingman, AZ for Thursday, June 10 and with Casmin in Leesburg, FL for Tuesday, June 22.
- As of June 1, we have sent 106 **In-Plant WTCA QC 4.1** programs. There have also been 29 Pocket PC QC Software CDs sold.
- We conducted a staff review meeting to schedule tasks and due dates for committee projects in progress.
- This week we received three QC inquiries and troubleshooting questions.

### *Goals for the Week*

- Work on the QC best practices manual.
- Perform data file reviews for QC certified plants: Stark Champion, Brunsell, Stark Rensselaer, Carter-Lee and for QC certification in progress plants: Hawaii Planing Mill & KA Components, Inc.
- Create QC-related market research questions for TPI to use when receiving calls from component manufacturers. This is a task that came out of last week's TPI Board meeting.
- Revise the QC flyer for the TPI promotion.

## **BCMC Committee (Chair: Tom Manenti)**

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**Staff contacts: Jill Zimmerman x122, Peggy Pichette x123 & Carren Koebke x121**

### *Update*

- After processing two more exhibitor contracts, we currently have 102 exhibitors and 76,300 square feet of sold space! How does this compare to years of the past?
  - As of June 1, 2003 – we had 91 exhibitors and 63,850 sq. ft. sold.
  - As of June 1, 2002 – we had 84 exhibitors and 47,500 sq. ft. sold.
- As you can see this is going to be our largest show to date! [Review our complete list of BCMC exhibitors.](#)
- We provided customer service to exhibitors that called or emailed with questions and worked with potential exhibitors for the show – at this point we have eight new exhibitors!
- We drafted text for the exhibitor contract confirmation emails and gathered materials for the Exhibitor Service Manuals. We expect the Manuals to ship by the end of June.
- We finalized the RentSys contract.
- Additions were made to [www.bcmshow.com](http://www.bcmshow.com) so visit the site and see what is new – registration will go live by June 15!
- A BCMC Future Sites conference call took place on Friday, June 4, 2004 at 1:00 pm CENTRAL to discuss Omaha, NE and Phoenix, AZ as sites for the show. The sites for the next couple of years are determined: 2005 Milwaukee, WI (Oct. 12-14), 2006 Fort Worth, TX (Oct. 4-6), 2007 Columbus, OH (Oct. 3-5) so mark your calendars.
- We've sold the following sponsorships: Convention center banner, Directional & meeting room signage, Educational track handouts, Hotel room promotional piece – Wednesday, Lanyards, Pens found at registration and breakout sessions and Tote bags.
- We currently have 12 golf sponsors, six golf prize donors, and four BCMC Bowl sponsors.
- As of June 1, we have 218 room nights picked up at the hotels. On 6/6/03, we had 170 room nights picked up at the hotels in Phoenix and on 5/30/02, we had 193 room nights picked up at the hotels in Columbus. Make your hotel reservations online!
- Work on the future sites with the committee to finalize locations for 2008 and 2009.

### ***Goals for the Week***

- Prepare BCMC online registration for attendees.
- Send the contract confirmation emails to all exhibitors.
- Make follow-up calls with four potential exhibitors.
- Draft text for the BCMC flyer for June.
- Send a complete list of exhibitors to George E. Fern, the Charlotte Convention Center, and RentSys for their files.
- Have a conference call with the Charlotte Convention Center to discuss facility rules.
- Proof the contents of the Exhibitor Service Manual and the final.
- Review hotel pick up.
- Proof the attendee promotion.
- Review RFPs from potential photographers.
- Start working on the BCMC session presenter packets.
- Work on Abner Yoder's PowerPoint presentation for the sessions.

### **LEGISLATIVE COMMITTEE (Chair: Allen Erickson)**

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**Staff Contact: Kelli Gabel**

#### ***Update***

- Senator Harkin announced that he has initiated a letter regarding the softwood lumber countervailing and anti-dumping duties. The letter was sent the end of last week to Secretary Evans of the Department of Commerce (DOC) and Ambassador Zoellick of the United States Trade Representative (USTR).
- Invoices were created and mailed to all participants of the 2004 Legislative Conference.
- On June 2, a NAFTA panel rejected U.S. calculations on the threat of injury to American producers from Canadian lumber imports and has sent it back to the U.S. International Trade Commission (ITC). This decision mandates the ITC to come back with a no injury finding by June 10.
- Following a preliminary review, the U.S. Department of Commerce (DOC) proposed cutting the duties it imposed two years ago from 27.2 percent to 13.2 percent.

### ***Goals for the Week***

- Review the contract from the Hyatt Regency Capitol Hill for the Fifth Annual 2005 Legislative Conference.
- Lay out a detailed plan for the legislative web site.
- Work on an outline for an industry trucking standard.

### **MANAGEMENT COMMITTEE (Chair: Kendall Hoyd)**

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**Staff contacts: Molly Butz x141, Kelli Gabel x128, Suzi Grundahl x110, Tony Piek x113, Anna Stamm x119**

#### ***Update***

- Additions were made to the Safety Manual's Other Materials section including a Job Analysis-Plant sheet and a New Employee-Plant sheet.
- We posted a new Safety Topic of the Month for all Safety Program users.
- We have a new beta testing site for our Safety Manual. Eckman Lumber was inducted this week; we are working with them to get the program up and running.
- Wage & Benefit Surveys continue to arrive. At this point we are close to having 200 participants!
- We have updated and tested all the Wage & Benefit database reports. The program is all set for next year's 2004 analysis.
- Contacted Rich Langton at Bowermaster Insurance and discussed third party program for WTCA Safety Program.

### ***Goals for the Week***

- Revise the safety program by updating the Employee handbook and planning the recording of the slidedecks.
- Design a binder cover for the Wage & Benefit Survey.
- Make a Wage & Benefit/Financial Performance Survey flyer for the new members binders.
- Follow up with Kent Pagel regarding the insurance meetings.
- Write an August SBC Safety column and a feature about OSHA's Safety Violations.
- Begin calling Beta Sites for Safety program and getting feedback.
- Develop Safety Database formwork.

## **EXECUTIVE COMMITTEE (Chair: Dan Holland)**

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### *Update*

- On Wednesday, June 2, the Executive Committee held its monthly teleconference. The following topics were discussed:
  - MI Chapter Technical Bulletins.
  - Work on the design software policy subcommittee activities.
  - Work with TPI on database updates for the promotional mailing.
  - Letter to the NAHB RC on cooperative work per our meeting.

### *Goals for the Week*

- Hold teleconference and work on tasks.
- Compile and distribute several tasks emanating from the TPI Board meeting last week.
- Distribute the final signed TPI/WTCA publications agreement.

## **CARBECK STRUCTURAL COMPONENTS INSTITUTE (President: Richard W. Brown)**

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**Staff contact: Kelli Gabel x128**

### *Update*

- Carbeck information and Fire CDs were sent to several firehouses in Utah and Tennessee.

### *Goals for the Week*

- Contact a Georgia Fire Academy.
- Begin BCMC planning.

## **SBC MAGAZINE (Editor: Dan Holland)**

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**Staff contact: Mindy Caldwell x129, Libby Maurer x124 & Molly Butz x141**

### *Update*

- The Fall promotion mailed May 27 to 298 SBC advertising contacts.
- A prospective 2005 SBC planning meeting was held this past week to discuss the sales and content aspects of the magazine's future over the next year.
- Our Gold Advertisers for the month of June have been selected – please visit the SBC web site to learn more about Eagle Metal Products and Turb-O-Web.
- [Industry News on SBC Online has been posted.](#)
- An August space reservation reminder was created and emailed to potential advertisers.
- An email reminder was sent to gold and silver advertisers regarding program advertiser perks. We have already had several calls!
- The final proof of the June/July issue was approved – this issue mails on June 4.
- Staff attended an open house at the newly rebuilt Best Homes, Inc. in Hazel Crest, IL on June 4.
- We conducted a sales staff review meeting to schedule tasks and due dates for committee projects in progress.

### *Goals for the Week*

- Write a feature article for the August issue based on Staff's tour of the new Best Homes, Inc. plant and an informative interview with Scott Arquilla.
- Discuss details of the new Builder's Corner with SBC staff.
- Review the SBC Reader's Survey and discuss ways to implement suggested ideas into future issues.
- Talk with WTCA legislative staff about when to slate a feature about Senator Harkin's letter urging a resolution to the softwood lumber dispute to the Department Of Commerce.
- Contact Amir of Pacific Automation to discuss the details of John MacLean's retirement piece.
- Contact five potential advertisers.
- Attend a sales team meeting and finalize the minutes from the last sales team meeting.
- Begin work on 2005 SBC rate card and media kit.
- Begin work on Human Faces articles for SBC.





# Weekly Board Report

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June 11, 2004

## INTRODUCTION

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**BCMC 2004 Online Registration is Live!** Be the first to sign up to attend this year's fabulous show in Charlotte, NC October 6-8. Now is your chance to register, book a hotel room at the Westin Charlotte or Hilton Charlotte & Towers, save a seat on a plant tour to 84 Components, HW Culp Lumber or Stock Components and buy a snappy new red polo shirt complete with the BCMC 2004 logo insignia.

Our online registration for BCMC is simpler than ever! If you've used our online publications purchasing, the process is exactly the same. Visit the [BCMC web site](#) and select "For Attendees" from the side menu options. Next click "Register online to Attend the Show" this will transport you to the registration system. Once you have read through the instructions, simply click "Take me to the online purchasing." The catalog drop-down allows you to see all items in a desired category. For instance, if you select "Other BCMC Events" you will see nine selections relating to golf, plant and spouse tours, and additional tours to the BMW Plant, Lowe's Motor Speedway and Charlotte Historic Homes. After choosing what to register for from each of the four BCMC categories – Attendee Registration, Education, Clothing and Other BCMC Events – you will simply proceed to the checkout by clicking the button at the bottom of your screen. This helpful, easy system was designed to make your show registration experience as simple as possible. A couple of mouse clicks and you are on your way to Charlotte!

***The BCMC 2004 Attendee Promotion is at the printer now so watch for it in your mailbox by the end of the month!***

**MEMBER QUOTE OF THE WEEK:** Angela Hasenbalg from Tri-County Truss provided the following quote with regard to the In-Plant WTCA QC program. She said, "The reports are *very* useful. I print them out every end of month. They break the information down so that others find it easy to understand what's happening in the yard."

**SBC MAGAZINE QUESTION OF THE MONTH:** *Within the different areas of your operation (i.e., design, sales, manufacturing, shipping, inventory control, administration), what are your key problems/issues? How do you use quality control to help you manage these issues?*

## MEMBERSHIP COMMITTEE (Chair: Bob Becht)

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**Staff contacts: Anna Stamm x119, Danielle Bothun x135, Kelli Gabel x128 & Barb Speer x145**

### *Update*

- The Chapter Teleconference was held on June 9; topics included the WTCA Fifth Annual Membership Drive.
- The first Madison, WI Open Quarterly Meeting announcement was sent to the membership on Friday, June 11. The meeting is taking place at the Madison Concourse Hotel on August 10-13. If you would like more information about registering for this meeting, please contact Carren at 608/310-6721 or [ckoebke@qualtim.com](mailto:ckoebke@qualtim.com).
- If you are a member of the Alabama Component Manufacturers Association, you won't want to miss the next meeting. Notices were sent this week announcing Cpl Lewis Capps, Alabama Department of Motor Carrier Safety, speaking at the June 17 meeting located at Stringfellow Lumber Company. If you would like more information about this meeting, please contact Danielle at 608/310-6735 or [dbothun@qualtim.com](mailto:dbothun@qualtim.com).
- A reminder was sent for the Truss Manufacturers Association of Texas Chapter meeting taking place at Matt's El Rancho Restaurant on June 17. If you would like to attend this meeting with guest speaker Jason Young of Southwest Airlines, please contact Anna at 608/310-6719 or [astamm@qualtim.com](mailto:astamm@qualtim.com).
- Details for the Ohio Chapter's summer golf tournament are nearly set. Being held on July 15 at the Bent Tree Golf Course in Sunbury, OH, the event will feature a modified shotgun start, prizes for longest drive, longest put and closest to the pin, and conclude with a steak and chicken cookout. All attendees will also receive polo shirts customized with the Ohio Chapter logo, made possible by the generous golf sponsors.
- The CalESCA Chapter Statewide meeting was held on Tuesday in Sacramento. Attendees from the Northern, Central and Southern California Regions discussed WTCA activities and statewide issues including transportation,

sealed placement plans and building official education. Members involved in each of the activities expressed how valuable it was to work together with staff to achieve very positive results. This is a foundation that will be built on, since California takes the lead in many regulatory areas. Dinner was provided by one of our most active insurance brokers, Rich Langton of Bowermaster and Associates.

- The Oregon Chapter Kick-Off meeting on Wednesday was a great success! Nearly three dozen manufacturers and suppliers turned out to show their interest in and support of a new chapter in the Pacific Northwest. Top issues to tackle include codes, transportation and OSHA regulations, where they already see the value in working on these issues using our Chapter/WTCA team concepts. The check for dinner was graciously picked up by Cal Bole of MiTek. The chapter's next meeting will be held on July 8. For more information as it becomes available, contact Anna at 608/310-6719 or [astamm@qualtim.com](mailto:astamm@qualtim.com).
- A Greater Chicago Area Chapter meeting was held on Tuesday, June 8 at the Holiday Inn Rockford. The meeting's participants discussed fire education, building inspector education, the BCSI B-Series and building code issues.
- A State By State Update for Arizona was sent on Friday. The topic was the newly established Canada Arizona Business Council created to facilitate business trade relations between Canada and Arizona.

#### ***Goals for the Week***

- Put final touches on the Open Quarterly Meeting online registration for meeting August 11-13 in Madison, WI.
- Finalize details for an outdoor cookout at WTCA Headquarters during the Madison OQM.
- Hold a staff meeting to discuss the timeline for 2004 WTCA Annual Report.
- Send an update on the revised topics for the June 9 Chapter Teleconference.
- Ship handouts to the July 17 Texas Chapter meeting.
- Create and ship nametags for the CalESCA meeting.
- Create and ship nametags and meal tickets for the Oregon Kick-Off meeting.
- Send an announcement on the postponement of the June 10 Michigan Chapter meeting. The new date will be announced as soon as it is determined.
- Discuss shirt options and logo considerations with "It's Your Choice!" in Arizona for the Ohio Chapter's golf tournament.
- Work with the Texas Chapter on the new members it is recruiting during its summer membership drive in concert with the WTCA Fifth Annual Membership Drive.
- Process five requests for potential member information.
- Assemble the next batch of the redesigned new member binders.
- Assemble membership directories for shipment in new member packages.
- Process the latest new member applications and ship welcome packages to: Newell Wood Products, Muskogee, OK; McGinnis Saw Service, Dewey, AZ; and Precision Equipment Mfg, Fargo, ND.

## **MARKETING COMMITTEE (Chair: Ken Cloyd)**

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**Web site/Online Education/Information Tech (Staff contacts: Danielle Bothun x135, Hien Khuu x137, Barb Speer x145 & Rachel Smith x127)**

#### ***Update***

- Staff visited with Truss's Plus Inc. in Mayville, WI on Wednesday, June 9 to discuss the myriad of WTCA online training programs along with the organization's collection of goods and services.

#### ***Goals for the Week***

- Integrate WTCA's Operation Safety Certification program into the online training system.
- Place the new TATO 2 program into the online training system after final review of the questions.
- Plan/outline the TTT Plan Reading Online course.
- Update online courses including TTT Truss Basics and TTT Level 1 to reflect changes in standards that have taken place since these were first developed.

**Publications & Accounting (Staff contacts: Linda Alfonsi x126, Eric Monson x116 & Mike Younglove x114)**

#### ***Update***

- For the week beginning Tuesday, June 1 (after Memorial Day), we processed and filled **58 WTCA orders**, which consisted of a total of 96 boxes/bundles shipped; 14 of those WTCA publication orders were received through our online ordering system.
- If you haven't already, you can still [take advantage of saving 10% off your first online order](#) (up to \$100).

- Last week's most frequently requested products (in lots) were as follows: 118 – (combined lots) B1 Summary Sheets flat & folded, 20 – B2 Truss Installation & Temporary Bracing, 16 – lots each of B3 Web Member Permanent Bracing and B10 Post Frame Truss Installation & Bracing. Additionally we shipped 700 Jobsite packets, 165 BCSI 1-03 Booklets, 115,000 Bearing Location Tags and 136,000 Permanent Lateral Bracing Tags.
- 1,000 custom Jobsite packets were assembled.
- Custom Jobsite cover sheets are being designed for Lumber Specialties, Dyersville, IA, and Woodhaven Lumber, Lakewood, NJ.
- **Remember to [check out the BCSI FAQ page](#) on the web site to answer all your questions about new product releases and TPI/WTCA product replacements.**

#### *Goals for the Week*

- Assemble 5,000 custom Jobsite packets for the Truss Specialists order.
- Place 10,000 collated Jobsite contents bundles into zip-loc Jobsite bags for WTCA Jobsite order fulfillment.
- Start work on a BCSI promotional flyer for the last three documents that launched: B8 – Toe-Nailing for Uplift Reactions, B9 – Multi-Ply Girders and B11 – Fall Protection & Wood Trusses.
- Update/revise the pubs online order system per user feedback.
- Send a promotion on the final BCSI summary sheets we have completed.
- Synch TPI's publications sales history with WTCA's database in order to analyze current sales of shared publications.

## **ENGINEERING & TECHNOLOGY COMMITTEE (Chair: Clyde Bartlett)**

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**Staff contacts: Ryan Dexter x144, Tony Piek x113, Rachel Smith x127 & Richard Zimmermann x143**

#### *Update*

- The text for the new Technical Assessment Test Online 2 (TATO 2) has been completed! TATO 2 is now being previewed and tested by some of WTCA's TATO 1 users. [Check out the TKO web site](#) for more information about this new online testing system or any of WTCA's training programs.
- The PowerPoint® presentation on the new BCSI and B-Series Summary Sheets has been updated to include the whole collection of documents – now that all of them have launched. Anyone interested in a copy of this presentation to deliver to customers, code officials or specifiers may contact Rachel at 608/310-6727 or [rsmith@qualtim.com](mailto:rsmith@qualtim.com).
- Prior to the upcoming Open Quarterly Meeting in Madison, staff will draft four new Truss Technology in Building (TTB) documents on: Hip Bracing, Piggy-back/Field Splicing, Differential Deflection and Long Span Trusses.
- This week the technical team staff held a meeting to discuss priorities and tasks for the remaining half of 2004.
- Last week the second draft of the 2004 Florida Building Code and Residential Code was reviewed. The code revision process for the FBC has not been easy to understand or work within. Our current goal is to work with the Department of Community affairs on a few items within the code that are not technically correct.
- Staff worked with an Indiana member/chapter regarding proposed Indiana code changes regarding bracing.

#### *Goals for the Week*

- Create a draft of a new TTB on Temporary Bracing for Hip Ends.
- Begin updating the WTCA video collection to reflect current industry practices.
- Work on the Engineered Wood Products Technical Assessment Test Online – this will be similar to TATO. The goal is for it to be ready for demonstration at the Open Quarterly Meeting in August.
- Develop three TTW programs of varying lengths on the BCSI Series. This will allow users to have a presentation no matter how much time has been allotted for its delivery.
- Update the Storage, Handling, Installing and Bracing TTW.
- The Loading Project continues. All eleven sections have been drafted and are now in some stage of the editing process.
- Start planning for the Truss Basics course taking place Tuesday, October 5.

## **QUALITY CONTROL COMMITTEE (Chair: Joe Hikel)**

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**Staff contacts: Tony Piek x113 & Ryan Dexter x144**

#### *Update*

- Staff performed data file reviews for certified plants: Stark Champion, Brunsell, & Carter-Lee and for plants in the process of obtaining certification: Hawaii Planing Mill & KA Components.

- Staff visited Sun State Components in Kingman, AZ on Thursday, June 10. The day was spent going over the **In-Plant WTCA QC** program and inspection procedures. This is the first step in obtaining certification.
- Three customer QC inquiries and troubleshooting questions were answered.
- Last week another Pocket PC QC Software CD was purchased – bringing the total to 30. In addition, we have also shipped 106 **In-Plant WTCA QC 4.1** programs since its launch last May.

#### ***Goals for the Week***

- Work on the QC best practices manual by developing a best practices list and rough draft of documents within the series.
- Create QC-related market research questions for TPI to use when receiving calls from component manufacturers. Revise the QC flyer for the TPI promotion.
- Coordinate training at Bama Truss on Wednesday, June 23.

### **BCMC Committee (Chair: Tom Manenti)**

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**Staff contacts: Jill Zimmerman x122, Peggy Pichette x123 & Carren Koebke x121**

#### ***Update***

- **REGISTER NOW!!** Online registration is up and running – sign up early to take advantage of the activities that fill up quickly!
- The attendee promotion text and layout was finalized and is now at the printer where we are having 21,000 copies printed. We expect the promotions to mail to almost 7,000 people by the end of June. You may view all of the information contained in the promotion online now!
- Two exhibitor requests were granted last week. Weyerhaeuser and Trus Joist, A Weyerhaeuser Business will share exhibit space and receive separate listings in all promotions as well as MiTek Industries, Inc. and Virtek Vision International, Inc.
- Staff made follow-up calls to four potential exhibitors.
- A complete list of exhibitors was sent to contacts from George E. Fern, the Charlotte Convention Center and RentSys for their files.
- Text was finished for the June BCMC flyer which will be emailed to all members reminding them that online registration is live and their attendee promotion is on its way!
- Work on exhibitor-related issues for 2005 and 2006 BCMC shows.

#### ***Goals for the Week***

- Review the hotel pick-up for the show.
- Work on minutes from the Future Sites conference call which was held on Tuesday, June 8.
- Make another round of revisions to the Fort Worth Convention Center Contract.
- Review price quotes from potential photographers by June 15.
- Send out the presenter packets.
- Work on PowerPoint® presentation for the session entitled When It Pays To Automate — Evaluating ROI.
- Send contract confirmation emails to the 102 BCMC exhibitors.
- Conduct a conference call with the Charlotte Convention Center.
- Proof the contents of the exhibitor service manual.
- Complete the online registration updates.

### **LEGISLATIVE COMMITTEE (Chair: Allen Erickson)**

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**Staff Contact: Kelli Gabel**

#### ***Update***

- Staff sent an email notifying the membership of the two important developments regarding the SLA issue. First, the North American Free Trade Agreement (NAFTA) panel recently ruled that the U.S. Department of Commerce (DOC) once again needs to recalculate its countervailing (CVD) rates by July 30, 2004, which currently exist at 18.8 percent. Second, Canada has apparently won another round in the longstanding softwood lumber trade dispute against the United States. Specifically, a NAFTA panel ruled on Monday that the U.S. Commerce Dept. must review its subsidy calculations on Canadian lumber imports, which a British Columbia lumber industry spokesman said will likely erase the perceived subsidy altogether. For more information regarding the SLA issue, contact Kelli at 608/310-6728 or [kgabel@qualtim.com](mailto:kgabel@qualtim.com).

- On Wednesday, June 9, the final letter on countervailing and antidumping duties was sent to the Department of Commerce and the United States Trade Representative on behalf of Senator Harkin.
- On Friday, the US International Trade Commission ruled again that Canadian lumber imports damage the U.S. economy. ITC's position came as part of its response to a recent NAFTA panel decision against the U.S. in the long-running softwood lumber dispute. Also in its response, ITC asserted that the NAFTA panel had overstepped its authority by refusing to give U.S. officials more time to reconsider the case or use additional evidence. This sets the stage for further legal battles.

#### ***Goals for the Week***

- Obtain all the background information from the U.S. Department of Transportation for creation of an industry commercial trucking guide to understanding and implementing trucking regulations.
- Update the web site page to provide all the state maps that define industry size and employment by state.

### **MANAGEMENT COMMITTEE (Chair: Kendall Hoyd)**

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**Staff contacts: Molly Butz x141, Kelli Gabel x128, Suzi Grundahl x110, Tony Piek x113, Anna Stamm x119**

#### ***Update***

- Staff began the process for recording the scripts for the Safety Program.
- A new Wage & Benefit/Financial Performance Survey flyer was designed for the new member binders.
- Work on insurance broker related issues and feedback from Horton Insurance.

#### ***Goals for the Week***

- Update slides and the Employee handbook within the Safety program based on beta test site user feedback.
- Begin work on an OSHA Violations article for next month's SBC Magazine.
- Contact 20 beta testers for feedback on our Safety Program.
- Draft the final third party policies for WTCA Safety Program.
- Develop Safety Database framework for members to store inspection data.
- Enter 20 Wage & Benefit Surveys received.

### **EXECUTIVE COMMITTEE (Chair: Dan Holland)**

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#### ***Update***

- Work on the component manufacturers roundtable discussion session for the August meeting as it pertains to chapters.

#### ***Goals for the Week***

- Send out the agenda for the upcoming Past Presidents meeting.
- Provide comments on the preservative treatment letter TPI is sending out to the treaters.
- Revise the preservative treatment policy per the TPI/WTCA meeting.
- Hold meeting with Gary O'Malley of Weyerhaeuser on lumber industry related issues, particularly the SLA.

### **CARBECK STRUCTURAL COMPONENTS INSTITUTE (President: Richard W. Brown)**

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**Staff contact: Kelli Gabel x128**

#### ***Update***

- Staff met to begin preliminary planning of the Carbeck booth for the BCMC Show.
- Fire information was sent to a Georgia Fire Academy.
- Provide information to Professor Steve Cramer for the bracing research that is underway.

#### ***Goals for the Week***

- Contact North Carolina Fire & Rescue Commission.

### **SBC MAGAZINE (Editor: Dan Holland)**

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**Staff contact: Mindy Caldwell x129, Libby Maurer x124 & Molly Butz x141**

#### ***Update***

- Staff contacted three potential advertisers last week.

- Staff held a sales team meeting to strategize recruiting advertisers.
- A meeting was held to establish SBC Staff Practices & Procedures.

### ***Goals for the Week***

- Prepare the ad space reservation reminder text for the September/October issue.
- Work on meeting tasks assigned during the sales team meeting.
- Contact five potential advertisers.
- Edit August article text from Al Schuler, Steve Cramer and staff writers.
- Write a feature article for August based on the SBC editor's trip to newly rebuilt Best Homes' open house.
- Provide photos from the Best Homes, Inc. trip to the safety team for incorporation into the new OSC program as needed.
- Plan the September/October issue editorial line-up and create/distribute article assignments – text is due July 15.
- Implement changes discussed at the SBC planning meeting including: devising a plan to make regular contact with committee chairs for potential articles, meeting with staff to discuss the creation of a new code column, turning the FAQ column into a Technical Q & A column, attending an upcoming technical staff meeting, and testing the SBC Magazine web site's search function.
- Prepare the August text flow by June 17 and distribute for internal review.
- Begin work on the 2005 SBC rate card and media kit.
- Create a refreshed look to current departments and columns within SBC.
- Write a press release about the signing of the TPI/WTCA publications agreement.
- Conduct an analysis of ad to text ratio in SBC.
- Review suggestions received in the Sept/Oct Brainstorming meeting.



# Weekly Board Report

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June 18, 2004

## INTRODUCTION

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WTCA Staff is thrilled to host the next Open Quarterly Meeting right here in Madison, WI! The Meeting will take place August 11-13, 2004, at the Madison Concourse Hotel located in the heart of downtown just blocks from the State Capitol building.

The following Committees will meet: Engineering & Technology, Marketing, Quality Control, Management, Membership and Legislative. These precede the quarterly Board Meeting on Friday, August 13. ***The Board Meeting and the Committee Meetings are open to everyone – so get involved in WTCA's future and attend!***

Sign up online via our new and improved meeting registration system. [Log in](#) using your email address and password (if you do not remember your password, check “no” on the log in page and a new password will be sent to you immediately). Then access “Boards & Committees” and “Meeting Registration” from the menu on the right side. This will transport you to the Madison Schedule of Events page. From there all you have to do is click on “register” and then “yes” for all the events you wish to attend. ***It is so easy!***

**QUOTE OF THE WEEK:** The following quote came to us through an emailed question from a homeowner named Dan Long, “Your [web] site is excellent and I have used it a lot since first considering a home with wood trusses.”

**SBC MAGAZINE QUESTION OF THE MONTH:** *Within the different areas of your operation (i.e., design, sales, manufacturing, shipping, inventory control, administration), what are your key problems/issues? How do you use quality control to help you manage these issues?*

## MEMBERSHIP COMMITTEE (Chair: Bob Becht)

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Staff contacts: Anna Stamm x119, Danielle Bothun x135, Kelli Gabel x128 & Barb Speer x145

### Update

- If you haven't gone there yet, [check out the new web page for the WTCA Membership Drive](#). Here you will find all of the resources you need to compete in the Individual Component Manufacturer, Individual Supplier and Chapter portions of the Fifth Annual Membership Drive running from April until September 1. By next week, the Top Chord Club standings should be online too!
- Updates to the online meeting registration system were completed and we have already had great feedback. Allen Erickson of Cal-Asia Truss wrote, “I did use the online meeting registration. It was very thorough and easy to use. I prefer it to faxing or even email response.”
- If you have always wanted to attend a Baltimore Orioles game, join the Capital Area Chapter on Monday, August 9! The WTCCA is returning to Camden Yards for its annual summer outing and this year will be having a lunch feast in a party room at the ballpark before the 12:35 p.m.
- game. Anyone interested is welcome to attend! For more information, contact Anna at 608/310-6719 or [astamm@qualtim.com](mailto:astamm@qualtim.com).
- Details for the next Oregon Chapter Kick-Off Meeting are nearly set. An announcement was distributed on Tuesday telling members (and nonmembers) in the area to mark their calendars for Thursday, July 8 at the Old Spaghetti Factory in Portland. The sign-up sheet and agenda will be distributed soon. For more information, contact Anna at 608/310-6719 or [astamm@qualtim.com](mailto:astamm@qualtim.com).
- The Alabama and Texas Chapter meetings were administered this week.
- Staff responded to two inquiries regarding possible Truss Technology Workshops in California.
- A new year-round flyer on the WTCA Regional Workshop & Conferences has been created for use in new member binders and member visit packages.

### ***Goals for the Week***

- Process the latest member sponsorship information and update the membership drive points tally. (Watch for the June issue of Chapter Focus next week to find out which individuals and chapter are in the lead so far!)
- Work on code to post the Top Chord Club point standings on the web site as well as the current membership drive tally.
- Begin collecting quotes and considering layout ideas for the 2004 Annual Report.
- Finish contract negotiations with the Atlanta Renaissance Hotel, site of our February 2005 Open Quarterly Meeting.
- Write thank you notes to Richard Langton of Bowermaster & Associates and Cal Bole of MiTek for sponsoring the CalESCA Statewide and Oregon Chapter meeting dinners respectively.
- Create and distribute the announcement for the July 15 Ohio Chapter plant tour and golf tournament.
- Work with "It's Your Choice!" on the customized shirts for the Ohio Chapter's July golf tournament.
- Finalize and distribute the WTCCA Orioles game announcement.
- Begin planning the next batch of July chapter meetings: Northeast (July 14), New York (July 15), North Florida (July 15) and Southern Nevada (July 15).
- Contact the Wisconsin Truss Manufacturers Association with the names of companies that are interested in receiving more information and meeting dates of the chapter, including: Truss Systems in Little Chute, Truss's Plus in Mayville, Trussco in Appleton and Blenker Building Systems in Amherst.
- Update the web site calendar with the latest chapter meeting dates.
- Contact the chapters for submissions for the August issue's Chapter Corner.
- Compose the Chapter Spotlight article for the August issue and begin the Chapter Corner update.
- Process six requests for potential member information.
- Process the latest two component manufacturer member applications and ship welcome packages to: Northwest Building Components in Rathdrun, ID and Wakulla Lumber and Trusses in Crawfordville, FL.
- Work on the chapter policy and procedure issues for the upcoming Membership Committee meeting.

### **MARKETING COMMITTEE (Chair: Ken Cloyd)**

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**Web site/Online Education/Information Tech (Staff contacts: Danielle Bothun x135, Hien Khuu x137, Barb Speer x145 & Rachel Smith x127)**

#### ***Update***

- Mark your calendar because dates for the upcoming TTT Live classes have been selected! Two classes will be held in Madison, WI at WTCA Headquarters. TTT Level I Live will be held November 10-13. TTT Level II Live will be conducted December 8-11. A full announcement including pricing and a registration information will be forthcoming. In the meantime if you would like more information, contact staff at 608/310-6745.
- Staff continued to meet with members within a three-hour radius of Madison to discuss WTCA's many products and services. On June 16, staff met with Automated Products, Inc. in Marshfield, WI and Blenker Building Systems, Inc. in Amherst.
- The audio for the new section of TTT Level III Online, Truss Testing, was recorded and the section should be incorporated shortly.

#### ***Goals for the Week***

- Create Flash tutorials for the Online Purchasing System (OPS) to help users become familiar with the online ordering system to use it most efficiently.
- Add a feature to the online system to allow BCMC exhibitors to edit their company's employee database records for registration purposes.
- Enhance the WTCA web calendar.
- Work on the new general purpose Knowledge Base. This new system will allow staff to keep content for the web in our database, alleviating the need for a web specialist to create new web text. We will use this system for all of our web site's content management including: policy pages, web calendars, FAQs and glossary pages.
- Extract audio files from digital recordings taken at the Iowa Chapter meeting on June 9 and the Alabama Chapter meeting on June 17 to aid staff with the creation of a commercial trucking standard.
- Prepare a beta test version of TATO 2 for completion by the end of the week. Several TATO 1 users are being asked to preview the new sequel.
- Contact all WTCA members in Missouri in our ongoing effort to discuss WTCA programs and services and ensure our members are aware of all that we offer.



## **Publications & Accounting (Staff contacts: Linda Alfonsi x126, Eric Monson x116 & Mike Younglove x114)**

### *Update*

- We processed and filled **86** WTCA publication orders, 27 of those were submitted through our online ordering system. The week ended with some very large product orders and a total of 165 boxes or bundles having been shipped from the WTCA premises. Our UPS man loves us!
- The BCSI Series documents again topped our product sales for the week! We shipped: 724 - BCSI 1-03 Booklets, 202 (combined lots of 250) - flat & folded B1 Summary Sheets, 175 (lots of 50) - B2 Truss Installation & Temporary Bracing, 211 (lots of 50) - B3 Web Member Permanent Bracing, 84 (lots of 50) -B4 Construction Loading, 85 (lots of 50) - B5 Truss Damage, Jobsite Modifications & Installation Errors, 54 (lots of 50) - B10 Post Frame Installation & Bracing. In addition, we filled requests for 1500 WTCA Jobsite Safety packages and 79,000 Bearing Location Truss Tags.
- Two custom Jobsite orders continue to be assembled in-house. 1,000 custom Jobsite packages (of a 5,000 package order) were completed and shipped to Truss Specialists. An additional 1,000 custom Jobsite packages were shipped to Foxworth-Galbraith – we are still working to complete that order of 10,000.
- The customized Jobsite cover sheets were approved by Lumber Specialties and Woodhaven Lumber; their orders are in process.
- Custom Jobsite package quotes were submitted to Mainely Trusses for review and approval.
- **Log on and [check out the BCSI FAQ page](#) to answer all of your product questions!**

### *Goals for the Week*

- Finalize the Lumber Specialties custom order request for 5,000 Jobsite packages and begin assembly.
- Coordinate and begin assembly of 200 custom Jobsite packages for Woodhaven Lumber.
- Assemble 4,000 WTCA Jobsite packages to replenish inventory.
- Discuss marketing ideas to further promote the complete line of WTCA products and services.
- Revise the current WTCA Jobsite cover sheet to include portions of ANSI/TPI/WTCA 4-2002 (Design Responsibilities) on the reverse side.
- Analyze and invoice Chapter co-op order requests submitted for June.

## **ENGINEERING & TECHNOLOGY COMMITTEE (Chair: Clyde Bartlett)**

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**Staff contacts: Ryan Dexter x144, Tony Piek x113, Rachel Smith x127 & Richard Zimmermann x143**

### *Update*

- Many of the temporary bracing information and graphics from the BCSI-B1 and B2 Summary Sheets are now downloadable from the WTCA web site in .dxf file format to include in your drawings. This will help reiterate proper temporary bracing techniques.
- An **SBC** article was written for the August FAQ column on truss heel blocking. This material will be drafted into a TTB.
- The first draft of a planned supplement to the Fire Resistance Rated Truss Assemblies TTB is complete.
- Work on editorial changes to our ICC code changes to improve clarity.

### *Goals for the Week*

- Review the Florida 2004 Building Codes and draft a letter to the Department of Community Affairs for clarification and editorial changes.
- Monitor the proposed revisions to the 2002 ASCE (American Society of Civil Engineers) 7, “Minimum Design Loads for Building and Other Structures.” The revisions are for the 2005 edition and will serve as the basis for the 2006 IBC, IRC and NFPA 5000. ASCE 7 is the primary resource for all of the model building codes regarding loads, including those on trusses.
- Work on the truss loading project. The Load Combination, Dead Load, Live Load, and Special Consideration sections have been revised based on staff’s comments. This week, the Snow, Rain and Seismic sections are being revised based on its in-house review. The first draft of the Wind section should also be completed and reviewed internally this week. The goal is to compile all of these reviewed documents into a very basic, non-illustrated preliminary document for TAC and E&T content review the end of June.
- Work on the Engineered Wood Products Technical Assessment Test Online (EWP TATO).

## **QUALITY CONTROL COMMITTEE (Chair: Joe Hikel)**

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**Staff contacts: Tony Piek x113 & Ryan Dexter x144**

### *Update*

- Data file reviews were performed for QC certified plant Stark Rennsalaer and Clearspan Components (QC certification in progress).
- A QC training was scheduled for Bama Truss in Shelby, AL for Wednesday, June 23.
- The QC training at Sun State Components in Kingman, AZ was completed on Thursday, June 10.
- Last week, staff answered nine QC inquiries and troubleshooting questions.

### *Goals for the Week*

- Develop QC best practices list and rough draft of documents within series.

## **BCMC Committee (Chair: Tom Manenti)**

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**Staff contacts: Jill Zimmerman x122, Peggy Pichette x123 & Carren Koebe x121**

### *Update*

- There have been whispers about this year's BCMC Kick-off speaker, but all we are confirming is that we are hosting a *very* special, internationally renowned guest. This speaker is so high-profile that we are asking you to arrive early and bring a picture for of identification because security will be tight! Don't miss this historic event!
- We currently have 103 BCMC exhibitors and 76,700 square feet of exhibit space sold.
- **[REGISTRATION IS AVAILABLE ONLINE!](#) Last week BCMC attendee registration went live and we already had our first attendee register – sign up now!**
- The June flyer regarding registration was finalized and will be sent out this week.
- A teleconference was held with the Charlotte Convention Center to coordinate details of the show.
- Staff has spent the week creating, drafting and proofing the exhibitor service manual contents. We expect these to ship from George E. Fern the first week of July.
- Staff worked with six potential exhibitors.
- An email was sent to the Committee Members, the WTCA Board and the Past Presidents regarding this year's BCMC 2004 polo shirt.
- Work on manufacturers roundtable issues.

### *Goals for the Week*

- Work on minutes from the Future Sites Conference call on June 8.
- Work on revisions to the Fort Worth Convention Center contract.
- Finish reviewing the proposals and select a photographer for the show.
- Send out the contract confirmation emails to all exhibitors.
- Review the attendee portion of the web site for accuracy and make any last minutes revisions.
- Lay out the first draft of the floor plan.
- Contact five potential exhibitors.
- Finalize the contents of the exhibitor service manual and ship to George E Fern for assembly.
- Review the bus contract received from American Charters.
- Contact the security coordinator at the Charlotte Convention Center.

## **LEGISLATIVE COMMITTEE (Chair: Allen Erickson)**

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### *Update*

- The State maps provided at the Legislative Conference have been posted to the Legislative Page. These maps show each component manufacturing location and extrapolate estimated sales and payroll by state, based on dues and member information in WTCA's database.
- House and Senate have now both passed the JOBS bill. This is very beneficial for manufacturers.
- Senators Max Baucus (D-MT), Saxby Chambliss (R-GA), Larry Craig (R-ID), Gordon Smith (R-OR), Thad Cochran (R-MS), Trent Lott (R-MS) and Lindsey Graham (R-SC) met with U.S. Commerce Secretary Donald Evans earlier this week and urged him to reverse the Department's decision to lower duties imposed on Canadian lumber to 13 percent.

### ***Goals for the Week***

- Finish the text for the June Legislative Update.
- Extract audio files from digital recordings taken at the Iowa Chapter meeting on June 9 and the Alabama Chapter meeting on June 17 to aid staff with the creation of a commercial trucking standard.
- Work on the legislative web site specification.

## **MANAGEMENT COMMITTEE (Chair: Kendall Hoyd)**

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**Staff contacts: Molly Butz x141, Kelli Gabel x128, Suzi Grundahl x110, Tony Piek x113, Anna Stamm x119**

### ***Update***

- Staff wrote an article on OSHA Violations for the August issue of *SBC*.
- A final draft of third party policies for the Operations Safety Certification (OSC) program was routed for review this week.
- Each of the Safety Program's beta sites were contacted this week regarding an initial interview about the program.
- OSHA links and the former safety topics were posted (for Members only) in the Safety Resources section of TKO.
- Nineteen Wage and Benefit Survey responses were entered into the online data site
- Review and update the Workforce Development portal per comments received from a member.

### ***Goals for the Week***

- Make final updates to WTCA OSC Employee Handbook and the OSC Posters and send them out for translation into Spanish.
- Develop the Safety Database formwork.
- Post OSHA resources suggested by Nancy Frush to the Safety Resources section of TKO.
- Add truss banding information from Zak Lindell of Manion Truss to Phase III of the Safety Program.
- Use photos from staff's Best Homes tour in the Safety slidedecks where appropriate.
- Work on entering Wage and Benefit Surveys into the online data site – we have over 100 to be entered and surveys continue to arrive. Survey results will be published in August. If you have not yet submitted your survey data (either online or on paper), please contact staff at 608/310-6745 to be sure you have not missed your opportunity.

## **EXECUTIVE COMMITTEE (Chair: Dan Holland)**

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### ***Update***

- The Executive Committee and Past Presidents met in Chicago this week to discuss a variety of important strategic planning matters, including development of an Industry Data Standard, the component industry's relationship with key supplier groups, WTCA's relationship with its chapters, standard contract language, and clearly defining the Hall of Fame Award, among other topics.

### ***Goals for the Week***

- Make final arrangements for and travel to Chicago to participate in the Past Presidents meeting.
- Finalize and distribute meeting date for the next Executive Committee Conference Call.
- Complete a draft market research survey form for TPI to use in discussions with component manufacturers about publications and QC. Send to TPI for review and comment.
- Finalize the revised TPI/WTCA preservative treatment policy.
- Provide TPI with printing quotes for the TPI BCMC promotion.
- Provide the ICC with a letter of support for the ICC and the adoption of the IBC and IRC nationwide.

## **CARBECK STRUCTURAL COMPONENTS INSTITUTE (President: Richard W. Brown)**

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### ***Update***

- Carbeck has announced its third annual silent auction and second annual dunk tank. You may support this charitable foundation by bidding on trips, industry items, sports memorabilia, jewelry and much, much more. Or you can dunk a member of the industry – last year's dunkees included: Kirk Grundahl, Tim Rouch, Dan Holland, and Mike Ruede.

### ***Goals for the Week***

- Work on a summary version of the Carbeck fire presentation.

**Staff contact: Mindy Caldwell x129, Libby Maurer x124 & Molly Butz x141**

*Update*

- The text for the ad space reservation reminder for the September/October issue was drafted.
- Three potential advertisers were contacted.
- A Fall Promotion email was sent to 161 recipients this past week and a follow-up call plan was designed regarding the packets that were sent out two weeks ago. If you have been thinking about advertising in **SBC** – the Fall Promotion could save you money. Contact Peggy today at 608/310-6723 or [ppichette@qualtim.com](mailto:ppichette@qualtim.com)
- The final version of the August text flow was prepared and sent for internal review on Friday, June 18.
- An initial draft of a press release regarding the signing of the TPI/WTCA pubs agreement was drafted and is now undergoing internal review.
- Staff completed an analysis of **SBC's** advertising to text ratio.
- Industry periodicals were reviewed for Industry news information to be used on the next update.
- Staff held a meeting on Wednesday, June 16 to go through the editorial suggestions in the planning agenda.
- Remember that Classified Ads for the August 2004 issue of **SBC** must be submitted by Tuesday, July 6. If you have any questions contact staff at 608/310-6706 or visit [www.sbcmag.info](http://www.sbcmag.info).

*Goals for the Week*

- Put together a new Industry News update.
- Begin work on the 2005 **SBC** rate card and media kit.
- Design new columns and departments for **SBC** to refresh the look of our current departments.
- Work on ideas for an **SBC** presence at BCMC.
- Finalize and distribute a press release about the signing of the TPI/WTCA pubs agreement.
- Complete the Sept/Oct BCMC Show Guide issue editorial line-up, distribute article requests and begin preliminary work on text.
- Review changes made to the August textflow and send articles out to WTCA's legal counsel for review by Tuesday, June 22.
- Work on tasks from the **SBC** planning meeting.
- Close the August issue and contact any lingering advertisers.
- Make Fall promotion follow-up calls.
- Finalize text to be used in a new "Builder Corner" for August **SBC**.



# Weekly Board Report

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June 25, 2004

## INTRODUCTION

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The Technical Assessment Test Online 2 (TATO 2) is coming soon! This is the follow up to TATO 1 which launched last year to test truss technicians, sales staff and production personnel, both during the hiring process, or if you want to assess your current staff. Both TATO programs were designed based on committee input from truss manufacturers to serve truss manufacturers like you. These tests will aid you in assessing and hiring technical personnel at any level. Specifically, TATO 1 may be taken by job candidates to evaluate their technical aptitude. In 45 minutes, you can have feedback and results to assist you in making a sound hiring decision. TATO 2 is an in-depth, advanced exam to determine an experienced truss technician's level of knowledge within a spectrum of design department skills. The program can also help you quickly assess skill sets and set the training priorities for all the individuals in your company. For more information about TATO, please [visit WTCA's web site](#) or contact staff at 608/274-4849.

**MEMBER QUOTE OF THE WEEK:** Ryan T. Holmes from HNR Framing Systems in Poway, CA provided the following quote on SBC Magazine, "I read every issue. It's very well written and very well laid out; there's definitely a passion evident in the magazine. It's great; I wouldn't change a thing."

**SBC MAGAZINE QUESTION OF THE MONTH:** *Within the different areas of your operation (i.e., design, sales, manufacturing, shipping, inventory control, administration), what are your key problems/issues? How do you use quality control to help you manage these issues?*

## MEMBERSHIP COMMITTEE (Chair: Bob Becht)

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**Staff contacts: Anna Stamm x119, Danielle Bothun x135, & Barb Speer x145**

### *Update*

- The Fifth Annual Membership Drive is in full swing. Staff is assembling packages for all of the chapters to assist them in their own recruitment efforts. The packages contain: 2003 Annual Reports, the new membership recruitment brochure, order forms, BCSI flyers, TKO Roadmaps and pricing guides, chapter-specific applications, and lists of members and nonmembers in the chapter area. If you need recruiting supplies, please contact Anna at 608/310-6719 or [astamm@qualtim.com](mailto:astamm@qualtim.com) or [download them from the Membership Drive page](#).
- Have you been hearing a lot of talk about the Top Chord Club during the Membership Drive but you're not really sure what it entails? [Check out the new posting on the web site](#). There you will find a description of this recruitment reward program as well as the current point standings of all WTCA members. If you have any questions, contact Anna at 608/310-6719 or [astamm@qualtim.com](mailto:astamm@qualtim.com).
- The dues invoice deadline for the 2004/2005 billing cycle is fast approaching! A reminder notice was sent to members on Monday emphasizing the June 30 deadline. If you need another copy of your invoice or Member Information Verification Form (MIVF), please call staff at 608/274-4849 or send an email to [membership@woodtruss.com](mailto:membership@woodtruss.com). Thank you to everyone who has responded so far!
- A press release announcing the Madison, WI Open Quarterly Meeting was sent to WTCA members and media contacts on Monday, June 21.

### *Goals for the Week*

- Ship welcome packages to the latest new members: Texoma Truss Systems in Durant, OK and TCT Manufacturing in Mount Dora, FL.
- Email and fax invoice copies upon request following the dues reminder notice.
- Process dues payments and MIVFs as they are received.
- Update the Membership Drive points tally as new members notify us of their sponsors and email members receiving Top Chord Club points.
- Create a Membership Drive flyer promoting the banner at BCMC for the winning supplier recruiter and company (or companies).

- Work on the Chapter Focus for June and the July 14 Chapter Teleconference Agenda.
- Write and distribute an agenda for the June 30 Chapter Presidents Teleconference.
- Work on the July chapter meetings: Northeast (July 14), Michigan (July 15), North Florida (July 15), New York (July 15), Southern Nevada (July 15) and Ohio (July 15).
- Provide assistance with the Oregon Chapter start-up and next meeting on July 8.
- Communicate with Dan Kelsey, Building Codes & Standards Division, Dept of Administration, State of Minnesota and the local manufacturers on the state's review of bottom chord live loads.
- Collect feedback on last week's Alabama and Texas Chapter meetings and invoice for meals.
- Finish the Chapter Corner update for the August issue of SBC Magazine.
- Post the latest meeting photos and update on the Texas Chapter web site: [www.tmatchapter.com](http://www.tmatchapter.com).
- Draft letter to Wayne Clark of Western Wood Truss Assoc. of Alberta on cooperation on training.
- Draft a letter to Warren Bracken of Manufab on a membership growth opportunity.
- Draft and review the membership drive house ad.
- Create a flyer to promote the Chapter Leadership meeting kicking off the Madison Open Quarterly Meeting on Wednesday, August 11.
- Finalize the Madison Open Quarterly Meeting dinner plans for Thursday, August 12.

## **MARKETING COMMITTEE (Chair: Ken Cloyd)**

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**Web site/Online Education/Information Tech (Staff contacts: Danielle Bothun x135, Hien Khuu x137, Barb Speer x145 & Rachel Smith x127)**

### *Update*

- On June 23, staff met with United Building Centers Timber Roots plant in Brownsville, WI to discuss the many products and services available to WTCA members.
- We contacted 13 members in Missouri and California in our ongoing efforts to talk to all WTCA members this year to discuss WTCA programs and services.
- Create additional enhancements to the Meeting Registration System and the final changes to the Administrative web reports.
- Staff was trained on the TKO Course Builder.
- We finalized all the quiz data for TATO2.
- Final work was completed on an improved production tool for TKO.
- Enhancements were made to the WTCA Calendar, which runs in our "Knowledge Base" online database system.

### *Goals for the Week*

- Finish revising the Work Force Development Portal and creating the individual account process.
- Test and make TATO 2 Online available for purchase.
- Add new pages to the WTCA web site for Contact Us, Questions?, Top Chord Club Points, Structural Details, and Site Map.
- Call members in California to discuss WTCA programs and services.
- Automate the creation of an Outlook public address book, loaded from the Main Database (SQL tables) to make our communication with members much more efficient. Import Contacts to Exchange from Main, prepare to add all records to public folder.
- Build backup Exchange server to ensure system reliability.
- Phase out internet service provider email accounts due to poor reliability.
- Set up and test header-based shared Knowledge Base website portal system to maintain existing URL structure and search sites, reduce URL complexity, and simplify migration of sites to Knowledge Base shared portal system.

**Publications & Accounting (Staff contacts: Linda Alfonsi x126, Eric Monson x116 & Mike Younglove x114)**

### *Update*

- For the week of June 14-18, we invoiced and shipped **102** WTCA publication orders. That included 143 boxes/bundles that left the premises last week. 24 of those orders were submitted through our online ordering system.
- It's not too late to place your first order online and take advantage of a one-time 10% discount – up to \$100 off your order total, if you have not done so already! From the WTCA online products ordering system, you can also get up-to-date product pricing & descriptions, view PDFs of all WTCA products and request free product samples.
- Most requested products shipped during the week included: 217 BCSI 1-03 Booklets, 172 (combined lots of 250) flat & folded B1 Summary Sheets, 78 (lots of 50) B2 Truss Installation & Temporary Bracing, 30 (lots of 50) B3

Web Member Permanent Bracing, 55 (lots of 50) TTB Partition Separation documents, 104,000 Bearing Location Tags and 68,000 Permanent Lateral Bracing Tags. In addition, we shipped 1000 WTCA Jobsite packets to fill five order requests.

- 1200 custom Jobsite packets were assembled and shipped to Truss Specialists.
- Still have questions about all the BCSI products and WTCA/TPI product conversions? Be sure to [check out the BCSI FAQ page](#) on the web site to address all your concerns.
- Five WTCA product orders were invoiced that qualified for June Ohio Chapter co-op pricing.
- Reprinting of 10,000 BCSI 1-03 Booklets, 30,000 B10 Post Frame Summary Sheets and 500,000 B1 Summary Sheets is underway for WTCA stock replenishment.

#### ***Goals for the Week***

- Write a press release on the completion of the B-Series documents and route it for internal approval.
- Begin assembly on 2000 custom Jobsite packages for Mainely Trusses.
- Assemble and ship 200 custom Jobsite packages to Woodhaven Lumber.
- Submit custom Jobsite package quotes to Lumber Specialties for 5000 packets with custom cover sheet.
- Create a Jobsite promotional fact sheet for placing custom orders.

### **ENGINEERING & TECHNOLOGY COMMITTEE (Chair: Clyde Bartlett)**

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**Staff contacts: Ryan Dexter x144, Tony Piek x113, Rachel Smith x127 & Richard Zimmermann x143**

#### ***Update***

- WTCA staff is monitoring the progress of the ASCE 7 proposed changes for the 2005 edition. We will be participating in the public comment process..
- Review the snow and wind load sections of our truss loading document.
- All sections of the loading project document have gone through initial staff review. A WTCA Tech Staff group discussion of the document is scheduled. A first draft of the document will be prepared for discussion/review by the E&T subcommittee. Following this discussion, a final draft copy will be made available for the industry at large for review and comment.
- We sent out a letter to Mo Madani on the Florida Building Code editorial changes that affect our industry.
- Work with a TPI TAC member on details being used in the CA market.

#### ***Goals for the Week***

- Work on TTB draft for Hip Set Bracing.
- Work on the outline for the online version of the TKO Plan Reading course. The due date for a final outline is the end of July and the completion of the online course is the end of the year.
- Work on scheduling the truss loading project meetings.
- Follow up with Bryan Hill on a California plan review issue.
- Follow up on a contact from Minnesota on the ability to make code change proposals. Work with our Minnesota members on this opportunity.
- Get added to an ICC committee on assisting with code adoption.

### **QUALITY CONTROL COMMITTEE (Chair: Joe Hikel)**

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**Staff contacts: Tony Piek x113 & Ryan Dexter x144**

#### ***Update***

- Staff answered eight QC inquiries and troubleshooting questions this week.

#### ***Goals for the Week***

- Develop QC best practices list and rough draft of documents within series.
- Perform QC training at Bama Truss Wednesday, June 23.
- Prepare for visit to Casmin next week.
- Review and gain the perspective of a member, Keith Hershey, on the *In Plant WTCA QC* program.

## **BCMC Committee (Chair: Tom Manenti)**

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**Staff contacts: Jill Zimmerman x122, Peggy Pichette x123 & Carren Koebke x121**

### *Update*

- **REGISTER NOW!** Online registration is up and running – sign up early to take advantage of the tour activities that fill up quickly!
- The Attendee Promo was posted to the BCMC web site.
- We sent out contract confirmation emails to exhibitors.
- We emailed the June flyer promoting attendance at BCMC to 2,633 contacts.
- Staff met Friday, June 18 to begin working on phase one of the floor plan.
- We followed up with three potential exhibitors.
- The spouse contract was signed last week with American Charters. Spouses/companions of BCMC can sign up now for the Thursday, October 7 tour to the Mint Museum of Craft & Design, lunch at Jillian's and hours of shopping at Concord Mills. Log on to [www.bcmshow.com](http://www.bcmshow.com) to learn more!

### *Goals for the Week*

- Ship Exhibitor Service Manual contents for on-site assembly by George E. Fern. We anticipate them to mail to exhibitors by the end of the month.
- Review the attendee portion of the web site.
- Work on the floor plan by contacting the largest exhibitors and get their locations set.
- Contact five potential exhibitors.
- Draft the text for the August ad for SBC Magazine.
- Review hotel pick-up.
- Check rates for flights for Staff to BCMC.
- Send out letters to individuals who receive a complimentary registration to BCMC.
- Send an attendee promotion to the BCMC Committee, WTCA Executive Committee, BCMC Vendors and Speakers.
- Draft a BCMC press release outlining the details of the Charlotte, NC show.
- Contact Ryder Burger, security officer at the Charlotte Convention Center, to obtain security regulations and request a proposal for services.
- Meet with Kris Alberti.
- Finalize the TPI tote bag printing.
- Develop a plan to test the effectiveness of a new database on lumber dealers that has been given to us to use.

## **LEGISLATIVE COMMITTEE (Chair: Allen Erickson)**

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### *Update*

- We began the design work for the Legislative Portal site, and set up the database tables that will drive the site.
- A Legislative Update was sent.

### *Goals for the Week*

- Prepare the Legislative Update.
- Develop a softwood lumber contact plan for members in the states of key Senators on their support of a negotiated settlement.
- Work on the legislator contact web page strategy.
- Work on documentation of all tasks and overall planning for the remainder of the year.

## **MANAGEMENT COMMITTEE (Chair: Kendall Hoyd)**

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**Staff contacts: Molly Butz x141, Suzi Grundahl x110, Tony Piek x113, Anna Stamm x119**

### *Update*

- Staff entered data from 40 plus Wage & Benefit Surveys. We have received 166 paper surveys back so far and 69 members have initiated data entry directly into our online survey. We hope to have all data entered by the end of June. Remember, participating member companies receive the survey results FREE of charge, while non-participating component manufacturing members will have to pay \$1600 to see the data! If you have not yet returned your survey to us, please do so immediately. If you have questions about the survey or the impending deadline, or if you are having trouble with the online data entry process, please contact staff at 608/310-6745.



- Updates were made to the Safety Employee Handbook and it was sent out for translation into Spanish.
- Added the OSHA resources recommended by Nancy Frush to the Safety Related Links section of the Safety Resources on TKO.
- Added a brief truss banding information paragraph to Phase III of the WTCA OSC Program.
- The Best Homes Open House photos were added to the WTCA OSC slide decks where appropriate.

#### ***Goals for the Week***

- Enter Wage and Benefit Surveys, and work with our confidential third party CPA to get incomplete surveys corrected and/or completed so the data can be included in our results.
- Add safety glossary items to the current TKO glossary.
- Finish a prototype of the Conney Safety Products page.
- Work with staff on recording safety slide decks.
- Develop WTCA OSC database program.
- Work on a business valuation question from a member.
- Work with Dick Pierpont, a potential approved broker, on the WTCA program.
- Work on the safety manual third party process.
- Review and gain the perspective of a member, Keith Hershey, and his insurance broker on the safety program.

### **EXECUTIVE COMMITTEE (Chair: Dan Holland)**

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#### ***Update***

- Staff will be drafting updates to the Hall of Fame award criteria, in order to help members clarify who best qualifies when nominating individuals to receive the award. This will be reviewed and approved by the Hall of Fame Committee, Past Presidents and Executive Committee.

#### ***Goals for the Week***

- Follow up with TPI on the TPI-WTCA Code Development Policy draft.
- Follow up with TPI on the joint Preservative Treatment Policy Statement and the draft letter to wood treatment suppliers.
- Follow up with TPI on the TPI third party/BCMC promotion.
- Perform a few sample TPI market research surveys with members to gauge the amount of time each survey will take.

### **CARBECK STRUCTURAL COMPONENTS INSTITUTE (President: Richard W. Brown)**

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#### ***Update***

- Thank you to the members who have contributed to Carbeck with your annual dues payment! Carbeck's mission is to promote research & education focused on structural framing of residential housing and commercial buildings.
- We had a discussion with Professor Steve Cramer at the University of Wisconsin on the truss designs he needs for bracing analysis being done.

#### ***Goals for the Week***

- Begin work on a summary version of the Carbeck fire presentation.
- Work on documentation of tasks and overall planning for the remainder of the year.

### **SBC MAGAZINE (Editor: Dan Holland)**

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**Staff contact: Mindy Caldwell x129, Libby Maurer x124 & Molly Butz x141**

#### ***Update***

- Worked through editorial suggestions in planning agenda.
- Brainstormed ideas and assigned tasks for SBC's presence at BCMC.
- We made about 60 fall promotion follow-up calls last week.
- Finalized and distributed press release about the signing of the TPI/WTCA publications agreement.
- Worked on closing the August issue with SBC advertisers.
- The first edition of Builder Banter for SBC was written and added to the text flow.

### *Goals for the Week*

- Work on 2005 SBC rate card and media kit.
- Create the design for the new column and departments for SBC. Refresh look of current departments.
- Undertake tasks for SBC presence at BCMC.
- Work on completing tasks from the planning agenda.
- Make 35 follow-up calls for the fall promotion.
- Begin layout of August issue.
- Design space reservation reminder and distribute to potential advertisers by end of the week.
- Put final touches on the text for the August issue.
- Distribute the August issue to legal counsel for review.
- Begin writing tasks for the September/October issue. Articles are due on July 15.
- Call Simon Evans to discuss article for the S/O issue.
- Create list of people who have experienced problems due to the national cement shortage and call them for quotes.
- Finish the Industry News write-up.
- Begin writing the Sept/Oct. issue's Human Faces article with the help of Mike Nilles.
- Begin the database design for the new SBC Lumber Survey online.
- Send thank you notes to member participants who helped with the Human Faces article.



# Weekly Board Report

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July 2, 2004

## INTRODUCTION

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*WTCA Staff wishes you a very happy Independence Day!*

**Take a moment to test your knowledge of the United States and its patriotic history – answers appear at the end of the Board Report.**

1. The Bald Eagle located on the Great Seal of the United States has a ribbon in its mouth and arrows of war clutched in its feet – what does the ribbon say?
  - What do the Latin words mean?
2. Who wrote the Pledge of Allegiance?
  - The Star Spangled Banner?
3. What did Yankee Doodle call the feather in his hat?
  - In which U.S. war did troops sing this song?
4. On the first U.S. Flag, why were the 13 stars sewn in a circle?
  - Which state came immediately after the 13 colonies?
5. Why is the White House white?
  - Which President never lived in the White House?

**MEMBER QUOTE OF THE WEEK:** “Our success in getting the County of Riverside to review and revise their policy regarding sealed placed plans was due, in great part, to WTCA lending its help and national credibility to its local chapter, CalESCA. It was a huge benefit to be able to provide sample policies from WTCA past successes, such as the City of San Diego, Ca. and Jacksonville, Florida. It helps to have local building departments know that there are policy alternatives that work in other areas besides their own. WTCA, with its national coverage, was great source for this information. We hope to continue to use this model to address sealed placement plan concerns in other building department jurisdictions. Hopefully, this will lead us to a national policy in the future.” Bill Turnbull, President, CompuTrus, Inc.

**SBC MAGAZINE QUESTION OF THE MONTH:** *Within the different areas of your operation (i.e., design, sales, manufacturing, shipping, inventory control, administration), what are your key problems/issues? How do you use quality control to help you manage these issues?*

## MEMBERSHIP COMMITTEE (Chair: Bob Becht)

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**Staff contacts: Anna Stamm x119, Danielle Bothun x135 & Barb Speer x145**

### *Update*

- Under the Members & Chapters section of the web site you will now find new pages for the membership drive and the Top Chord Club and sections that track participant point standings in each. [Check it out!](#)
- **Register Before July 7!** Registrations for the Madison, WI Open Quarterly Meeting August 11-13 are due in next Wednesday. [Visit our new and improved online registration system.](#)
- The June issue of Chapter Focus was sent to the membership on Wednesday. In addition to covering the current standings in the Fifth Annual Membership Drive, it also focused on the Chapter Leadership Roundtable being held on the first day of the August Open Quarterly Meeting in Madison. If you are active in your chapter or would like to become more involved, please consider attending this important meeting. For more information, contact Anna at 608/310-6719 or [astamm@qualtim.com](mailto:astamm@qualtim.com).
- The Chapter Presidents Teleconference was conducted on Wednesday, June 30. Thank you to all who took the time to attend and discuss the issues.
- The July 14 Northeast Chapter meeting will feature a roundtable discussion with building officials. Members will be able to go over the finer points in the code with local inspectors and answer their questions as well as hear how building officials respond to the truss industry and what we can do to assist them in their jobs.

- The July 15 New York Chapter meeting will welcome two guest speakers on the topic of Safety in the Truss Plant and OSHA Preparedness. Michael Ballantine, Supervising Safety & Health Consultant, NYS Dept. of Labor and John Tomich, Area Director for OSHA out of the Albany office. The meeting will include information on OSHA's Targeted Inspection List and is open to all who are interested in attending. Information about WTCA's new Operations Safety Certification program will also be available.
- Southern Nevada Chapter members will be discussing the latest news on the code front at their next meeting on July 15. A local amendment is in the process of being finalized by the Southern Nevada Building Officials group, which mirrors the changes approved at the recent ICC Meeting in Kansas City that will be incorporated into the 2006 version of the code. This amendment will remove the concurrent loading requirement that is in effect in the City of Las Vegas. This represents a great team effort by the Southern Nevada Component Manufacturers Association, the Structural Engineers Association of Southern Nevada, and the Southern Nevada Home Builders Association!

### ***Goals for the Week***

- Ship a welcome package to our latest new member: SK&A Engineers in Washington, D.C.
- Process dues payments and MIVFs as they are received.
- Process five requests for potential member information.
- Email and fax membership invoice copies upon request.
- Distribute the June issue of Chapter Focus and the Chapter Teleconference Agenda for July 14.
- Generate second quarter chapter administration invoices.
- Communicate with Dan Kelsey, Building Codes & Standards Division, Dept of Administration, State of Minnesota and local manufacturers on the state's review of bottom chord live loads.
- Create and distribute an announcement and sign-up sheet for the second Oregon Chapter Kick-Off meeting being held on Thursday, July 8 at the Old Spaghetti Factory in Portland.
- Compose and distribute meeting announcements for: WTCA-Northeast (July 14), WTCA New York (July 15) and the Southern Nevada Chapter (July 15).
- Assist the Ohio Chapter Board on a teleconference to discuss the July 15 golf tournament and plant tour.
- Finalize and distribute a State By State Update for New York on building code issues.
- Process registrations for the Madison, WI OQM and prepare a rooming list for the hotel.
- Begin drafting the 2004 Annual Report.

## **MARKETING COMMITTEE (Chair: Ken Cloyd)**

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**Web site/Online Education/Information Tech (Staff contacts: Danielle Bothun x135, Hien Khuu x137, Barb Speer x145 & Rachel Smith x127)**

### ***Update***

- TATO 2 is live and ready to go on [www.wtcatko.com](http://www.wtcatko.com)!
- Staff contacted all WTCA Missouri members as part of our ongoing effort to spread the word about all of WTCA's useful products and services. If you would like to discuss a particular area of WTCA – feel free to phone staff at 608/274-4849.
- The WTCA web site has seen improvements over the last week. Not only have we changed the aesthetics by updating the colors so that you can easily identify the woodtruss.com site and the wtcatko.com site, but we have also added a contact page complete with directions to our office. [Check it out!](#)
- Worked through a proposal from Media Communications on an environmental story.

### ***Goals for the Week***

- Work on updates to the TTT Level I online content.
- Integrate WTCA's database with TPI's and prepare to send an **In-Plant WTCA QC** promotion to TPI for mailing to TPI inspection companies.
- Create Flash tutorials for the Online Purchasing System (OPS) to help users become familiar with ordering publications through the online shopping cart and use the system most efficiently.
- Upgrade the Online Purchasing System programs.
- Contact 10 members in California to discuss WTCA's products and services.

## **Publications & Accounting (Staff contacts: Linda Alfonsi x126, Eric Monson x116 & Mike Younglove x114)**

### *Update*

- For the week of June 21, we invoiced and shipped **97** WTCA publication orders and filled two backorders – a total of 146 boxes/bundles of products left the WTCA premises during the week. One-third of the WTCA product orders were submitted through our online ordering system.
- Most requested products shipped during the week included: 461 BCSI 1-03 Booklets, 136 (combined lots of 250) flat & folded B1 Summary Sheets, 141 (lots of 50) B2 Truss Installation & Temporary Bracing, 84 (lots of 50) B3 Web Member Permanent Bracing, 77 (lots of 50) B11 Fall Protection, 51 (lots of 50) B4 Construction Loading, 91 (lots of 50) TTB Partition Separation documents. In addition we shipped 66,000 Bearing Location Tags and 45,000 Permanent Lateral Bracing Tags.
- WTCA Jobsite packets shipped for the week totaled 900.
- 200 custom Jobsite packets were assembled and shipped to Woodhaven Lumber, Lakewood, NJ.
- Assembly of 2,000 custom Jobsite packets are in progress for Mainely Trusses, Fairfield, ME.
- A third shipment of 1,000 custom Jobsite packets was completed and sent to Truss Specialists, La Crescent, MN.
- We have completed assembly of 5,000 WTCA Jobsite packets, with an additional 5,000 in progress. Custom assemblies are being managed as the requests come in, with turn-around time for custom orders averaging 1 - 2 weeks.
- Remember to [check out the BCSI FAQ page](#) on the WTCA web site to answer all of your questions about the BCSI B-Series documents!

### *Goals for the Week*

- Begin assembly on 1,000 custom Jobsite packets for Sun State Components in North Las Vegas.
- Submit custom label quotes to Central Valley Truss in Fulks Run, VA.
- Complete the Gang-Nail Truss in Visalia, CA, custom tag order that was drop-shipped June 24.
- Draft a press release announcing the completion of the B-Series product launch.

## **ENGINEERING & TECHNOLOGY COMMITTEE (Chair: Clyde Bartlett)**

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**Staff contacts: Ryan Dexter x144, Tony Piek x113, Rachel Smith x127 & Richard Zimmermann x143**

### *Update*

- The first rough draft of the loading project was finished and reviewed on June 30 by WTCA technical staff.
- Our industry worked with AF&PA to submit to the International Codes Council (ICC) IBC and IRC text that cleans up some of the new provisions that were introduced by S14-03/04. ICC submitted our suggested language to the Codes Correlating Committee for approval as editorial. This will take place sometime after the August 20 code change deadline.
- Sent a note to Riverside on the use of CDs for electronic processing of truss design drawings.
- Assist a member on a FL product approval question.
- Provide a NY Codes update to NY membership.

### *Goals for the Week*

- Apply suggestions from staff review of the loading project to the draft document in preparation for the E&T and TAC subcommittee review that will occur in Chicago July 29 and 30.
- Research Professional Engineering laws in Mississippi based on a request from Dave Brakeman.
- Convert the graphics of some of the BCSI-B1 Summary Sheet into a .DXF/.DWG file format so that building designers can download and insert them into their drawings. These drawings will be available through the BCSI FAQ page on the WTCA web site when they are finished.
- Write a draft of the new TTB Hip Set Bracing.
- Work on the FL Building Code issues and editorial changes and send a letter to Mo Madani.
- Update the joint WTCA/TPI preservative treatment position statement.
- Check on the status of the ANSI/TPI 1 section 2 revisions.
- Complete the final draft of the TPI/WTCA code development policy and send to TPI staff for TAC review and approval.

## **QUALITY CONTROL COMMITTEE (Chair: Joe Hikel)**

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**Staff contacts: Tony Piek x113 & Ryan Dexter x144**

### ***Update***

- Last week staff answered seven QC inquiries and troubleshooting questions.
- QC trainings were performed at Bama Truss, Shelby, AL on Tuesday, June 22 and Casmin, Lady Lake, FL on Wednesday, June 29.
- Last week two more **In-Plant WTCA QC 4.1** programs were sold, bringing the total to 108 since the program's launch last May.
- Worked on the ANSI/TPI 1-1995 to 2002 conversion explanation document.

### ***Goals for the Week***

- Work on the best practices manual.

## **BCMC Committee (Chair: Tom Manenti)**

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**Staff contacts: Jill Zimmerman x122, Peggy Pichette x123 & Carren Koebke x121**

### ***Update***

- Time is flying – BCMC is only 13 weeks away! If you have not yet registered, now's the time! [REGISTRATION IS LIVE!](#)
- As of June 29, we have 394 room nights picked up at the Charlotte hotels – in comparison, on July 10, 2003 we had 378 picked up in Phoenix and on June 26, 2002 in Columbus we had 283 rooms booked.
- 106 exhibitors (eight new) are contracted to exhibit at this year's show in 77,650 square feet of space. The first phase of the floor plan is now underway!
- Staff worked with four potential exhibitors this week.
- The BCMC August ad for **SBC** was designed, promoting the educational tracks and registering online.
- Four exhibit space contracts were processed.
- Over the past week, staff ordered TPI's lanyards and the BCMC tote bags.

### ***Goals for the Week***

- Monitor the BCMC room blocks in Charlotte and the guest room rates on the internet.
- Add a feature that will allow BCMC exhibitor representatives the ability to edit individual database accounts within their companies. This will keep their records up-to-date and make BCMC registration easier.
- Check rates for staff flights to BCMC.
- Finalize the Radisson Contract for Fort Worth, TX 2006.
- Create a preliminary staffing schedule for BCMC.
- Finalize meeting room layouts for BCMC.
- Work on text to be included in the **SBC** September/October Show Guide issue.
- Send a second email to exhibitors regarding their certificates of insurance. There are 20 companies that have completed the requirement.
- Review a preliminary security proposal sent by the Convention Center.
- Finalize questions to be contained in the BCMC onsite attendee survey.
- Send out the golf 'thank you' letter with sponsorship form.
- Work with exhibitors on sponsorship items.
- Train staff on processing BCMC registrations.
- Work on the floor plan.
- Contact three potential exhibitors.
- Send contract confirmation emails to new exhibitors.
- Send the sponsorship promotion and exhibitor registration form to exhibitors.
- Email exhibitors that have not submitted an exhibitor description.

## **LEGISLATIVE COMMITTEE (Chair: Allen Erickson)**

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**Staff contacts: Sean Shields begins July 19 (x128). Contact Kirk Grundahl x115 in the interim.**

### *Update*

- A Legislative Update was sent to the membership on Tuesday, June 29. Topics included the “Junk Fax Prevention Act,” information about mold in buildings and liability insurance for the small business owner, as well as an update on the softwood lumber dispute.

### *Goals for the Week*

- Review all current projects and create a task plan for the next month in preparation for the Open Quarterly Meeting in August.

## **MANAGEMENT COMMITTEE (Chair: Kendall Hoyd)**

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**Staff contacts: Molly Butz x141, Suzi Grundahl x110, Tony Piek x113, Anna Stamm x119**

### *Update*

- A Safety Glossary of terms was added to the Online Knowledge Base.
- The Conney Safety web pages were created.
- Last week, staff met with Keith Hershey of Imperial Group, and Rick Kittredge, Arthur J. Gallagher Risk Management Services, to carefully review and discuss the WTCA Operations Safety Certification (OSC) program.
- Staff has entered most of the mailed Wage & Benefit Survey data into the online data form. Our independent Third Party CPA firm is contacting participants who submitted incomplete/unusable information in an effort to get the best possible data and accurate survey results. If you receive a call requesting updated information, please respond in a timely fashion so we can include your company's data. If you have any questions about the Survey, please contact staff at 608/310-6745.
- Worked through several membership questions on our workforce development portal.

### *Goals for the Week*

- Incorporate the comments from Keith Hershey and Rick Kittredge into the Safety Program.
- Audio record the Safety training courses.
- Develop the Safety Database.
- Complete initial data entry for all Wage surveys. Forward unusable surveys to our CPA Third Party for follow-up.
- Prepare the weekly lumber supply update and integrate new Western information into the report.
- Assist a member with business valuation questions.

## **EXECUTIVE COMMITTEE (Chair: Dan Holland)**

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### *Update*

- In the coming week, staff will participate in a conference call with Kent Pagel and Kendall Hoyd regarding next steps with WTCA's Insured Broker Partners.
- Work with Don Groom and Dan Holland on the GP brochure. Contacted GP to discuss.

### *Goals for the Week*

- Finalize details for the July WTCA Executive Committee conference call.

## **CARBECK STRUCTURAL COMPONENTS INSTITUTE (President: Richard W. Brown)**

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**Staff contact: Molly Butz**

### *Update*

- Staff is working on the dunk tank or other fun options for fund raising at Carbeck's booth at BCMC.

### *Goals for the Week*

- Create a new Carbeck flyer for an email promo about the auction.

**Staff contact: Mindy Caldwell x129, Libby Maurer x124 & Molly Butz x141**

**Update**

- If your business has ever thought about advertising in **SBC**, now is the time! The September/October Show Guide issue is known as a resource to the suppliers in the industry – don't miss out; reserve your ad space by Monday, July 26.
- Text for the August issue was finalized last week and sent to legal counsel for review, final changes were made and the text layout was begun.
- Staff designed and set up a database and quantitative analysis for the Lumber Survey project.
- Staff would like to thank Bill Turnbull, Gary Sartor, Ken Cloyd, Charlie Goehring, Dave Brakeman, Steve Cabler and Paul Coats for allowing us to use their quotes in the August issue.
- Ryan Holmes was contacted to discuss a potential article on software.
- An article on the national cement shortage was drafted for the September/October issue.
- 30 follow up calls to the Fall Promotion have been made – there are several interested in becoming **SBC** advertisers and/or exhibitors at BCMC.
- The advertising component of the August issue was closed.

**Goals for the Week**

- Contact Bob Becht and Mary Pat Keller for their feedback on the cement shortage.
- Edit articles for the September/October issue from Simon Evans, Stewart Garden and Al Sifuentes.
- Work on the Lumber Survey web site by designing integrated pages.
- Contact Habitat Chapter volunteer coordinators in Birmingham, AL and Baltimore, MD to inquire about recent projects that may have employed components.
- Process one member photo copyright request.
- Change the 'Question of the Month' on the WTCA web site and discuss relocating the link to a more prominent place on the site.
- Finish the Industry News update.
- Write a Human Faces article with Mike Nilles of Raymond Building Supply.
- Contact five potential advertisers and process contracts as they are received.
- Work on the design for new column and departments for SBC and refresh the look of current departments.
- Lay out the August issue due for initial internal review on Friday, July 2.
- Lay out the 2005 SBC rate card and undertake other related tasks.
- Choose and promote the Gold Advertisers of the Month for July: Dricon and Rand Manufacturing. For more information about these advertisers, visit the SBC web site at [www.sbcmag.info](http://www.sbcmag.info).
- Finish framing covers of SBC Magazine.
- Finish follow-up calls to potential Fall Promotion prospects.
- Follow up with new SBC advertisers who need assistance with ad development.

**Here are the answers to the Introduction's patriotic trivia questions:**

1. The Great Seal of the United States has a ribbon in its mouth and arrows of war clutched in its feet – what does the ribbon say? **“E Pluribus Unum”**
  - What do the Latin words mean? **This means “out of many, one” – the saying was suggested for the Seal by Ben Franklin.**
2. Who wrote the Pledge of Allegiance? **Frances Bellamy**
  - The Star Spangled Banner? **Frances Scott Key wrote the words, but the composer of the music is unknown.**
3. What did Yankee Doodle call the feather in his hat? **Macaroni, of course!**
  - In which U.S. war did troops sing this song? **The Revolutionary War.**
4. On the first US Flag, why were the 13 stars sewn in a circle? **There were 13 stars to symbolize the equality of the colonies – no one colony was most important.**
  - Which state came immediately after the 13 colonies? **Vermont was the 14<sup>th</sup> state/colony.**
5. Why was the White House originally painted white? **In 1814, the British burned the original White House. Those that rebuilt it decide to paint it white to contrast the burnt ruins and show it as even more brilliant than the previous structure.**
  - Which President never lived in the White House? **President George Washington – He left office before the first White House's construction was complete.**





# Weekly Board Report

July 9, 2004

## INTRODUCTION

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The Wood Truss Council of America's 2005 President-Elect Kendall Hoyd has selected the sites for the 2005 Open Quarterly Meetings! All Open Quarterly Meetings are ***open to everyone!*** This is a perfect opportunity to gather with fellow WTCA members in similar positions to discuss a variety of important industrial topics. ***There are countless reasons to attend!***

- Feb. 23-25: Atlanta, GA at the Renaissance Atlanta Hotel Downtown
- May 4-6: Washington, D.C. at the Hyatt Regency on Capitol Hill
- Aug. 17-19: Denver, CO at the Hyatt Regency Denver
- Oct. 14: Milwaukee, WI at the **Somewhere- Jill is supposed to know Monday (?)**

To discuss the Open Quarterly Meetings, contact Carren at [ckoebke@qualtim.com](mailto:ckoebke@qualtim.com) or 608/310-6721.

**MEMBER QUOTE OF THE WEEK:** *"The code hearings went very well and we were successful in achieving the outcome planned. With a coordinated team effort we were able to kill a fairly onerous truss marking provision and get our bottom chord live load approach approved in the IBC code, harmonizing with the previously approved IRC position. These hearings can be unpredictable and broad support of a position is critical in getting the votes needed. WTCA did a wonderful job of lining up industry support and, in the end; this is what put us over the top. These solid relationships with building officials, structural engineers and related industry associations were a huge benefit to us in the hearings and will continue to pay dividends for our industry in the future."* Steve Cabler, Vice President of Engineering, MiTek Industries, Inc.

**SBC MAGAZINE QUESTION OF THE MONTH:** *Within the different areas of your operation (i.e., design, sales, manufacturing, shipping, inventory control, administration), what are your key problems/issues? How do you use quality control to help you manage these issues?*

## MEMBERSHIP COMMITTEE (Chair: Bob Becht)

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Staff contacts: Anna Stamm x119, Danielle Bothun x135, Kelli Gabel x128 & Barb Speer x145

### Update

- ***It's your last chance to attend the Madison Open Quarterly Meeting!*** We have briefly extended the registration for the Madison, WI Open Quarterly Meeting August 11-13 until Tuesday, July 13. For more details [Visit our new and improved online registration system.](#)
- The Atlanta Renaissance Hotel contract was signed – all the dates and locations of the 2005 meetings are now under contract.
- [The second membership dues reminder notice was sent on Friday. Staff will begin making follow up call next week.](#)
- [The Texas Chapter is still coming on strong in the Fifth Annual Membership Drive. Another 2 companies signed up as TMAT members this week, and the chapter has met its goal of 10 new chapter members this summer! Congratulations TMAT!](#)
- [With two months remaining in the membership drive, there's still a chance to catch TMAT and the two individual leaders in the component manufacturer and associate races, Frank Klinger of Mid-Valley Truss & Door, Harlingen, TX and Norm McKenna of MiTek. For assistance and recruiting supplies, contact Anna at 608/310-6719.](#)
- [The new Oregon Chapter has an official name: the Western Component Manufacturers Association \(WCMA\). At its meeting on Thursday, members discussed bylaws, officers and dues, and the chapter remains on the fast-track for incorporation and recognition as the 31<sup>st</sup> Chapter of WTCA.](#)

### *Goals for the Week*

- [Ship welcome packages to our latest new component manufacturer member, Integrity Truss in Clearbrook, MN, and new professional member, Erik H. Wright in Apopka, FL](#)
- [Process dues payments and MIVFs as they are received.](#)
- [Process five requests for potential member information.](#)
- [Email and fax membership invoice copies upon request.](#)
- [Create attendance lists and send reminder notices for next week's chapter meetings: Northeast \(July 14\), New York \(July 15\), Michigan \(July 15\) and Southern Nevada \(July 15\).](#)
- [Work with the Ohio Chapter to increase the attendance at the July 15 golf tournament and administer remaining details.](#)
- [Schedule the upcoming Mid Atlantic Chapter quarterly board meeting via teleconference for August 19.](#)
- [Assist the new Oregon Chapter with meeting and start-up details.](#)
- Finalize the Madison OQM rooming list and fax it to the hotel by July 13.
- Hold a staff meeting to finalize a Top Chord Dinner location in Charlotte, NC.

### **MARKETING COMMITTEE (Chair: Ken Cloyd)**

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**Web site/Online Education/Information Tech (Staff contacts: Danielle Bothun x135, Hien Khuu x137, Barb Speer x145 & Rachel Smith x127)**

#### *Update*

- WTCA is developing a Lumber Pricing Survey to track lumber prices across the U.S. This will help you, the members, with your buying decisions.
- Seven TTT exams were requested and sent last week.

### *Goals for the Week*

- Re-design a new Flash gateway page that leads into the WTCA, BCMC, WTCATKO, SBC and Carbeck sites.
- Continue updating the Online Purchasing System (OPS) by creating Flash tutorials for users to familiarize themselves with our shopping cart system.
- Revise the BCMC online flash demos for CD format.
- [Work with staff to begin creating reports for the Wage & Benefit Survey.](#)
- Provide necessary staff assistance to members of the South Florida, Capital Area and Ohio chapters for upcoming TTW presentations.
- Update TTT Level 1 online content.
- Create new web page for existing Structural Details for CAD. At this time, the Structural Details are available to download from a disk as a whole file to then sort through, but we are making them accessible from our WTCA web site for individual downloads. It will be faster and easier than ever to learn about and place Structural Details into your building plans.
- Call component manufacturer members in California to inform them about WTCA programs and services.

### **Publications & Accounting (Staff contacts: Linda Alfonsi x126, Eric Monson x116 & Mike Younglove x114)**

#### *Update*

- For the week ending July 2, we invoiced 77 WTCA publication orders and shipped a total of 104 boxes/bundles. Sixteen of those orders were submitted through our online ordering system.
- We encourage you to place your order online if you haven't done so already and receive a one-time 10% discount on your first online order, up to \$100 off your product total. You can also view PDFs of all WTCA products, request free product samples and find answers to all your BCSI product questions at the **BCSI FAQ page**.
- Product sales for last week included: 340 BCSI 1-03 Booklets, 78 (combined lots of 250) flat & folded B1 Summary Sheets, 59 (lots of 50) B3 Web Member Permanent Bracing, 55 (lots of 50) B4 Construction Loading, 49 (lots of 50) B11 Fall Protection, 39 (lots of 50) B2 Truss Installation & Temporary Bracing and 41 (lots of 50) TTB Partition Separation documents. In addition, we shipped 58,000 Bearing Location Tags and 66,000 Permanent Lateral Bracing Tags.
- In addition, 150 WTCA Jobsite packets shipped last week.
- 1,000 custom Jobsite packets shipped to Mainely Trusses in Fairfield, ME on Tuesday, June 29.
- Assembly of 1,000 custom Jobsite packets for Sun State Components in North Las Vegas, NV is in progress.
- **Jobsite packet sales for the first six months of 2004 totaled 27,680.** Of that total, 12,600 were special customized assemblies.
- Year-to-date sales (ending 6/30/04) of the BCSI 1-03 Booklet totaled **14,336.**

- Printing of the new B1 Summary Sheet on a Roll is underway. Product delivery is expected by July 15th, at which time all pending orders will be filled.

#### *Goals for the Week*

- Submit custom Jobsite quotes to Best Homes in Hazel Crest, IL.
- Complete packing & shipping of an additional 1,000 custom Jobsite packets to Truss Specialists in La Crescent, MN.
- Reorganize WTCA product storage space. Update and label products in the mailroom for easier access.
- Request transfer of WTCA product titles from our offsite warehoused inventory to replenish our on-hand supply.

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### **ENGINEERING & TECHNOLOGY COMMITTEE (Chair: Clyde Bartlett)**

**Staff contacts: Ryan Dexter x144, Tony Piek x113, Rachel Smith x127 & Richard Zimmermann x143**

#### *Update*

- A new page was added to the WTCA web site to include the WTCA/TPI guidelines on alternative preservative treatments. You ~~can~~ visit the new page at: <http://www.woodtruss.com/projects/woodtruss/lumber.php>
- WTCA staff will be attending the American Wood Council's Technical Committee Week, July 27 - 29 in Washington, D.C.

#### *Goals for the Week*

- Continue to incorporate staff suggestions into the loading project draft document; now titled "Guide to Good Practice for Applying Loads to Metal Plate Connected Wood Trusses". The project is being updated for the E&T and TAC subcommittee review taking place in Chicago July 29 and 30. After this small group review, the document will become available to all of you for comments.
- Design and send out a promotional email to introduce TATO 2 to [the](#) membership. To immediately learn about WTCA's newest online evaluation program, you ~~can~~ visit [www.wtcatko.com](http://www.wtcatko.com)!
- Create a draft version of a TTB on Hip Bracing.

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### **QUALITY CONTROL COMMITTEE (Chair: Joe Hikel)**

**Staff contacts: Tony Piek x113 & Ryan Dexter x144**

#### *Update*

- Staff performed QC data reviews and certified KA Components [in Otterbein, In](#) and Bluegrass Truss Company [in Lexington, KY](#) on Friday, July 2.
- Data reviews for Powell Dry Ridge, Stark Gray Court, Stark Rockledge, and Stark New Philly were also performed last week.
- Eight QC inquiries and troubleshooting questions were addressed by staff last week.
- A QC training was held at Casmin in Lady Luck, FL Tuesday, June 29.

#### *Goals for the Week*

- Answer all QC inquiries and troubleshooting questions as they are received.
- Print copies of TPI QC promotional flyer for mailing.

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### **BCMC Committee (Chair: Tom Manenti)**

**Staff contacts: Jill Zimmerman x122, Peggy Pichette x123 & Carren Koebke x121**

#### *Update*

- Twelve weeks until BCMC 2004 in Charlotte, NC. The show, October 6-8, will be jammed packed with educational opportunities, new product launches and of course, fun! **Register Online Now!**
- Exhibitors that have not submitted a company description were emailed; ~~S~~staff is posting them as they are received.
- We currently have 106 exhibitors and 77,950 square feet of exhibit space sold. There is still time to become a 2004 BCMC exhibitor – just **register for booth space online!**
- Contract confirmation emails were sent to new exhibitors.
- A ~~S~~staff training was held regarding the BCMC registration process.
- ~~P~~romoted ~~t~~The benefits of sponsorships [was promoted](#) to exhibitors. If you are interested in exploring any of the remaining sponsorship opportunities – ~~e~~all ~~c~~ontact Peggy at 608/310-6723 or [email her at ppichette@qualtim.com](mailto:ppichette@qualtim.com).

### ***Goals for the Week***

- Send a 'thank you' letter and a 2004 sponsorship form to golf sponsors from last year.
- Work on Phase Two of the floor plan.
- Draft text for the July flyer.
- Email exhibitors the sponsorship promotion and exhibitor registration form.
- Contact the bulk space exhibitors regarding submitting electrical plans for their booth space for review by [Sstaff](#) and George E. Fern.
- Monitor the hotel pick up at the The Westin Charlotte and the Hilton Charlotte and Towers. If you would like to **reserve a hotel room – please visit our web site.**
- Continue to check airfare for [Sstaff](#)'s travel to BCMC in Charlotte.
- Finalize the last meeting room's layout for BCMC.
- Work on text for the **SBC** September/October Show Guide issue.
- Follow up with educational track speakers who have not submitted their outlines yet.
- Put the Future site rotation recommendation to a Committee vote.
- Finish a comprehensive BCMC press release and email it to all media contacts.
- Work on an online BCMC promotion with Bob Becht.

### **LEGISLATIVE COMMITTEE (Chair: Allen Erickson)**

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**Staff Contact: Kelli Gabel**

#### ***Update***

- Update Needed

#### ***Goals for the Week***

- Update Needed

### **MANAGEMENT COMMITTEE (Chair: Kendall Hoyd)**

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**Staff contacts: Molly Butz x141, Suzi Grundahl x110, Tony Piek x113, Anna Stamm x119**

#### ***Update***

- The Safety Program was updated with OSHA facts and other information [steaming](#) from [sstaff](#)'s meeting with Keith Hershey, Imperial Group and Rick Kittredge, Arthur J. Gallagher Risk.
- Staff has recorded two slide decks for the Safety Program.
- [Completed a](#) new Safety Program house ad for [was completed for the](#) August **SBC**.
- Staff has continued to enter in data off the newly received Wage & Benefit Surveys. At this time, 168 surveys came in on paper and another 35 were submitted online which brings us to a new record of 208 – the previous record was 203. There were 40 companies that initiated the process for online submission of data, but did not follow through with submitting data – if you have any constructive criticism about our online Wage Survey please contact staff at 608/310-6745 or [bspeer@qualtim.com](mailto:bspeer@qualtim.com). Your comments will help us improve the process for next year.

#### ***Goals for the Week***

- Record two more slide decks for the Safety Program.
- Continue to add feedback from various sources into the Safety Program.
- Work on getting the Safety Quizzes completed.
- Make a Safety Program "Flow Chart" for program implementation.
- Work to complete Safety Database before Thursday, July 15.
- Finalize Safety third party inspection text for manual
- Begin creating reports for Wage and Benefit Survey

### **EXECUTIVE COMMITTEE (Chair: Dan Holland)**

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#### ***Update***

- Update Needed

#### ***Goals for the Week***

- Tally the Hall of Fame criteria vote.

## CARBECK STRUCTURAL COMPONENTS INSTITUTE (President: Richard W. Brown)

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Staff contact: Molly Butz x141

### *Update*

- Staff mailed invoices and ‘thank you’ letters to six Carbeck donors.

### *Goals for the Week*

- Begin research on Dunk Tank for BCMC 2004 Carbeck Booth.
- Create and email a Carbeck flyer promoting the Silent Auction and soliciting donations.

## SBC MAGAZINE (Editor: Dan Holland)

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Staff contact: Mindy Caldwell x129, Libby Maurer x124 & Molly Butz x141

### *Update*

- ~~Staff c~~Continued to communicate with advertisers regarding the August issue ~~and~~.
- ~~w~~Worked with four potential advertisers.
- Two new departments have been developed for **SBC**. Check out the forthcoming August issue for our first installment of “Builder Banter” and “Parting Shots,” then let us know what you think!
- The August **SBC** proof was completed and routed for internal review Friday, July 2. Staff is working on changes and the final proof of the issue is due for internal review Thursday, July 8.
- An email was sent to the SBC readership promoting the July Gold Advertisers – they are **DRICON (ARCH WOOD PROTECTION)** and **RAND MANUFACTURING**.
- The latest Industry News update was finished and sent out for internal review.

### *Goals for the Week*

- Process advertising contracts as they are received and contact five potential advertisers.
- Call 20 more potential advertisers for the Fall Promo follow-up.
- Complete the framing covers of **SBC** Magazine by the end of July.
- Continue layout of 2005 SBC rate card and other related tasks.
- Email printer with details and timeline for August **SBC**.
- Send final August proofs to authors for approval on Monday July 12.
- Continue to work on articles for the Sept/Oct issue, including interviews and text for a piece on whole building design software. Text for the issue is due July 15.
- Contact Dick Beiser of Beiser Properties, Inc for a quote about the Sept/Oct Parting Shots photo.
- Work on ad materials for a new **SBC** advertiser for Sept/Oct issue.
- Organize the printing of **SBC** staff shirts for BCMC in October.
- Work with staff to finalize a new **SBC** promotion.
- Post Industry News Update.



# Weekly Board Report

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July 16, 2004

## INTRODUCTION

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*Now is the best time to register for the 2004 BC MC Show.* By registering early you are not only guaranteed “early bird pricing,” but you will have a better chance of getting into the golf tournament, getting on the BC MC tour of your choice and reserving a room at your preferred hotel.

Here are some of the exciting things you don’t want to miss at this year’s BC MC show in Charlotte, NC October 6-8:

- 108 exhibitors with more than 78,150 square feet of exhibit space with live demos, new products and lots of buying opportunities.
- Two educational tracks on wall panels and material handling – topics suggested through feedback from you on the most important issues you face.
- Component manufacturer roundtable discussions on engineering, manufacturing and management.
- An unprecedented three plant tours on Friday, October 8 at 84 Components, Stock Components or H.W. Culp Lumber.
- Alternate tours for the first time this year – choose between the BMW Plant, Lowe’s Motor Speedway or the Charlotte Historic Tour.
- Golf at this year’s show and experience a course that was deemed the “Best New Course in North Carolina.”

*Registration is now open and has never been easier. [Visit our web site](#) to guarantee your spot at BC MC 2004.*

**QUOTE OF THE WEEK:** *I just wanted to drop you a line and thank you for the research you did on wood truss issues related to fires. We in the fire service lack the scientific data that you can provide. We have to rely upon anecdotal stories which are by and large incorrect. I wrote a research paper for my Bachelor degree on wood truss myths and used your data as part of my supporting argument. We need to get this information out to more firefighters, it is not the truss that is killing us, it is poor decision making skills, recognizing when to exit a structure based upon fire conditions. Thank you for helping our profession.”*  
- David Fogerson, Captain – Training/Safety Division.

**SBC MAGAZINE QUESTION OF THE MONTH:** Within the different areas of your operation (i.e., design, sales, manufacturing, shipping, inventory control, administration), what are the main problems/issues you are faced with? How do you use quality control to help manage these issues?

## MEMBERSHIP COMMITTEE (Chair: Bob Becht)

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Staff contacts: Anna Stamm x119, Danielle Bothun x135 & Barb Speer x145

### Update

- Join us for the Chapter Leadership Roundtable the first day of the Madison Open Quarterly meeting. If you did not receive the email invitation, contact Anna for more information.
- The rooming list was faxed to the Madison Concourse Hotel for the Open Quarterly Meeting taking place August 11-13 – we currently have 51 registered to attend.
- The monthly Chapter Teleconference was conducted on Wednesday. Thank you to all who called in to discuss BSCI, the safety program, ICC code changes and the Open Quarterly Meeting.

### Goals for the Week

- Finalize a location and sign a contract for the Top Chord Dinner on Friday, October 8 in Charlotte, NC. **Make sure you’re invited – recruit new members to your Chapter and WTCA now!**
- Award the latest Top Chord Club points earned during the Membership Drive and update the chapter points tally on the web site.
- Process dues payments and Member Information Verification forms as they are received.
- Email and fax membership dues invoice copies upon request.
- Process five requests for potential member information.

- Review the associate member list for the August issue of SBC Magazine.
- Draft the agenda for the Membership Committee meeting on August 12 and review the February minutes.
- Send the Chapter Teleconference reminder.
- Design a promotion for the Chapter Leadership Roundtable on August 11.
- Design a promotion to suppliers on the Membership Drive.
- Administer this week's Ohio Chapter plant tour and golf tournament by assisting with last-minute sign-ups and team assignments, prizes, and the customized polo shirt.
- Administer this week's Northeast Chapter meeting, forward the final attendance list and contact the hotel with the meal counts.
- Administer this week's New York Chapter meeting, confirm the menu and finalize the meal count, and prepare and send information on the WTCA Operations Safety Certification program.
- Administer this week's Michigan Chapter meeting, prepare name tags and meal tickets and discuss the publications cooperative that the chapter is starting with WTCA.
- Create and send the North Florida Chapter meeting announcement. The new date is July 22 and the location is the Embassy Suites Hotel in Jacksonville.
- Contact the North Carolina and CalESCA-South Chapters about their July meetings.
- Conduct follow-up calls to meet the minimum attendance required for the lunch party room at Camden Yards booked by the Capital Area Chapter for its Orioles game outing on August 9.
- Request submissions for Chapter Corner and the Chapter Spotlight article for the September/October issue of SBC.

## **MARKETING COMMITTEE (Chair: Ken Cloyd)**

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**Web site/Online Education/Information Tech (Staff contacts: Danielle Bothun x135, Hien Khuu x137, Barb Speer x145 & Rachel Smith x127)**

### *Update*

- We have created a page for Structural Detail CAD files. These are viewable and downloadable from our WTCA web site. [Check out this web page!](#)
- Three TTT Level I exams were requested and sent last week.
- Flash tutorials were created for the Online Purchasing System (OPS) to help those that buy products online navigate through our WTCA shopping cart system.
- We distributed an email promotion regarding the completion of the final BCSI summary sheets.
- We received great feedback on the Technical Assessment Tests Online (TATO) at this week's chapter teleconference. Several members commented on their usefulness.

### *Goals for the Week*

- Create two scripts for the WTCA Products CD.
- Finalize the gateway page for SBCC, WTCA, SBC, BCMC, WTCATKO, Carbeck, STCA, and SCDA by jazzing it up with Flash.
- Help prepare members in Missouri, Florida and Virginia regarding the TTW presentations they are conducting.
- Analyze the effectiveness of the WTCA member calls and visits that have been conducted.
- Create a new photo gallery web page for the WTCA web site to display truss projects.
- Make updates to the WTCA chapter and search pages on the WTCA web site.

**Publications & Accounting (Staff contacts: Linda Alfonsi x126, Eric Monson x116 & Mike Younglove x114)**

### *Update*

- The all new & improved B1 Summary Sheets on a Roll have just arrived! Staff filled six member backorders.
- A BCSI B-Series promotional flyer was emailed Thursday announcing the release of B6 thru B9 and B11. If you are interested in any of the B Series documents, [please visit our web site](#) for more information.
- For the holiday week ending July 9th, we processed **76** WTCA publication orders and shipped a total of **143** boxes/bundles of products. Twenty-one of the orders were submitted through the WTCA online ordering system.
- It was a big week for Jobsite packages, with a total of **4,600** shipped! 2,800 of those were Custom Jobsite packets, completing orders to three WTCA members: 800 to Truss Specialists in La Crescent, MN (completing their order of 5,000); 1,000 to Mainely Trusses in Fairfield, ME (completing their order of 2,000); and 1,000 to Sun State Components in North Las Vegas, NV (complete order).

- The B-Series documents continue to sell wonderfully: 307 BCSI 1-03 Booklets, 178 (combined lots of 250) flat & folded B1 Summary Sheets, 120 (lots of 50) B2 Truss Installation & Temporary Bracing, 107 (lots of 50) B3 Web Member Permanent Bracing, 50 (lots of 50) B4 Construction Loading, 67,000 Bearing Location Tags and 53,000 Permanent Lateral Bracing Tags.
- The custom Jobsite quotes for Best Homes in Hazel Crest, IL were received and discussed.

#### ***Goals for the Week***

- Begin assembly of 750 custom Jobsite packets for Best Homes.
- Complete in-house assembly of 1,000 WTCA Jobsite packets.
- Finish the Custom Jobsite packet promotional flyer.
- Finalize the press release on the BCSI series launch completion.

### **ENGINEERING & TECHNOLOGY COMMITTEE (Chair: Clyde Bartlett)**

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**Staff contacts: Ryan Dexter x144, Tony Piek x113, Rachel Smith x127 & Richard Zimmermann x143**

#### ***Update***

- A promotion announcing the release of the new TATO 2 program was sent to the membership. TATO 2 is the newest online tool for Truss Design Managers to analyze their employees abilities and decipher training priorities. Find out why [TATO 2](#) is beneficial to your business.
- We worked with American Forest & Paper Association's American Wood Council and the ICC on editorial changes to the bottom chord live load code change that made the language easier to understand and harmonized both the IRC and IBC provisions.

#### ***Goals for the Week***

- Plan travel to the American Forest & Paper Association's AWC Technical Committee Meetings July 27-29.
- Prepare a draft of the Engineering and Technology Committee agenda for the upcoming Open Quarterly Meeting in Madison, WI.
- Work on the Engineered Wood Products Online Assessment Test.
- Test the TATO 2 exam. WTCA staff will take the 50-question exam to add statistics into the program.
- Revise the "Guide to Good Practice for Applying Loads to Metal Plate Connected Wood Trusses" draft to prepare it for the WTCA E&T and TPI TAC subcommittee meeting in two weeks.
- Work on the draft of TTB Hip Bracing.
- Assist a member with how to evaluate fire damaged trusses.

### **QUALITY CONTROL COMMITTEE (Chair: Joe Hikel)**

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**Staff contacts: Tony Piek x113 & Ryan Dexter x144**

#### ***Update***

- Staff handled six QC inquiries and questions last week.
- Last week we sold two **In-Plant WTCA QC 4.1** programs, raising the total to 110. In addition, 30 Pocket PC QC Software CDs have been sold.
- The best practices guide for the conversion from ANSI/TPI 1-1995 to ANSI/TPI 1-2002 was prepared for review at the upcoming meetings.

#### ***Goals for the Week***

- Perform QC data reviews for certified plants: UBC Wadena and Southern Components and for certification in progress: Hawaii Planing Mill, ESS.
- Print copies of the QC promotional flyer that is being sent to all component manufacturers along with the TPI Quality Assurance BCMC promotion.
- Work with TPI to finalize their **In-Plant WTCA QC** endorsement letter.



## **BCMC Committee (Chair: Tom Manenti)**

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**Staff contacts: Jill Zimmerman x122, Peggy Pichette x123 & Carren Koebke x121**

### *Update*

- Eleven weeks from now we want to see your smiling face at the BCMC Show! **Register Online Now!**
- A contract with American Charters was signed for busing of the golf outing and the plant and spouse tours.
- Two more exhibitor contracts were received raising the number to 108 and the square footage to 78,150! Click here to view a complete list of the [BCMC Exhibitors](#).
- Staff held a meeting to determine tasks and preliminary details of the pocket guide, handed out to all the attendees of the show at registration.
- There is still time to sponsor a golf hole, a prize for the BCMC Bowl or one of the other fantastic opportunities – visit [www.bcmcshow.com](http://www.bcmcshow.com) and log in for a complete list.
- Text for the July flyer was finished and is currently under internal review.
- 4,643 BCMC attendee promotions will be shipped poly-bagged the **SBC** August issue, which drops on August 2 – watch for yours in the mail.

### *Goals for the Week*

- Monitor general BCMC hotel pick-up and flight rates for staff to BCMC.
- Finalize meeting room layouts for BCMC and obtain internal approval.
- Work on text for the **SBC** September/October Show Guide; it is due on July 30.
- Follow up with the two BCMC speakers that have not yet sent in their presentation outlines.
- Tally the future sites vote – the BCMC and Executive Committees were asked to vote on the BCMC future sites rotation.
- Work on phase two of the floor plan.
- Process exhibit contracts.
- Update the committee and vote on 2008, 2009 and 2110 show site issues.
- Finalize the attendee survey.
- Work on the truss technical quiz competition for the BCMC.

## **LEGISLATIVE COMMITTEE (Chair: Allen Erickson)**

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**Staff Contact: Sean Shields x128**

### *Update*

- Monitor the softwood lumber dispute and discussions between USTR's Ambassador Zoellick and Canadian Prime Minister Paul Martin.

### *Goals for the Week*

- Finalize the letter to Department of Commerce (DOC) and United States Trade Representative (USTR) and USTR in response to the Coalition for Fair Lumber Imports Letter sent by seven Senators.
- Send our letter to each of the Senators.

## **MANAGEMENT COMMITTEE (Chair: Kendall Hoyd)**

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**Staff contacts: Molly Butz x141, Suzi Grundahl x110, Tony Piek x113, Anna Stamm x119**

### *Update*

- A total of seven modules of Online Safety Certification (OSC) were recorded this week.
- Text for the Safety third party inspection manual was finished and the audit finalized.
- Staff completed the Safety Database of all of the in-plant checklists that need to be filled out for the WTCA OSC.
- Staff met with representatives from Pennsylvania Lumbermens Insurance to discuss risk management practices for the industry, the Building Component Safety Information (BCSI) series, PA Lumbermens participation in WTCA programs and WTCA's Operations Safety Certification.

### *Goals for the Week*

- Work to complete Safety Database, viewlet, and manual:
  - Record audio for eight more sections for the Safety Program.

- Add feedback from various sources into the Safety Program.
- Complete the Safety Quizzes.
- Make a Safety Program "Flow Chart" for program implementation.
- Finalize Safety third party inspection text for manual.
- Wrap up entry of the Wage & Benefit Surveys.
- Create reports to group and evaluate the data submitted during the Wage & Benefit Survey.
- Respond to membership comments on the workforce development portal and its goals and objectives.

## **EXECUTIVE COMMITTEE (Chair: Dan Holland)**

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### *Update*

- Work with the TPI Board on the December meeting location.
- Assist TPI with updating their internal database so that it is compatible with WTCA's database.

### *Goals for the Week*

- Finalize the TPI preservative treatment contact list.
- Comment on the final the TPI preservative treatment letter regarding corrosion resistance of truss plates.
- Comment on the final TPI BCMC promotional letter for their Third Party Inspection program.
- Post the revised version of the TPI/WTCA preservative treatment policy on WTCA's web site.
- Work on the revised Hall of Fame criteria.

## **CARBECK STRUCTURAL COMPONENTS INSTITUTE (President: Richard W. Brown)**

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**Staff contact: Molly Butz x141**

### *Update*

- Work with the Kentucky and Ohio membership on an interview request by a Cincinnati television station. Travel to Cincinnati to assist. Work with Larry Cartmell of Whitewater Building Products, John Piercefield of Piercefield Corporation and Clyde Bartlett of Bluegrass Truss and Kentucky Chapter President.

### *Goals for the Week*

- Supply the information requested from American Forest & Paper Association's American Wood Council on the U.S. Fire Administration Fire Performance Resource Guide.
- Send out information on the Cincinnati fire performance of trusses interview and promote the grassroots work that all our chapters can undertake that would have a huge positive affect on fire service perspectives on trusses.
- Work on Carbeck tasks for the *SBC* Show Guide issue.

## **SBC MAGAZINE (Editor: Dan Holland)**

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**Staff contact: Mindy Caldwell x129, Libby Maurer x124 & Molly Butz x141**

### *Update*

- The final layout of the August issue was organized and approved. The text has undergone final internal review and the printer was emailed the details and timeline of the issue. The final issue will drop in the mail on Monday, August 2. This issue's focus is technology and contains the *SBC* annual Supplier & Professional Directory list.
- Author approvals for the August issue have been received from Steve Cramer, Scott Arquilla, Dave Brakeman and Keith Lindemulder.
- Ad materials were produced for a new *SBC* advertiser for Sept/Oct issue.
- Text for the Sept/Oct BCMC Show Guide issue was due to the editor by Thursday, July 15 and final editing is due to be completed by Monday, July 19.
- Phase one of the SBC Lumber Survey has been completed and is being reviewed internally. This system is being developed to aid component manufacturers with lumber buying decisions.

### *Goals for the Week*

- Complete writing assignments for the Sept/Oct issue including: TKO Training Path: An Educational Roadmap, Part 2 of 2: The Future of Structural Building Component Design, the FAQ article and the Publisher's Message.

- Call component manufacturers Mike Ruede, John Herring and Kendall Hoyd to discuss their perspectives on whole house design.
- Post a new **SBC** question of the month by Monday, July 19.
- Contact cell phone companies regarding advertising in **SBC**.
- Work on the layout of 2005 **SBC** rate card and other related tasks.
- Research shirt options and finalize artwork for **SBC** BCMC staff shirts.
- Plan travel for **SBC** Staff to the BCMC Show in Charlotte.
- Contacted three potential advertisers.
- Work on finalizing a new **SBC** promotion.
- Work with a member on obtaining the needed lumber supply and demand statistics, so that we can continue to send out the lumber mill summary statistics.
- Finalize contracts with new advertisers for the Show Guide.
- Create an SBC Theme for the BCMC show.



# Weekly Board Report

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July 23, 2004

## INTRODUCTION

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So you are going to Charlotte for the BCMC show – have you made your hotel arrangements yet? If not, then now is the time; the hotels are filling up fast and the BCMC rate is only good until September 3! Whether you want to stay at the Westin Charlotte or the Hilton Charlotte & Towers, simply visit [the BCMC web site](#) or go straight to the [Charlotte Housing Bureau's BCMC page](#). Forms can also be submitted by fax (704/347-1158).

**Remember – don't delay...these discounted BCMC Housing Rates are only good until Sept. 3 or until space runs out!**

**Westin Charlotte:** Sgl/Dbf-\$169, Triple-\$189 and Quad-\$209

**Hilton Charlotte & Towers:** Sgl/Dbf-\$149, Triple-\$169 and Quad-\$189

**MEMBER QUOTE OF THE WEEK:** “Wow! That's what I call efficiency!” ~ Tim Taylor, Taylor Truss, Stone Mountain, GA. Tim was commenting on staff's responsiveness in assisting him as our staff saw that he was having trouble logging in to WTCA's web site and the online purchasing system.

**SBC MAGAZINE QUESTION OF THE MONTH:** *How have you used your quality control program to save your company money (e.g., correcting design errors, manufacturing errors, etc. before the error actually happens? How has it reduced your business risk? What is your best cost savings or risk reduction story?*

## MEMBERSHIP COMMITTEE (Chair: Bob Becht)

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Staff contacts: Anna Stamm x119, Danielle Bothun x135 & Barb Speer x145

### Update

- Thank you to all the WTCA members that have contacted us to let us know how much they appreciate our live phone operator – we're happy that you find this valuable!
- Log on and view our new WTCA [photo gallery](#). If you wish to use these photos of residential and commercial roof, floor and wall trusses in your own publications, please credit WTCA as follows: Photo courtesy of the Wood Truss Council of America - [www.woodtruss.com](http://www.woodtruss.com).
- A promotional email was sent to supplier members on Monday on the new #1 Supplier Recruiter portion of the Annual Membership Drive. The #1 recruiter from a component manufacturing company and the #1 recruiter from an associate member company will each receive recognition, an engraved plaque and a WTCA jacket. The #1 Supplier Recruiter will also receive a banner for their company at the registration booth at BCMC. In addition, if the supplier company whose representatives collectively earn the most points during the membership drive is **not** also the company with the #1 Supplier Recruiter, then **both companies** will receive banners at BCMC.

### Goals for the Week

- Ship welcome packages to three new component manufacturer members and one associate member: American Truss and Panel, Abingdon, VA; Trus-Way of Tri-Cities, Pasco, WA; Modulex International, Quebec; and Bentley Syler, Burton, TX.
- Complete the first round of membership dues follow-up calls by speaking with or leaving messages for all members who have not yet paid their invoices.
- Process member information verification forms and dues payments as they are received.
- Process six requests for potential member information.
- Work on confirmation packet enclosures for the Open Quarterly Meeting being held in Madison August 11-13.
- Draft an announcement and schedule for the 2005 Open Quarterly Sites to be emailed to all WTCA members.
- Begin working on design concepts for 2004 Annual Report.
- Email and fax the request for nominations for the Hall of Fame.
- Begin drafting Chapter Corner for the Sept/Oct issue of SBC.

- Work with the WTCCA board to increase attendance at the summer Orioles game outing on August 9 and purchase the tickets.
- Distribute the announcement for the July 27 CalESCA-South Chapter meeting at the Mission Inn in Riverside, CA.
- Answer inquiries on the California and Michigan Chapter publications co-op procedures.
- Administer this week's North Florida Chapter meeting including sending reminders, conducting follow up calls, preparing the attendance list and contacting the facility on meals and set up.
- Begin reviewing the second quarter chapter administration reconciliation statements.
- Respond to two mailing list inquiries.
- Follow up with a member in New York interested in obtaining an electronic version of B1 for distribution.
- Organize the WTCA clothing inventory to prepare for BCMC and have the shirts photographed for the September/October issue of **SBC**.
- Assist with several Michigan chapter issues.
- Re-design nametags for the upcoming Open Quarterly Meetings.
- Design the Top Chord Club dinner invitations for October 8 at Blue in Charlotte, NC.

## **MARKETING COMMITTEE (Chair: Ken Cloyd)**

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**Web site/Online Education/Information Tech (Staff contacts: Danielle Bothun x135, Hien Khuu x137, Barb Speer x145 & Rachel Smith x127)**

### *Update*

- Check out the new look of the WTCA web site's [updated gateway page](#) – this page is also the provides a way for visitors to reach the complementary web sites of SBCC, SBC, BCMC, Carbeck, WTCATKO, SCDA and STCA.
- If you haven't had time to check out the [Structural Detail CAD files](#) yet, be sure to view them on the WTCA web site today!
- Members continue to train and certify truss technicians using WTCA's online TTT program, even during these busy summer months – we sent out 18 TTT Level I Certification exams last week!
- We had a question from a member on FRT lumber usage statistics.

### *Goals for the Week*

- Work on creating a CD version of BCMC online demos for the Open Quarterly Meeting.
- Review the member calling and member visits project to assess effectiveness in preparation for the upcoming marketing committee meeting.
- Finalize a new mass email system that allows staff to more efficiently send out emails to multiple people.
- Prepare a WTCA submission by July 28 for Florida Wood Council's **WOODSOURCE**.
- Contact the NAHB Research Center to point out several places on their site where we think links to WTCA information would be useful to their visitors.
- Send MiTek the link to their custom partner page for Truss Knowledge Online, as well as a draft banner ad promoting their partnership with WTCA in promoting TTT online.
- Draft an agenda for the upcoming Marketing Committee meeting.
- Write scripts for WTCA Products Demo CD

**Publications & Accounting (Staff contacts: Linda Alfonsi x126, Eric Monson x116 & Mike Younglove x114)**

### *Update*

- For the week ending July 19, **102** WTCA publication orders shipped, which totaled 152 boxes/bundles.
- Thank you to 27 people who submitted their WTCA orders through our online ordering system! Our IT Department created some useful flash tutorials to help guide you through the online ordering process! [Check it out](#) under the "help/demos" tab.
- Leading the way in product sales were: 137 BCSI 1-03 Booklets, 168 (combined lots of 250) flat & folded B1 Summary Sheets, 66 (lots of 50) B2 Truss Installation & Temporary Bracing, 59 (lots of 50) B3 Web Member Permanent Bracing, 53 (lots of 50) B6 Gable End Frame Bracing, 51 (lots of 50) B9 Multi-Ply Girders, and 40 (lots of 50) B4 Construction Loading. In addition, we shipped 650 WTCA Jobsite packets, 96,000 Bearing Location Tags and 72,000 Permanent Lateral Bracing Tags.
- Staff also filled orders quickly for the long-awaited B1 Summary Sheet on a Roll! All totaled, 22 boxes (lots of 2) were invoiced and shipped.
- 750 custom Jobsite packets were assembled and shipped to Best Homes in Hazel Crest, IL.
- Custom Jobsite quotes were submitted and approved for Atlas Components in Cherry Valley, IL.

### ***Goals for the Week***

- Complete the WTCA financials through June 30, 2004.
- Begin custom assembly of 1,000 Jobsite packets for Atlas Components.
- Process and ship four Ohio Chapter Co-op orders and 1 CalESCA Co-op order.
- Finalize the Custom Jobsite packet promotional flyer.
- Analyze WTCA product inventory on hand. Prepare to submit B5 and B11 Summary Sheets for reprinting. Transfer four WTCA product titles from offsite warehoused inventory to WTCA for stock replenishment.
- Work on a custom quote for Mid-Valley Truss & Door Co. to print the B1 poster on card stock so that it can be laminated.
- Create a promotion letting members know that they can build their own jobsite packages with different documents that meet the needs of their market place.

### **ENGINEERING & TECHNOLOGY COMMITTEE (Chair: Clyde Bartlett)**

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**Staff contacts: Ryan Dexter x144, Tony Piek x113, Rachel Smith x127 & Richard Zimmermann x143**

#### ***Update***

- We have drafted the agenda for the upcoming E&T committee meeting in Madison, and have narrowed down the highest priority tasks to complete in time for the meeting.
- Final preparations are being made for a small subcommittee meeting in Chicago July 29-30 to review the “Guide to Good Practice for Applying Loads to Metal Plate Connected Wood Trusses” in preparation for presenting to the broader committee.
- Two orders have already been received from the new TATO 2 program that just launched. [Visit our online system to learn more about this new training guide.](#)
- Contact John Dawick to see if we can obtain background information he used for training in the engineered wood products field.

### ***Goals for the Week***

- Draft a short sample exam for TTT Level I students to help them prepare for the types of questions asked on the proctored certification exam.
- Prepare drafts of new Truss Technology in Building (TTB) documents on Hip Bracing, Field Assembly and Deflection.
- Finalize and prepare exhibits of draft sections of “Guide to Good Practice for Applying Loads to Metal Plate Connected Wood Trusses” to be distributed.
- Begin work on the first of Michigan’s technical bulletins.
- Work on the Technical Assessment Test for Engineered Wood Products, TATO EWP.

### **QUALITY CONTROL COMMITTEE (Chair: Joe Hikel)**

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**Staff contacts: Tony Piek x113 & Ryan Dexter x144**

#### ***Update***

- Staff addressed four QC inquiries and troubleshooting questions last week.
- QC data file review was performed for Southern Components, Shreveport, LA.

### ***Goals for the Week***

- Perform QC data reviews for certified plants: UBC Wadena and US Components and for certification in progress: Hawaii Planing Mill, ESS and Clearspan.
- Draft the Quality Control Committee agenda for the upcoming Open Quarterly Meetings next month in Madison.

### **BCMC Committee (Chair: Tom Manenti)**

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**Staff contacts: Jill Zimmerman x122, Peggy Pichette x123 & Carren Koebke x121**

#### ***Update***

- *Can you believe it? BCMC 2004 in Charlotte, NC is only nine weeks away!* Attendee registrations are beginning to roll in! If you haven’t yet registered, now is the time – [register online today!](#)
- This year’s show floor just keeps growing – we keep improving our record-setting year! There are now 110 exhibitors with 80,350 square feet of exhibit space sold – think of all the new products, demonstrations and opportunities! Please take a moment to view the complete [exhibitor list.](#)

- The BCMC attendee promotion will be poly-bagged and mailed to 4,643 contacts with the August issue of *SBC* Magazine.
- All WTCA Chapter Presidents were sent packets of BCMC information on Friday, July 23 to help them promote the show at their upcoming meetings.
- The BCMC 2004 attendee survey questions have been finalized and sent to our IT department for development. This year's survey will be conducted on a bank of computers in the BCMC booth in conjunction with the Truss Design Experts Competition.
- Staff flights to the show were booked this week and a draft of the staff schedule was created.

#### ***Goals for the Week***

- Work on Phase Two of the show floor.
- Review hotel pick-up online and monitor hotel rates.
- Follow up with the convention center for the final room diagram setups.
- Write text for the September/October Show Guide issue of *SBC* Magazine.
- Revise the future sites rotation and send it to the Future Sites Subcommittee for approval.
- Finalize the BCMC July Committee Update and route it for approval.
- Create directional signs for the show sponsored by TPI.
- Finalize the design of the pen sponsored by USP.
- Get in touch with several cell phone companies regarding exhibiting at the show.
- Work on thank you notes to our new exhibitors.

### **LEGISLATIVE COMMITTEE (Chair: Allen Erickson)**

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**Staff Contact: Sean Shields x128**

#### ***Update***

- Staff added additional recommendations to the Legislative Committee Agenda for the August meeting.
- A response letter to Commerce Secretary Evans and Ambassador Zoellick was drafted on behalf of VWPA regarding a July 7 letter from Senators Craig, Baucus, Chambliss and Lott supporting the Coalition for Fair Lumber Imports' position in the Softwood Lumber Agreement.
- An article was written for *SBC* discussing the importance of participating in this November's general election and the connection between Congressional voting records and the bottom line for a company.
- Review the Tax Simplification for America's Job Creators and Junk Fax Prevention Act and develop a strategy as each impacts all component manufacturers.

#### ***Goals for the Week***

- Complete the July edition of the Legislative Update.
- Gather materials to support additional recommendations to the Legislative Committee, along with formulating concrete strategies to present to the Committee.
- Complete DOT load restriction research and formulate an appropriate strategy to aid members in complying with these rules.
- Send out the Value-Added Wood Products Alliance response to the Senators sending a letter to the DOC.

### **MANAGEMENT COMMITTEE (Chair: Kendall Hoyd)**

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**Staff contacts: Molly Butz x141, Suzi Grundahl x110, Tony Piek x113, Anna Stamm x119**

#### ***Update***

- The Safety Database was finalized and tested and CD menu created.
- Staff trained on the features and benefits of the new Online Operation Safety to field customer questions as they are received.
- Carter Lee, a beta tester of WTCA's Safety Program, called requesting a letter to a customer indicating Carter Lee's participation in the program.
- The safety purchasing pages were completed and we are working to complete the location-specific ordering process for Truss Knowledge Online.

#### ***Goals for the Week***

- Work to complete Safety Database viewlet and manual. Then route it to staff for internal review.
- Review all safety education modules.

- Summarize tasks that came out of the Pennsylvania Lumbermens meeting and provide suggested edits to the “Truss Supplement” they use to assess component manufacturers.
- Create a “Best Practices” document to assist component manufacturers and insurance brokers in understanding and benefiting from WTCA’s insurance broker partner program.
- Begin creating reports for the Wage and Benefit Survey.
- Draft an agenda for the upcoming Management Committee meeting.

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## **EXECUTIVE COMMITTEE (Chair: Dan Holland)**

### *Update*

- The Executive Committee held a teleconference on Thursday, July 22. Topics of discussion included: BCMC status and future sites, WTCA’s financials through June 30 and benchmarking income and expenses in key WTCA products and programs, nominations to WTCA’s Board of Directors, copyright issues, chapter matters, English/Spanish tags, the WTCA safety certification process, scheduling for Open Quarterly Meetings in the future, TPI and WTCA joint meetings, contacts from recruiters, and purchasing market data from the NAHB Research Center.

### *Goals for the Week*

- Work with Scott Arquilla on nominations to the Board of Directors in preparation for the upcoming Annual Meeting in conjunction with BCMC.
- Prepare an agenda for the meeting with Kendall Hoyd after the Board meeting to discuss cash reserves, budgeting and financial reporting matters, and committee chair selection for 2005.
- Review and work on draft policies for the upcoming set of committee and Board meetings, and organize all past policies into the online Knowledge base.
- Finalize the work needed to assist TPI on their mailing to members of the TPI/BCMC promotion.
- Work with TPI on the outstanding tasks — moment equation, ANSI/TPI 1 section 2 revisions, the code development policy and marketing committee work that TPI was going to provide feedback to us on.

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## **CARBECK STRUCTURAL COMPONENTS INSTITUTE (President: Richard W. Brown)**

**Staff contact: Molly Butz x141**

### *Update*

- Staff sent out an update to all members regarding positive feedback from David Fogerson, a fire training captain, on the Carbeck training materials, the “Truss Truce” article from Fire Rescue magazine, and the media interview that staff participated in for an NBC affiliate in Cincinnati.
- Glenn McClendon and the Southern Nevada Component Manufacturers Association sponsored a Carbeck CD for David Fogerson, Captain of Training & Safety.
- Fire Rescue Magazine has provided us with permission to copy the “Truss Truce” article at no charge. This will be an excellent tool as we educate on the topic of fire performance of trusses.

### *Goals for the Week*

- Work on Carbeck tasks for the **SBC** Show Guide issue.
- Contact John Piercefield of Piercefield Corporation, Inc. regarding Carbeck and assisting him with setting up a training program and plant tour for his local fire department.
- Schedule a staff meeting to review Carbeck responsibilities and tasks.

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## **SBC MAGAZINE (Editor: Dan Holland)**

**Staff contact: Mindy Caldwell x129, Libby Maurer x124 & Molly Butz x141**

### *Update*

- A survey on lumber information exchange is currently undergoing internal review. Once that is completed, the survey will then go to Dan Holland and Steve Wilkerson from Clearspan for review.
- Staff visited Advanced Building & Components, Inc. in Nebraska to develop an **SBC** story about its wall panel operation.
- The first draft of the August issue came back from the printer for review on Wednesday, 7/21. The issue will mail out on August 2.



***Goals for the Week***

- Work on ad rates for 2005 SBC rate card and work on layout and other related tasks.
- Create a version of the **SBC** logo to use for stitching on staff shirts at BCMC.
- Pull together the final pieces of text for Sept/Oct SBC, edit and send for initial internal review.
- Work on tasks promoting SBC's presence at BCMC.
- Work on thank you notes to our new advertisers.



# Weekly Board Report

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July 30, 2004

## INTRODUCTION

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An article was published in the June 2004 issue of FireRescue Magazine that all of you should be aware of. Entitled, “Truss Truce – It’s Time for the Fire Service to Make Peace with an Old Nemesis,” the article refutes the stereotypes surrounding truss fire performance by reiterating they are a safe building product that “for too long the fire service has vilified.” The fourth generation fire officer and author, Mark Emery, currently serves as Operations Battalion Chief in King County, Washington.

Emery takes an in-depth look at trusses from their origin (in Roman Empire bridges and roofs!) to their anatomy and everything in between. He then proposes a call to action to all fire officers to educate themselves about trusses and ensure they become an “informed strategist” so that no firefighter dies from not “understanding the principles of building construction, and in particular, truss behavior.”

Emery acknowledges that awareness is the key to firefighters understanding trusses – both their vulnerability and their magnificence. He makes a great comparison saying, “Marine biologists understand shark behavior, so they don’t consider them evil monsters. They know that a shark is simply a fish. However, because marine biologists respect the power and grace of sharks, they wouldn’t do something stupid to make themselves vulnerable to attack. Likewise, fire officers who understand the grace, power and behavior of trusses don’t consider them evil. Trusses don’t think; trusses are not aware. On the fire ground, the fire officer must continuously observe, think and plan.”

Fire Rescue Magazine has graciously provided WTCA and Carbeck the rights to copy and distribute this article for educational purposes.

**MEMBER QUOTE OF THE WEEK:** “Going into our sub-committee meeting on the new “GUIDE TO GOOD PRACTICE FOR APPLYING LOADS TO METAL PLATE CONNECTED WOOD TRUSSES,” I was not sure what to expect and initially the approach was not what I thought we were going to do. Then after thinking more about what was being proposed and the work that has been done, the more I realized that this was the right way to approach the code issues. By the end of our meeting, the work we had accomplished exceeded my expectations. Not only that, but the working group of Dave Wert, P.E. ( MiTek), Joe Heinsman, P.E. (Davidson Industries), Steve Kennedy (Lumber Specialties), Clyde Bartlett (Bluegrass Truss), and Richard Zimmermann (WTCA staff) turned out to be a tremendous working group that accomplished a great deal in a short amount of time and one that we will rely on as future work in this area is needed. Dave Brakeman, P.E., S.E. Vice President Engineering, Alpine Engineered Products.

**SBC MAGAZINE QUESTION OF THE MONTH:** *How have you used your quality control program to save your company money (e.g., correcting design errors, manufacturing errors, etc. before they actually are implemented) or reduce your business risk? What is your best cost savings or risk reduction story?*

## MEMBERSHIP COMMITTEE (Chair: Bob Becht)

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Staff contacts: Anna Stamm x119, Danielle Bothun x135 & Barb Speer x145

### Update

- Planning has begun for the 2005 Regional Workshop & Conference(s). Staff is contacting possible locations and researching dates in preparation for discussion at the Membership Committee meeting. If you have feedback that you would like to submit, please contact Anna at 608/310-6719 or [astamm@qualtim.com](mailto:astamm@qualtim.com). All suggestions, comments, criticisms and preferences are welcome and will help us plan the best Workshop(s) for next year!
- An email was sent to the 62 people registered for the Madison Open Quarterly Meeting to notify them that confirmation packets will be shipped via UPS on Monday, August 2. If you are attending the meeting and would like your packet to be shipped somewhere other than your work address, please contact Carren at 608/310-6721 or [ckoebke@qualtim.com](mailto:ckoebke@qualtim.com).
- Invitations for the Top Chord Club dinner have been designed, approved and trimmed. They will be mailed in August.

- Following its quarterly meeting last week, the Tennessee Chapter (Tennessee Truss Manufacturers Association) requested more information on using the BCSI 1-03 presentation for education in their market. If you would like to review the presentation and/or need assistance planning local educational seminars, please let us know.
- The Texas Chapter (Truss Manufacturers Association of Texas) is planning its biggest golf tournament yet! Even if you're not usually in Texas in the fall, you are welcome to attend the September 16 golf tournament in Spring Branch (conveniently located between San Antonio and Austin). Contact Anna for more information and to register.
- In response to our promotional email to supplier members regarding the Membership Drive, we have already shipped one box of recruitment supplies – to Mark Sedar of Truswal. If you would like additional recruiting supplies, just let us know!
- In preparation for the Membership Committee meeting, the list of members “lost” through industry consolidations has been updated. In the last eight years, 81 member companies have been purchased by other members. There are currently 692 component manufacturer members of WTCA, representing 1063 locations.

### ***Goals for the Week***

- Process this week's two new component manufacturer members: Home Lumber in Thompsons, TX and Fields Truss Company in Grants Pass, OR. Notify the local chapters.
- Email the latest new member sponsors with news of the Top Chord Club points they have earned.
- Update the Membership Drive tally on the web site to include the latest points earned by the Texas Chapter.
- Determine a plan for notifying chapters of potential member requests within their areas for follow-up by the chapter.
- Process eight requests for potential member information.
- Respond to one mailing list inquiry.
- Process dues payments and MIVFs as they are received.
- Make follow-up calls on late dues payments so that each company has been contacted at least once and begin the second round of calls; forward additional invoice copies upon request.
- Prepare a final draft of the Membership Committee agenda.
- Draft the agenda for the Chapter Leadership Roundtable.
- Create, copy and collate Madison Open Quarterly Meeting packet materials.
- Submit catering guarantees, room layout diagrams and AV needs to the Madison Concourse Hotel.
- Examine jackets to use as prizes for the Top Chord Club #1 Recruiter winners.
- Invoice all Ohio golf tournament participants, sponsors and members requesting additional customized shirts.
- Follow up on the Northeast Chapter meeting and invoice attendees for dinner.
- Review the Michigan July meeting paperwork and invoice attendees for dinner.
- Contact the North Florida July meeting location for a final bill and prepare meal invoices.
- Conduct follow-up calls to potential attendees and administer this week's CalESCA-South Chapter meeting.
- Finalize and distribute the September Texas Chapter meeting announcement and begin collecting registrations.
- Complete the draft and contact Chapters to confirm details for Chapter Corner in the Sept/Oct issue of SBC.
- Draft and distribute the July issue of Chapter Focus.
- Conduct the July Chapter Presidents Teleconference.
- Update the Chapter meeting date spreadsheet and forward to members requesting this overview.
- Decide on a color palette, typeface and paper selection for the 2004 Annual Report.
- Work on the review items and staff recommendations for the Chapter Leadership and Membership Committee meeting.

### **MARKETING COMMITTEE (Chair: Ken Cloyd)**

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**Web Site/Online Education/Information Tech (Staff contacts: Danielle Bothun x135, Hien Khuu x137, Barb Speer x145 & Rachel Smith x127)**

#### ***Update***

- Two TTT exams, a Level I and II, were sent out last week.
- Staff is working on a Chapter members-only login for the Chapter web sites.
- A subroutine was added to the online system to allow exhibitor representatives to edit accounts for individuals within their companies.
- WTCA submitted a reprint of the FAQ from the April issue of SBC entitled, "Exploring Truss Limitations," for the upcoming issue of the Florida Wood Council's **WOODSOURCE**.
- Ten TTT Level I exams were graded last week.
- Work on a Maryland OSHA request for a TTW on BCSI.

### ***Goals for the Week***

- Create a database interface demonstration for the BCMC flash demos on TTT, TTW and TATO to be shown at the Madison Open Quarterly Meeting.
- Upgrade the Online Purchasing System subroutines.
- Create an automated BCMC registration subsystem to flow information stored in the BCMC Attendance Worksheet into a BCMC online order – this system is being developed to aid exhibitors with their BCMC registration.
- Work on the Chapter login page so that it recognizes the individual login and will automatically grant access to the chapter's members only page.
- Create reports from WTCA's database for the purpose of analyzing the effectiveness of member calls and member visits in terms of participation in WTCA programs and purchase of WTCA products and services.
- Create the agenda and finalize meeting attachments for the upcoming Marketing Committee meeting in Madison.
- Work on the review items and staff recommendations for the Marketing Committee meeting.

### **Publications & Accounting (Staff contacts: Linda Alfonsi x126, Eric Monson x116 & Mike Younglove x114)**

#### ***Update***

- For the week concluding July 23, we processed and shipped **96** WTCA publication orders, totaling 165 boxes/bundles of product that left the premises!
- 36 of those orders were received through our WTCA online ordering system. For those of you who haven't yet explored online ordering, [check out the informative flash tutorials](#) designed to guide you through the process. All first time users can still take advantage of the one-time 10% discount, up to \$100 off per product order, just for placing your order online!
- BCSI B Series documents and WTCA tags led the way in product sales for the week! We shipped: 450 WTCA Jobsite Safety Packages, 246 BCSI 1-03 Booklets, 219 (combined lots of 250) flat & folded B1 Summary Sheets, 65 (lots of 50) B2 Truss Installation & Temporary Bracing, 89 (lots of 50) B3 Web Member Permanent Bracing, 66 (lots of 50) B4 Construction Loading, 58 (lots of 50) B5 Truss Damage, Jobsite Modifications & Installation Errors, 71,000 Permanent Lateral Bracing Tags and 96,000 Bearing Location Tags.
- Assembly and shipping of 1,000 custom Jobsite packets was completed for Atlas Components in Cherry Valley, IL.
- Staff processed and shipped 4 Ohio Chapter Co-op publication orders and 1 CalESCA co-op order.
- B5 and B11 Summary Sheets are being reprinted to replenish stock – delivery is expected August 3.
- Staff completed assembly of 950 WTCA Jobsite packets for on-hand inventory supply.

### ***Goals for the Week***

- Invoice and ship 2 Michigan Chapter Co-op publication orders.
- Print B6 - B11 promotional flyer for insertion in the WTCA order form. Update all WTCA binders with the flyer.
- Create a promotional flyer for the new B1 Summary Sheet on a Roll.
- Create a promotional flyer on how WTCA can help you build your own Jobsite Package, with documents that best apply to your market.
- Assemble 50 WTCA sample Jobsite packets.
- Create reports assessing the increase in sales of joint TPI and WTCA documents as compared to previous documents and tags produced by the individual associations. This information will be presented to the Marketing Committee at the meeting in August, as well as an assessment of the number of companies that previously purchased products from either one of the associations in the past, but have not purchased any of the new products.

### **ENGINEERING & TECHNOLOGY COMMITTEE (Chair: Clyde Bartlett)**

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**Staff contacts: Ryan Dexter x144, Tony Piek x113, Rachel Smith x127 & Richard Zimmermann x143**

#### ***Update***

- Our sub-committee consisting of Dave Wert, MiTek, Joe Heinsman, Davidson Industries, Steve Kennedy, Lumber Specialties, Clyde Bartlett, Bluegrass Truss, and Richard Zimmermann, met July 28-29 to review the concepts and key issues regarding our new "GUIDE TO GOOD PRACTICE FOR APPLYING LOADS TO METAL PLATE CONNECTED WOOD TRUSSES." Staff now can take the information from this meeting, work with committee members on tasks that they have specific expertise in and incorporate it into the next draft. Our goal remains to have this project completed by year's end. Everyone involved believes that this work is significant for our industry.
- Staff has finished a draft of the Engineering & Technology Committee agenda for the Madison OQM. This will be enclosed in attendee packets.
- A Technical Assessment Test Online (TATO) has been created to specifically address our members' desire to assess knowledge of Engineered Wood Products. This course is being penned TATO EWP and will be available for purchase in the next few weeks. It is currently undergoing an industry review.

- Staff attended the American Wood Council Technical Committee Meetings in Washington, D.C. July 27-28. Staff will be reviewing the truss chapter of the USFA resource guide.
- Staff participated in research regarding tall stud design for rake walls on gable ends with vaulted ceilings and trusses.
- A rough draft TTB on Long Span Truss Installation was completed and will be available for review at the Madison OQM.

#### ***Goals for the Week***

- TPI TAC and WTCA E&T Committee members attending the Chicago meeting July 29-30 were sent copies of the 'Guide to Good Practice for Applying Loads to Trusses' draft.
- Work on the Truss load specification sheet for use with the 'Guide to Good Practice' project, finalizing live load considerations and incorporating dead load concerns.
- Create a sample exam for TTT Level I. This exam will provide students with a taste for what the proctored certification exam is like.
- Work on becoming a member of the ICC Hurricane Resistance Committee.
- Work on the review items and staff recommendations for the E&T Committee meeting.

### **QUALITY CONTROL COMMITTEE (Chair: Joe Hikel)**

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**Staff contacts: Tony Piek x113 & Ryan Dexter x144**

#### ***Update***

- A milestone was met this week! Upon certifying UBC Hawarden on July 26 and Clearspan Components on July 27, there are now 30 **In-Plant WTCA QC** certified plants.
- Staff addressed five QC inquiries and questions over the last week.
- QC data reviews were preformed for: Hawaii Planing Mill, ESS, UBC Wadena, U.S. Components and Stark Edgerton.
- One **In-Plant WTCA QC** 4.1 program was sold last week raising the total to 111. In addition, two Pocket PC QC Software CDs were sold – 32 have been sold in total.

#### ***Goals for the Week***

- Perform QC data reviews for certified plants Stark Canton and Cascade and for Sun State Components, whose certification is in progress.
- Follow up with prospective QC customers and existing customers with questions/inquires.
- Work on the review items and staff recommendations for the QC Committee meeting.

### **BCMC Committee (Chair: Tom Manenti)**

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**Staff contacts: Jill Zimmerman x122, Peggy Pichette x123 & Carren Koebke x121**

#### ***Update***

- Registrations are picking up now that the show is two months away – [visit our online system to register today!](#)
- This year's show floor continues to grow and set new records! As of Friday, July 30 we have 113 exhibitors and 81,350 square feet of exhibit space sold! That is 24,450 square feet above 2002's show and 10,600 sq. ft. above and beyond the total square footage of last year's show. Please take a moment to [view the complete exhibitor list](#).
- We provided customer service help to several exhibitors and potential exhibitors.
- As of July 30, we have 48 golfers registered for the outing and last year at this time we had 6. If you are expecting to golf at this annual tradition, please send in your registration today because it's going to fill up fast!
- Staff finished all text submissions for the September/October Show Guide issue of **SBC** including text on the Truss Software Expert Competition, the BCMC Bowl and the Charlotte calendar of events. Watch the mail for your issue and check out all the BCMC details packed inside!
- Staff held a task update meeting to assign duties for the next two months.
- As of July 28, there are 748 hotel rooms picked up at the BCMC hotels. That is 137 nights ahead of this week in July 2003 and 100 nights ahead of this week in July 2002.
- 88 component manufacturers and three spouses have registered. This is 15 more than this week in 2003 and 62 more than this week 2002.
- The second future sites rotation recommendation passed unanimously by the BCMC Committee, BCMC Future Sites Subcommittee and WTCA Executive Committee – it was revised after a voting tie two weeks ago. The four-city rotation begins in 2009 with Phoenix. Here are the proposed BCMC sites for the next decade:

- Milwaukee, WI – October 12-14, 2005
- Fort Worth, TX – October 4-6, 2006
- Columbus, OH – October 3-5, 2007
- Fort Worth, TX - October 1-3, 2008
- Phoenix, AZ - September 30-October 2, 2009
- Orlando, FL - October 6-8, 2010
- Fort Worth, TX - October 5-7, 2011
- Columbus, OH - October 3-5, 2012
- Phoenix, AZ - October 2-4, 2013
- Orlando, FL - October 1-3, 2014
- Fort Worth, TX - September 30-October 2, 2015
- Columbus, OH - October 5-7, 2016

### ***Goals for the Week***

- Coordinate supplies for the preliminary testing of the BCMC audio equipment.
- Research staff cell phone options for the show – we need to know the accuracy of reception and project usage minutes.
- Review certificates of insurance submitted by exhibitors and either contact them with changes or notify them that they have met the requirement.
- Put together some preliminary spouse tour ideas for the Milwaukee 2005 show and finish the 2004 spouse tour survey. The idea is to propose sites and have those that attend the tour in 2004 vote on them.
- Take registration calls and enter registrations.
- Follow up with the convention center for the final room diagram set-ups.
- Send a date recommendation email to the wall panel and material handling track speakers to schedule a conference call to finalize speaking outlines.
- Draft the text for the BCMC 2004 ‘thank you’ cards for the board and speakers – they were designed this week.
- Call suppliers regarding participating in the Truss Software Expert Competition.
- Communicate with graphic designer staff by drafting a BCMC signage request spreadsheet.
- Send letters and forms to Presidents of four WTCA Chapters immediately around Charlotte area – South Carolina Component Manufacturers Association (SCCMA), Wood Truss Council of North Carolina (WTCNC), Tennessee Truss Manufacturers Association (TTMA) and the Wood Truss Council of the Capital Area (WTCCA) to extend them 30 free BCMC day passes to invite building and/or fire officials in their areas to attend the show. The day passes are good for Thursday or Friday only.
- Send thank you cards to new exhibitors.
- Finalize the bulk space locations and work through the rest of phase two of the floor plan.
- Process exhibitor contracts.
- Email exhibitors regarding the new online system for registrations and available sponsorships.
- Mail statements to exhibitors that still owe for booth space. Final payments are due September 1.
- Finish the flyer promoting the Manufacturers’ Roundtable and email it to all potential attendees.

### **LEGISLATIVE COMMITTEE (Chair: Allen Erickson)**

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**Staff Contact: Sean Shields x128**

#### ***Update***

- The July edition of the Legislative Update was distributed. It highlights political actions affecting the Softwood Lumber Agreement, tax law and junk faxes, and reviews the impact of health care costs on small businesses.
- Senator Russ Feingold sent a letter asking the USTR to pursue a negotiated settlement.
- The membership was emailed a Value-Added Wood Products Alliance response regarding a Senatorial (Coalition for Fair Lumber Imports) letter to the Department of Commerce (DOC) advocating the protection of sawmill jobs.
- Staff worked with the National Association of Manufacturers (NAM) to support civilian Al Frink’s nomination to be the first Assistant Secretary of Manufacturing under the U.S. Department of Commerce.
- The Department of Transportation (DOT) load restriction research was completed and staff has begun formulating a strategy to aid members in complying with these rules.
- Staff gathered materials to support additional recommendations to the Legislative Committee and continued developing concrete strategies to present to the Committee.

#### ***Goals for the Week***

- Finish creating an appropriate strategy to aid members in complying with DOT load restrictions.

- Finalize the Legislative Committee Agenda for the August Open Quarterly Meeting.
- Work on political strategies to present to the Legislative Committee.
- Begin compiling voting record data on members of Congress.
- Work on the review items and staff recommendations for the Legislative Committee meeting.

## **MANAGEMENT COMMITTEE (Chair: Kendall Hoyd)**

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**Staff contacts: Molly Butz x141, Suzi Grundahl x110, Tony Piek x113, Anna Stamm x119**

### *Update*

- The name of the WTCA safety program has been changed from Operations Safety Certification (OSC) to Operation Safety.
- Updates were made from feedback from the Operation Safety internal review. The first proof of the manual was sent to the printer late last week.
- All 10 safety quizzes and the proctored exam for the Management Section of the Operation Safety Program were finalized. These will be taken by Individual Safety Coordinators for Certification.
- We researched and responded to a member on a question about the appropriate Workers Compensation code to use for plant personnel.
- The Safety Programs viewlet was completed.

### *Goals for the Week*

- Finish recording the last three decks for the Operation Safety Program: Section 2 Ergonomics, and Section 3 Powered Industrial Trucks.
- Create a new logo and re-work all safety program collateral with new safety logo and name.
- Make an Operation Safety Program Flow Chart similar to the TKO Road Map brochure to help with implementation.
- Update Safety Program Database and database materials with new name.
- Wrap up Control Panel enhancements and Operation Safety registration and fully test the system.
- Publish Safety Program courses online as new courses are finished.
- Communicate with Kent Pagel regarding updates to the Operation Safety certification process for component manufacturers.
- Begin creating reports for the Wage and Benefit Survey.
- Write a follow-up letter to Pennsylvania Lumbers as well as providing suggested updates to the checklist they use for learning about risk management practices of component manufacturers they will potentially insure.
- Create a document outlining suggested revisions to the Insurance Broker partner program for review by the committee.
- Create a promotion about the Workforce Development Portal and the resources for WTCA member component manufacturers.
- Complete the agenda for the upcoming meeting in Madison.
- Work on the review items and staff recommendations for the Management Committee meeting.

## **EXECUTIVE COMMITTEE (Chair: Dan Holland)**

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### *Update*

- TPI completed a mailing to component manufacturers, promoting their third party Quality Assurance program, an endorsement of *In-Plant WTCA QC* and a BCMC attendee promotion.
- Staff had a discussion with Dan Holland on the SFPA promotional house work.
- We responded to a member on Hall of Fame issues/concerns.

### *Goals for the Week*

- Review and update WTCA policies on the WTCA web site. These are now in a database for simpler management and tracking. It is also easy for web site visitors to search on key words to find WTCA's position on specific topics. [Review WTCA policies online.](#)
- Send an email to find out available dates for the next Executive Committee teleconference.
- Work on the review items and staff recommendations for the CM Roundtable and Board meeting.
- Tally the Hall of Fame nominations.

## **CARBECK STRUCTURAL COMPONENTS INSTITUTE (President: Richard W. Brown)**

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**Staff contact: Sean Shields x128 & Molly Butz x141**

### ***Update***

- Visit the [Carbeck web site](#) to learn about what Carbeck is all about and see the latest list of donors.
- Staff met this week to review Carbeck projects and administration, including coordination with chapters, contacting fire academies, processing orders and contributions, fund raising, updates to the web site and future projects.

### ***Goals for the Week***

- Create a Carbeck Flyer promoting the Silent Auction and soliciting donations. If you are interested in making an auction or monetary donation, please contact Molly at 608/310-6741.

## **SBC MAGAZINE (Editor: Dan Holland)**

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**Staff contact: Mindy Caldwell x129, Libby Maurer x124 & Molly Butz x141**

### ***Update***

- The initial layout of the 2005 **SBC** rate card was completed and a proof was routed for internal review on Wednesday, July 28.
- Final pieces of text for Sept/Oct Show Guide issue of **SBC** were edited and routed for initial review and legal review.
- Staff has been working on items relating to **SBC**'s presence at the BCMC Show. The menu for the **SBC** Advertiser Reception was selected, the staff shirts have been ordered and initial research on gifts for program Advertisers has been conducted.
- Staff traveled to Randy Johansen's plant, Advanced Building & Components, Inc. in Mead, NE, for an open house and tour. Randy has one of the most highly automated wall panel lines in the industry and the plant will be featured in the Jan/Feb issue.

### ***Goals for the Week***

- Work on SBC Media Kit drafts and obtain price quotes. The Media Kit contains: rate card insert, specifications insert and display agreement.
- Email outside vendor details about ordering giveaways and advertiser gifts for **SBC** at BCMC.
- Proof stitch-out of logo for **SBC** shirts for BCMC.
- Send out the lumber mill report, which summarizes data from Southern Forest Products Association (SFPA) and Western Wood Products Association (WWPA).
- Complete the new data entry web page for Lumber Trade Data survey and make revisions suggested during its internal review and contact Clearspan about testing the Survey process.
- Work with advertisers on materials for Sept/Oct issue.
- Finish closing the Sept/Oct issue and send confirmation emails to advertisers.
- Contact five potential advertisers and exhibitors.





# Weekly Board Report

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August 6, 2004

## INTRODUCTION

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*If you're planning to pack your golf clubs when you travel to BCMC you may need to act fast* – space on the golf outing is filling up quickly! There is only enough space for 156 golfers in this year's outing and we already have 53 people registered – last year at this time we had 10!

The golf outing takes place on Tuesday, October 5 at an Arnold Palmer-designed Championship course called [Birkdale Golf Club](#). The \$125 fee per player includes: greens fee, cart, continental breakfast, transportation, post-outing lunch reception and prizes.

Birkdale's "truly memorable "19" holes" sprawl across 200 acres of rolling terrain, carved between tall oaks, spruce, pine and natural streams. The 7,043 yard, Par 72, Bermuda fairways and bent grass greens course are challenging and fun. Continuously highly praised, Birkdale Golf Club has been voted the "Best New Golf Course in North Carolina" and one of the "Top Five Public Courses in the State" – this is one course you won't want to miss so [register now!](#)

**MEMBER QUOTE OF THE WEEK:** *"The online system is great. It's comparable to most online ordering systems that we've all grown accustomed to using and I like the fact that I can verify that my order is correct as I go. Being able to print the invoice with our company's P.O. number immediately helps me process through our payables system quickly and 'keep the peace with the accounting department.'" –David Horne, Director of Engineering Services, Universal Forest Products, Inc.*

**SBC MAGAZINE QUESTION OF THE MONTH:** *How have you used your quality control program to save your company money (e.g., correcting design errors, manufacturing errors, etc. before they actually are implemented) or reduce your business risk? What is your best cost savings or risk reduction story?*

## MEMBERSHIP COMMITTEE (Chair: Bob Becht)

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Staff contacts: Anna Stamm x119, Danielle Bothun x135 & Barb Speer x145

### Update

- Confirmation packets containing agendas and minutes, hotel confirmation numbers, driving directions and more were shipped to all Madison Open Quarterly Meeting attendees via UPS on Monday, August 2. If you are attending the meeting and have not received your packet, please [email Carren immediately](#) or call her at 608/310-6721.
- Following a call from a building official in the City of DeLand, FL, staff contacted the nearby Central Florida Chapter, which was pleased to donate 10 copies of the BCSI 1-03 booklet. The booklets are being shipped with additional information on WTCA and a list of CFCMA manufacturer members. Remember, when chapters sponsor copies of the BCSI 1-03 booklet, the price per copy is only \$5.75 (plus shipping).
- Do you have trouble remembering all of the great work that happens at WTCA from year to year? WTCA Annual Reports dating back through 1993 are posted on our web site in PDF format (and we have a few paper copies if you need any for your collection). The current year's Annual Report serves as an excellent tool when recruiting new members as well as reminding you of the programs available for your use and benefit, such as the 2003 Annual Report, "Growing the Industry Through Education." The text and design of the 2004 Annual Report are now well underway, copies of which will debut at the WTCA Annual Meeting on Thursday, October 7 at BCMC. The theme for 2004 is "Bringing Members Together & Providing the Tools You Need to Advance Your Business"
- Work on the chapter meetings with WTCA President, Dan Holland. Prepare all the background needed.

### Goals for the Week

- Ship welcome packages to this week's three new component manufacturers: Central Kentucky Truss, Lexington, KY; OB Truss Division, Fresno, CA; and Timber Top Trusses, Grand Falls, New Brunswick.
- Process eight requests for potential member information.
- Process dues payments and MIVFs as they are received.

- Follow up on overdue dues payments and prepare for discussion by the Membership Committee.
- Follow up with potential sites for the 2005 Regional Workshop and Conference(s).
- Email a reminder on the possibility to participate in next week's Chapter Leadership Roundtable via teleconference.
- Submit final numbers and selected entrée totals to Delmonico's, the Great Dane and Olbrich Botanical Gardens for the Madison Open Quarterly Meeting (OQM) dinners.
- Finish putting together final catering numbers for the Madison Concourse Hotel and coordinate last minute details including room set-up, phone line usage and placement of signs.
- Pack supplies needed for the Madison OQM.
- Obtain price quotes on a jacket for the #1 Recruiters in the Membership Drive.
- [Check out who is in the member drive lead!](#)
- Update the Top Chord Club points to reflect all members recruited to date during the ongoing Membership Drive.
- Notify chapters of new members and contacts in their area for follow-up.
- Prepare preliminary catering plan for the Board Meeting taking place in conjunction with BCMC.
- Work with the California, Capital Area, and Missouri Chapters to assist as needed in support of upcoming Truss Technology Workshops.
- Ship the tickets and party passes to each individual/company registered to attend next week's WTCCA Baltimore Orioles game outing.
- Mail the remaining invoices for the North Florida and Michigan July Chapter meetings.
- Begin the second quarter reconciliation statements for the 15 chapters for which staff handles administration.
- Discuss dues invoicing with the new Western Component Manufacturers Association (formerly the Oregon Potential Chapter) to assist with their chapter formation.
- Process responses for the upcoming Texas Chapter golf tournament on September 16.
- Write the Chapter Spotlight article for the September/October issue of SBC.
- Begin assessing the plaques needed at the Annual and Board Meetings at BCMC.

## **MARKETING COMMITTEE (Chair: Ken Cloyd)**

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**Web Site/Online Education/Information Tech (Staff contacts: Danielle Bothun x135, Hien Khuu x137, Barb Speer x145 & Rachel Smith x127)**

### *Update*

- Two TTT Level II and one Level I exam were administered last week.
- A WTCA chapter login page has been created. This will recognize a chapter member's login and automatically grant them access to 'member/chapter only' pages.
- The BCMC exhibitor registration worksheet was completed allowing exhibitors to keep a rough draft of their employees attending the show before submitting it.
- In preparation for the upcoming Marketing Committee meeting, staff analyzed the effectiveness of member visits and calls.

### *Goals for the Week*

- Send an email to component manufacturer participants of the upcoming Open Quarterly meeting requesting volunteers to provide video testimonials about WTCA's products and programs and how they have helped individual companies advance their business. Compile the responses and create a plan for next week.
- Create the new Flash interface online demonstration for the BCMC flash demos on TTT, TTW and TATO; these will be reviewed at the Open Quarterly Meeting.
- Post the Madison Open Quarterly Meeting Committee agenda exhibits to the WTCA web site.
- Draft a TTT sample exam.
- Enter TATO Engineered Wood Products (EWP) questions and answers into the system, finish the control panel enhancements, and add the program to the TATO purchasing page.
- Contact 20 members to discuss WTCA programs and services.
- Create a marketing flyer announcing TTT Live dates for fall 2004 classes in Madison.
- Verify pricing for TTT Live classes.

**Publications & Accounting (Staff contacts: Linda Alfonsi x126, Eric Monson x116 & Mike Younglove x114)**

### *Update*

- For the week ending July 30, staff processed and shipped **88** WTCA publication orders, totaling 161 boxes/bundles of products that left the WTCA premises!

- 26 of those orders were submitted through our WTCA online ordering system. [Check it out and save now, as a first time online system user!](#)
- The WTCA best selling products of the week include: 1,250 WTCA Jobsite Safety Packages, 569 BCSI 1-03 Booklets, 184 (combined lots of 250) flat & folded B1 Summary Sheets, 163 (lots of 50) B2 Truss Installation & Temporary Bracing, 123 (lots of 50) B3 Web Member Permanent Bracing, 30 (lots of 50) B8 Toe-Nailing for Uplift Reactions and 40 (lots of 50) TTB Partition Separation documents.
- WTCA/TPI tags were also in big demand this week with a total of 290,000 tags shipped! Leading the way in sales was 140,000 Permanent Lateral Bracing Tags and 103,000 Bearing Location Tags.
- Two Michigan Chapter Co-op publication orders were invoiced and shipped.
- WTCA binders and order forms have been updated with the B6-B11 promotional flyer.
- 25,000 each of B5 Truss Repair and B11 Fall Protection Summary Sheets have been reprinted and received back into WTCA inventory.
- Staff assembled 1,600 WTCA Jobsite packages to replenish inventory and 50 WTCA sample Jobsite packets. If you are interested in the WTCA Jobsite packages, you may [visit our web site](#) or contact the pubs department via phone at 608/274-4849.

### ***Goals for the Week***

- Analyze and graph the performance of the WTCA/TPI safety documents and tags in preparation for the Marketing Committee meeting.
- Assemble and ship the final 2,000 custom Jobsite packets for Foxworth-Galbraith in Dallas, TX to complete their order for 10,000 Jobsite packets.
- Submit custom calculus quotes to Idaho Truss.
- Revise the invoicing procedure for the New Hire Binder purchase with accompanying video library.
- Reorder publications shipping supplies.

## **ENGINEERING & TECHNOLOGY COMMITTEE (Chair: Clyde Bartlett)**

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**Staff contacts: Ryan Dexter x144, Tony Piek x113, Rachel Smith x127 & Richard Zimmermann x143**

### ***Update***

- WTCA staff is assisting the American Wood Council with review of the USFA Resource Guide's chapter on trusses.
- Staff drafted a TTB on installation of long span trusses.
- We assisted a member on building officials in Rhode Island that are requiring sealed truss design drawings at time of permit.
- We worked with a member on providing technical education programs for building officials and structural engineers.

### ***Goals for the Week***

- Prepare an updated draft of "GUIDE TO GOOD PRACTICE FOR APPLYING LOADS TO METAL PLATE CONNECTED WOOD TRUSSES" for the upcoming OQM E&T Committee meeting based upon revisions by the Special Load Committee last week in Chicago, IL.
- Aid Special Load Committee members with tasks they were assigned at the meeting:
  - Develop a standard recommendation on loading hip ends in snow.
  - Research the development of a standard methodology for applying C&C loads to trusses.
  - Clarify the design considerations when long term deflection (creep) is an issue.
  - Examine the special issues related to agricultural type trusses – purlins rather than roof sheathing and knee bracing.
  - Refine details of design examples that are to be included as part of the Guide.
  - Investigate snow load design parameters listed for steel rafter tables.
  - Respond to proposed ASCE 7-05 through ASCE public comment process.
  - Participate in ICC Industry Advisory Committee regarding 5-year rather than 3-year code cycle.
- Provide feedback to Mo Madani on the FBC editorial items.
- Request more information on the AWC testing on FRT trusses and sprinklers.
- Work on clarification of notes in the Wood Frame Construction Manual so they are understandable.
- Respond favorably to providing the truss segment of a tile flooring seminar.
- Finalize the draft of gable end bracing for scissors trusses.
- Finish preparing exhibits to accompany the E&T meeting at the OQM.

- Discuss E&T agenda with Committee Chairman Clyde Bartlett.

## **QUALITY CONTROL COMMITTEE (Chair: Joe Hikel)**

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**Staff contacts: Tony Piek x113 & Ryan Dexter x144**

### *Update*

- The agenda for the Madison OQM was completed and copied.
- Staff answered four QC inquiries and program questions for customers.
- QC data reviews were performed for Stark Canton, Cascade, and Sun State Components.
- A QC recertification was scheduled with Idaho Truss on Wednesday, September 22.
- Another **In-Plant WTCA QC 4.1** program was sold last week, bringing the total to 112.

### *Goals for the Week*

- Perform QC data file review for certified plant: Stark Washington Courthouse.
- Set up a QC recertification visit for Powell Dry Ridge for late August.
- Finish preparing exhibits to accompany the Quality Control Committee Meeting at the OQM.

## **BCMC Committee (Chair: Tom Manenti)**

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**Staff contacts: Jill Zimmerman x122, Peggy Pichette x123 & Carren Koebke x121**

### *Update*

- BCMC is *revvin'* up Charlotte in less than two months! [Register now](#) to guarantee you will be a part of this full-throttle, action packed event!
- At this time, 120 component manufacturers and 6 spouses are registered for the show. In comparison, during the first week of August 2003, we had 88 CMs and 14 spouses, and in August 2002, we saw 67 CMs registered with 3 spouses.
- Another 88 hotel room nights in Charlotte have been reserved over the last week bringing the total to 836 room nights! We are currently 59 room nights ahead of this time last year and 140 ahead of the first week of August 2002. Make sure you get your top choice hotel by [booking your rooms before they are gone!](#)
- A conference call has been scheduled for Friday, August 20 with the speakers of the track "Seizing Your Wall Panel Business from a Framer's Perspective."
- We currently have 115 exhibitors and 81,550 square feet of exhibit space sold. We are now 24,650 square feet above the 2002 show and 10,800 square feet above last year's Phoenix show! [Please take a moment to check out our exhibitors.](#)
- Text for the BCMC 2004 'thank you' cards was drafted and approved. The cards have been created.
- Presidents of the five chapters in and surrounding North Carolina – including South Carolina Component Manufacturers Association (SCCMA), Wood Truss Council of North Carolina (WTCNC), Georgia Component Manufacturers Association (GCMA), Tennessee Truss Manufacturers Association (TTMA) and the Wood Truss Council of the Capital Area (WTCCA), were sent letters notifying them that their chapters have been issued 30 complimentary one-day BCMC passes to invite building and fire officials to the show.
- The Future Sites Subcommittee along with the BCMC and Executive Committees were emailed notification that the second future sites recommendation passed unanimously. The rotation begins in 2009 with Phoenix and then proceeds to Orlando, FL in 2010, Fort Worth, TX in 2011, and Columbus, OH in 2012.
- A BCMC Press Release was emailed to all media contacts and members of WTCA – a total of 3233 people.
- BCMC exhibitors may now maintain a worksheet while they are finalizing which employees will be attending the show. This will eliminate multiple invoices for one company. If you are an exhibitor and would like more information, please [visit our web site](#) or contact Peg at 608/310-6723.
- Four exhibitor contracts were processed.
- Statements were mailed to exhibitors that still owe for booth space. Final payments are due September 1.

### *Goals for the Week*

- Aid registrants with questions and monitor incoming registrations.
- Send another email to 2004 BCMC exhibitors reminding them their certificates of insurance are due.
- Review hotel pick-up.
- Finalize conference call details with the speakers of the track, "The Most Important Part of your Saw Operation Doesn't Even Have a Blade."
- Recruit suppliers to participate in the BCMC 2004 Competition – formerly the Truss Design Expert Competition.

- Send an email to the WTCA Board of Directors, Past Presidents and BCMC Committee regarding BCMC housing.
- Work on the BCMC signage request spreadsheet, this coordinates all of the signs we need designed and made for the hotels, golf outing, show floor, tours, etc.
- Contact cell phone companies as potential exhibitors.
- Process exhibitor contracts as they are received.
- Outline internet needs for the BCMC/WTCA booth and the registration station.
- Turn the 2004 attendee survey questions over to IT for design and automation.
- Perform audio testing for BCMC at the upcoming OQM Meetings.
- Work with Bob Becht, Chambers Truss, Inc. to apply his PowerPoint® presentation as a promotional tool on the BCMC web site.
- Finish the floor plan.
- Email exhibitors regarding the new online system for registrations and available sponsorships.
- Finish the flyer promoting the Manufacturers' Roundtable and email it to all potential attendees.

## **LEGISLATIVE COMMITTEE (Chair: Allen Erickson)**

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**Staff Contact: Sean Shields x128**

### *Update*

- The Legislative Committee Agenda for the Madison OQM was finished and reviewed with Committee Chairman Allen Erickson.
- Staff's suggestions for the Legislative Committee on political strategies and enhancements to communication tools including the legislative web site were finished and will be presented at the meeting next week.
- Members were distributed an addendum to the July edition of the Legislative Update regarding price fluctuations in the global steel market.
- A background summary on DOT load restrictions was created and staff continued formulating an appropriate strategy to aid members with compliance.
- Staff responded favorably to the Canadian Embassy asking our industry to participate in a lumber industry symposium.
- We responded to a contact to meet with American Consumers for Affordable Housing.

### *Goals for the Week*

- Prepare all materials for the Legislative Committee meeting on Thursday, August 12.
- Compile information for the creation of a voting record database on members of Congress.
- Continue research on structuring a members-only web site for legislative advocacy and informational purposes.
- Complete strategies for members to follow in complying with DOT load restriction rulemaking.
- Begin to look into election tools to help our membership.

## **MANAGEMENT COMMITTEE (Chair: Kendall Hoyd)**

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**Staff contacts: Molly Butz x141, Suzi Grundahl x110, Tony Piek x113, Anna Stamm x119**

### *Update*

- As announced last week, the name of the WTCA safety program has been changed from Operations Safety Certification (OSC) to Operation Safety. All Safety Materials have been revised to reflect the new name, including adding a new logo to each slide deck and replacing all text with updated name.
- All Safety Slide Decks have been recorded.
- A Safety Program Flow Chart has been created to aid in implementation of the program – it will also be a nice marketing piece once it is finalized.
- We received the Operation Safety certification language back from WTCA attorney Kent Pagel.
- Staff met with contacts from the Madison Area Technical College (MATC) regarding the preliminary Workforce Development Portal.
- We finalized and sent a letter to Pennsylvania Lumbermens recapping our meeting and outlining follow-up tasks. We also included suggested changes to their truss supplement.
- All Wage Surveys have been entered into the online survey form, and have been verified for accuracy, so reports can be generated and formatted.
- Work with Richard Langton on a association health and 401(k) retirement program for discussion at the upcoming meetings.
- Draft an industry contracts policy for meeting discussion.

- Deal with two inquiries about how to deal with mold.
- Put in place revision concepts for the FPS and Wage and Benefit Surveys.

### ***Goals for the Week***

- Begin creating reports for Wage and Benefit Survey by running a sample of test reports
- Contact other Wisconsin Technical Colleges regarding the Workforce Development Portal.
- Create and email a promotion on WTCA's Workforce Development Portal to WTCA component manufacturer members.
- Create a report for National Association of Manufacturers (NAM) following up on how the grant we received from them was applied.
- Draft suggested changes to the WTCA Approved Broker program. Create first rough draft of best practices documents for insurance brokers and component manufacturers.
- Compile standard contract template information for review by the Committee.
- Lay out the Spanish Posters and Spanish Employee Booklet of the Operation Safety program.
- Approve the proof of the Safety Program from Econoprint and the printing of 35 binders.
- Transfer all Safety slide decks to the IT department for publishing.
- Work on Safety Specialist Tests within the Operation Safety program. These tests will allow individuals to become certified in specific safety areas of the plant such as Ergonomics, Forklift Safety and Hand Tool/Equipment Safety.
- Conduct a staff meeting to plan for providing customer service to purchasers of online access to WTCA Operation Safety.
- Finalize Operation Safety database instruction manual

## **EXECUTIVE COMMITTEE (Chair: Dan Holland)**

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### ***Update***

- The next WTCA Executive Committee Conference call is scheduled for September 8, 2004.
- Work on the lumber mill survey information and strategies given the information constraints that we now have.
- Work on the PATH Steering Committee meeting.
- Work on the data standard concepts for the OQM.

### ***Goals for the Week***

- Finalize and send out the Hall of Fame ballot.
- Participate in a teleconference with the Component Manufacturers Roundtable subcommittee regarding WTCA's Design Software policy.
- 75% of the Lumber Trading Data survey data has been completed and a system to allow entry of historical data was created. Screenshots of the new survey will be viewed at the Madison OQM.
- Work with Past President Scott Arquilla on nominations for Representatives to the WTCA 2004/2005 Board of Directors.

## **CARBECK STRUCTURAL COMPONENTS INSTITUTE (President: Richard W. Brown)**

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**Staff contact: Sean Shields x128 & Molly Butz x141**

### ***Update***

- Staff contacted six rental companies for quotes on a Dunk Tank for the Carbeck Booth for BCMC.

### ***Goals for the Week***

- Create a promotional flyer for the Carbeck Silent Auction that will solicit donations. Both monetary and auction items are greatly appreciated – if you are able to make a donation to this worthy cause, please contact Molly at [mbutz@qualtim.com](mailto:mbutz@qualtim.com) or 608/310-6741.

## **SBC MAGAZINE (Editor: Dan Holland)**

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**Staff contact: Mindy Caldwell x129, Libby Maurer x124 & Molly Butz x141**

### ***Update***

- *SBC Magazine* is brought to you in part by the [Gold Advertisers](#), without them the publication wouldn't be possible. Take a minute to look at the products from this month's Gold Advertisers [COMMERCIAL MACHINERY FABRICATORS, INC.](#) and the [SOUTHERN PINE COUNCIL](#).

- The September/October textflow has been laid out and reviewed by the WTCA legal counsel. The initial issue's layout was routed for internal review on Friday, August 6. This includes the BCMC Show Guide section and registration form inserts.
- **SBC** giveaways and advertiser gifts have been chosen for the BCMC Show and will be ordered next week. **SBC** staff shirts were stitched and delivered.
- Staff finished closing the magazine and sent emails confirming ad instructions to advertisers.

***Goals for the Week***

- Conduct a staff brainstorming meeting to discuss ideas for the November editorial line-up and then finalize the editorial schedule. The November issue's editorial focus is Quality Control/Assurance.
- Gather printing quotes on the **SBC** Media Kit.
- Brainstorm new column names.
- Create and distribute November article assignments to staff and writers in the industry; the deadline for November text is September 9.
- Update **SBC** copyright procedures to include details about the new standard photo library, available to WTCA members at the [Photo Gallery](#).
- Create text for the Sept/Oct Table of Contents.
- Meet with staff to discuss reader feedback and suggestions from the **SBC** Survey.
- Write and send 'thank you' cards and extra copies of the August issue to article contributors.
- Prepare artwork for **SBC** giveaways at BCMC.
- Write a synopsis of the MiTek Extravaganza in Mead, NE to be posted on MiTek's **SBC** page.
- Work on industry news items.
- Draft the text for the November ad space reservation reminder.



# Weekly Board Report

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August 13, 2004

## INTRODUCTION

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When you order a thick, juicy, mouthwatering burger you want to be able to specify what goes on it...maybe ketchup, mustard and pickles or Jimmy Buffet style with 'Heinz 57 and French fried potatoes' – everyone likes to build their own! That is the philosophy behind WTCA's Jobsite packages. Every insert can be hand selected to create a package just right for your marketplace needs. Any way you order it, a Jobsite package can educate your customers and provide that extra level of protection for your business. Our discussions with component manufacturers indicate that education by component manufacturers on proper truss handling and installation results in less installation call-backs, improves understanding and enhances safety. This benefits everyone in our industry!

In addition, you can also buy these packages pre-assembled with all the fixin's – including the Jobsite Cover Sheet, B1 through B4, the TTB Checklist for Handling and Installing Trusses, and any other B-series or TTB that you would like to include. For instance, some component manufacturers have specific packages for roof truss, floor truss, roof and floor truss, post-frame, and wall panel shipments.

With over 100,000 sold and more orders coming in every day, we are just whetting the appetites of the industry. Marc Charvoz of Sierra Pre-Bilt, Inc. says, "We use the jobsite packages that you put together for us, and they are great! They are priced low enough so that [it does not make sense for us to] do the packages ourselves."

Contact Linda Alfonsi of our publications staff by phone 608/310-6726 or [email](#) today to specify how you want your Jobsite Packages done.

**MEMBER QUOTE OF THE WEEK:** "[What I like about the online publications ordering system is] how easy it was to order any of the items and how easy it was to find them!" Ms. Melissa Gatien, Wendricks Truss, Inc.

"Ordering is more convenient on the computer than mail or phone." Clyde Bartlett, Bluegrass Truss Company

**SBC MAGAZINE QUESTION OF THE MONTH:** *How have you used your quality control program to save your company money (e.g., correcting design errors, manufacturing errors, etc. before they actually are implemented) or reduce your business risk? What is your best cost savings or risk reduction story?*

## MEMBERSHIP COMMITTEE (Chair: Bob Becht)

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**Staff contacts: Anna Stamm x119, Danielle Bothun x135 & Barb Speer x145**

### Update

- Seventy attendees visited Madison, WI for the Open Quarterly Meeting (OQM) from August 10-13. The following six WTCA Committees met: Engineering & Technology, Legislative, Quality Control, Management & Business Insurance, Membership and Marketing. In addition, a Chapter Leadership Roundtable, a Component Manufacturers Roundtable and a Board Meeting took place.
- In preparation for the Membership Committee meeting, staff updated a list based on all dues payments received to date. The list of members who have not yet submitted their dues payments was reviewed in the meeting.
- Additional research was conducted on potential sites and dates for the 2005 Regional Workshop & Conferences and the decisions were made at the Membership Committee meeting. Mark your calendar today!
  - For business owners, the management/personnel workshop will be:  
March 18 in New Orleans – "Risk Management & Liability Avoidance" by Kent Pagel.
  - For technical personnel, the code workshop:  
April 1 in Las Vegas – "Guide to Good Practice for Applying Loads to Metal Plate Connected Wood Trusses" by WTCA staff.
- At the Membership Committee meeting it was decided that the monthly Chapter Presidents Teleconference would be expanded to include all chapter officers and board reps. The teleconference will continue to be conducted on the last Wednesday of the month at 1 pm ET.



### ***Goals for the Week***

- Ship a new member welcome package to DuBell Lumber in Medford, NJ.
- Process seven requests for potential member information.
- Process dues payments and MIVFs as they are received.
- Work with the new Oregon Chapter, the Western Component Manufacturers Association, on invoicing its charter members for dues.
- Work with the Iowa Chapter on meeting and speaker arrangements for its lunch meeting at BCMC on Thursday, October 7.
- Email the Westin with catering and room diagram for the OQM in conjunction with BCMC on October 9.
- Draft an email announcing the OQM at BCMC.
- Update the meeting planning checklist to include details from the previous meetings for efficiency and accuracy.
- Prepare the Top Chord Club invitations– [check out who's winning!](#)
- Research jackets for the #1 Recruiters, component manufacturer and associate, for this year's Fifth Annual Membership Drive and create a preliminary logo design for stitching.
- Follow up with the Texas Chapter on applications pending.
- Draft text on the Annual Meeting for the BCMC pocket guide.
- Invoice members that attended the OQM dinners last week.
- Invoice attendees of the July CalESCA-South Chapter meeting.
- Investigate mailing the new recruitment brochure to all nonmembers or as an insert in SBC Magazine per the Membership Committee meeting.
- To encourage reporting from the chapters, begin developing a short form, and possibly a web survey, for chapter presidents to fill out at the conclusion of a chapter meeting to briefly summarize who attended, what topics were discussed, etc., per the Membership Committee meeting.
- Work on preliminary design of the WTCA Annual Report. The text is under internal review and the new report will debut at the WTCA Annual Meeting at BCMC.

### **MARKETING COMMITTEE (Chair: Ken Cloyd)**

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**Web Site/Online Education/Information Tech (Staff contacts: Danielle Bothun x135, Hien Khuu x137, Barb Speer x145 & Rachel Smith x127)**

#### ***Update***

- TATO EWP (Technical Assessment Test Online for Engineered Wood Products) questions and answers have been entered into the system and the TATO purchasing pages have been developed. This will be available starting next week.
- The new chapter login page was finished and tested this week. This system recognizes a chapter member by their login information and grants them access to “members only” pages – this week those that signed on from the WTMA chapter could view their meeting minutes.
- At the Open Quarterly Meeting in Madison, 18 members provided video testimonials on the value of specific WTCA products and services to their component manufacturing business. These videos will be very helpful as we strive to communicate about these programs to members who have not yet tried them.
- Out of the Marketing Committee meeting in Madison, a task was assigned to staff to create an online survey on the third party inspection process, including cost, satisfaction with their current agency, scope of work and period of inspection.
- Also at the Marketing Committee meeting, there was a suggestion that at BCMC we promote the creation of Chapter web sites.
- Per our request, several WTCA links were added to the NAHB Research Center's [Toolbase web site](#).

#### ***Goals for the Week***

- Make enhancements to the control panel pages of the web site regarding privileges for company location representatives.
- Finish TATO EWP and make it live for introduction to the membership.
- Work on mass email images function.
- Create a new and improved online course presentation system.

## **Publications & Accounting (Staff contacts: Linda Alfonsi x126, Eric Monson x116 & Mike Younglove x114)**

### ***Update***

- For the week ending August 6, we processed **98** WTCA publication orders and shipped 157 total boxes/bundles of products.
- Thanks to our online system users, we received 32 of those product orders through the WTCA web site. If you haven't used the online system – do so now, there is still time to [save on your first online order!](#) The informative tutorials are designed to walk you through the process with ease!
- WTCA's best-selling products for the week included: 650 WTCA Jobsite Safety Packages, 344 BCSI 1-03 Booklets, 275 (combined lots of 250) flat & folded B1 Summary Sheets, 60 (lots of 50) B2 Truss Installation & Temporary Bracing, 56 (lots of 50) B3 Web Member Permanent Bracing, 48 (lots of 50) B4 Construction Loading & B11 Fall Protection, 41 (lots of 50) B6 Gable End Bracing and 77 (lots of 50) B10 Post Frame Truss Installation & Bracing. In addition. 69,000 Permanent Lateral Bracing Tags and 64,000 Bearing Location Tags were also shipped.
- The "Build Your Own Jobsite Package" promotional flyer was emailed to the membership August 8. By Tuesday, August 10, we had orders for 3000 packages.
- Custom Calculus quotes were submitted to Idaho Truss & Component Co.
- At the Marketing Committee meeting, a subcommittee of Bob Becht and Richard Langton was formed to make calls to the 80 companies that purchased risk management documents from TPI in the past haven't yet purchased the joint TPI/WTCA products.

### ***Goals for the Week***

- Begin planning the WTCA new products and promotional sample package for distribution at BCMC.
- Assemble and ship 150 custom Jobsite packets for Chesapeake Engineered Wood and Truss in Salisbury, MD.
- Follow up with PDJ Components in Chester, NY regarding custom Jobsite quotes for 2,000 WTCA Jobsite packets with B6 added.
- Submit custom tag reprinting quotes to Phelps & Sons in Cottonwood, AZ.
- Add the B6-B11 flyer into the existing copies of the WTCA order form. Start updating the order form template for reprinting this fall.

## **ENGINEERING & TECHNOLOGY COMMITTEE (Chair: Clyde Bartlett)**

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**Staff contacts: Ryan Dexter x144, Tony Piek x113, Rachel Smith x127 & Richard Zimmermann x143**

### ***Update***

- Drafts of the new TTBs on Hip Bracing, Long Span Truss Installation, and Field Assembly were prepared for the Engineering & Technology meeting held last Wednesday, August 11 during the OQM. A draft TTB on the topic of deflection will become an FAQ.
- A list of the IBC/IRC possible code changes were prepared and discussed at the E&T meeting. The ICC Code change proposals must be submitted by August 20 for the 2004-2005 cycle.
- At the meeting, staff presented a demonstration on our GUIDE TO GOOD PRACTICE FOR APPLYING LOADS TO METAL PLATE CONNECTED WOOD TRUSSES project.
- A motion was unanimously passed at the meeting that staff investigate and develop a realistic recommendation for truss bending to accommodate what is happening in the plant and the field.
- We drafted a letter to Dan DeDentro, Deputy State Building Commissioner of Rhode Island on clarifying engineering rules and regulations as they apply to trusses.
- Staff responded to the ICC on sprinkler standards.

### ***Goals for the Week***

- Monitor the ICC Code hearing process – prepare proposal forms and submittal requirements.
- Review the work on the development of ICC standard on hurricane resistant construction.
- Monitor ASCE public hearing process for ASCE 7-05.
- Create a gable end framing bulletin for the Michigan Chapter.
- Work on header and girder truss load issues as they relate to the prescriptive tables of IRC.
- Work on gable-end stud length tables and analysis to update BCSI.
- Review an article on bracing by Thor Matteson, S.E.

## **QUALITY CONTROL COMMITTEE (Chair: Joe Hikel)**

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**Staff contacts: Tony Piek x113 & Ryan Dexter x144**

### *Update*

- Staff performed a QC data file review for certified plant: Stark Washington Courthouse.
- Staff attended and conducted the Quality Control Committee meeting at the Madison OQM and received valuable input from committee members.
- At the QC Committee meeting, a motion was unanimously passed to create a policy that all third party inspections be based upon our industry standard ANSI/TPI 1, which is then completely compatible In-Plant WTCA QC.

### *Goals for the Week*

- Plan to travel to Powell Dry Ridge for a QC recertification on August 23.

## **BCMC Committee (Chair: Tom Manenti)**

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**Staff contacts: Jill Zimmerman x122, Peggy Pichette x123 & Carren Koebke x121**

### *Update*

- There are only seven weeks before the show and the early bird deadline ends in less than four weeks, so stop postponing and [register this week](#) for the BCMC 2004 show in Charlotte, NC!
- Staff diligently worked to complete the second phase of the floor plan. All [115 exhibitors](#) and their 81,550 square feet of exhibit space have been mapped out.
- 1,204 room nights or 46% of our available room block at the housing bureau has been reserved. Make sure to receive your first choice and register now! This is 350 room nights more than 2003 at this time and almost double our room nights picked up in 2002 at this time.
- A conference call has been scheduled for Friday, August 20 with speakers of the track, “The Most Important Part of your Saw Operation Doesn’t Even Have a Blade.”
- Registrations saw a jump over the last week – 85 component manufacturers signed up to make a total of 205. In addition, there are 12 spouses and 80 registered for golf. At this time each of the plant tours has spots remaining – 84 Components has 45 open spaces, Stock Components has 49 left and H.W. Culp Lumber has 70 spaces remaining.
- Payment has been made to American Charters for the remaining balance on our spouse tour – at this time we have 8 signed up to attend the all-day event that takes attendees to the [Mint Museum of Craft & Design](#), lunch at Jillian’s and [Concord Mills](#) for a solid 2 ½ hours of shopping. [Visit our website for more information!](#)
- We now have four suppliers signed up to help us provide the BCMC Competition questions – thanks to MiTek Industries, Alpine Engineered Products, Truswal Systems and Robbins Engineering. The BCMC Competition allows attendees to compete for prizes on software expertise and industry technical questions.
- New this year we will start a fun and promotional presentation on the BCMC web site called ‘Mr. Truss Goes to BCMC’...visit the BCMC site closer to the show to learn what this is all about.
- We may need to cancel the BCMC alternate tours to the BMW Plant, Lowe’s Motor Speedway and Charlotte’s Historic District. Sign-ups must tally thirty for each tour by August 20, so if you want to attend you must [sign up now!](#)
- The BCMC signage needs for the show were forwarded to our graphic design department for initial layout and design.

### *Goals for the Week*

- Review hotel pick-up and continue booking rooms for the WTCA Board Members.
- Make final changes to the security contract, sign it and administer the deposit.
- Send the attendee survey to the IT department for creation. The survey will be offered on a bank of computers within the BCMC booth – in conjunction with the BCMC Competition.
- Correspond with exhibitors regarding their insurance requirements for the upcoming show. If you are an exhibitor, remember your certificate of insurance is due before September 1.
- Take registration calls – we are averaging about 27- 40 calls a week.
- Obtain the remaining two speaker outlines that we need before the teleconference on Friday.
- Contact the Phoenix Civic Plaza to confirm our 2009 show dates and contract our schedule.
- Call remaining suppliers regarding participation in the BCMC Technical Knowledge Competition.
- Forward the text for the pocket guide for internal review.
- Process exhibitor final booth payments.
- Work with a new exhibitor.

- Work through meeting room assignments.
- Forward an updated list of exhibitors to vendors.
- Communicate with George E. Fern about the move-in and move-out schedule.
- Draft the text for the August flyer.

## **LEGISLATIVE COMMITTEE (Chair: Allen Erickson)**

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**Staff Contact: Sean Shields x128**

### *Update*

- Position letters were written and sent addressing U.S. trade policies regarding steel and softwood lumber on behalf of the WTCA.
- Staff contacted Senator Feingold (D-WI) and spoke with his legislative staff regarding the softwood lumber agreement and expressed our appreciation for his support of our industry's position.
- Officials from the Federal Motor Carrier Safety Administration (FMCSA), the Federal Highway Administration (FHWA) and Florida State Patrol were contacted in gathering information on DOT load restriction rulemaking.
- Staff attended the Legislative Committee meeting at the Madison OQM and received valuable input from committee members.
- Background materials and research items were prepared for participation in the Canadian softwood lumber industry symposium.
- A motion was passed at the Legislative Committee meeting to have WTCA staff develop and implement a guide for training on U.S. Department of Transportation regulations regarding loading and transporting components.
- Also passed at the Legislative Committee meeting was a motion for staff to monitor the OSHA rulemaking process regarding crane operations, specifically certification issues.

### *Goals for the Week*

- Travel to attend a symposium of Canadian softwood lumber industry and forest management practices as a member of the U.S. delegation invited by the Canadian Government.
- Research structuring a members-only web site for legislative advocacy and informational purposes.
- Research OSHA Alliance Program and begin process of implementing an agreement.
- Compile information for the creation of a voting record database on members of Congress.
- Begin looking into election tools to help our membership.

## **MANAGEMENT COMMITTEE (Chair: Kendall Hoyd)**

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**Staff contacts: Molly Butz x141, Suzi Grundahl x110, Tony Piek x113, Anna Stamm x119**

### *Update*

- The Workforce Development Portal is live! [Check it out now!](#) Members of WTCA can post job listings for *free* until Labor Day – take advantage of this wonderful opportunity!
- The committee discussed updates to the WTCA insurance broker partner program, to create two levels of brokers – “partners” and “expert partners.”
- Staff created a first draft of best practices for insurance brokers and component manufacturers to use when considering insurance coverage for the industry.
- At the meeting, a motion was passed to poll current participants as to the value of performing both the Financial Performance and Wage & Benefit surveys annually. If response is favorable, we will put both surveys online and conduct both surveys on an annual basis.
- Staff drafted an updated policy with regard to Fire Retardant Treatments (FRT) for lumber. The proposed FRT policy will be taken under consideration for further discussion at the next Committee meeting in February 2005.

### *Goals for the Week*

- Work on getting all the Safety Manual courses online.
- Add a Workforce Development (WFD) link to the main gateway page and update WFD portal pages per comments and feedback we have received from users.
- Work on our strategy to get new industry professionals to post their resumes on WFD.
- Contact all approved insurance brokers with regard to exhibiting at BCMC.
- Create the Wage & Benefit Survey reports. Our goal is to send out the final reports by the end of August.

## **EXECUTIVE COMMITTEE (Chair: Dan Holland)**

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### *Update*

- The Board approved a motion from the Past Presidents to create a Dick Bowman award (commemorative award) to be provided to a supplier individual for their contributions to the BCMC show. Members of the BCMC committee would be excluded from receiving the award.
- A motion was passed for the Board to adopt in principle a chapter and member statement of purpose to re-address the chapter and WTCA relationship, that will become a policy and bylaws change recommendation. Prior to formal adoption Dan Holland will draft a letter to the chapters providing background on the reasons for this policy, and ask them to attend the Board meeting in October to bring up any thoughts that they have regarding this prior to Board consideration and adoption vote by the Board for a bylaws change.
- The component design software policy was reviewed at the Component Manufacturers Roundtable meeting and there was an excellent committee discussion on the issues.

### *Goals for the Week*

- Track responses for the Hall of Fame ballot.

## **SBC MAGAZINE (Editor: Dan Holland)**

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**Staff contact: Mindy Caldwell x129, Libby Maurer x124 & Molly Butz x141**

### *Update*

- Staff contacted several printing companies for estimates on publishing the **SBC** media kit insertions. These are folders of information sent to potential advertisers.
- Last Tuesday, August 10, the initial proof of the Sept/Oct **SBC** was routed for internal review. This includes Show Guide section and form inserts. The text is now under final revisions after staff received it back August 12. The final proof is due August 16 and the magazine is expected to mail to the membership on September 3.
- **SBC** staff is making BCMC preparations – last week the artwork for the advertiser giveaways was created.
- Support was offered to advertisers regarding the Show Guide and staff regarding advertising sales.
- A monthly **SBC** staff meeting was held to discuss prevalent magazine issues, topics of focus, the editorial line-up and content development as a whole.
- Staff met to brainstorm the name of a new legislative issue article, Adventures in Advocacy.
- The November article assignments were delegated to staff and writers in the industry. The November issue has an editorial focus of Quality Control/Assurance and a text deadline of September 9.
- The **SBC** copyright procedures were updated to include details about the new standard photo library, available to WTCA members at the [Photo Gallery](#) at their request.
- Staff held a meeting to discuss reader feedback and suggestions from the **SBC** Survey.
- ‘Thank you’ cards and extra copies of the August issue were sent to contributors.
- The **SBC** Editorial Guidelines document was updated to include details about the 2005 issue line-up.
- The 2005 Rate Card was proofed.
- Text for the November Publisher's Message was written and proofed.

### *Goals for the Week*

- Make final revisions to the Sept/Oct proof.
- Send final author approvals to Jim Finkenhoefer, Amir Ahmadi, Jay Deakins, Simon Evans, Stewart Garden and Lisa Gibson.
- Construct a list of the **SBC** article ideas that stemmed from staff’s attendance at the WTCA Open Quarterly Meetings.
- Deliver fifty extra copies of the August issue to Scott Arquilla.
- Review Editor duties, **SBC** article deadlines and details about copyright requests with Kendall Hoyd.
- Contact quality control staff at Carter-Lee Building Components and Tri-County Truss to ask for their participation in an article for the November issue.
- Draft the text for the November ad space reservation reminder.



# Weekly Board Report

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August 20, 2004

## INTRODUCTION

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The Technical Assessment Tests Online (TATO) are quickly becoming an integral part of many component manufacturers' businesses. Managers have never before had an inexpensive and quick tool to assess new hires or current employees.

WTCA is pleased to announce the availability of a third TATO specifically geared for the 40% of our members that deal with engineered wood products. Through a timed 50-question evaluation, TATO EWP shines light on strengths and weaknesses comparing scores to national averages. TATO exams may be purchased in quantity so you can mix and match to get the best deal.

**MEMBER QUOTE OF THE WEEK:** *[Regarding WTCA's recent Open Quarterly Meetings] "I was impressed by the attendance at the quarterly meeting and the participation of the members. I also recognize the importance of attending the quarterly meetings on a regular basis." Richard Langton, Bowermaster & Associates*

**SBC MAGAZINE QUESTION OF THE MONTH:** *How have you used your quality control program to save your company money (e.g., correcting design errors, manufacturing errors, etc. before they actually are implemented) or reduce your business risk? What is your best cost savings or risk reduction story?*

## MEMBERSHIP COMMITTEE (Chair: Bob Becht)

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**Staff contacts: Anna Stamm x119, Danielle Bothun x135 & Barb Speer x145**

### Update

- There are only two weeks left in this summer's Membership Drive! Check out who's in the lead on the [Membership Drive](#) pages on the web site. Information on WTCA's Top Chord Club to encourage membership recruitment may also be found online or contact Anna at 608/310-6719 or [astamm@qualtim.com](mailto:astamm@qualtim.com).
- "Join and Save!" Over the past two weeks, staff has answered a dozen or more calls encouraging companies to join WTCA and register to attend BCMC at the same time. It is by far the best deal – member pricing and the first registration free (\$165 off, which is the early bird rate). If you know of a nonmember in your area, this is a terrific time to recruit them to join WTCA and see an immediate benefit of membership. We would be happy to mail them potential member packets or you may direct them to the [BCMC Web Site](#).
- The first draft of the 2004 Annual Report has been approved, so design and layout is proceeding in earnest.
- The new Western Component Manufacturers Association (WCMA), the chapter being formed in Oregon and southern Washington, has begun collecting member dues payments. Staff generated invoices for those companies that have expressed an interest in joining. For additional information, applications or invoices, contact Anna at 608/310-6719 or [astamm@qualtim.com](mailto:astamm@qualtim.com).
- At its meeting this week, the Minnesota Truss Manufacturers Association (MTMA) moved one step closer to becoming a WTCA Chapter and we look forward to adding this chapter to our team!
- In the aftermath of Hurricane Charley, the Southwest Florida Chapter and the Florida Executive Committee are collecting and disseminating information on damage assessment. They are also in communication with the Institute for Business & Home Safety (IBHS) to assist where possible in the damage assessment process. The information received to date indicates that the building code reforms following the disastrous effects of Hurricane Andrew have greatly improved building performance where trusses are part of the structure.

### Goals for the Week

- Ship welcome packages to this week's six new members, three component manufacturers and three associates: TK Constructors in Muncie, IN; L & K Truss and Components in Unionville, MO; Advanced Building Components in Radcliff, KY; GR Morris & Associates in Fort Worth, TX; Diversified Insurance Industries in Baltimore, MD and Taylor Turner & Hartfield in Cumming, GA.

- Award Top Chord Club recruitment points and send congratulatory emails to: Frank Klinger (Mid Valley & Truss, Harlington, TX), Mike Cobb (Bluegrass Truss, Lexington, KY), Norm McKenna (MiTek Industries, Chesterfield, MO), Mike Larocque (MiTek Canada, Ontario) and Doug Falk (Truswal, Arlington, TX).
- Print “second notice” dues invoices for those members that have not yet made their 2004/2005 dues payments.
- Process dues payments and member information verification forms as they are received.
- Notify chapters of new members in their areas.
- Notify chapters of companies requesting potential member information in their areas.
- Order the latest batch of WTCA new member plaques.
- Assist the Mid Atlantic Chapter Board with a meeting via teleconference and take the minutes.
- Update the Mid Atlantic Chapter membership brochure.
- Create a database function to allow for a batch printing of chapter dues invoices for WCMA.
- Assist the Northwest, Tennessee and Southern Nevada Chapters with speakers for their upcoming meetings.
- Create the attendance list to date and distribute the reminder notice for the Texas Chapter’s September 16 golf tournament and membership meeting.
- Invoice the 12 golf hole sponsors for the Texas Chapter tournament.
- Discuss meeting arrangements for the North Florida Chapter’s October meeting with the new sales manager at the Embassy Suites Hotel in Jacksonville.
- Review the list of plaques needed for BCMC and add to it the plaques needed for the new chapter(s) in the works.
- Review the list of banners and signs needed for the Membership Drive and Chapter meetings at BCMC.
- Review the contract from the New Orleans Marriott for the 2005 Regional Workshop & Conference on March 18, a Risk Management & Liability Avoidance Seminar by Kent Pagel.
- Review hotel proposals to determine a location for the 2005 Regional Workshop & Conference in Las Vegas on April 1 on the Guide to Good Practice for Applying Loads to Trusses and other code issues.
- Email the catering and room-set up information for the Open Quarterly Meeting (OQM) in Charlotte.
- Send the first notice for the OQM at BCMC. For all the details about the October 9 meeting or to register, please visit our online system or contact Stephanie at 608/310-6760.

## **MARKETING COMMITTEE (Chair: Ken Cloyd)**

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**Web Site/Online Education/Information Tech (Staff contacts: Danielle Bothun x135, Hien Khuu x137, Barb Speer x145 & Rachel Smith x127)**

### *Update*

- Last week staff sent out one Level I and two Level II exams.
- We have finalized the TPI survey online for TPI staff to use in their market research contacts regarding publications and QC.
- A new and improved online course presentation system was developed for delivering online courses.
- Staff has been reviewing the video testimonials that were recorded at the Open Quarterly Meetings in Madison. It is our plan to use these testimonials as part of WTCA’s section of the BCMC Booth, as well as incorporating them into the annual meeting presentation on October 7.
- We dealt with a member request on the new CSI truss and wall panel specification designations.

### *Goals for the Week*

- Add new capabilities to the online survey system to allow for requirements of the BCMC Attendee Survey.
- Create a promotion for the EWP TATO exam.
- Work on schedule for TTT live courses.
- Create a web based interface for communicating with anonymous users on <https://www.sbcsurvey.com>
- Finalize a truss bracing article with Thor Matteson.

**Publications & Accounting (Staff contacts: Linda Alfonsi x126, Eric Monson x116 & Mike Younglove x114)**

### *Update*

- This week, **81** WTCA publication orders were processed and shipped for a total of 136 boxes/bundles of products. Twenty-two of those orders were received through the WTCA online ordering system.
- A summary of best-selling WTCA products shipped is: 1875 WTCA Jobsite packets, 241 BCSI 1-03 Booklets, 104 (combined lots of 250) flat & folded B1 Summary Sheets, 46 (Lots of 50) B2 Truss Installation & Temporary Bracing, 41 (lots of 50) B6 Gable End Bracing, 42 (lots of 50) TTB-How to Read a Truss Placement Diagram, 142,000 Bearing Location Tags, 136,000 Permanent Lateral Bracing Tags and 30,000 Do Not Cut, Drill or Alter Tags.

- In addition, 150 custom Jobsite packets were assembled and shipped to Chesapeake Engineered Wood & Truss in Salisbury, MD and the final 2,000 custom Jobsite packets were assembled and shipped to Foxworth-Galbraith in Dallas, TX completing their order of 10,000 custom packets spanning the past 6 months!
- PDJ Components in Chester, NY confirmed an order for 2,000 WTCA Jobsite packets. The first 1,000 packets shipped this week.
- As a result of the "Build Your Own Jobsite Package" promotional flyer, three more WTCA sample Jobsite packets were requested and shipped.
- We received a request from Southern Forest Products Association to update the WTCA products found in the Wood Promotion Council's publication "Guide to Wood Design Information." This will be updated in time to meet their timeline.
- Custom tag reprinting quotes were confirmed for Phelps & Sons in Cottonwood, AZ and approval was obtained from Timber Products Inspection Inc. to include its logo. Currently 100,000 tags of a single design are being printed, with drop-shipping expected in 2-3 weeks.
- We received an excellent suggestion to add warning text to the Jobsite Package cover sheet, and are working on text for this.

#### ***Goals for the Week***

- Schedule reprinting of B2, B4 and TTB HIB Checklist to replenish WTCA inventory.
- Organize additional collation of 10,000 WTCA Jobsite packet contents with the outside printer.
- Complete in-house assembly of 2,000 WTCA Jobsite packets.
- Finalize and send out BCSI press release.
- Maintain order processing, fulfillment and customer calls!

### **ENGINEERING & TECHNOLOGY COMMITTEE (Chair: Clyde Bartlett)**

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**Staff contacts: Ryan Dexter x144, Tony Piek x113, Rachel Smith x127 & Richard Zimmermann x143**

#### ***Update***

- Based upon attendance at the American Forest & Paper Association's *Subcommittee on Fire Performance of Wood* meetings, WTCA staff will review and provide comment to the EWP Resource Guide and the Metal Plate Connected Wood Truss Resource guide. The deadline for this review is Wednesday, September 1.
- Code change proposals were submitted for the IRC and IBC 2004/2005 code cycle on Friday, August 20. Staff collaborated with associated industry organizations to most effectively promote our industry. The code changes being submitted are:
  - Definitions of non-load bearing walls in the IRC to match the IBC
  - Updated references in IRC regarding BCSI 1-03 transition from HIB 91
  - Live load reductions as amended by Indiana's adoption of IRC
  - Language in the IRC similar to concrete industry regarding sealing of documents in regard to trusses
  - Snow load requirements for trusses in the IRC the same as used by the Cold-formed Steel prescriptive method
  - Consolidate truss references in IBC chapter 2303.4 and 2308.10
  - Worked with Allen Zepper, MN Building Official, on our code change proposals.

#### ***Goals for the Week***

- Begin content revisions to the Online Truss Technician Training Level I and Truss Basics courses.
- Update Long Span TTB draft based on comments from the Engineering & Technology Committee meeting during the Open Quarterly Meetings.

### **QUALITY CONTROL COMMITTEE (Chair: Joe Hikel)**

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**Staff contacts: Tony Piek x113 & Ryan Dexter x144**

#### ***Update***

- Staff performed QC data reviews for Concord Truss and Shelter Systems.
- Three QC inquiries and troubleshooting questions were address for customers last week.

#### ***Goals for the Week***

- Travel to Powell Dry Ridge for a QC recertification on August 23.
- Perform QC data file review for UBC DePere – a certified plant.
- Write an **In-Plant WTCA QC** letter to TPI thanking them for the endorsement letter.
- Script the **In-Plant WTCA QC** training presentation as first step toward putting recertification training online.



- Work on the QC best practices manual.

## **BCMC Committee (Chair: Tom Manenti)**

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**Staff contacts: Jill Zimmerman x122, Peggy Pichette x123 & Stephanie Lowe 121**

### *Update*

- Check out the new [BCMC Bowl information](#) on the web site.
- Only six weeks until BCMC 2004 in Charlotte, NC and only three weeks until the early bird discount ends – take advantage of the savings and [register online now!](#)
- Staff has nearly completed the second phase of the floor plan and sent an email to all [115 exhibitors](#) letting them know their booth numbers. The exhibitors encompass 81,550 square feet this year.
- In the last week another 176 room nights were booked at The Westin Charlotte and the Hilton Charlotte & Towers bringing the total booked this far to 1380. That is 241 room nights more than this week in 2003 and 496 more than in 2002!
- Conference calls were held for each of the BCMC tracks to finalize presenter outlines and finish detailing specifics.
- The kick-off speaker remains a mystery despite many rumors as to who it is – the only way to find out is to attend the kick-off session at BCMC at 8:00 am on Wednesday, October 6.
- Over the last week, 57 more component manufacturers registered for the show bringing the attendance level to 262. CM registrations for 2004 are ahead of BCMC 2003 by 72 and 2002 by 143 registrations when compared to the same week.
- It is not too late to sign up for the [golf outing](#) on Tuesday, October 3 at Birkdale Golf Course – there are 83 signed up now with 70 spots remaining. There are also spots remaining on the [spouse tour](#) and all three [plant tours!](#)
- After sending a promotion with a registration deadline for the BMW, Lowes and Charlotte's Historic District by Friday, August 20, we received enough registrations to hold the BMW tour. The other two tours will be canceled.
- If you're a BCMC exhibitor, remember that your certificate of insurance is due to BCMC staff on Wednesday, September 1.

### *Goals for the Week*

- Contact cell phone companies regarding exhibiting.
- Monitor hotel room night pick-up.
- Review online registrations as they are completed for accuracy.
- Schedule a conference call with the kick-off speaker to finalize all of the plans.
- Update, review and assign remaining BCMC tasks.
- Finalize pocket guide text assignments.
- Finalize the ribbon changes for the badges.
- Follow up with the four WTCA Chapters regarding complimentary passes for fire and building officials in their areas.
- Create the 'Mr. Truss Goes to BCMC' web presentation.
- Work on seminar packets for BCMC speakers.

## **LEGISLATIVE COMMITTEE (Chair: Allen Erickson)**

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**Staff Contact: Sean Shields x128**

### *Update*

- This week staff traveled to Canada to attend a symposium of softwood lumber industry and forest management practices as a member of the U.S. delegation invited by the Canadian Government.

### *Goals for the Week*

- Route a checklist for the Legislative Conference to aid in planning next May.
- Send out two letters outlining WTCA's and VWPA's policies regarding integrating value-added downstream users into U.S. trade agreement procedures.

## **MANAGEMENT COMMITTEE (Chair: Kendall Hoyd)**

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**Staff contacts: Molly Butz x141, Suzi Grundahl x110, Tony Piek x113 & Anna Stamm x119**

### *Update*

- The first Safety Program has been sold to a non-beta-tester company! If you would like more information on our new program, contact staff for “Information on Getting Started” or visit the web site.
- Spanish Safety Posters and Spanish/English Posters were designed and sent to Suttle Straus for printing and laminating.
- The Operation Safety database instruction manual and installation CD contents were completed.
- Thirty-five Safety binders were assembled upon delivery of materials from our printer. The first binders were displayed at the Open Quarterly Meeting earlier this month.
- Eight Safety quiz questions were re-written and issued to IT for creation.
- The Wage & Benefit Survey reports were created and tested. The goal is to finalize these reports by the end of August.
- WTCA knows that good help is hard to find – that is why we have developed the [Workforce Development Portal](#). Check out this ‘one stop’ resource hotspot and don’t forget that members can post job listing for free until Labor Day!

### *Goals for the Week*

- Update the Safety Demo to reflect new name.
- Write all Safety Specialists Tests.
- Upload all new documents to the Safety web site.
- Finalize the remaining Safety courses for web delivery.
- Contact all insurance broker partners to discuss updates to the program.
- Update all reports for the Wage and Benefit Survey to include the new region 6.

## **EXECUTIVE COMMITTEE (Chair: Dan Holland)**

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### *Update*

- We worked on the TPI/WTCA survey of our membership to help with the TPI marketing strategic plan and implemented.
- We dealt with follow-up from the meeting on Chapter issues.
- Industry data standard concepts were addressed.

### *Goals for the Week*

- Create a summary program of the WTCA Board meeting of August 13 in PowerPoint® for the chapters to use in communicating what was discussed.
- Review all WTCA/BCMC benchmarks.

## **CARBECK STRUCTURAL COMPONENTS INSTITUTE (President: Richard W. Brown)**

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**Staff contact: Sean Shields x128 & Molly Butz x141**

### *Update*

- A Silent Auction flyer was created and will be distributed via email. If you are interested in donating a prize or making a monetary contribution for the BCMC Carbeck Silent Auction, please contact Sean at 608/310-6728 or [sshields@qualtim.com](mailto:sshields@qualtim.com).
- We followed up with Tim Merinar of NIOSH on a fire performance of trusses question.

### *Goals for the Week*

- Email the Silent Auction flyer to all past and prospective contributors.
- Finish researching the dunk tank options for Charlotte, NC.

**Staff contact: Mindy Caldwell x129, Libby Maurer x124 & Molly Butz x141**

*Update*

- The final proof of the September/October issue was reviewed and sent to the printer Monday, August 16 – the Show Guide issue mails September 3.
- Final author approvals were sent to Jim Finkenhoefer, Amir Ahmadi, Jay Deakins, Simon Evans, Stewart Garden and Lisa Gibson.
- Fifty extra copies of the August issue were delivered to Scott Arquilla.
- The procedures and guidelines for handling copyright requests and article deadlines were sent to WTCA President-Elect Kendall Hoyd.
- Several printers were contacted for estimates on printing media kit insertions. Staff is reviewing.
- The artwork for the **SBC** BCMC giveaways was approved and sent to the manufacturer.
- The Lumber Survey web pages were completed and staff is currently entering test data.
- Staff attended several of the OQM Madison meetings and was able to construct a list of article ideas based on attendee comments and input.

*Goals for the Week*

- Contact quality control staff at Carter-Lee Building Components and Tri-County Truss to ask for their participation in an article for the November issue.
- Follow up with Al Schuler, Sonet le Roux and Kent Pagel about writing assignments for the November issue. The text deadline for the November issue is September 9.
- Begin work on November feature and column writing assignments.
- Develop Lumber Survey report functions.
- Write an article about the wall panel manufacturing tour.



# Weekly Board Report

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August 27, 2004

## INTRODUCTION

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Safety Takes Every Person, so get in STEP with WTCA's Operation Safety Program today! As with every program from WTCA, we have created WTCA Operation Safety based on our members' needs. This program is a great starting point for implementing a high quality safety program in your component manufacturing plant. There are all sorts of benefits associated with a safety focus, including a reduction in overall injuries, more efficient safety management and lower insurance premiums. [Check the web site](#) for more information or to order your Operation Safety Program today!

For those of you who have not made your hotel reservations for BCMC, time is running out. The Hilton Charlotte and Towers is currently sold out but there are still plenty of rooms left at the Westin Charlotte. The deadline for the guaranteed BCMC rate is September 3, 2004. Don't delay, [book your reservations online today!](#)

**MEMBER QUOTE OF THE WEEK:** *[Regarding the original AF&PA ICC truss section code change] "I'm glad you caught this before the changes went through. The way it was worded could have cost all manufacturers. This type of thing makes WTCA dues a bargain." Chris Lambert, Southeastern Materials, Inc.*

**SBC MAGAZINE QUESTION OF THE MONTH:** *How have you used your quality control program to save your company money (e.g., correcting design errors, manufacturing errors, etc. before they actually are implemented) or reduce your business risk? What is your best cost savings or risk reduction story?*

## MEMBERSHIP COMMITTEE (Chair: Bob Becht)

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Staff contacts: Anna Stamm x119, Danielle Bothun x135 & Barb Speer x145

### Update

- The summary presentation of the Madison Open Quarterly Meeting that took place on August 13 is now available on our web site. Posted as a PowerPoint® presentation with a companion PDF, this is a terrific tool for chapter meetings. Providing a recap of the Board and Committee meetings, it helps anyone unable to attend get a sampling of what was discussed. Accessible only to members, you'll find presentations on **all** of the Open Quarterly Meetings on the web site under the Board & Committees menu item.
- "Join and Save!" This week, staff answered another 8 calls from nonmembers interested in registering for BCMC and joining WTCA. If you know of a nonmember in your area, this is a terrific time to recruit them to join WTCA and see an immediate benefit of membership. We would be happy to mail them potential member packets or you may direct them to the [BCMC Web Site](#).
- The Chapter Presidents Teleconference has been expanded to include all chapter officers and chapter representatives to the Board. Held on the last Wednesday of the month at 1:00 pm Eastern and conducted by Membership Committee Chair Bob Becht, this teleconference is designed to improve communication between chapters and provide input and advice for chapter officers. For more information, contact Anna at 608/310-6719 or [astamm@qaltim.com](mailto:astamm@qaltim.com).
- Tabletop displays or not? That is one of the questions posed to previous Regional Workshop & Conference Sponsors in a survey distributed this week. If you would like to weigh in on the sponsorship opportunities for Las Vegas and New Orleans, please contact Anna by Tuesday, August 31.
- The Minnesota Truss Manufacturers Association (MTMA) has submitted its Bylaws and Articles of Incorporation to Kent Pagel for legal review as the first step toward recognition as a WTCA Chapter. The next steps are review by the Executive Committee and then the vote by the Board of Directors. We expect to welcome MTMA on board at the Board meeting following BCMC!

### Goals for the Week

- Ship welcome packages to this week's four new members, two component manufacturers and two associates:

One WTCA Center • 6300 Enterprise Lane • Madison, WI 53719

608/274-4849 • 608/274-3329 (fax) • [www.woodtruss.com](http://www.woodtruss.com) • [wtca@woodtruss.com](mailto:wtca@woodtruss.com)

Christensen Lumber in Fremont, NE, Magbee Contractors Supply in Auburn, GA, S. Hout Inc. in Quebec City, Quebec, and Nesbit Enterprises in Indiana, PA.

- Award Top Chord Club recruitment points and send a congratulatory email to Bruce Kinney and Rick Parrino of the Iowa Chapter.
- Process dues payments and member information verification forms as they are received.
- Process eight requests for potential member information.
- Notify chapters of new members in their areas.
- Notify chapters of companies requesting potential member information in their areas.
- Contact companies that were shipped potential member packets and new member binders to see if they have any additional questions and/or concerns.
- Compose and distribute the agenda for the August 25 Chapter Presidents Teleconference.
- Distribute the link to the [Madison Open Quarterly Meeting presentation](#) to the chapter officers and Board reps.
- Assist the Northwest, Tennessee and Southern Nevada Chapters with speakers for their upcoming meetings.
- Work with the Greater Chicago and Michigan Chapters on their upcoming September meetings.
- Update the attendance list to date and distribute a second reminder notice for the Texas Chapter's September 16 golf tournament and membership meeting.
- Invoice the latest (13<sup>th</sup>) golf hole sponsor for the Texas Chapter tournament.
- Send a revised contract proposal to the New Orleans Marriott for the Regional Workshop on March 18.
- Investigate potential hotels for the Regional Workshop in Las Vegas on April 1.
- Send out the Hall of Fame Ballot.
- Worked on follow-up items for MTMA.
- Work on the presentation for the Northwest Chapter of WTCA.

## **MARKETING COMMITTEE (Chair: Ken Cloyd)**

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**Web Site/Online Education/Information Tech (Staff contacts: Danielle Bothun x135, Hien Khuu x137, Barb Speer x145 & Rachel Smith x127)**

### *Update*

- Five Truss Technician Training exams were sent out, three Level I and two Level II.
- One Level I Truss Technician Training binder and one Level II binder were shipped out.
- We gained the benefit of a NC member's perspective on our web site.

### *Goals for the Week*

- Look for new leads for BCMC/SBC and follow up with those companies that have been sent media kits.
- Send out an email promotion for the TATO EWP program. Over 50 TATO EWP slots have already been ordered since we mentioned its availability in last week's Board Report.
- Communicate with the Building Officials Association of Florida about participating in their tradeshow next year.
- Work on compiling the testimonials received at the Open Quarterly meeting into a video to be shown at the Annual Meeting and included on the demo CD to send to WTCA members.

**Publications & Accounting (Staff contacts: Linda Alfonsi x126, Eric Monson x116 & Mike Younglove x114)**

### *Update*

- This week, 90 WTCA publication orders were processed and shipped for a total of 154 boxes/bundles of products; 33 of those orders were received through the WTCA online ordering system.
- A summary of best-selling WTCA products shipped: 396 BCSI 1-03 Booklets, 117 (combined lots of 250) flat & folded B1 Summary Sheets, 82 (Lots of 50) B2 Truss Installation & Temporary Bracing, 73 (lots of 50) B3 Web Member Permanent Bracing, 65 (lots of 50) B4 Construction Loading, 118,000 Bearing Location Tags, and 137,000 Permanent Lateral Bracing Tags.

### *Goals for the Week*

- Work on the WTCA new products and promotional sample package for distribution at BCMC.
- Complete in-house assembly of 2,000 WTCA Jobsite packets.
- Work with legal counsel on drafting final "warning" text for the cover sheet of Jobsite Packages.
- Maintain order processing and fulfillment and respond to customer needs.

## **ENGINEERING & TECHNOLOGY COMMITTEE (Chair: Clyde Bartlett)**

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**Staff contacts: Ryan Dexter x144, Tony Piek x113, Rachel Smith x127 & Richard Zimmermann x143**

### ***Update***

- Based upon attendance at the American Forest & Paper Association's Subcommittee on Fire Performance of Wood meetings, WTCA staff will review and provide comment to the EWP Resource Guide and the Metal Plate Connected Wood Truss Resource guide. The deadline for this review is Wednesday, September 1.
- WTCA submitted a total of 8 code changes to the IRC and one to the IBC for the 2004/5 code cycle looking toward the publication of the IRC/IBC 2006 editions:
  - IRC Section 2 Definitions – revised definitions of load-bearing and non-load-bearing walls to match IBC.
  - Added section R301.5.1 to allow live load reductions based upon tributary area and for multi-story load coincidence. (Will also be submitted by code officials in Indiana.)
  - Revised roof slope categories in table to match IBC and ASCE 7.
  - Change reference (two instances) from HIB-91 to BCSI 1-03.
  - Added language (two instances) specifically stating when seals are or are not required on truss design drawings.
  - Added language to even playing field with steel rafter criteria for design for snow.
  - Composed a brief summary of the IBC proposal.
  - Removed specific reference requiring inspections for trusses, substituting a reference to section 1704 Special Inspections. Also restated reference to TPI 1 with the full title.
  - Changed all references to 'construction documents' or 'shop drawings' to 'truss design drawings.' Remove reference that truss design drawings must be prepared by a registered design professional, since that is already addressed under plan requirements at Section 106.
  - Corrected reference to 'species' to be 'splices.'
  - Added definition of truss placement diagram.
- WTCA also participated in a conference call with AF&PA on a code change proposal to merge the truss references in sections IBC 2303.4 and 2308.10.7 into a single section at 2303.4 with a reference back to 2303.4 at 2308.10.7.
- Staff worked with Dan Kelsey, State of Minnesota, on the bottom chord live load code change and communicated with Bob Mochinski and Jim Scheible on attending the meeting.
- We had communications with a manufacturer of a proprietary fall protection device, performed a technical review and set up a meeting.
- Staff held several discussions on the ASTM truss plate testing question brought to our attention by Dave Gromala and provided a recommendation per all the feedback.

### ***Goals for the Week***

- Begin content revisions to the online Truss Technician Training Level I and Truss Basics courses.
- Conduct additional research and edit the GUIDE TO GOOD PRACTICE FOR APPLYING LOADS TO METAL PLATE CONNECTED WOOD TRUSSES.
- Monitor the process for the public hearings for the proposed ASCE 7 2005 edition.
- Monitor the progress of ANSI approval (expected in the fall of 2004) of the 2005 edition of AF&PA's "National Design Standard (NDS) for Wood Construction and Supplement." NDS will be a combined ASD/LRFD version.
- Monitor individual state code implementations, such as Florida's adoption of the IBC & IRC.
- Work with Steve Cramer to provide the research background information for our "Guide" to bolster our industry recommendations.
- Begin work on issues between ANSI/TPI 1-1995 and 1-2002 regarding the simplified method of analysis. Members Bob Mochinski and Steve Kennedy have brought this to our attention.

## **QUALITY CONTROL COMMITTEE (Chair: Joe Hikel)**

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**Staff contacts: Tony Piek x113 & Ryan Dexter x144**

### ***Update***

- Staff performed QC data reviews for Concord Truss and Shelter Systems.
- Three QC inquiries and troubleshooting questions for customers were handled.

### ***Goals for the Week***

- Travel to Powell Dry Ridge for a QC recertification on August 23.
- Perform QC data file review for UBC DePere – a certified plant.

- Write an **In-Plant WTCA QC** letter to TPI thanking them for the endorsement letter.
- Script the **In-Plant WTCA QC** training presentation as first step toward putting recertification training online.
- Work on the QC best practices manual.

## **BCMC Committee (Chair: Tom Manenti)**

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**Staff contacts: Jill Zimmerman x122, Peggy Pichette x123 & Stephanie Lowe x121**

### *Update*

- It is not too late to sign up for the [golf outing](#) on Tuesday, October 3 at Birkdale Golf Course – there are 85 signed up now, with 71 spots remaining.
- Those who wish to sign up for the spouse tour may still do so. Currently, there are 23 spouses registered.
- Text for the BCMC pocket guide has been drafted and the brochure is being designed. Be sure to get your copy at the show to make sure you don't miss a presentation or exhibit!
- BCMC Hotels are filling up fast. Act fast for choice lodging! Statistics as of August 24 show that we have 1465 room nights picked up. This compares with 1307 in 2003 and 1053 in 2002.
- The Lowe's Motor Speedway and Charlotte City Tour have been canceled due to not meeting the minimum level of sign-ups by the cut off date.
- BCMC Registration continues to be strong as compared to years past. As of 8/24/04, we have 330 component manufacturers registered as compared to 285 in 2003 and 194 in 2002.

### *Goals for the Week*

- Finalize the outline for Don Groom and Abner Yoder's presentation and send it to Don for review.
- Follow up with our vendor on badge ribbons.
- Finalize the catering for the show.
- Forward the signage spreadsheet to the graphic design department to begin work on the signs for the show.
- Review hotel pick-up and registration pick-up.
- Schedule a conference call with the kick-off speaker to finalize all the plans.
- Follow up with Tim Rouch regarding his presentation outline for the show.
- Personalize the WTCA Board thank you cards and address the envelopes.
- Sent out a reminder to the WTCA Board and BCMC Committee on making their hotel reservations.
- Contact the members of the BCMC Committee to see if they are interested in serving on the BCMC Committee for 2005.
- Work on show floor booth layout.
- Finalize the competition name for the show — “Test Your Technical Knowledge.”
- Work with our suppliers on meetings during show hours.

## **LEGISLATIVE COMMITTEE (Chair: Allen Erickson)**

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**Staff Contact: Sean Shields x128**

### *Update*

- Staff is prioritizing legislative advocacy objectives in response to recommendations and suggestions made by the Legislative Committee and Board during the Madison Open Quarterly Meeting.
- The November article for SBC Magazine's “Adventures in Advocacy” department is now in first-draft stage.
- A thank you letter and reinforcement of WTCA's softwood lumber dispute policy position was sent to Senator Russ Feingold's (D-WI) office.
- Staff is working on the ideas for the underlying structure for a members-only web site for legislative advocacy and information.
- Information is being compiled for the creation of a voting record database on members of Congress.
- Florida's Senator Nelson is promoting legislation to pool research on ways to make buildings more resistant to hurricanes. Staff contacted his office to pledge our support and offer assistance. Keeping in mind the size and scope of our industry in Florida and the findings of the IBHS that wood trusses sustained very little damage during Hurricane Charley, staff also relayed the message our willingness to provide technical and research assistance. A follow-up letter was sent to the Senator's office along with a list of contact names for the five Florida Chapters and the Florida Executive Committee. We were encouraged that, if and when this legislation passes, we should “find our niche” within the broad research goals outlined in the legislation and get involved.

### ***Goals for the Week***

- Draft initial interest letter to generate participation in the May 2005 Legislative Conference.
- Begin framing legislative policy positions for 2005.
- Work on compiling DOT regulations in order to create a guidebook for members on proper loading and transport of trusses from plant to construction site.
- Monitor OSHA's rulemaking process on Cranes & Derricks and begin preparing for possible comments on proposed rules.

### **MANAGEMENT COMMITTEE (Chair: Kendall Hoyd)**

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**Staff contacts: Molly Butz x141, Tony Piek x113, Sean Shields x128 & Anna Stamm x119**

#### ***Update***

- A Management Committee conference call has been scheduled for September 2.
- Initial agreement language for participation in the OSHA Alliance Program has been drafted.
- Staff participated in a conference call with Kent Pagel regarding the online risk management program, contract management issues for members, the insurance broker program and agreements.
- Staff created a plan of action for the Workforce Development portal.

### ***Goals for the Week***

- Complete the Safety Specialist test questions.
- Create an Expert Partner logo for WTCA's insurance Broker partners to use.
- Communicate with insurance brokers about booth space at BCMC.
- Implement the first phase of the plan for implementing the Workforce Development web site.

### **EXECUTIVE COMMITTEE (Chair: Dan Holland)**

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#### ***Update***

- Finalize the survey that TPI can use to gain market feedback on TPI Third Party and in-plant WTCA QC and our joint publications work.
- Work with Bill Turnbull and Charlie Hoover providing feedback on technical management issues.
- Monitor forensic engineering work that is detrimental to our industry.
- Finalize the Executive sections of the annual report.

### ***Goals for the Week***

- Follow up on nominations to the Board where existing terms are expiring.

### **CARBECK STRUCTURAL COMPONENTS INSTITUTE (President: Richard W. Brown)**

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**Staff contact: Sean Shields x128 & Molly Butz x141**

#### ***Update***

- Solicitations for donations for the Carbeck Silent Auction at BCMC in October were distributed.
- Two donations were confirmed this week: a time-share in Hawaii donated by Stone Truss and a goose hunting/salmon fishing guided expedition trip donated by Simpson Strong-Tie.
- Staff discussed layout options for the Carbeck Booth at BCMC.
- Staff is assisting Mike Karceski of Atlas Components prepare to deliver a presentation on the *Fire Performance of Wood Trusses* CD on behalf of the Greater Chicago Area Truss Manufacturers Association.
- Text on the Carbeck Silent Auction was drafted for the BCMC pocket guide.
- We had a discussion with Professor Steve Cramer on our research status, information for the booth and assistance in the booth.

### ***Goals for the Week***

- Process donations for the Carbeck Silent Auction.
- Confirm additional trip/vacation donations from past donors.
- Pursue a donation of NASCAR event tickets at Lowe's Motor Speedway in North Carolina.
- Finalize the Carbeck Booth layout for BCMC.



**Staff contact: Mindy Caldwell x129, Libby (Maurer) Walters x124 & Molly Butz x141**

***Update***

- The July U.S. housing starts were distributed to the SBC readership.
- Text for the November Publisher's Message was completed.
- Staff began working on an article on Hurricane Charley for the November issue.
- Content and photos for the next Parting Shots page were determined.
- The 2005 editorial schedule has been created with text review deadlines; it was sent to Kent Pagel for review.

***Goals for the Week***

- Work with Jim Swain of SWFTMA to write a Human Faces article on the chapter's work in the aftermath of Hurricane Charley.
- Distribute QC interview questions to Steve Stroder and Dave Motter for an article in the November issue.
- Edit Al Schuler's Economic Environment column for the November issue.
- Hold a staff planning session to discuss ways to solicit article ideas at BCMC.
- Write thank you cards and send extra copies of the Sept/Oct issue to contributors.
- Assist November contributors in editing text. The text deadline is September 9.



# Weekly Board Report

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September 3, 2004

## INTRODUCTION

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If you need a laugh for the day, check out [Mr. Truss Skips BCMC](#). You may remember the story about the hapless Mr. Truss who lost his truss business after missing WTCA's Risk Management Seminar. Well, Mr. Truss is back, but he hasn't completely learned his lesson. [Watch how Mr. Truss learns the hard way that he really should have attended BCMC!](#)

For those of you who have not made your hotel reservations for BCMC, time is running out. The Hilton Charlotte and Towers and Westin Charlotte are currently sold out. We have a block of rooms held at the Marriott Courtyard and the Hampton Inn. Both of these hotels are within walking distance of the Charlotte Convention Center. The deadline for the guaranteed BCMC rate was September 3, 2004. However, reservations may still be made. Don't delay, [book your reservations online today!](#)

## MEMBER QUOTE OF THE WEEK

[About his experience with WTCA's online ordering system] "...great site. The online ordering couldn't be easier or more self explanatory." Mr. Don Ciccone, Adams Building Materials, Inc.

## MEMBERSHIP COMMITTEE (Chair: Bob Becht)

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**Staff contacts: Anna Stamm x119, Danielle Bothun x135 & Barb Speer x145**

### Update

- The 2004 Annual Report is nearly finished. This week staff contacted additional members for quotes on specific WTCA products, worked with Dan Holland on his President's Message, and completed the first complete layout. The deadline for completion of text and design elements in next week, with the report being sent to the printer on Monday, Sept 13.
- Featured in the August Chapter Focus is a new workers compensation seminar being developed in cooperation with Nancy Frush. In response to the newsletter, two chapters have already shown interest in sponsoring a seminar. If you would like more information on the seminar, please consider attending next week's Chapter Teleconference on Sept 8 or contact Anna at 608/310-6719 or [astamm@qualtim.com](mailto:astamm@qualtim.com).
- Chapter meeting space at BCMC is still available! If you would like to hold a chapter meeting or informal get-together while attending the show in Charlotte, please contact Anna at 608/310-6719 or [astamm@qualtim.com](mailto:astamm@qualtim.com).
- Following his presentation next Wednesday to 50+ fire and police cause and origin investigators, state's attorneys, private investigators, insurance investigators and representatives from the State Fire Marshall's Office and ATF next week, Mike Karceski will give an update at the Sept 14 Greater Chicago Chapter meeting in Rockford. This presentation for the Strike Force for Fire Origin and Cause Investigators was requested by Bernie Arends, Fire Cause and Origin Investigator for the City of Glenview, a member of Strike Force and a member of ICAP, the Insurance Advisory Committee on Arson Prevention. For more information on the Sept 8 program and the Sept 14 chapter meeting, Anna at 608/310-6719 or [astamm@qualtim.com](mailto:astamm@qualtim.com).
- Josh Bartlett reported positive feedback on the WTCA NE code official program for about 50 building officials.

### Goals for the Week

- Ship welcome packages to this week's 6 new members, 4 component manufacturers and 2 associates: East Alabama Truss & Components in Centre, AL; Moss Lumber Company in Redding, CA; Component Truss Products in Randolph, VT; Integrated Building Solutions in Richmond, CA; Seneca Wholesale Lumber in Glendale, AZ; and BlueLinx Corporation in Englewood, CO.
- Ship the latest batch of 19 new member plaques.
- Process dues payments and member information verification forms as they are received.
- Process five requests for potential member information.
- Assist four manufacturers considering joining WTCA and registering for BCMC.
- Finalize the Join & Save promotion to nonmember manufacturers.
- Draft and distribute the August Chapter Focus.

- Finalize and distribute the agenda for the Sept 8 Chapter Teleconference.
- Draft the Sept 14 Greater Chicago Chapter meeting announcement and book a meeting room.
- Follow up with the Iowa, Ohio, North Carolina and Ohio Chapters on meetings at BCMC.
- Assist the Tennessee, Northwest and Southern Nevada Chapters with speakers for their upcoming meetings.
- Finalize the sponsor list for the Texas Chapter golf tournament on Sept 16 and relay the latest attendee list to the chapter.
- Update the membership drive tally and follow up on applications that are in process.
- Work on the membership drive logo to be embroidered on the winners' jackets.
- Work with our plaque vendor for information on the #1 Chapter traveling trophy debuting at the conclusion of this year's membership drive.
- Work with Dave Houchin on the plans for a IBC/IRC session with the Northwest Truss Fabricators Association (NWTFA).

## **MARKETING COMMITTEE (Chair: Ken Cloyd)**

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**Web Site/Online Education/Information Tech (Staff contacts: Danielle Bothun x135, Hien Khuu x137, Barb Speer x145 & Rachel Smith x127)**

### *Update*

- Staff is working on the WTCA Products and Services demo segments that will be displayed in the BCMC booth. The information will also be burned to a CD to be included with an upcoming issue of *SBC Magazine*.
- Six TTT certification exams were sent out this week, five of Level 1 and one of Level 2.
- Updates began this week for the online TTT Level I program.

### *Goals for the Week*

- Work on implementing new items and interface for the web home page.
- Start writing scripts for programs in the WTCA Products & Services demo.
- Log video that was taken at the Open Quarterly Meeting for use in a presentation for the Annual Meeting and in the WTCA booth at BCMC. Create an outline for the program.
- Update the tabletop booth graphics and send the files to Skyline for production.
- Send out a promotion on the Technical Assessment Test Online for Engineered Wood Products (TATO EWP).
- Finalize the list of marketing package contents to be handed out at BCMC.
- Finalize the TPI market research survey and send to TPI to implement.

**Publications & Accounting (Staff contacts: Linda Alfonsi x126, Eric Monson x116 & Mike Younglove x114)**

### *Update*

- This week, staff processed **88** WTCA publication orders, for a total of 119 boxes/bundles of products shipped. 23 of those orders were received through the WTCA online ordering system.
- A summary of the most requested WTCA products shipped for the week included: 1300 WTCA Jobsite packets, 516 BCSI 1-03 Booklets, 114 (combined lots of 250) flat & folded B1 Summary Sheets, 66 (Lots of 50) B2 Truss Installation & Temporary Bracing, 35 (lots of 50) B3 Web Member Permanent Bracing, 26 (lots of 50) B4 Construction Loading. Additionally, 101,000 Bearing Location Tags and 62,000 Permanent Lateral Bracing Tags were shipped.
- The transfer of products was completed for B1, B2 & B10 Summary Sheets and collated Jobsite contents.
- 600 WTCA Jobsite packets were assembled for inventory replenishment.
- Three WTCA tags have been submitted for reprinting to include Spanish/English text. They are Additional Loading, Web Reinforcement and This Side Up Tags.
- A custom Jobsite packet quote was submitted to BMC West in Boise, ID.

### *Goals for the Week*

- Begin assembly of 200 custom Jobsite packets for MG Truss in San Antonio, TX.
- Submit custom Jobsite packet quote to Truss/Slater in Virden, IL for 1000 packets with a custom cover sheet.
- Follow up with Inter-Mountain Truss & Girder in Oakdale, CA regarding a custom tag order request.
- Reply to 3 email inquiries on WTCA products.
- Finalize the BCSI promotion that will be included in each attendee's badge at BCMC.

## **ENGINEERING & TECHNOLOGY COMMITTEE (Chair: Clyde Bartlett)**

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**Staff contacts: Ryan Dexter x144, Tony Piek x113, Rachel Smith x127 & Richard Zimmermann x143**

### *Update*

- Feedback is being provided for the American Wood Council's Fire Resource Guides on Metal Plate Connected Wood Trusses, I-joists and Engineered Wood Products.
- Staff is researching and editing the GUIDE TO GOOD PRACTICE FOR APPLYING LOADS TO METAL PLATE CONNECTED WOOD TRUSSES, especially in regard to structures designed per IBC Section 2308.
- The draft TTB Long Span has been updated following comments from the E&T Committee Meeting.
- A meeting has been arranged for September 9 with Joe Michels of Brunzell Lumber, WTCA staff and Larry Swaziek, the Program Manager, Structural Systems for the Wisconsin Safety and Buildings Division. Larry also serves on the ICC Structural Committee. The focus of the meeting is to discuss the use of metal plate connected wood trusses with structures designed under IBC Section 2308.
- Staff is working with the Southern Nevada Chapter to respond to a Nevada Register article regarding seals on placement plans and how our industry practices engineering. This article was sent to all engineers registered in Nevada and WTCA was quickly informed of what the state board is proposing. Thanks to all for passing this information on to us!
- Josh Bartlett reported positive feedback from a Rhode Island building official on sealing truss design drawings for permit.

### *Goals for the Week*

- Review IBC/IRC code change proposals for the 2006 code cycle as submitted by other organizations, including AF&PA and NCSEA/SEI/BSSC, as to their impact on the component manufacturing industry in anticipation of the public hearings on the proposals.
- Prepare for WTCA participation in the Substrate & Subfloor Introduction (SSI) course on September 9 in Chicago.
- Address a concern over point loads onto floor trusses.
- Address a member concern over standards for the installation and use of truss tags.
- Address issues surrounding anchoring to trusses for fall protection.
- Address a NY state code change that implements labeling of buildings that contain trusses.
- Address a question regarding the TPI simplified method and implementation of ANSI/TPI 1-2002

## **QUALITY CONTROL COMMITTEE (Chair: Joe Hikel)**

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**Staff contacts: Tony Piek x113 & Ryan Dexter x144**

### *Updates*

- A rough draft of the letter to TPI thanking them for their endorsement letter of **In-Plant WTCA QC** was forwarded to Joe Hikel for review.
- Data reviews were performed for: Lumber Specialties, UBC De Pere, and ESS.

### *Goals for the Week*

- Perform data file review for certified plants: Idaho Truss, Cascade Eldridge, and Stark Auburn.
- Create a presentation to be used by Steve Kennedy of Lumber Specialties to present truss plant quality to the American Society for Quality.
- Draft an SBC article on in-plant versus third party inspections.
- Develop the QC best practices manual.

## **BCMC Committee (Chair: Tom Manenti)**

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**Staff contacts: Jill Zimmerman x122, Peggy Pichette x123 & Stephanie Lowe x121**

### *Update*

- Only four weeks until BCMC 2004 in Charlotte, NC and only two weeks until the early bird discount ends – take advantage of the savings and [register online now!](#)
- There are now 105 signed up for the golf outing on Tuesday at Birkdale Golf Course with 51 spots remaining.
- Open spots are still available for the spouse tour but the tours of Stock Components, 84 Components and H.W. Culp are nearly sold out.
- We currently have 128 exhibitors and 85,250 square feet of sold exhibit space. We have now broken the record for

number of exhibitors by 10 and have outsold our square footage record by 14,500 square feet!

- BCMC hotels are filling up quickly. [Act fast for choice lodging!](#) Statistics as of September 3 show that we have 3303 room nights picked up. This compares with 3299 at the cutoff date in 2003 and 2638 at the hotel cutoff date in 2002.
- BCMC Registration continues to be strong as compared to years past. As of September 3, we have 602 component manufacturers registered from 347 different companies as compared to 436 component manufactures from 123 companies in 2003 and 285 component manufacturers from 76 companies in 2002.
- Following our goal of securing a cell phone company to exhibit at BCMC, we are happy to report that Nextel has signed up. Thanks to David Horne of Universal Forest Products for helping us reach his sales contact!
- The kick-off speaker remains a mystery despite many rumors as to who it is – the only way to find out is to attend the kick-off session at BCMC at 8:00 a.m. on Wednesday, October 6.

### ***Goals for the Week***

- Finalize the BCMC booth design.
- Create envelopes for BCMC Seminars that will contain the information necessary for the speakers and moderators.
- Finish the “[Mr. Truss Skips BCMC](#)” presentation.
- Schedule a conference call with the kick-off speaker to finalize all plans.
- Follow up with Tim Rouch regarding the outline for his presentation at the show.
- Follow up with the WTCA Board and BCMC Committee members who have not sent in their hotel and BCMC registrations.
- Send finalized text to graphic arts to start designing the pocket guide.
- Send the signage spreadsheet to graphic arts to start drafting the signs for the show.
- Follow up with speakers regarding submitting their finalized outlines and start putting the outlines into PowerPoint.
- Work with hotels on room blocks to acquire more rooms and confirm arrangements on handling reservations after the cut-off date.
- Schedule transportation for the kick-off speaker.
- Contact BCMC Committee members about returning to the Committee next year.
- Work with the Convention and Visitors Bureau on final arrangements for the show.
- Schedule pre-convention meetings with the hotels and convention center.
- Update the shipping spreadsheet for the show.
- Update lists for computer assignments and computer related equipment needed for the show.
- Complete review of all BCMC speaker introductions and make updates as necessary.
- Communicate with exhibitors about upcoming deadlines.
- Send a promotional email reminding potential attendees about the early-bird discount deadline.
- Provide customer service to exhibitors.
- Work with George E. Fern Company on move-in and move-out logistics.
- Submit the floor plan to the Charlotte Fire Marshal for review and approval.
- Request electrical plans from exhibitors to review and discuss with Sun City Electric.
- Address issues regarding the BMW tour.

## **LEGISLATIVE COMMITTEE (Chair: Allen Erickson)**

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**Staff Contact: Sean Shields x128**

### ***Update***

- An *SBC Magazine* 2004 Congressional Voting Guide has been created for members and posted on the SBC web site.
- The November article for the “Adventures in Advocacy” column has been drafted.
- Members were sent a summary of the most recent NAFTA panel decision regarding the softwood lumber dispute between the U.S. and Canada.
- Staff is researching the structure needed for a members-only web site for legislative advocacy and informational purposes.
- The OSHA Alliance agreement was submitted to the Executive Committee for approval.
- A member in VA has contacted us for assistance regarding saw dust collection requirements. Staff is contacting the EPA, AF&PA and members in the area to see if others have encountered difficulty with dust exhaustion, especially with the construction of a new plant. If you have any information on this issue, please contact Sean at 608/310-6728 or [sshields@qualtim.com](mailto:sshields@qualtim.com).

### ***Goals for the Week***

- Draft initial interest letter to generate participation in the May 2005 Legislative Conference.
- Begin framing legislative policy positions for 2005.
- Work on compiling DOT regulations in order to create a guidebook for members on proper loading and transport of trusses from plant to construction site.
- Monitor OSHA's rulemaking process on Cranes & Derricks and begin preparing for possible comments on proposed rules.

### **MANAGEMENT COMMITTEE (Chair: Kendall Hoyd)**

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**Staff contacts: Molly Butz x141, Tony Piek x113, Sean Shields x128 & Anna Stamm x119**

#### ***Update***

- Eight Safety Specialist tests were written and routed for internal review.
- All of the new safety documents have been posted to the Safety web site.
- Two Safety Programs were ordered and mailed out this week.
- The first 35 database installation CD's for the Operation Safety program have been created.
- The new region 6 was added to all Wage and Benefit Survey reports.
- We submitted a report to the National Association of Manufacturers as a follow-up to their grant provided to WTCA to help build the Work Force Development Portal.
- Several updates were made to the Work Force Development Portal. [Check it out today!](#)

#### ***Goals for the Week***

- Finalize Operation Safety web site updates.
- Updated the Operation Safety Demo for the web site
- Complete the last four Wage and Benefit Survey reports on Insurance.
- Update WTCA's current list of technical expert witnesses who assist component manufacturers when necessary.
- Refine our list of experts and attorneys with experience in our industry.
- Discuss with John Herring on standardized contracts and the direction that this project should take, given the Centex requests.

### **EXECUTIVE COMMITTEE (Chair: Dan Holland)**

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#### ***Update***

- The next Executive Committee teleconference which is scheduled for September 8.
- We finalized the Hall of Fame vote.

#### ***Goals for the Week***

- Contact the chapter and associate representatives to the Board whose terms are expiring: Southern Nevada, Iowa, Ohio, lumber, connectors and TPI. Follow up with Minnesota and Oregon on board seats for those two potential chapters.
- Create the agenda for the September 8 teleconference and review/finalize the WTCA financials.

### **CARBECK STRUCTURAL COMPONENTS INSTITUTE (President: Richard W. Brown)**

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**Staff contact: Sean Shields x128 & Molly Butz x141**

#### ***Update***

- Two more donations for the Silent Auction have been confirmed: use of a NASCAR simulator for a day from Alpine, and \$200 from Best Homes, Inc.
- 125 fire CDs were shipped to Mike Karceski of the Greater Chicago Area Truss Manufacturers Association for his presentation to fire inspector officials and the chapter's outreach program to fire officials.
- Staff is researching golf-related equipment and a simulator for use in the Carbeck booth as a variation on the dunk tank approach.

#### ***Goals for the Week***

- Process donations for the Carbeck Silent Auction at BCMC.
- Confirm additional trip/vacation donations from past donors.

- Pursue a donation of NASCAR event tickets at Lowe's Motor Speedway in North Carolina.
- Finalize the Carbeck Booth layout, including a display by UW-Madison Professor Steve Cramer.

## **SBC MAGAZINE (Editor: Dan Holland)**

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**Staff contact: Mindy Caldwell x129, Libby (Maurer) Walters x124 & Molly Butz x141**

### *Update*

- The printer proof of Sept/Oct issue of SBC was reviewed. The issue mails on Friday, Sept 3.
- The SBC media kit is nearly completed. The printer quotes were reviewed and everything was sent to the printer on Sept 1.
- Staff met to discuss details about SBC's presence at BCMC.
- Jim Swain of SWFTMA was contacted to discuss details of hurricane related articles covering the truss industry in the November issue.
- Staff brainstormed a list of contributors to receive end-of-year gifts.

### *Goals for the Week*

- Request a postage check for Sept/Oct issue.
- Put together a reprint quote for an SBC author.
- Write article for the November issue with Keith Azlin about his Carbeck experiences.
- Write "Safety Scene" for November on Hearing Loss Prevention programs.
- Select 10 - 15 pictures from Hurricane Charley to run in a spread in the November issue.
- Contact Tim Reinhold of Institute for Business and Home Safety for a quote about his damage assessment after Hurricane Charley.
- Select a new question of the month and post it on [www.woodtruss.com](http://www.woodtruss.com) and [www.sbcmag.info](http://www.sbcmag.info).
- Hold a brainstorming meeting with staff to discuss article ideas for the December issue. The December issue will focus on Manufacturing Issues and will also house the BCMC Show Recap.
- Create a preliminary line-up of articles for the December issue. Articles are due on October 14.
- Distribute article requests to staff and outside contributors for the December issue.
- Contact Ellen McGurrin from Pennsylvania Lumbermen's Mutual Insurance to discuss the timeline for the article she is writing with the assistance of SBC staff.
- Work on the printing cost increase with our printing vendor.



# Weekly Board Report

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September 10, 2004

## INTRODUCTION

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For those of you who have not made your hotel reservations for BCMC, time is running out. The Hilton Charlotte and Towers and Westin Charlotte are currently sold out. There are a few rooms remaining at the Marriott Courtyard and the Hampton Inn. Both of these hotels are within walking distance of the Charlotte Convention Center. Due to the need for hotel rooms, we have also opened up the Hilton Garden Inn (Please do not confuse this with the Hilton Charlotte and Towers). The deadline for the guaranteed BCMC rate has passed, however, reservations may still be made. Don't delay, book your reservations online today! Check with Jill on other options as well, we may have to provide more options.

## MEMBER QUOTE OF THE WEEK

"Everything I used on your web site was very easy to understand. When encountering a problem, the feedback system was very helpful too." Michael Boulet, Mainely Trusses, Inc., Fairfield, ME

## MEMBERSHIP COMMITTEE (Chair: Bob Becht)

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**Staff contacts: Anna Stamm x119, Danielle Bothun x135 & Barb Speer x145**

### *Update*

- The 2004 Annual Report is nearly finished. Staff has completed the review of two drafts and the final draft will be routed for review on Friday, Sept 10. Permission to use all remaining quotes has been gathered, the final updates have been made to the text, and the last pages are being designed. A meeting was held with the printer on the treatment that will be applied to this year's cover. The Report will be sent to the printer on Monday, Sept 13.
- The Chapter Teleconference was conducted on Wednesday, Sept 8 – thanks to all who attended. Also discussed but not on the agenda was the 2005 Regional Workshop & Conferences. Watch for flyer at BCMC with information on the 2005 dates and locations.
- The Top Chord Club Dinner invitations are in the mail! If you would like to know more about this membership recruitment program so that you will receive an invitation to a future dinner, please visit the Membership section of the web site. Responses for the dinner being held at Blue on Friday, Oct 8 are due to staff by Sept 24.
- Following Hurricane Frances, a Florida Executive Committee Update was sent passing along words of encouragement and offers of assistance to our members in Florida. If there are ways that WTCA may assist you in your business during this time, please let us know.

### *Goals for the Week*

- Fax and email the Join & Save promotion encouraging nonmember manufacturers to join WTCA and save on their BCMC registration.
- Notify chapters of new members in their areas.
- Process dues payments and member information verification forms as they are received.
- Process five requests for potential member information.
- Print all flyers and begin assembling the next batch of binders for new member welcome packages.
- Assist a manufacturer considering joining WTCA and registering for BCMC.
- Gather biographical information for the Hall of Fame Winner.
- Update WTCA tabletop booth graphics and send files to Skyline for production.
- Distribute the Sept 14 Greater Chicago Chapter meeting announcement and conduct follow up calls to possible attendees.
- Finalize and distribute the Sept 23 Michigan Chapter meeting announcement.
- Make final additions to the Sept 16 Texas Chapter golf tournament and dinner attendee list.
- Contact restaurants in Charlotte for a Capital Area Chapter meeting in conjunction with BCMC on Oct 6.
- Follow up with the Iowa Chapter on its meeting at BCMC on Oct 7.
- Contact the North Carolina Chapter to discuss a chapter meeting at BCMC.



- Follow up with the Missouri Chapter on its Nov meeting.
- Work with the Southern Nevada Chapter on an educational program for Nov.
- Prepare and send Truss Technology Workshop materials for the upcoming Mid Atlantic chapter presentation.

## **MARKETING COMMITTEE (Chair: Ken Cloyd)**

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**Web Site/Online Education/Information Tech (Staff contacts: Danielle Bothun x135, Hien Khuu x137, Barb Speer x145 & Rachel Smith x127)**

### *Update*

- Staff is continuing to work on 15 animated demo presentations on WTCA programs and services. These short presentations will be used in an interactive CD that will be included with the November issue of SBC Magazine.
- TTT Level I has been updated to reflect today's business practices and include the BCSI brochures.
- Three Level I TTT exams were sent to proctoring locations.
- To test your technical knowledge at BCMC, staff is developing a TATO Tots test. Be sure to check out this aptitude test when you visit the booth at BCMC!
- Work on defining all the industry statistics we need to respond to member and legislative questions.

### *Goals for the Week*

- Finish TKO student status email processing for Reps and Rep Assistants.
- Review and edit script for Annual Meeting Video.
- Create an ad marketing the use of trusses over conventional stick framing per the request of Texas chapter president Frank Klinger.
- Create a promotion for the live Truss Technician Training courses over the fall and winter.

**Publications & Accounting (Staff contacts: Linda Alfonsi x126, Eric Monson x116 & Mike Younglove x114)**

### *Update*

- Staff processed **78** WTCA publication orders, shipping a total of 125 boxes/bundles of products. 24 of those orders were received through the WTCA online ordering system.
- Most frequently requested WTCA products shipped for the week included: 550 **WTCA Jobsite packets**, 316 **BCSI 1-03 Booklets**, 112 (combined lots of 250) flat & folded **B1 Summary Sheets**, 62 (Lots of 50) **B2 Truss Installation & Temporary Bracing**, 84 (lots of 50) **B3 Web Member Permanent Bracing**, 42 (lots of 50) **B4 Construction Loading** and 53 (Lots of 50) **B11 Fall Protection**. WTCA Tags shipped included: 65,000 **Bearing Location Tags** and 63,000 **Permanent Lateral Bracing Tags**.
- A custom Jobsite packet quote was submitted to Truss/Slater in Virden, IL. A sample packet was assembled and shipped for review.
- The list of products and flyers to be shipped to BCMC for the booth was finalized.
- Custom assembly of 200 Jobsite packets for MG Truss in San Antonio, TX was completed.
- A custom tag order request and pricing was discussed with Inter-Mountain Truss & Girder in Oakdale, CA.

### *Goals for the Week*

- Pack and ship 200 custom Jobsite packets to MG Truss in San Antonio, TX.
- Submit sample custom Jobsite packet to Four Corners Wood Products in Durango, CO.
- Continue assembly of WTCA Jobsite packets for ongoing order fulfillment.
- Obtain BCSI 1-03 Booklets, collated WTCA Jobsite contents and folded B1 Summary Sheets from printer.
- Prepare storage space and shelving for the new Safety binders, posters and products.
- Invoice the custom tag order that will be drop-shipped to Phelps & Sons in Cottonwood, AZ on September 9.

## **ENGINEERING & TECHNOLOGY COMMITTEE (Chair: Clyde Bartlett)**

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**Staff contacts: Ryan Dexter x144, Tony Piek x113, Rachel Smith x127 & Richard Zimmermann x143**

### *Update*

- Staff is working with the Southern Nevada Chapter to draft a response to the Nevada Register article on Pre-manufactured Roof Truss Engineering Considerations which proposes placement diagrams be sealed by the truss engineer and questions how our industry practices engineering. We have contacted the Nevada State Board of Professional Engineers and Land Surveyors and will be submitting a follow-up article along to its Executive

Director before the next board meeting, which will take place the week of October 17. The board will then vote as to whether or not to include our letter in the next issue. The Nevada Register is published twice a year.

- Staff continues to research and edit the GUIDE TO GOOD PRACTICE FOR APPLYING LOADS TO METAL PLATE CONNECTED WOOD TRUSSES
- An agenda is being developed for the meeting with Larry Swaziek, the Program Manager, Structural Systems for the Wisconsin Safety and Buildings Division.
- A summary of the NCSEA IBC/IRC code change proposals has been prepared.
- Staff participated in a Substrate & Subfloor Introduction (SSI) course in Skokie, IL, on September 9. About 20 individuals from the inspection and remediation industry attended the 3 day course.
- A truss labeling code change was proposed in the state of NY.
- Work on a design responsibility question from a member in Texas and respond.
- Work on a sealed layout issue in Kane County IL.

#### ***Goals for the Week***

- Work with committee members to identify examples of truss loading for the GUIDE TO GOOD PRACTICE FOR APPLYING LOADS TO METAL PLATE CONNECTED WOOD TRUSSES.
- Draft a response to the Nevada Register article on Pre-manufactured Roof Truss Engineering Considerations.
- Draft and send a letter response to NY on the truss labeling code change proposal.

### **QUALITY CONTROL COMMITTEE (Chair: Joe Hikel)**

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**Staff contacts: Tony Piek x113 & Ryan Dexter x144**

#### ***Updates***

- A presentation has been created to help Steve Kennedy at Lumber Specialties present truss plant quality to the American Society for Quality.
- Data file review was performed for certified plants: Idaho Truss, Cascade Eldridge, Stark Auburn, and Brunsell.
- Training was set up for Davidson Industries in Franklin, IN for Tuesday, September 14<sup>th</sup>

#### ***Goals for the Week***

- Create rough draft of QC SBC article on in-plant versus third party inspections.
- Answer QC inquiries and troubleshooting questions.

### **BCMC Committee (Chair: Tom Manenti)**

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**Staff contacts: Jill Zimmerman x122, Peggy Pichette x123 & Stephanie Lowe x121**

#### ***Update***

- Only three weeks until BCMC 2004 in Charlotte, NC and **the early bird discount ends on September 15** – take advantage of the savings and **register online now!**
- As of September 10, we have 777 component manufacturers registered from 418 different companies.
- There are now 112 signed up for the golf outing on Tuesday at Birkdale Golf Course with 44 spots remaining.
- The tours of Stock Components and 84 Components are now full. We're adding any new registrants to the stand-by list. Open spots are still available for the H.W. Culp Lumber tour and the spouse tour.
- We now have 3694 rooms picked up. We have sold out our show and overflow hotels and will be working on additional housing options first of next week.
- Nextel has become the first cell phone company to exhibit at BCMC. Thanks to the work of David Horne and Ron Klyn at Universal Forest Products, Inc. Thank you for making this possible!
- Finalize all the seminar PowerPoint® programs for the educational sessions at BCMC. Hold conference call with Tim Rouch and Don Groom.

#### ***Goals for the Week***

- Touch base with BCMC photographer to confirm details for the show and prepare an email flyer to BCMC exhibitors informing them of the photographer at the show.
- Complete layout of the Pocket Guide and route for internal review. Files are due to the printer no later than Wednesday, Sept 15.
- Register members for standby tours who wish to be on the waiting list and send notification emails.
- Schedule a conference call with the kick-off speaker to finalize all the plans.
- Finalize catering for BCMC.

- Schedule transportation for the kick-off speaker.
- Work with the CVB on final arrangements for the show.
- Contact the sponsors for the Test Your Technical Knowledge Quiz and ask them for prize donations.
- Tend to the large volume of attendee and exhibitor calls.

## **LEGISLATIVE COMMITTEE (Chair: Allen Erickson)**

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**Staff Contact: Sean Shields x128**

### *Update*

- The SBC Magazine 2004 Congressional Voting Guide for members has been posted on the Legislative homepage.
- The November article on the forest management tour of Canada was completed.
- The November article on changes in importation report requirements for the U.S Customs and Border Protection agency was completed.
- Staff is researching the structure of a members-only web site for legislative advocacy and informational purposes.
- Work on the saw dust collection issue raised by a member in Virginia.
- Respond to a member on the NAFTA panel decision.

### *Goals for the Week*

- Draft initial interest letter to generate participation in the May 2005 Legislative Conference.
- Begin framing legislative policy positions for 2005.
- Compile DOT regulations in on proper loading and transport of trusses from plant to construction site. Contact a local truss plant to request a tour and overview of loading trusses on a truck.
- Monitor OSHA's rulemaking process on Cranes & Derricks.

## **MANAGEMENT COMMITTEE (Chair: Kendall Hoyd)**

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**Staff contacts: Molly Butz x141, Tony Piek x113, Sean Shields x128 & Anna Stamm x119**

### *Update*

- The Wage and Benefit Survey reports for Florida and California were created along with spreadsheets on sales personnel data.
- WTCA has created a new level of recognition for those insurance brokers who very aggressively serve our industry in such ways as assisting in the creation of pertinent WTCA training and certification programs, participating in industry meetings and programs, as well as promoting WTCA membership and our tools for lowering risk. These partners will be called "Expert Partners."

### *Goals for the Week*

- Complete all Wage and Benefit Survey PDF reports and design into the published final survey. Surveys will be mailed by September 17.
- Create content for insurance flyer to take to BCMC.
- Contact our subcommittee regarding to develop a use template for the Workforce Development Portal.

## **EXECUTIVE COMMITTEE (Chair: Dan Holland)**

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### *Update*

- The Executive Committee had its monthly teleconference on Wednesday, September 8. Matters discussed included BCMC policy issues, cash management and creation of an investment subcommittee, priority planning for 2005, committee structure and effectiveness, the Workforce Development Portal, and proposed bylaws changes that will be discussed by the Board of Directors on October 9.

### *Goals for the Week*

- Finalize nominations for the 2004/2005 Board of Directors. The ballot is scheduled to be sent to the membership next week.
- Research Directors & Officers Insurance matters.

## **CARBECK STRUCTURAL COMPONENTS INSTITUTE (President: Richard W. Brown)**

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**Staff contacts: Sean Shields x128 & Molly Butz x141**

### ***Update***

- Additional donations were processed for the Carbeck Silent Auction at BCMC.
- The donation of a yacht/ocean fishing trip from Ken Cloyd of California Truss Company has been confirmed.
- The layout for the Carbeck booth at BCMC was finalized.
- The text for the BCMC pocket guide was finalized.
- A NASCAR event for the Carbeck booth is being designed.
- Work with AF&PA on the USFA guides.
- Hold a conference call on the NY fire labeling issues with AF&PA staff.

### ***Goals for the Week***

- Confirm additional donations from past donors.
- Resume fire truss performance outreach efforts with Fire Academies.

## **SBC MAGAZINE (Editor: Dan Holland)**

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**Staff contacts: Mindy Caldwell x129, Libby (Maurer) Walters x124 & Molly Butz x141**

### ***Update***

- Staff met to discuss ideas for soliciting SBC editorial ideas from BCMC attendees.
- The Sept/Oct SBC issues was finalized and delivered to Royle Printing. The issue mailed on Friday, Sept 3.
- SBC Media kit items were finalized and files were sent to the printer. The finished items are due back on Friday, Sept 10.
- Staff put together a reprint quote for an SBC author.
- Work on the Hurricane Frances article and performance of trusses.

### ***Goals for the Week***

- Review and approve proofs of SBC promotional items and gifts for BCMC.
- Send notification to SBC recipients promoting the Gold Advertisers of the Month for September: ADT-A Viking Company and HLPC & Supply. To learn more about the SBC Program Advertisers, [visit the SBC web site](#).
- Finalize media kit items for next week's mailing. This includes printing copies of the charter rate card inserts, writing a cover letter, finalizing the design promo flyer and making copies of pieces to include in the mailing.
- Design invitations to the SBC program advertiser reception at BCMC.
- Design and print copies of an SBC flyer to include in the pubs packet for BCMC.



# Weekly Board Report

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September 17, 2004

## **INTRODUCTION**

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Our hearts go out to our friends in the South who have sustained damage from hurricanes Charley, Frances, and Ivan. Our very best wishes to you as you clean up and re-build, and please let us know if there is anything at all that we can do to support you in this time of need.

For those of you who have not made your hotel reservations for BCMC, there are still plenty of rooms remaining at the Omni Hotel. Hotel reservations, modifications and cancellations can be made online through the Charlotte housing bureau through September 22. After September 22, contact the hotel directly. Don't delay, [book your reservations online today!](#)

## ***MEMBER QUOTE OF THE WEEK***

In response to staff's research regarding treated lumber exposed to galvanized truss plates in a dry situation, Steve Kloss of Automated Building Components wrote, "WOW!!!! You have gone above and beyond. This is great information. The timing could not be better as we have a sales meeting this week. This will give me a chance to get them educated and then they can start educating our customer base. Once again, thank you very much." This will be the topic of the November issue of SBC Magazine's Technical Q&A.

## **MEMBERSHIP COMMITTEE (Chair: Bob Becht)**

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**Staff contacts: Anna Stamm x119, Danielle Bothun x135 & Barb Speer x145**

### ***Update***

- The 2004 Annual Report was finalized, routed for final review and is at the printer. Copies will be shipped to BCMC to be debuted at the WTCA Annual Meeting on Thursday, October 7. Be sure to pick up a copy and see how WTCA is "Bringing Members Together and Providing the Tools They Need to Advance Their Businesses."
- Curious about who won the Fifth Annual Membership Drive? Attend the Annual Meeting next month where the results will be revealed. Information on the engraving for the new "traveling trophy" for the #1 Chapter is being submitted to our vendor this week. The plaques for the #1 Component Manufacturer Recruiter and the #1 Associate Member Recruiter have also been submitted for engraving. The #1 Chapter plaque on display at WTCA-National will also be making the trip to Charlotte, so you can view the past winners of this award and start thinking about having your chapter's name engraved on it in 2005.
- Thank you to everyone who responded to the survey on sponsorship opportunities and table top displays at the 2005 Regional Workshop & Conferences. There will be the option of table top displays by gold sponsors at the March 18 workshop in New Orleans. This is the workshop designed for business owners and management which features a Risk Management Seminar by Kent Pagel.

### ***Goals for the Week***

- Ship welcome packages to our latest 6 new members, 4 component manufacturers and 2 associates: HiTek Truss in Spring Hill, FL; Michigan Wall Panel in New Baltimore, MI; CDN Frame Works Building Systems in Salmon Arm, BC; Mitsui Home Canada in Langley, BC; Centex Homes in Valencia, CA; and Control Engineering Associates in Harlingen, TX (sponsor: Frank Klinger, Mid-Valley Truss & Door).
- Notify chapters of new members in their areas.
- Complete all printing needed for the assembly of 35 new member binders and begin collating.
- Process dues payments and member information verification forms as they are received.
- Process four requests for potential member information.
- Communicate with the meeting location and finalize the attendance count for the Sept 14 Greater Chicago Chapter meeting.
- Make final additions to the Sept 16 Texas Chapter golf tournament and dinner attendee list.
- Travel to San Antonio to participate in the Truss Manufacturers Association of Texas Chapter meeting, and

especially thank the chapter and Frank Klinger as President for their wonderful support of WTCA's member drive this year.

- Prepare the meeting reminder for the CalESCA-South Chapter meeting on Sept 21 and conduct calls to potential attendees.
- Compile responses to the Sept 23 Michigan Chapter meeting announcement.
- Contact restaurants in Charlotte for a Capital Area Chapter meeting in conjunction with BCMC on Oct 6.
- Follow up with the Iowa Chapter on its meeting at BCMC on Oct 7.
- Contact the Alabama Chapter to assist in planning its fall meeting.
- Follow up with the Tennessee Chapter on the guest speaker for its November meeting.
- Follow up with the Missouri Chapter on its November meeting.
- Assist with Truss Technology Workshop arrangements for presentations in Florida and Virginia this month and in Maryland next month.
- Review proof of 2004 Annual Report when it comes in from the printer.
- Work with the Southern Nevada Chapter on an educational program for November.
- Discuss meeting room set up and table top requirements with the New Orleans Marriott for the Workshop on March 18.
- Research locations for the April 1 Workshop in Las Vegas featuring the Guide to Good Practice for Applying Loads to Metal Plate Connected Wood Trusses.
- Update the 2005 Regional Workshop & Conference flyer to be distributed at BCMC.
- Review membership and chapter materials needed for the BCMC booth.
- Request submissions for Chapter Corner and the Chapter Spotlight article for the November issue of SBC.
- Work on the logo to be embroidered on the jackets for the Membership Drive winners and the engraving for the new trophy.
- Work with Michiana Truss on a technical item for their newsletter.

## **MARKETING COMMITTEE (Chair: Ken Cloyd)**

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**Web Site/Online Education/Information Tech (Staff contacts: Danielle Bothun x135, Hien Khuu x137, Barb Speer x145 & Rachel Smith x127)**

### *Update*

- Staff assisted with the Truss Technology Workshop arrangements for presentations last week in Florida and Virginia.
- The Truss Basics Course was updated. This course will be taught next month at BCMC to reflect current industry practices and documents.
- The Technical Assessment Tests Online may now only be purchased by members in order to maintain the most amount of value to employers seeking accurate information about their employees' and potential employees' technical knowledge.
- Coupons for online Truss Technology Workshops are available for purchase as an option for educating building professionals in your marketplace. Email [Barb Speer](#) or call 608/310-6745 for more information.

### *Goals for the Week*

- Send out TTT Live Promo. Complete memo to attendees for Truss Basics at BCMC.
- Finalize and record the script for the video to be shown at WTCA's Annual Meeting, complete with testimonials from members that were recorded at the Open Quarterly Meeting in August.
- Create a report to allow managers to track their students' TTT online progress.
- Create a PowerPoint® template for the WTCA Annual Meeting presentation.
- Work with Eagle Metal to set up a partner agreement for promoting WTCA's TTT online.
- Set up TTW presentations for October in Maryland and for November in Southern Nevada.

**Publications & Accounting (Staff contacts: Linda Alfonsi x126, Eric Monson x116 & Mike Younglove x114)**

### *Update*

- During the Labor Day week of 9/7 – 9/10, **58** WTCA publication orders were processed and a total of 94 boxes/bundles of products shipped. 19 of those orders were submitted through the WTCA online ordering system.
- The most requested product for the week was the BCSI 1-03 booklet! **931** Booklets were shipped in 4 days! The breakdown of other popular WTCA products shipped includes: **100** WTCA Jobsite packets, **104** (combined lots of 250) flat & folded B1 Summary Sheets and **53** (Lots of 50) B2 Truss Installation & Temporary Bracing. WTCA

Tags shipped included: 76,000 Permanent Lateral Bracing Tags, 36,000 Bearing Location Tags and 76,000 Strongback Bridging Recommended Tags.

- 200 custom Jobsite packets were completed and shipped to MG Truss in San Antonio, TX.
- 500 WTCA promotional product packages were assembled for the BCMC booth and boxed for shipping.
- Sample custom Jobsite packet and pricing was mailed to Four Corners Wood Products in Durango, CO.

#### ***Goals for the Week***

- Invoice 3 Michigan and 2 Ohio Chapter Co-op Publication orders on the 15th.
- Submit custom Jobsite order quotes to Sun State Components in Las Vegas, NV for 2000 packets.
- Follow up with Truss/Slater in Virden, IL regarding custom Jobsite documents without assembly.
- Work on in-house assembly of WTCA Jobsite packets for inventory supply.
- Organize and pack WTCA products, clothing and promotional flyers for shipping to BCMC booth.
- Finalize and mail WTCA payables to the WTCA treasurer.

### **ENGINEERING & TECHNOLOGY COMMITTEE (Chair: Clyde Bartlett)**

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**Staff contacts: Ryan Dexter x144, Tony Piek x113, Rachel Smith x127 & Richard Zimmermann x143**

#### ***Update***

- We emailed committee members regarding status of assigned tasks and requested example plans to illustrate loading issues in the GUIDE TO GOOD PRACTICE FOR APPLYING LOADS TO METAL PLATE CONNECTED WOOD TRUSSES.
- We are working on updates to the TTT Level 1 online training.
- Staff assisted with research on Kane County Illinois requirement for sealed layout drawings.
- Staff contacted AF&PA regarding status of proposed Chicago Building code. The proposed changes include more restrictive requirements regarding the use of wood in structures. The current status of the code review process is not known.

#### ***Goals for the Week***

- Research and make revisions to GUIDE TO GOOD PRACTICE FOR APPLYING LOADS TO METAL PLATE CONNECTED WOOD TRUSSES. Review proposed method for snow loading on hip ends. Identify loading examples and illustrations required for GUIDE. Expand the capabilities of the load calculation spreadsheet that will accompany the GUIDE.
- Finalize agenda for meeting with Larry Swaziek, the Program Manager, Structural Systems for the Wisconsin Safety and Buildings Division scheduled for September 21 at his office.
- Draft and send out a letter to the State of New York on the fire labeling code change taking place.
- Work with the NY Chapter and aligned associations on the state of New York fire labeling issue. WTCA New York will attend the NY Code Council meeting.
- Address questions on the implied versus matrix method analysis for post frame trusses.
- Work with Dave Walstad on a NJ professional engineering issue.

### **QUALITY CONTROL COMMITTEE (Chair: Joe Hikel)**

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**Staff contacts: Tony Piek x113 & Ryan Dexter x144**

#### ***Updates***

- We conducted WTCA In-Plant QC training for Davidson Industries in Franklin, IN on Tuesday, September 14.
- A rough draft of an SBC article was created on in-plant versus third party inspections.

#### ***Goals for the Week***

- Prepare PowerPoint® presentation to show at BCMC.
- Complete SBC article on in-plant versus third party inspections.
- Follow up with training at Davidson and network their program.
- Record audio for BCMC/November SBC demo.
- Prepare 4.1 PowerPoint® presentation for Idaho Truss recertification training next week.

## **BCMC Committee (Chair: Tom Manenti)**

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**Staff contacts: Jill Zimmerman x122, Peggy Pichette x123 & Stephanie Lowe x121**

### *Update*

- Only two weeks until the BCMC conference, [register online now!](#)
- Open spots are still available for the spouse tour and the H.W. Culp tour. At this time, 84 Components and Stock Components tours are full, but stand-by tickets may be obtained.
- We currently have 130 exhibitors and 85,750 square feet of sold exhibit space. We have now broken the record for number of exhibitors by 11 and have outsold our square footage record by exactly 15,000 square feet!
- We opened up another hotel to accommodate the large number of reservations. [Register now for choice lodging!](#) Statistics as of September 17 show that we have 3855 room nights picked up. This compares with 3648 in 2003 and 2933 in 2002 (at two days past the early bird deadline).
- BCMC Registration continues to be strong as compared to years past. As of September 17, we have 1,129 component manufacturers registered from 547 different companies as compared to 1,106 component manufactures from 318 companies in 2003 and 899 component manufacturers from 239 companies in 2002, at comparable times.
- Following our goal of securing a cell phone company to exhibit at BCMC, we are happy to report that Nextel has signed up. Thanks to David Horne of Universal Forest Products for helping us reach his sales contact!
- The kick-off speaker remains a mystery despite many rumors as to who it is – the only way to find out is to attend the kick-off session at BCMC at 8:00 a.m. on Wednesday, October 6.
- We finalized contract for BCMC AV.
- We confirmed arrangements for Spouse Tour.
- The layout of the Pocket Guide was completed and routed for internal review. Files were sent to the printer.
- We are in the process of finalizing the amenities with the hotels.
- Staff booked yet another hotel for the BCMC block – the Omni Hotel – since there has been such a demand for rooms this year.
- The instructions for audio recording of BCMC sessions are updated. We tested equipment and prepared it for shipping.

### *Goals for the Week*

- Complete execution of badge design.
- Prepare for registration booth network set-up.
- Touch base with BCMC photographer to confirm details for the show.
- Prepare and send an email flyer to BCMC exhibitors informing them of the photographer at the show.
- Review proof of Pocket Guide when it comes in from the printer.
- Finalize signs for the show and send to the printer.
- Send out an email promotion to all potential attendees reminding them of the early bird deadline.
- Compile questions and create tests for new feature "Test Your Technical Knowledge." It will offer four short online tests developed in cooperation with Alpine, MiTek, Robbins and Truswal and will be available at the BCMC Booth during show hours.
- Contact BCMC Committee members about the dates for the site visit meeting.
- Contact the sponsors for the Test Your Technical Knowledge Quiz and ask them for the prize donations.
- Review and finalize all seminar session PowerPoint® presentations.
- Review and finalize all session handouts.

## **LEGISLATIVE COMMITTEE (Chair: Allen Erickson)**

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**Staff Contact: Sean Shields x128**

### *Update*

- Staff researched the ITC decision on the softwood lumber dispute between the U.S. and Canada, and sent a Legislative Alert out to members.
- Staff is working on the members-only web site structure for legislative advocacy and informational purposes.
- We are researching the saw dust collection issue in Virginia, and worked with officials in the Virginia Department of Environmental Quality to ascertain necessary procedures members may need to follow.
- A special thank you to all our members who helped our industry with a common sense win where countervailing duties will NOT be treated as cost in the determination of anti-dumping margins.



### ***Goals for the Week***

- Draft initial interest letter to generate participation in the May 2005 Legislative Conference.
- Begin framing legislative policy positions for 2005.
- Work on compiling DOT regulations in order to create a guidebook for members on proper loading and transport of trusses from plant to construction site.
- Monitor OSHA's rulemaking process on Cranes & Derricks and begin preparing for possible comments on proposed rules.

### **MANAGEMENT COMMITTEE (Chair: Kendall Hoyd)**

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**Staff contacts: Molly Butz x141, Tony Piek x113, Sean Shields x128 & Anna Stamm x119**

#### ***Update***

- Free job posting for WTCA members has been extended on the Workforce Development Portal. [Check it out today!](#)
- We are working with Brett Benson on using our Workforce Development Portal and Truss Technician Training Online to bring more potential employees into our industry. The Wage and Benefit Survey has been reviewed and proofing has been completed.
- The Wage and Benefit Survey reports have been completed for Florida and California as well as a spreadsheet on sales personnel data.

### ***Goals for the Week***

- Finalize and print Wage and Benefit Survey Reports.
- Communicate with insurance brokers regarding updated agreements and new Expert Partner designation.
- Finalize agreement with Conney Safety Products for discount to provide to WTCA customers.

### **EXECUTIVE COMMITTEE (Chair: Dan Holland)**

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#### ***Update***

- Send a memo to Board representatives and Chapter officers regarding proposed bylaws change to be discussed on October 9.
- We regret to inform you that Bernie Boilen, formerly of Bemax and retired from the industry for several years, died on September 8 in Tyler, Texas. Boilen won the WTCA Hall of Fame award in 2001 for his contributions to the industry.

### ***Goals for the Week***

- Finalize Executive Committee teleconference minutes from the meeting on September 8.
- Draft the WTCA Board meeting agenda for October 9 and send to Kendall Hoyd for review and comment.

### **CARBECK STRUCTURAL COMPONENTS INSTITUTE (President: Richard W. Brown)**

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**Staff contact: Sean Shields x128 & Molly Butz x141**

#### ***Update***

- Processed donations for the Carbeck Silent Auction at BCMC.
- Confirmed a donation of \$300 from Bluegrass Truss Company.
- Staff finalized the layout design for the Carbeck Booth at BCMC.
- The text has been completed for this year's 2004 BCMC pocket guide.
- Purchased electric slot car race tracks for our promotional/fund raising event at our booth

### ***Goals for the Week***

- Process donations for the Carbeck Silent Auction at BCMC.
- Confirm additional donations from past donors.
- Finalize display by UW-Madison Professor, Steve Cramer.
- Resume fire truss performance outreach efforts with Fire Academies.

## **SBC MAGAZINE (Editor: Dan Holland)**

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**Staff contact: Mindy Caldwell x129, Libby (Maurer) Walters x124 & Molly Butz x141**

### ***Update***

- Staff designed invitations to SBC program advertiser reception at BCMC.
- Media kit items for this week's mailing were finalized. This includes printing copies of the charter rate card inserts, writing a cover letter, finalizing the design promo flyer and making copies of pieces to include in the mailing. The kits are scheduled to mail no later than Monday.
- We designed and printed copies of an SBC flyer to include in the pubs promotional packets for BCMC.
- A promotion to SBC recipients went out, promoting the Gold Advertisers of the Month for September, which are ADT – A Viking Company and HLPC & Supply. To learn more about the SBC Program Advertisers, visit [www.sbcmag.info/ouradvertisersindex.htm](http://www.sbcmag.info/ouradvertisersindex.htm).
- We reviewed and approved proofs of SBC promotional items and gifts for BCMC. Received finished pieces on two of the three items.
- Staff worked with QC staff to prepare the first Code Connection article for November (Quality Control/Assurance) issue.

### ***Goals for the Week***

- Design invitations to SBC program advertiser reception at BCMC.
- Complete the first draft of the text flow for November and route for internal review.
- Finalize media kit items for this week's mailing. This includes printing copies of the charter rate card inserts, writing a cover letter, finalizing the design promo flyer and making copies of pieces to include in the mailing. The kits are scheduled to mail no later than Monday.
- Write Technical Q&A article for November issue of SBC.



# Weekly Board Report

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September 24, 2004

## **INTRODUCTION**

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Staff is currently narrowing our work focus on the BCMC show coming up October 6-8 in Charlotte, North Carolina. We are very much looking forward to seeing all of you next week! For those of you who have not made your hotel reservations for BCMC, there are still rooms at the Omni Hotel at 704/377-0400. Hotel reservations, modifications and cancellations can be made by contacting the hotels directly.

## **MEMBER QUOTE OF THE WEEK**

“WTCA Operation Safety is one of the best safety programs that I have had the opportunity to work with. It is well written and gives a user friendly manual and tools to comply and meet OSHA standards as well as a guide to keep your employees in a safe work environment.” Kenneth Kinsey, HR/Safety Manager, Engineered Building Design, Washington, IA

## **MEMBERSHIP COMMITTEE (Chair: Bob Becht)**

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**Staff contacts: Anna Stamm x119, Danielle Bothun x135 & Barb Speer x145**

### *Update*

- New members! September may become a record month for new members – we’ve gotten 20 so far, and 14 are component manufacturers. The latest new members needing welcome packages are 10 component manufacturers and 4 associates: B & S Building Supply in White Pine, TN; BWC Truss in Groveland, FL; Central Illinois Truss in Morton, IL; Contract Lumber Company in Brownsberg, IN; Lloyd Truss Systems in Mankato, MN; New Moon Enterprises in Apopka, FL; Pioneer Pole Buildings in Schuylkill, PA; Quality Components Framing Systems in Whitesboro, NY; Schake Construction in Amherst, NE; Raney Truss in Nashville, TN; Diacom Technologies in Richmond, BC; Enap in New Windsor, NY; Graber Supply in Atglen, PA; and Harden & Associates in Jacksonville, FL.
- Three chapter meetings are being held in conjunction with the BCMC show in Charlotte, NC. The Capital Area Chapter is meeting over dinner at Aquavina on Wednesday at 6:30 pm, the Iowa Chapter is meeting in Room 208a at noon on Thursday, and the Ohio Chapter is holding a Board meeting at the food court at noon on Thursday. If you would like more information on any of these meetings, please contact Anna at 608/310-6719 or [astamm@qualtim.com](mailto:astamm@qualtim.com).

### *Goals for the Week*

- Finish assembling the updated new member binders to keep up with demand.
- Process dues payments as they are received.
- Notify chapters of new members in their areas.
- Process six requests for potential member packages.
- Conduct follow-up calls for the Sept 21 CalESCA-South Chapter meeting and send handouts.
- Send the reminder notice and conduct follow-up calls for the Sept 23 Chapter meeting and send handouts.
- Finalize details with Aquavina for the Capital Area Chapter meeting in conjunction with BCMC on Oct 6, create and distribute the meeting announcement.
- Prepare and send the announcement for the Ohio Chapter meeting at BCMC.
- Forward an update on the new Executive Director of the Texas Board of Professional Engineers.
- Distribute an update on truss labeling issues in New York.
- Follow up with the Iowa Chapter on its meeting at BCMC on Oct 7.
- Contact the Alabama Chapter to assist in planning its fall meeting.
- Research locations for the Missouri Chapter’s November meeting.
- Work with the Southern Nevada Chapter on an educational program for November.
- Finalize a 2005 Regional Workshop & Conference flyer to be distributed at BCMC.

- Research locations and making arrangements for the 2005 Regional Workshops in Las Vegas and New Orleans.
- Compile membership and chapter materials needed for the BCMC booth.
- Finalize the logos for the Membership Drive winners' jackets and the new #1 Chapter traveling trophy.
- Compile responses to the Top Chord Club dinner at BCMC on Friday, Oct 8.
- Review the 2004 Annual Report proof and make any final changes.
- Send out Board meeting packages to the 2004/2005 Board of Directors, as well as all who have signed up for the Board meeting on October 9.

## **MARKETING COMMITTEE (Chair: Ken Cloyd)**

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**Web Site/Online Education/Information Tech (Staff contacts: Danielle Bothun x135, Hien Khuu x137, Barb Speer x145 & Rachel Smith x127)**

### *Update*

- There were nine TTT Level I exams sent out to proctoring locations this week.
- There were orders for three TTT Level I binders and four Level II.
- One WTCA Operation Safety program was purchased and materials were sent out.

### *Goals for the Week*

- Finish all scripts and graphics for the WTCA Products & Services CD.
- Complete a manager report regarding student progress through TKO courses.

**Publications & Accounting (Staff contacts: Linda Alfonsi x126, Eric Monson x116 & Mike Younglove x114)**

### *Update*

- Order Update:

<b>Publications Orders</b>	<b># of Packages Shipped</b>	<b>Online Orders</b>
83	138	27

- A breakdown of most requested products shipped last week included:

BCSI 1-03 Books	314
WTCA Jobsite Packets	750
B1 General Summary Sheets	119 (lots of 250)
B2 Truss Installation & Temp Bracing	60 (lots of 50)
B3 Web Member Permanent Bracing	70 (lots of 50)
B4 Construction Loading	70 (lots of 50)
B5 Truss Damage	50 (lots of 50)
B10 Post Frame	61 (lots of 50)
B11 Fall Protection	75 (lots of 50)
TTB Partition Separation	57 (lots of 50)
Bearing Location Tags	112,000
Permanent Lateral Bracing Tags	167,000

- Invoiced and shipped 3 Michigan and 2 Ohio Chapter Co-op Publication Orders.
- Confirmed custom Jobsite packet quotes with Sun State Components in Las Vegas, NV for 2000 packets. Custom assembly began on the first 1000.
- Submitted custom Jobsite packet quotes to Truss/Slater in Virden, IL with and without assembly.
- 400 WTCA Jobsite packets were assembled for inventory supply.
- 3 WTCA bilingual tag designs are currently being printed. By the end of the year, we plan to have all WTCA tags converted to the bilingual text.

### *Goals for the Week*

- Set up and assemble and ship 1000 custom Jobsite packets to Sun State Components in Las Vegas, NV by 9/20/04.
- Reprint D-Size, BCSI B1 Summary Sheets to replenish WTCA inventory.
- Transfer of 5 WTCA document titles from our warehoused inventory.
- Re-order 100 Bracing Videos for stock replenishment.
- Assemble WTCA Jobsite packets for inventory.

## **ENGINEERING & TECHNOLOGY COMMITTEE (Chair: Clyde Bartlett)**

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**Staff contacts: Ryan Dexter x144, Tony Piek x113, Rachel Smith x127 & Richard Zimmermann x143**

### *Update*

- On September 21, WTCA Staff, along with Joe Michels from Brunzell Lumber & Millwork, met with Steve Dobratz, Sam Rockweiler, and Larry Swaziek from the State of Wisconsin Department of Commerce to discuss the International Codes and some of WTCA's IBC/IRC 2006 Code Change proposals.
- For our work on the Guide to Loading Trusses document, we researched snow loading on hip ends. Communicated with committee members on outstanding issues and the need to come up with good plan examples for load proposals.
- Current status of ICC Hurricane Resistant Construction committee: WTCA has not yet heard if our request to be on this committee has been approved. The last meeting held was July 12. The next meeting is scheduled for December 13 & 14 in Atlanta to discuss drafts of the Preface & General Requirements, Loads, and a common format to present load/resistance information for individual materials. The expectation is that this proposed standard will be ready for the 2006/7 code change cycle for residential construction.
- We spent time dealing with the truss labeling code change in the NY fire code.
- We talked with Jay Crandall on end grain nailing issues and WTCA's paper on this topic.
- Staff communicated with the COFS steel truss committee on loading trusses, our guide and cooperating.
- Staff worked with our CO Chapter on ICC code related issues.

### *Goals for the Week*

- Make updates to the WTCA web site to include a link for Lumber Issues such as Mold and Preservative Treatments and a link for Industry Statistics such as market share.
- Work on updates to the TTT Level I online course.
- Work on snow loading requirements for hip ends. Work on good plan examples for loading examples with our subcommittee.
- Research status of implementation of Florida 2004 Building Code and communicate this to our FL membership.
- Monitor changes to codes and standards at the local level. New York and Minnesota are active at the moment.
- Research background on IRC truss tie-down requirements for future code change proposal.
- Work with the Mid-Atlantic Chapter issue regarding professional engineering responsibilities. Invite the engineer to the next chapter meeting and discuss these issues.
- Draft a letter expressing our concerns to the NY Fire Code Technical committee on truss labeling proposals.
- Work on a roof truss uplift issue in MI.

## **QUALITY CONTROL COMMITTEE (Chair: Joe Hikel)**

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**Staff contacts: Tony Piek x113 & Ryan Dexter x144**

### *Updates*

- We performed a data file review for certified plant: Carter-Lee
- Due to requests, staff completed an SBC article on in-plant versus and third party inspections.
- Followed up with Training at Davidson Industries, networked their program.
- Staff traveled to Idaho Truss on September 22<sup>nd</sup> for a re-certification training session.

### *Goals for the Week*

- Answer inquiries and troubleshooting questions.
- Prepare a PowerPoint® presentation to show at BCMC.

## **BCMC Committee (Chair: Tom Manenti)**

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**Staff contacts: Jill Zimmerman x122, Peggy Pichette x123 & Stephanie Lowe x121**

### *Update*

- Only one and a half weeks until the BCMC conference; **register online now!**
- Open spots are still available for the spouse tour and the H.W. Culp tour. At this time, 84 Components and Stock Components tours are full, but stand-by tickets may be obtained.
- We currently have 132 exhibitors and 85,950 square feet of sold exhibit space.

- BCMC Registration continues to be strong as compared to years past. As of September 24, we have 1239 component manufacturers registered from 312 different companies as compared to 1106 component manufactures from 318 companies this many days from the show in 2003 and 978 component manufacturers from 246 companies in 2002.
- The presentation for the TTT Truss Basics course at BCMC was finalized and sent to the printer for binder reproduction.
- Staff touched base with BCMC photographer to confirm any last minute details for the show.
- We prepared and sent an email flyer to BCMC exhibitors informing them of the photographer at the show.
- Staff reviewed the proof of the Pocket Guide from the printer, finalized it and will have the Guide on Friday.

#### ***Goals for the Week***

- Compile questions and create tests for new feature "Test Your Technical Knowledge." It will offer four short online tests developed in cooperation with Alpine, MiTek, Robbins and Truswal and will be available at the BCMC Booth during show hours.
- Work on preparing the handouts for Casey Carey's BCMC session on Wall Panels.
- Send the presentations and handouts to get copied for the show.
- Email/fax information to the plant tour attendees.
- Finalize the date for the site visit meeting in December.
- Take registration phone calls.
- Print the badges and stuff them into holders.
- Track housing and communicate with the hotels regarding the attendees needing to contact the hotels directly.
- Evaluate final shipping list of all WTCA products, clothing and promotional flyers for BCMC booth. Pack all products.
- Send an email inviting component manufacturer individuals to attend who haven't been to the show for at least two years.

### **LEGISLATIVE COMMITTEE (Chair: Allen Erickson)**

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**Staff Contact: Sean Shields x128**

#### ***Update***

- Resolved sawdust collection issue raised by a member in Virginia.
- Researched recent legislative actions surrounding newly proposed overtime regulations by the U.S. Dept. of Labor.

#### ***Goals:***

- Finalize agenda for October partnership meeting with Weyerhaeuser in Boise, ID.

### **MANAGEMENT COMMITTEE (Chair: Kendall Hoyd)**

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**Staff contacts: Molly Butz x141, Tony Piek x113, Sean Shields x128 & Anna Stamm x119**

#### ***Update***

- Staff updated and edited the Wage and Benefit reports and shipped them out to participants.

#### ***Goals for the Week***

- Write a new Safety Topic of the Month.
- Work with Mark Verbeke, one of WTCA's insurance partners, on his banner for BCMC.
- Assemble Safety giveaways for the show.

### **EXECUTIVE COMMITTEE (Chair: Dan Holland)**

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#### ***Update***

- An investment subcommittee of the Executive Committee has been formed. This group will review WTCA investments on a quarterly basis.

#### ***Goals for the Week***

- Work with Kendall Hoyd on a draft investment policy.
- Schedule a teleconference of the investment subcommittee
- Finalize the draft bylaws change for the upcoming Board meeting.

- Finalize the annual meeting presentation and details.

## **CARBECK STRUCTURAL COMPONENTS INSTITUTE (President: Richard W. Brown)**

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**Staff contact: Sean Shields x128 & Molly Butz x141**

### *Update*

- Thank you to the donors for Carbeck's annual Silent Auction!
- We contacted and finalized a schedule for several industry members to participate in the slot-car race competition. It will be great fun. Tickets will be 1 for \$10, 3 for \$20. A few of the racers include Gene Toombs, Tom Manenti, Carl Schoening, Tom Whatley, Kent Pagel, Dan Holland, Dick Marriott, Steve Cabler, Clyde Bartlett, Dwight and Joe Hikel, Bob Becht, Ken Cloyd, Gary Sartor, Scott Arquilla, Sid Ketchum, Eric Lundquist and staff.

### *Goals for the Week*

- Work with Steve Cramer to get his Carbeck signage ready for the BCMC show.
- Finalize posters for the BCMC booth.
- Finalize the booth set-up.

## **SBC MAGAZINE (Editor: Dan Holland)**

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**Staff contact: Mindy Caldwell x129, Libby (Maurer) Walters x124 & Molly Butz x141**

### *Update*

- The Technical Q&A article has been written for the November issue of SBC. In this issue, staff responded to questions about the August article on heel blocking.
- The invitations were designed, printed and mailed for the SBC advertisers to attend the SBC program advertiser reception at BCMC.
- Staff finalized the media kit items for this week's mailing. This included writing a cover letter, finalizing the design promo flyer and making copies of pieces to include in the mailing. The kits were mailed on Saturday, 9/18.
- Files were sent to the printer for the charter rate card inserts. Staff will review the proof this week and they will be delivered by 9/24.
- Additional files were also sent to the printer for the Gold Advertiser gifts for the show. The proofs were approved on Friday and they will be delivered this week.
- Worked to provide more information on the FL hurricane articles.

### *Goals for the Week*

- Make changes to the November text flow and distribute for legal counsel review.
- Return final changes to November authors following legal counsel review.
- Finalize all November text and prepare the text flow for layout.
- Begin article assignments for the December issue.
- Refine copyright request procedures for supplier members.
- Complete a photo and article copyright request from the Home Builders Association of Greater Kalamazoo.
- Touch base with Scott Arquilla on covering the Houlihan method of production efficiency in the December issue.
- Finalize SBC media kits and advertiser items that need to be packed for the show.
- Prepare items for CM round table and pack for the show.



# Weekly Board Report

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October 1, 2004

## INTRODUCTION

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Are you ready for Revvin' Up the Component Industry? You can bet that we are!!! BCMC 2004 is going to be the best year yet. Already we have broken all of our records and the show has not even started yet. As of October 1, exhibit space is way up – 137 exhibitors, which is 19 more than last year and the show floor has increased by 15,700 square feet. The number of attendees registered is at xxxx, which is more than attended BCMC 2003 by the end of day on Friday. The excitement is building and there will be something for everyone to enjoy:

- Top Notch Exhibitors
- Educational Seminars
- WTCA Annual Meeting
- Carbeck Silent Auction
- And much, much more!

Please let us know what you like, and dislike, at the show next week. Just walk up to any staff member and start talking. This is **your** show and we want to continue to make it the best it can be! *See you next week!*

## MEMBER QUOTE OF THE WEEK

"I guess the reason I have put so much effort into TMAT is that I was reared from an early age to make a full commitment to anything I get involved in. There is an old saying what all achievers have in common and that is 'If you commit to do something, you need to do it your best and better than anyone else.' This is a stepping stone to the next level. I have reaped a great deal from WTCA and TMAT and only want to try to return a little more than what I have gotten out of it." – Frank B. Klinger, Mid-Valley Truss & Door Co., 2004 TMAT President [*Editor's note: Frank is also year's #1 WTCA Membership Recruiter in the Component Manufacturer Category, but please keep that as a secret because it will not be revealed until the WTCA Annual Meeting next Thursday. Thanks!*]

## MEMBERSHIP COMMITTEE (Chair: Bob Becht)

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**Staff contacts: Anna Stamm x119, Danielle Bothun x135 & Barb Speer x145**

### Update

- The Chapter Presidents Teleconference was conducted on Wednesday, Sept 29 – thank you to all who attended! Issue discussed included the situation in Florida following the hurricanes, the status of the overtime and exemption legislations in Congress, holding chapter board meetings via teleconference, and the development of the joint WTCA/Frush Ideas Workers Compensation Seminars.
- The Capital Area Chapter is conducting its quarterly meeting in conjunction with the BCMC show in Wednesday night at Aquavina restaurant. All attendees in the states that comprise the Capital Area were reminded this week of their invitation to their local chapter meeting. If you need more information, please contact Anna at 608/310-6719.
- The North Carolina Chapter meeting time is set. All WTCNC members and anyone interested in NC issues are invited to the chapter meeting on Thursday, October 7 at 1 pm in room 208B of the Charlotte Convention Center.
- The Missouri Chapter has scheduled its fall meeting for November 4 at the Ramada Inn Conference Center in Columbia, MO. The guest speaker will be Kris Craft-Alberti of Renaissance Technology Enterprises. For more information, contact Dani at 608/310-6735.
- The Central Region of the California Chapter, CalESCA-Central, will have its first official meeting on Tuesday, October 26. The details are being finalized and an announcement will be distributed next week.

### Goals for the Week

- Process one more new member who joined to attend BCMC – WallFab in Laval, Quebec.
- Process 7 requests for potential member information.
- Answer 4 inquiries on joining WTCA and registering for the BCMC show.



- Notify the latest Top Chord Club point recipients of their success recruiting new members – Dwight Hikel at Shelter Systems Limited and Stan Sias at LMC.
- Conduct follow up calls for the Top Chord Club dinner on Friday, Oct 8. Create meal and drink tickets.
- Follow up with Aquavina and make calls to all potential attendees of the WTCCA meeting on Oct 6.
- Draft and distribute the meeting announcement for the North Carolina Chapter meeting at BCMC on Oct 7.
- Follow up with the Iowa Chapter on the meals and A/V for its meeting at BCMC at noon on Oct 7.
- Draft and distribute the meeting announcement for the Missouri Chapter meeting on Nov 4.
- Draft the meeting announcement for the CalESCA-Central Chapter meeting on Oct 26.
- Contact Michael Balliet to assist in planning the next Alabama Chapter meeting.
- Create a WTCNC Chapter roster for use and promotion at the BCMC show.
- Distribute a notice from the US Small Business Administration on assistance in the wake of Hurricane Jeanne.
- Create invoices for chapter administration for the third quarter.
- Write Chapter Corner and the Chapter Spotlight article for the November issue of SBC.
- Write the September Chapter Focus and the Chapter Teleconference Agenda for October 13.

## **MARKETING COMMITTEE (Chair: Ken Cloyd)**

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**Web Site/Online Education/Information Tech (Staff contacts: Danielle Bothun x135, Hien Khuu x137, Barb Speer x145 & Rachel Smith x127)**

### *Update*

- Updates have been completed for the first three sections of TTT Level I Online - Industry Introduction, Terminology, and Design Responsibilities. We are updating the Level I course to contain more animations and information than what was originally developed in 2002. We have learned a lot about course content and presentation over the last two years and welcome the opportunity to make some revisions to our initial efforts.
- We sent an email promo for TTT Level I Live on November 10-13 and Level II Live on December 8-11 being held in Madison, WI at WTCA headquarters.
- So far 27 people have registered for TTT Truss Basics at BCMC.
- A weekly automatic email has been created that contains progress updates of any active TKO students. All company reps and rep assistants will receive these email updates unless they inform us otherwise. The first update went out last week. Please contact Hien at 608/310-6737 or hkhuu@qualtim.com if you have any questions.
- Four TTT Level I exams and one TTT Level I binder were shipped this week.
- A“Participants Only” web page of the Wage and Benefit Survey results is now available.
- IT staff is working hard on system prep for the BCMC show. It’s a big job – imagine moving your entire network and all of its systems off-site for a week AND expecting it to be fully functional!
- We are working on a partnership between WTCA’s Work Force Development and the American Design Drafting Association. ADDA certifies students of architectural, engineering, and construction design/drafting programs. Our goal is to promote careers in the structural building components industry to students in these programs and connect employers to these highly trained graduates.
- Staff is exploring a potential partnership with SkillsUSA, a national non-profit student organization committed to preparing high school and technical students for leadership in the work world, where students would post their resumes on WTCA’s Work Force Development Portal.

### *Goals for the Week*

- Complete updates to TTT Level I Online section on Truss Materials.
- Contact members that purchase one or two TATOs at a time and let them know of the quantity discounts.
- Finish the sites for the TATO tests and Attendee Survey to display at the BCMC booth.
- Finish the WTCA Products & Services Flash demos to display at the BCMC booth.

**Publications & Accounting (Staff contacts: Linda Alfonsi x126, Eric Monson x116 & Mike Younglove x114)**

### *Update*

- Order Update:

<b>Publications Orders</b>	<b># of Packages Shipped</b>	<b>Online Orders</b>
73	93	27

- A breakdown of most requested products shipped last week included:

BCSI 1-03 Books	218
WTCA Jobsite Packets	1300
B1 Summary Sheets	303 (lots of 250)
B2 Truss Installation & Temp Bracing	24 (lots of 50)
B5 Truss Damage	21 (lots of 50)
Bearing Location Tags	61,000
Permanent Lateral Bracing Tags	27,000

- The first 1000 custom Jobsite packets were shipped to Sun State Components in Las Vegas, NV. Assembly of the second 1000 is in progress.
- Three WTCA order requests were submitted to Badger Press for drop-shipping 176 boxes of B1 Summary Sheets to 3 members.
- 1500 WTCA Jobsite packets were assembled for inventory supply.

#### ***Goals for the Week***

- Complete custom assembly of 1000 Jobsite packets for Sun State Components in Las Vegas, NV and ship by 9/27/04.
- Request transfer of 4 WTCA document titles from our warehoused inventory.

### **ENGINEERING & TECHNOLOGY COMMITTEE (Chair: Clyde Bartlett)**

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**Staff contacts: Ryan Dexter x144, Tony Piek x113, Rachel Smith x127 & Richard Zimmermann x143**

#### ***Update***

- Staff continued to work on the *Guide to Good Practice for Applying Loads to Metal Plate Connected Wood Trusses* document. We discussed a procedure for snow loading on hip ends. Floor live load calculations have also been added to the load calculating spreadsheet. We researched the issue of truss deflection and have incorporated that topic into the document. Staff received the International Residential Code (IRC) 2003 Commentary in the mail this week and began to review sections related to truss loading. The suggested procedure for loading wood trusses for wind has been communicated to the COFS-Truss (Cold-Formed Steel) task force on wind. It is our hope to have a uniform guide to loading trusses regardless of the material.
- Questions were answered regarding trusses and flood-resistant material requirements, corrosive environments, air conditioner unit connections to roof trusses, truss deflection and bearing heights, locating a truss manufacturer, building warranties, and a few for general resource information.
- Proposed changes to the New York State Building Code were reviewed, summarized and distributed to members in New York.
- An update on the status of the Florida Building Code was finalized and distributed on Monday, Sept 27.
- Staff responded to a ballot regarding updates to AF&PA's ASD/LRFD Special Design Provisions for Wind and Seismic.
- Research is continuing on truss tie-down code requirements and testing. We are trying to determine how these relate to truss/rafter connections for uplift and lateral loads.

#### ***Goals for the Week***

- Continue work on the Load Guide regarding snow loading on hip ends including review of technical source materials. Continue enlarging capabilities of load calculation spreadsheet.
- Prepare a formal written response to the Nevada State Board of Professional Engineers and Land Surveyors regarding an article in the July 2004 issue of *The Nevada Register* regarding design responsibilities. This response must be submitted to the board for consideration by October 15.
- Review code update article in Structural Engineer magazine.
- Continue to research issues related to truss connections for uplift and lateral loads.
- Work on amendments to the International Building Code (IBC) change proposal regarding truss design drawings.

### **QUALITY CONTROL COMMITTEE (Chair: Joe Hikel)**

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**Staff contacts: Tony Piek x113 & Ryan Dexter x144**

#### ***Updates***

- QC data file review was performed for certification in progress plants: Sun State Components and Hawaii Planing Mill.

- QC recertification training was performed at Idaho Truss for inspectors and Timber Products Inspection inspectors Wednesday, September 22.
- Staff received and put together materials for the QC demo inspection at the BCMC booth.
- An “Open Dialog Box” functionality for QC Program to integrate with truss design software was created.
- Seven QC inquiries and troubleshooting questions were answered.
- As of 9/29/04, we have sent 116 QC 4.1 programs, 37 for new WTCA QC users. Please note, 213 3.0 programs were purchased over the course of ten years (dating from 1995 to 2003); since 4.1’s release a year and a half ago (May 2003), 116 copies have been purchased.
- As of 9/29/04, we have sent 34 Pocket PC QC Software CD’s.

#### ***Goals for the Week***

- Answer QC inquiries and troubleshooting questions.
- Prepare QC PowerPoint presentation to show at BCMC.
- Finalize and send 250 QC flyers to KA Components in Otterbein, IN.

### **BCMC Committee (Chair: Tom Manenti)**

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**Staff contacts: Jill Zimmerman x122, Peggy Pichette x123 & Stephanie Lowe x121**

#### ***Update***

- In all honesty, there is simply no way to capture all of the tasks, large and small, that staff has completed this week in preparation for this year’s show. It is an incredible endeavor and we are proud to be able to deliver this show on your behalf. This truly is going to be a phenomenal year and we hope you will all be able to join us and enjoy BCMC 2004 in Charlotte!

#### ***Goals for the Week***

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### **LEGISLATIVE COMMITTEE (Chair: Allen Erickson)**

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**Staff Contact: Sean Shields x128**

#### ***Update***

- The agenda was finalized for the legislative partnership meeting with Weyerhaeuser in Boise, ID in October.
- Staff is monitoring Congressional action on appointing a Conference Committee for the FSC/ETI Jobs Bill.
- Staff is monitoring Congressional action on Florida Senator Bill Nelson’s bill to pool funding for research on building performance under external stressors like high winds in the wake of the recent hurricanes.
- Staff is monitoring possible Congressional discussion on the Byrd Amendment and its impact on the softwood lumber dispute between the U.S. and Canada.

#### ***Goals:***

- Gather input from members on issues and policies affecting their businesses and begin to prioritize WTCA’s Positions & Policies for 2005.
- Organize legislative objectives for 2005 in preparation for the meeting with Weyerhaeuser in October.
- Draft a comprehensive initial schedule for the Legislative Conference in May 2005.
- Begin writing an article for SBC Magazine on issues surrounding the loading and transportation of trusses from the manufacturing plant to the job site.

### **MANAGEMENT COMMITTEE (Chair: Kendall Hoyd)**

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**Staff contacts: Molly Butz x141, Tony Piek x113, Sean Shields x128 & Anna Stamm x119**

#### ***Update***

- Details for the WTCA/Frush Ideas Workers Compensation Seminar are being fleshed out and a flyer was designed for the BCMC show to raise awareness about the seminar and generate interest. Please add your name to the sign-up list when you visit the BCMC Booth next week. For more information, contact Anna at 608/310-6719.
- Staff returned two calls on potential Operation Safety participants.
- Staff planned a meeting to review the Wage and Benefit Survey procedure.

### ***Goals for the Week***

- Collect feedback from current Operation Safety participants at BCMC 2004.
- Update all Safety pages on the TKO site to reflect the new agreement with Conney Safety Products.

### **EXECUTIVE COMMITTEE (Chair: Dan Holland)**

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#### ***Update***

- An investment subcommittee of the Executive Committee held a teleconference on Thursday to review and edit two proposed policies with regard to Operating and Non-operating funds.

#### ***Goals for the Week***

- Edit policy statements and send out to the Executive Committee for review and approval prior to the Board meeting.
- Continue to review and tabulate the ballots for the 2004-2005 new and returning Directors.

### **CARBECK STRUCTURAL COMPONENTS INSTITUTE (President: Richard W. Brown)**

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**Staff contact: Sean Shields x128 & Molly Butz x141**

#### ***Update***

- This week the WTCA-Northeast Chapter donated \$2000 to CSCI – thank you! The chapter will be distributing as many *Fire Performance* CDs as possible next week at a building officials conference at the University of Massachusetts. The chapter is also providing 250 copies of the BCSI 1-03 booklet.
- All the necessary signage for the Carbeck Booth at BCMC has been created.
- The racing schedule for all CM and supplier participants in the booth is set and was emailed to all BCMC attendees. Be sure to check it out and pit your skills against our featured racers.
- The final Carbeck Silent Auction items have been purchased with donated funds.
- The silent auction item descriptions were finalized and reserve levels for applicable items determined.
- Staff made final arrangements for UW-Madison Professor Steve Cramer to present his work at the booth.
- The Carbeck Booth structure and fire-exposed wood trusses were completed to specifications for the trade show floor.

#### ***Goals for the Week***

- Review any remaining tasks and goals for show next week.
- Write and mail thank you letters to all silent auction item donors.

### **SBC MAGAZINE (Editor: Dan Holland)**

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**Staff contact: Mindy Caldwell x129, Libby (Maurer) Walters x124 & Molly Butz x141**

#### ***Update***

- Charter rate card inserts arrived from the printer and were shipped to BCMC.
- Gold Advertiser gifts arrived and were shipped to show.
- The SBC media kits and advertiser items that need to be packed for the show were finalized.
- The text for the November issue was finalized and prepared as the text flow for layout.
- Permission has been obtained from the Charlotte County Fire Department (Florida) to reprint photos of Hurricane Charley's destruction. The photo spread for the November issue is now completed and the article was sent to Jim Swain for his review and approval.
- The December editorial line-up was revisited and a task list prepared to be completed before BCMC.
- Staff spoke with Scott Arquilla on details of the Houlihan method of production efficiency.
- Six member and non-member photo copyright requests were processed.

#### ***Goals for the Week***

- Prepare initial rough layout of the November issue and route for internal review by Friday, 10/1.
- Choose and promote the Gold Advertisers of the Month for October.
- Send Classified ad reminder to SBC readership. Ads for the November issue are due on October 11. For more information, contact Mindy at [mcaldwell@sbcmag.info](mailto:mcaldwell@sbcmag.info).
- Send space reservation reminder to potential advertisers for the December issue of SBC.
- Create text for the December Publisher's Message, a feature article on production efficiency, and a feature on transportation and delivery of components.

- Determine the schedule for plant visit to Idaho Truss in late October.



# Weekly Board Report

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October 15, 2004

## INTRODUCTION

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A very successful BCMC 2004 is now behind us! The atmosphere was positive and really goes to show what can happen when we all set our sights on doing work that advances everyone's interests in our industry. Statistics are still being finalized, but suffice it to say that previous records have been shattered in every area of the show. We enjoyed seeing so many members in Charlotte and were pleased that so many of you stopped by the booth to say hello and learn about what's new at WTCA. Thank you very much to all exhibitors and attendees for participating and invigorating the industry once again!

Staff would like to pass along our special congratulations to this year's **Hall of Fame** winners: **Richard W. Brown** (Truss Systems in Georgia) and **Andy Schwitter** of Truswal. These two individuals received this honor due to their significant contribution to the advancement of both WTCA and "The Component Industry" in a meaningful and beneficial manner. They were honored at the WTCA Annual Meeting on October 7 for their active participation in the growth and success of WTCA initiatives, which serve the overall best interests of the structural building components industry. Thank you to both of you for giving so much of yourselves to the success of our industry!

## MEMBER QUOTE OF THE WEEK

New BCMC Exhibitor Matt Layman wrote about the value of exhibiting: "Much more than I expected. I have missed a great opportunity by not having participated for so long. I'll be at every one in the future unless there is a family emergency or I grow too old."

## MEMBERSHIP COMMITTEE (Chair: Bob Becht)

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**Staff contacts: Anna Stamm x119, Danielle Bothun x135 & Barb Speer x145**

### *Update*

- If you missed picking up a copy of the 2004 Annual Report at BCMC, you will be glad to know we expect to mail copies to the membership by the end of October. All component manufacturer locations and the "primary" supplier locations will receive a copy. Copies are also being sent to chapter meetings. If you are not your company's prime representative and would like to receive a copy, please contact Anna or Dani.
- The 2005 Regional Workshop & Conferences are getting closer! The site search for Las Vegas has been narrowed down to two possible hotels and we expect to have enough information to reach a decision next week. Please watch for the flyer with complete information and a registration form in the Annual Report mailing.
- The sponsorship options for the 2005 Workshops are nearly set. Information and sign-up forms will be included in the Annual Report mailing to our associate members.
- The Chapter Teleconference was held on Wednesday – thanks to all who attended and gave us feedback on the BCMC show.
- The North Florida Chapter quarterly meeting will be held on Thursday, Oct 21 as originally scheduled. For more information, contact Anna at 608/310-6719 or [astamm@qaltim.com](mailto:astamm@qaltim.com).
- The Mid Atlantic Chapter meeting is moving from Thursday, Nov 11 to Tuesday, Nov 9. The announcement will be available early next week.
- Over the past two weeks, 17 potential member packets were sent.
- Deal with some of our members abusing the Green Bay Packers mercilessly. But they're coming back...just wait!

### *Goals for the Week*

- Prepare the new Board and Committee lists for the Membership Directory and get it printed.
- Follow up with members who have not yet paid dues and learn the status of their membership.
- Forward the WTCA member logo to Stark Truss for use on company correspondence.
- Send meeting reminders for next week's Northeast, New York, and Southern Nevada meetings.
- Prepare and ship meeting handouts for the Tennessee, Northeast, New York, Southern Nevada and North Florida

Chapter meetings.

- Finalize and distribute the North Florida meeting announcement.
- Prepare and distribute the Mid Atlantic Chapter Board meeting minutes from the August teleconference.
- Contact Williamson Restaurant in Horsham, PA for availability in November and work with the Mid Atlantic Chapter on meeting details.
- Contact Aquavina regarding the Capital Area Chapter's meeting in conjunction with BCMC and prepare for invoicing the attendees.
- Finish the invoicing for the Texas, Michigan and CalESCA-South September Chapter meetings.
- Add 2005 chapter meeting dates for Iowa and CalESCA-South to the web calendar and update the remaining dates for 2004.
- Finalize the Membership Committee meeting minutes from the August Open Quarterly Meeting.
- Provide our condolences to all Purdue alumni.

## **MARKETING COMMITTEE (Chair: Ken Cloyd)**

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**Web Site/Education/Information Tech (Staff contacts: Danielle Bothun x135, Hien Khuu x137, Barb Speer x145 & Rachel Smith x127)**

### *Update*

- Staff finished the CD-ROM of animated demos and live testimonials called "WTCA Products & Services to Build On!" It will be delivered with your November 2004 issue of Structural Building Components magazine. Everyone who receives it has a chance to win a \$250 credit toward any of the showcased products or services.
- The committee web pages were updated with new incoming 2004/2005 committee members.
- Staff finished work on user privilege to access wage and benefit survey online.
- The BCMC "Test your Technical Knowledge" program and BCMC Attendee Survey were completed and were successful at the BCMC booth at the show.
- Staff sent four Level I exams and three Level II exams to proctoring locations this week.
- Staff processed one order for TTT Level III materials.

### *Goals for the Week*

- Research market statistics for components industry. These numbers will be available on the web site and used as a tool to educate people both inside and outside of the industry.
- Finish a system to respond to help requests from web users who must remain anonymous while they are using confidential systems like surveys.
- Fix an email function so that our communication with our membership is more effective.
- Provide top quality technical support and member service.
- Provide information on our joint promotion of TTT's per a request from Eagle Metal.
- Work with Juan Miguel Ruiz H., of Chile, on his interest in expanding the wood truss industry in Chile. Put him in touch with several of our BCMC exhibitors that could assist him.

**Publications & Accounting (Staff contacts: Linda Alfonsi x126, Eric Monson x116 & Mike Younglove x114)**

### *Update*

- WTCA Jobsite packet sales peaked at 3100 for the past two-week period. Orders were received from 10 companies. In addition, assembly of 1000 custom Jobsite packets was completed for Sun State Components in Las Vegas, NV and packets shipped.
- Staff assembled an additional 2650 WTCA Jobsite packets to replenish our inventory supply.

### *Order Update for Week #1 (9/27 – 10/1)*

<b>Publications Orders</b>	<b># of Packages Shipped</b>	<b>Online Orders</b>
91	150	35

A breakdown of most requested products shipped week #1 included:

BCSI 1-03 Books	755
WTCA Jobsite Packets	1250
B1 Summary Sheets	123 (lots of 250)
B2 Truss Installation & Temp Bracing	50 (lots of 50)

B3 Web Member Permanent Bracing	44 (lots of 50)
B4 Construction Loading	34 (lots of 50)
TTB Partition Separation	72 (lots of 50)
TTB Truss Design Drawing	50 (lots of 50)
Bearing Location Tags	86,000
Permanent Lateral Bracing Tags	195,000

**Order Update for Week #2 (10/4 – 10/8)**

Publications Orders	# of Packages Shipped	Online Orders
69	118	17

A breakdown of most requested products shipped week #2 included:

BCSI 1-03 Books	204
WTCA Jobsite Packets	1850
B1 Summary Sheets	108 (lots of 250)
B2 Truss Installation & Temp Bracing	202 (lots of 50)
B3 Web Member Permanent Bracing	197 (lots of 50)
B4 Construction Loading	34 (lots of 50)
B5 Truss Repair	34 (lots of 50)
TTB Partition Separation	40 (lots of 50)
TTBFacts Regarding Mold	60 (lots of 50)
Bearing Location Tags	68,000

**Goals for the Week-**

- Submit custom Jobsite quotes to Wheeler Lumber in West Des Moines, IA.
- Assemble 2000 custom Jobsite packets for Mainely Trusses in Fairfield, ME. Prepare the first 1000 packets for shipping by 10/19/04.
- Submit B3, B6, B11 and TTB Partition Separation documents for reprinting.
- Reorder ANSI/TPI 2002 Books & Commentaries for stock replenishment.
- Reorder shipping supplies and Jobsite bags.
- Follow up on all product orders from BCMC.
- Invoice Chapter Co-op orders on the 15<sup>th</sup>.

**ENGINEERING & TECHNOLOGY COMMITTEE (Chair: Clyde Bartlett)**

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**Staff contacts: Ryan Dexter x144, Tony Piek x113, Rachel Smith x127 & Richard Zimmermann x143**

**Update**

- On the *Guide to Good Practice for Applying Loads to Metal Plate Connected Wood Trusses*, this week's concentration was the load calculating spreadsheets. These spreadsheets will now include snow drifting between roofs of differing heights, drifting around parapets and roof projections, sliding snow, ice dams, wind on gable ends, evaluation of deflection and creep for floor trusses, and the dead load calculations.
- The International Residential Code (IRC) 2003 Commentary related to truss loading has been reviewed and, where applicable, comments have been added to our "Load Guide."
- Background research on the IRC requirement for tie-downs for trusses (R802.10.5) is complete. Draft proposals for future code modifications are being reviewed.
- With the help of the Southern Nevada Chapter, a letter was sent to Noni Johnson, Executive Director of the Nevada State Board of Professional Engineers and Land Surveyors, addressing the July 2004 *Nevada Register* article on Premanufactured Roof Truss Engineering Considerations. It is our hope that our response will be printed in the next issue. The Board will meet next month to discuss whether or not to publish it.
- Work with a member on a newsletter items regarding connectors and preservative treatments
- Work with several members on testing to determine the affects of ANSI/TPI 1-2002 on post frame trusses. This work will look at the simplified method versus matrix method approaches to analysis.
- Answer two questions on Florida's Professional Engineering Rules and Regulations as it pertains to truss design drawings, truss placement diagrams and scope of responsibility.



- Work with a member on truss attachment to bearing wall issues.
- We responded to technical questions on truss warranties, vapor barriers, floor deflection, truss repairs and truss placement diagrams.

### ***Goals for the Week***

- Work on load calculating spreadsheets, testing formulas and improving user interface. Continue discussion on snow loading on hip ends and suggested procedure for loading trusses for wind.
- Work on an editorial revision with ICC staff to our IBC code change proposal clarifying that truss design drawings are construction documents.
- Prepare for the ASTM Committee D07 meetings October 18-21.
- Prepare for TPI's Moment Design Task Force meeting at the UW Madison campus October 19.
- Finish updates to the Truss Materials section of the TTT Level I online program.
- Draft the Frequently-Asked Industry Question for the December issue of SBC Magazine.

## **QUALITY CONTROL COMMITTEE (Chair: Joe Hikel)**

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**Staff contacts: Tony Piek x113 & Ryan Dexter x144**

### ***Updates***

- QC data file review was performed for the following certified plants: Stark New Philly, Stark Rockledge and Bluegrass Truss.
- Staff followed up with 22 plant contacts from the BCMC show.
- The proper QC networking files were configured and send to Casmin.
- Three QC inquiries and troubleshooting questions were answered.
- As of 10/14/04, we have sent out 123 QC 4.1 programs, 41 for new WTCA QC users.
- As of 10/14/04, we have sent 35 Pocket PC QC Software CD's.
- Work with a TPI third party inspector on several issues that pertain to the TPI third party inspection process and implementation of ANSI/TPI 1-2002 chapter 3.

### ***Goals for the Week***

- Perform QC data file review for certified plants: Stark Champion, Southern Components and Stark Auburn.
- Answer QC inquiries and troubleshooting questions.
- Work on In-Plant WTCA QC 4.1 database functionality to work on importing truss design software information.
- Review QC agenda and tasks from the August Open Quarterly Meeting and prioritize for implementation.

## **BCMC Committee (Chair: Don Groom)**

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**Staff contacts: Jill Zimmerman x122, Peggy Pichette x123 & Stephanie Lowe x121**

### ***Update***

- BCMC was a huge success. The atmosphere was extremely positive and really goes to show us all what can happen when we are set our sights on doing work that advances everyone's interests in our industry. There are no losers in this work. The show broke records in both number of exhibitors and attendees. Thank you to all that attended the show and exhibited!
- There are 51 weeks until BCMC 2005!
- Update the photography plan for BCMC 2005.

### ***Goals for the Week***

- Hold a debriefing meeting with staff and evaluate BCMC 2004 seeking ways to build on successes and improve BCMC 2005.
- Finalize the minutes from the debriefing meeting.
- Follow up with the hotels regarding billing errors.
- Contact exhibitors regarding keys for the meeting rooms at the convention center.
- Contact Casey Carey to obtain his updated presentation so we can put it on the web.
- Contact the hotels and convention center in Milwaukee for the site visit meeting on December 9.
- Unpack our BCMC supplies shipped back to us and re-organize from the show.
- Email exhibitors to notify them when they will receive the final attendee list.

- Reincorporate the database used at BCMC 2004 into the main database.
- Clean up and analyze BCMC Attendance statistics.
- Begin the process for developing more user-friendly systems for BCMC 2005 registration.

## **LEGISLATIVE COMMITTEE (Chair: Allen Erickson)**

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**Staff Contact: Sean Shields x128**

### *Update*

- Staff researched, composed and sent out a Legislative Alert summarizing the component manufacturer impacts of the Job Creation Act of 2004 passed by Congress.
- Staff prepared notes and discussion items for use in our legislative brainstorming meeting scheduled in Boise, Idaho next week.
- Staff investigated and reviewed the possible ramifications of the International Trade Commission's announcement it would pursue an extraordinary challenge with NAFTA in response to a review panel's ruling last month that no threat of injury existed to the U.S. lumber industry from Canadian imports of softwood lumber. This challenge is being pushed hard by the Coalition of Fair Lumber Imports and several Senators that embrace the CFLI position.

### *Goals:*

- Meet in Boise with Kendall Hoyd, President of WTCA, Allen Erickson, Legislative Chair and representatives of VWPA to discuss opportunities for cooperation when taking action on legislative issues.
- Draft Adventures in Advocacy article focusing on power transition after national elections and how it can affect policy creation and our efforts to form partnerships.
- Investigate what effect, if any, the inability of Congress to pass the Department of Labor (DOL) appropriations bill will have on the new overtime regulations set recently by the DOL.

## **MANAGEMENT COMMITTEE (Chair: Ben Hershey)**

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**Staff contacts: Molly Butz x141, Tony Piek x113, Sean Shields x128 & Anna Stamm x119**

### *Update*

- Staff made follow-up calls and sent emails to everyone who requested more information on Operation Safety at the BCMC show.
- An Operation Safety Spreadsheet has been created to keep track of all requests for information.
- The Safety Team met this week to review the progress of the program and discuss the next steps in the implementation of this new WTCA program.
- Information on Conney Safety Products discount has been added to the Operation Safety web site.
- Logistics are being considered on the addition of safety photos from suppliers, including the possibility of allowing suppliers to create individual safety modules based on their particular products that could be made available for download from the Safety Resources web pages.
- Four of WTCA's approved insurance brokers attended BCMC 2004, with two having 10x10 booths. Please consider talking with one of these brokers before your next renewal.
- Staff finished work on user privilege to access wage and benefit survey online.

### *Goals for the Week*

- Arrange schedules for Kent Pagel's visit to Madison November 2-4 to work with staff on creating the Risk Management Seminar online.
- Work with our translator to complete the Operation Safety Employee Handbook in Spanish.
- Set up a meeting with staff to discuss further Operation Safety Customer Service issues.
- Write a new Safety Topic of the Month and re-organize the Safety Topic of the Month section of the Safety Resources web pages.
- Update the Safety Beta Testing group in the database.
- Create a spreadsheet of additions/changes to the Operation Safety Program, beginning with the addition of a new Safety Poster, "Chainsaw Safety."
- Create an Operation Safety newsletter template that can be filled in and sent each month to all of the current Operation Safety users.
- Reschedule a debriefing meeting for changes to the process for the Wage & Benefit Survey.
- Contact Zak Lindell at Manion Truss in Superior, WI about progress towards certification and answer questions

about third party inspections and the Operation Safety database.

- Work with a member on scope of work language being proposed by one of a large U.S. builder. Add these concepts to the contract addendum concepts under development.
- Work on our Workforce Development goal of getting 1000 resumes online ASAP. Staff should soon be receiving the first batch of 90 CAD/drafting/technical/IT/computer networking resumes from our contacts and will notify our membership once these resumes are received and online.
- Monitor current ongoing litigation that could affect the truss industry, such as this week's jury award in the Sandra Bullock case in TX.

## **EXECUTIVE COMMITTEE (Chair: Dan Holland)**

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### *Update*

- A board meeting took place on October 9.
- Planning for 2005 has begun and meetings with each of the committees will be scheduled in the fourth quarter to prioritize projects and tasks. If you have not signed up for a committee and are interested in participating, please email [Suzi Grundahl](mailto:Suzi.Grundahl@wtca.org) or call 608/310-6710.
- A joint WTCA Executive Committee/TPI Board meeting will take place on December 1 or 2 in Dallas.
- Provide Kendall Hoyd with data he requested for his forthcoming President's message.
- Staff drafted a press release on the induction of Kendall Hoyd as new WTCA president.
- Per a discussion with member John Smith of Foxworth and Galbraith, set up a meeting with Shawn Conrad, Executive Officer of NLBMDA.

### *Goals for the Week*

- Complete the renewal of Directors & Officers insurance with a new carrier. Work on obtaining D&O insurance for our chapter Board members in concert with WTCA renewal.
- Schedule an Executive Committee teleconference for November.
- Update the WTCA committees online.
- Begin working on the 2005 Board Book.

## **CARBECK STRUCTURAL COMPONENTS INSTITUTE (President: Richard W. Brown)**

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**Staff contact: Sean Shields x128 & Molly Butz x141**

### *Update*

- Staff wrote and mailed thank you letters to all the individuals who participated in the Carbeck Motor Speedway as featured racers.
- Staff evaluated successes and opportunities for next year's booth at BCMC in Milwaukee.
- Staff reviewed all the silent auction bids, processed the winning bid payments that were received at BCMC, and contacted all auction item winners.
- Five fire CDs (and 12 BCSI 1-03 booklets) were sent to building officials on behalf of the WTCA-Northeast Chapter.
- Begin work on a testing plan for 2005 that developed based upon discussions between Eric Lundquist and Steve Cramer to continue to refine our industry's bracing methodology.

### *Goals for the Week*

- Create and compose unique thank you cards for silent auction item donors.
- Design a "Proud Carbeck Donor" logo for members to use on their web sites to link to the Carbeck web site.
- Contact UW-Madison Professor Steve Cramer regarding his research findings and discuss writing an article for SBC Magazine.

## **SBC MAGAZINE (Editor: Dan Holland)**

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**Staff contact: Mindy Caldwell x129, Libby (Maurer) Walters x124 & Molly Butz x141**

### *Update*

- The November issue was designed and routed for internal review on Friday.
- The text and captions for the hurricane season photo spread in the November issue were finalized.
- Staff held a brainstorming meeting to discuss ideas for the January/February issue which will include the debut of a new editorial theme, Wall Panel Manufacturing.

- Several component manufacturers discussed their experiences at BCMC 2004 with staff and quotes have been approved for use in the December issue's BCMC Recap section
- The text for November's Safety Scene was finalized.
- Staff is considering including a flyer on classified advertising in the Annual Report mailing later this month.
- Work with Don Groom on two article suggestions and schedule the concepts.
- Work with Al Schuler on article concepts – monetary exchange rates and their effect on U.S. component manufacturers.
- Set in motion an article on sawdust issues in truss plants.

***Goals for the Week***

- Send author approvals for the November issue by Oct 18.
- Send files for the November issue to the printer on Oct 20.
- Prepare the submission for FWC's WoodSource by next Wednesday, Oct 20
- Send the December space reservation reminder to potential advertisers on Monday, Oct 18.
- Edit and prepare December text to be routed for internal review on Oct 21.
- Distribute article requests for the Jan/Feb issue; articles for the issue are due Nov 18.
- Prepare the meeting agenda for the economic teleconference with Al Schuler.
- Write the December Safety Scene article on working in cold conditions.
- Write the December article on the differences between TATO 1, TATO 2 and TATO EWP
- Draft the text for the ad space reservation reminder for the December issue.



# Weekly Board Report

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October 22, 2004

## **INTRODUCTION**

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We are excited to announce that we completed a key WTCA Marketing Committee task this week. WTCA has been very active in the past several years creating products and services beneficial to component manufacturers, and the committee's top priority this year was to create informational tools to educate our members on all of WTCA's products and programs. We have now completed a CD that shows demos of the programs, and incorporates testimonials from members who use and find specific value in their use. The CD will be sent with the November issue of SBC Magazine and individual segments will be added to the WTCA web site.

## **MEMBER QUOTE OF THE WEEK**

To assist managers in tracking students who are taking online training classes such as TTT, we have started sending out a weekly summary report. All the information was previously available online, but our weekly email makes it simpler for managers to have the information they need at their fingertips. Feedback so far has been great, such as this note from Brian Goings of Boozer Lumber: "Thanks for the summary. I like this idea; I have had to [go online to] view the individual stats on a weekly basis which can be aggravating. Please continue sending me a weekly report."

## **MEMBERSHIP COMMITTEE (Chair: Bob Becht)**

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**Staff contacts: Anna Stamm x119, Danielle Bothun x135 & Barb Speer x145**

### *Update*

- The final numbers of new members from the BCMC show are in! Six new component manufacturers and four associate members joined in Charlotte: Carters in Auckland, New Zealand; CMF Truss in Brooksville, FL; Euro Homes USA in Charlottesville, VA; Lott Builders Supply in Douglas, GA; Home Lumber in Crown Point, IN; Superior Truss Systems in Miami, FL; Global Machinery Broker in Litchfield Park, AZ; It's Your Choice! in Glendale, AZ; Pennsylvania Lumbermen's Mutual Insurance in Philadelphia, PA; and Stanley Bostitch in East Greenwich, RI. All of the paperwork is being processed and they should receive their welcome packages next week.
- The Northeast, New York, North Florida and Southern Nevada Chapter meetings were administered this week.
- Staff was contacted by Kate Simonen of Simonen & Design in San Francisco for assistance with a presentation on trusses and digitally controlled manufacturing. A CD was assembled and sent containing the online Photo Gallery, the TTW FAD, and the Truss Design Manufacture & Installation information from Truss Basics. A roster of member companies in California was created and sent also.
- This month's Chapter Presidents Teleconference will be held next Wednesday, October 27 at 1 pm Eastern. The agenda will be distributed on Monday and focus on our new rules for the Membership Drive to make it more of a year-round event and include points received from recruitment efforts during the winter months.

### *Goals for the Week*

- Process the recent new member paperwork and ship welcome packages to those joining at BCMC and the additional new members from this week: Conney Safety Products in Madison, WI and Merv Aranha in Ontario.
- Assemble the Membership Directories for the new member shipments.
- Mail two potential member packages.
- Update the potential member letter with information on next year's BCMC show and other timely modifications.
- Conduct the final round of calls to companies that have not paid dues and finalize our membership process.
- Prepare and ship meeting handouts for next week's CalESCA-Central Chapter meeting in Visalia, CA.
- Call in final meal counts for the Northeast and New York Chapter meetings.
- Conduct follow-up calls to encourage chapter members to attend this week's four chapter meetings and forward the respective attendance lists.
- Work with the Mid Atlantic Chapter on its November 9 meeting to finalize the meeting announcement.
- Conduct the Alabama Chapter to plan its next meeting.

- Send the reminder notice for the November 4 Missouri Chapter meeting.
- Get a status report on the jackets for the Membership Drive winners.
- Review contract information from the potential hotels for the Regional Workshop & Conference in Las Vegas on April 1 and negotiate meeting space and room rates.
- Contact the chapters for submissions for the December issue of SBC and updates for the calendar on the web site.
- Work with the North Florida group on a chapter presentation.

## **MARKETING COMMITTEE (Chair: Ken Cloyd)**

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**Web Site/Education/Information Tech (Staff contacts: Danielle Bothun x135, Hien Khuu x137, Barb Speer x145 & Rachel Smith x127)**

### *Update*

- The web site was updated with information on new WTCA President Kendall Hoyd. [Check it out online.](#)
- The [2004 Annual Report](#) is now posted online.
- The [Lumber page](#) was updated and references made to all pertinent WTCA publications, SBC articles and industry web sites for issues such as lumber grading, mold and preservative treated wood.
- An initial list of industry statistics questions was written, breaking them down into categories of construction, lumber and trusses, and we began the research of appropriate sources.
- This week we received orders for six TATO 1 exams, one TATO 2 exam, one TTT Level I binder, and one exam each for Level I and Level II.
- The Texas Chapter hosted a booth at the engineering show in Austin this Thursday and displayed a CD of the member testimonials that played the BCMC booth in Charlotte. This CD of WTCA products & services features WTCA members in their own words will be included in the next issue of SBC Magazine.
- The Southern Nevada Chapter is hosting a seminar for building officials, framers and contractors on November 17 in Las Vegas. This week, staff assisted by drawing up the draft budget and working with speakers on their biographies.

### *Goals for the Week*

- Work with company reps and rep assistants to make enrolling students an easy task.
- Hold a staff meeting to discuss development of a technical call logging procedure. This will help the tech department identify trends in specific areas and find ways to address recurring issues with more information on the web site, SBC articles, TTBs or Technical Q&As.
- Contact Eagle Metal Products regarding the implementation of their Truss Knowledge Online (TKO) partner agreement with WTCA.

**Publications & Accounting (Staff contacts: Linda Alfonsi x126, Eric Monson x116 & Mike Younglove x114)**

### *Order Update for (10/11 – 10/15)*

<b>Publications Orders</b>	<b># of Packages Shipped</b>	<b>Online Orders</b>
74	134	19

A breakdown of most requested products shipped for the week included:

BCSI 1-03 Books	459
WTCA Jobsite Packets	700
B1 Summary Sheets	139 (lots of 250)
B2 Truss Installation & Temp Bracing	78 (lots of 50)
B3 Web Member Permanent Bracing	93 (lots of 50)
B4 Construction Loading	94 (lots of 50)
B8 Toe-Nailing for Uplift Reactions	35 (lots of 50)
TTB Partition Separation	116 (lots of 50)
TTB Truss Placement Diagram	66 (lots of 50)
Bearing Location Tags	59,000
Permanent Lateral Bracing Tags	71,000

### **Update**

- BCMC/WTCA Booth and publication sales and promotions were: 400 WTCA new product packages distributed; 15 invoices generated for booth sales during the show; and 7 orders placed for future shipping from WTCA.
- Assembly was completed on 2000 custom Jobsite packets for Mainely Trusses in Fairfield, ME. 1000 packets were shipped on October 18 and 1000 on October 20.
- Custom Jobsite quotes were submitted to Truss Engineering in Indian Orchard, MA.
- The order of 500 custom Jobsite cover sheets was confirmed for Truss/Slater in Virden, IL, and the request for in-house printing was submitted.
- Three Ohio Chapter and 1 Michigan Chapter Co-op publication orders were invoiced.
- Stock replenishment was received of ANSI/TPI Books & Commentaries from TPI.
- The transfer of 9 WTCA document titles were obtained from inventory at the printer.
- All shipping supplies were replenished.

### **Goals for the Week**

- Complete assembly and shipping of 2000 custom Jobsite packets for Mainely Trusses.
- Invoice and ship 3 WTCA product orders from BCMC.
- Unpack and restock all publications returned from BCMC.
- Analyze WTCA publication inventory.
- Prepare to order 10,000 WTCA collated Jobsite contents from our printer.

## **ENGINEERING & TECHNOLOGY COMMITTEE (Chair: Clyde Bartlett)**

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**Staff contacts: Ryan Dexter x144, Tony Piek x113, Rachel Smith x127 & Richard Zimmermann x143**

### **Update**

- For the *Guide to Good Practice for Applying Loads to Metal Plate Connected Wood Trusses*, this week's concentration was on determining the best way to make the load calculation spreadsheet available on the Internet - as a protected spreadsheet or as interactive web component.
- The language of ASTM E119 is being updated for clarity and conformity with the International Building Code. None of the proposed changes should have an impact on assemblies tested with metal plate connected wood trusses, either past or future.
- The Southern Nevada Chapter was contacted regarding appropriate content for an upcoming presentation for building officials and framing contractors. This presentation will take place on November 17 in Las Vegas.
- Staff responded to an inquiry regarding a local amendment in a Georgia code jurisdiction restricting metal plate connected floor trusses to 19.2 inch center spacing or less.
- Questions were answered regarding calculated fire assemblies, mold clean-up, scissors truss bracing, seismic loading, attic insulation, energy heels, and truss attachment to non-bearing walls.
- Truss Technician Training (TTT) Online Level I Section 5 – Truss Materials was updated to current standards and practices.
- The December SBC Magazine Frequently-Asked Question article was written on Swimming Pools and Trusses.
- Staff attended some of the ASTM D07 committee meetings at the Forest Products Laboratory in Madison on October 20.
- Staff attended the TPI Technical Advisory Committee (TAC) meeting on Moment Equations. An update was given by Stu Lewis and Nick Mason from Alpine Engineered Products. Professor Steve Cramer of the University of Wisconsin – Madison will help the subcommittee review the test data and come up with updated equations for inclusion in ANSI/TPI 1-2002. This work should be completed and proposed to TPI TAC by February 1, 2005. Others in attendance at the meeting were David Wert, MiTek Industries and Dave Goclano, Truswal Systems Corporation.
- Work on issues surrounding the simplified versus matrix methods of analysis and a testing program to deal with these issues.
- Provide ballot response to TPI on the public comment made on ANSI/TPI 1 section 2 and 6.
- Work on a seismic/cyclic load question regarding truss plates per a question our of San Diego.

### **Goals for the Week**

- Set up a teleconference to discuss truss testing on post-frame trusses designed to the TPI Simplified Method outlined in the Commentary to ANSI/TPI 1-2002.

- Meet to discuss 2005 tasks. We will be scheduling a teleconference in December to discuss 2005 priorities and goals. If you would like to be involved in the task and priorities that the E&T committee undertakes, please contact us to be included in the teleconference.
- Work on updating Section 6 (Design Principles) of TTT Level I online program.

## **QUALITY CONTROL COMMITTEE (Chair: Joe Hikel)**

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**Staff contacts: Tony Piek x113 & Ryan Dexter x144**

### Updates

- [QC data file review](#) was performed [for certified plants](#): US Components, Stark Auburn, Southern Components, Stark Edgerton.
- QC data file review was performed for certification in progress plant: Davidson Industries.
- Davidson Industries was certified on Thursday, October 21.
- The draft Third Party Inspection Survey was completed.
- Seven [QC inquiries and troubleshooting questions](#) were answered.
- [As of 10/21/04, we have sent 125 QC 4.1 programs; 42 for new WTCA QC users.](#)
- [As of 10/21/04, we have sent 35 Pocket PC QC Software CDs.](#)
- Prepare the TPI QC/BCMC/WTCA QC promotional ad for the November issue of SBC.

### Goals for the Week

- [Perform QC data file review for certified plants: Stark Auburn](#), Stark Rensselaer.
- [Answer QC inquiries and troubleshooting questions.](#)
- [Work on In-Plant WTCA QC 4.1 database functionality to work on importing truss design software information.](#)
- Lay out the framework or main components of QC best practices, kicked off by meeting at Richco Structures Tuesday, October 26.
- [Prepare for 2005 priorities and planning discussion.](#)

## **BCMC Committee (Chair: Don Groom)**

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**Staff contacts: Jill Zimmerman x122, Peggy Pichette x123 & Stephanie Lowe x121**

### Update

- The truck arrived on Monday and everything from BCMC has been unpacked and put away.
- We are working on putting the BCMC educational sessions online.
- The exhibitors were emailed regarding the timeframe for receiving the final attendee list.
- A debriefing meeting was held with staff to determine ways to improve the show for next year. Staff will present these ideas to the BCMC Committee during the Site Visit Meeting in December.
- We received a call from Chris Wood, Senior Editor of ProSales Magazine, who is working on an article about BCMC. We provided an interview, statistics and photos per his request and needs.

### Goals for the Week

- Finalize the minutes from the Pre-Convention Meeting, Exhibitor Meeting and Post-Convention Meeting and send them out for internal review.
- Send the meeting notice for the Site Visit Meeting on December 9 in Milwaukee, WI to the BCMC Committee and begin tracking hotel reservations.
- Work with the Westin on billing errors.
- Review the exhibitors' final attendee list.
- Send thank you cards to all exhibitors.
- Enter exhibitor evaluations into the database.
- Email an evaluation to exhibitors who did not return one.
- Enter the session evaluations into the database.
- Send a thank you letter to the TPI Board for TPI's sponsorships of the tote bag, signage and lanyards at BCMC.
- Complete the synching process of the data from the show back into the database here.
- Clean up registration and attendance data from the BCMC show and prepare an attendee list for exhibitors.
- Contact students whose certification exams are overdue.



## **LEGISLATIVE COMMITTEE (Chair: Allen Erickson)**

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**Staff Contact: Sean Shields x128**

### *Update*

- Staff engaged in a series of partnership building and brainstorming meetings on key 2005 legislative issues with WTCA members Gary O'Malley, Allen Erickson and Kendall Hoyd in Boise, Idaho.
- Staff drafted a series of proposed items for discussion during the December brainstorming teleconference.
- A draft of "Adventures in Advocacy" was completed for the December issue of SBC Magazine.
- Staff finished a draft of the first article of a series dedicated to summarizing the issues surrounding federal and state commercial transportation laws and how they potentially affect our members' business operations.

### *Goals:*

- Meet with staff to create an agenda for the December brainstorming teleconference.
- Review notes from the Boise brainstorming meetings and create tasks for staff to accomplish for the rest of 2004.
- Research and monitor possible legislation that will probably be considered by Congress after the November election, including the Department of Labor appropriation bill and how it may affect current overtime pay exemption laws.
- Review CFLI correspondence and action to be taken regarding the extraordinary challenge.
- Review the NAM information on tax law changes.

## **MANAGEMENT COMMITTEE (Chair: Ben Hershey)**

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**Staff contacts: Molly Butz x141, Tony Piek x113, Sean Shields x128 & Anna Stamm x119**

### *Update*

- Staff is continuing to pioneer Operation Safety plant certification. Contacts this week included Zak Lindell at Manion Truss to discuss the third party and database steps, and Larry Johnson with the Wisconsin Department of Public Health who agreed to become a WTCA Operation Safety third party inspector for Manion.
- A meeting was held to outline the various Operation Safety tasks and assign responsibilities, from customer service to marketing.
- The first Safety Coordinator exam was received and scored from Zak Lindell at Manion Truss in Superior, WI. Zak passed with flying colors and is WTCA's first official Operation Safety Certified Safety Coordinator. Congratulations!
- Staff processed two new Operation Safety purchases and returned customer service calls for the program.
- The safety web site pages are being revised and the option to obtain the Safety Posters individually was added.
- The Operation Safety Chainsaw Safety poster was completed.
- The outline and agenda was written for an Operation Safety Presentation to be given at the November 11 Wisconsin Chapter meeting.
- Staff contacted insurance broker partners and set up their ability to take all our online programs.

### *Goals for the Week*

- Email our current Spanish translator to check on the progress of the Operation Safety Employee Handbook translation.
- Lay out Operation Safety database review for plants sending checklist data and work Manion Truss.
- Write a new Safety Topic of the Month and reorganize the Safety Topic of the Month section on the web.
- Create an Operation Safety newsletter template.
- Create a list of specs for creating a database to track all Certified Safety Coordinators and Certified Safety Component Plants.
- Enter new résumés received on the Workforce Development Portal. [Check out the new résumés online!](#)
- Work on standard addendum language using the scope of work language from a major production builder.
- Research the effects of using bleach to clean mold on truss plates.

## **EXECUTIVE COMMITTEE (Chair: Kendall Hoyd)**

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### *Update*

- Work on this year's Board of Directors Handbook has begun. This week, board members were contacted on their biographies and asked to respond by the end of next week. The goal is to ship the binders in mid November.

### ***Goals for the Week***

- Update the investment policy based on direction from the Board meeting and contact Kendall Hoyd regarding next steps for the investment subcommittee.
- Send a press release regarding new WTCA presidency.
- Send travel certificate to past president Dan Holland as a thank you for his enormous contribution to WTCA.
- Prepare for the Partnership for Advancement in Housing, International Codes Council, NLBMDA, and Building Systems Council meetings this week in Washington, DC.

## **CARBECK STRUCTURAL COMPONENTS INSTITUTE (President: Richard W. Brown)**

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**Staff contact: Sean Shields x128 & Molly Butz x141**

### ***Update***

- Staff sent out invoices to Silent Auction bid winners and contacted item donors and shipped all Silent Auction items not collected by bid winners at BCMC.
- Invoices and donation receipts went out to members who either pledged or gave donations during BCMC.
- A fire official in Las Vegas, NV contacted staff to discuss fire performance of trusses.
- Staff discussed possible future research projects including best practices in the wake of natural disasters.
- Staff communicated with William Botos, Training Officer, City of North Las Vegas Fire Department on trusses using glued joints that he had seen produced.

### ***Goals for the Week***

- Send out thank you cards to all companies or individuals who donated Silent Auction items.
- Ship out Carbeck Motor Speedway to the drawing winner: Barry Dixon.
- Formulate new action plan for contacting fire academies and disseminating the Carbeck Fire CD.
- Work with Professor Steve Cramer on a NIST proposal for fire research.

## **SBC MAGAZINE (Editor: Kendall Hoyd)**

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**Staff contact: Mindy Caldwell x129, Libby (Maurer) Walters x124 & Molly Butz x141**

### ***Update***

- Prepare December text to be distributed for legal review.
- Distribute first proof edits to authors for the December issue.
- Prepare December text for layout by Friday, October 29.
- Begin writing assignments for the January/February issue.
- Create feature article on Idaho Truss.
- Gather list of wall panel manufacturers to contact re: issues for January/February issue.
- Schedule time to travel with tech staff to see a wall panel manufacturing plant and jobsite in northern Illinois.
- Touch base with staff about the status of the BCMC sessions online for an article in the December issue.
- Create the latest industry news update.
- Create an article for submission to WoodSource magazine.

### ***Goals for the Week***

- Completed article on Houlihan; sent to Scott Arquilla for his review
- Talked to Don Groom about his column as BCMC Committee Chair in 2005
- Asked BCMC staff to assist in the creation of text for the BCMC Recap edition in the December issue
- Spoke with Merle Nett and Scott Arquilla about their Hall of Fame introductions of Richard Brown and Andy Schwitter
- Distributed final November author approvals to Jim Swain, Jeff Whitesel, John Meeks, Glenn Dobbs, Dave Motter and Steve Stroder.



# Weekly Board Report

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October 29, 2004

## **INTRODUCTION**

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WTCA Committee task planning for 2005 has begun in earnest! Staff held meetings this week to discuss the status of current committee priorities, task plans for the remainder of the year, and suggested projects for 2005. Each committee will schedule a teleconference before year-end to lay out the priorities and projects for the upcoming year. This is your opportunity to get involved and help plan where WTCA should concentrate and budget for next year. The committee meetings are open to all members, and we encourage you to get involved! Please let us know if you're interested in participating in any of these teleconferences, and we'll make sure you receive the teleconference notices (and they'll also be published in the Board Report). Also, if you're interested in serving on a committee and are able to attend the WTCA Open Quarterly meetings February 23-25 in Atlanta and August 17-19 in Denver, please email [Suzi Grundahl](mailto:Suzi.Grundahl@wtca.com) (or call 608/310-6710) to sign up today.

## **MEMBER QUOTE OF THE WEEK**

"I just wanted to thank WTCA again for the skills you taught at my January 2001 TTT level II class. There have been innumerable times when the standard calculations have come in handy....Thanks again and I look forward to returning to WTCA for a refresher course or to re-take the Level II course entirely." Greg Kebbekus, Design Manager, Structural Component Systems, Greeley, CO.

## **MEMBERSHIP COMMITTEE (Chair: Bob Becht)**

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**Staff contacts: Anna Stamm x119, Danielle Bothun x135 & Barb Speer x145**

### *Update*

- The Chapter Presidents Teleconference was conducted on Wednesday. Thanks to all who attended!
- The 2005 Regional Workshop & Conferences are shaping up great! A classy new flyer is being designed for inclusion in the Annual Report mailing. The flyer will be finalized and printed next week, so the Annual Report mailing has been shifted from the last week of October to the first week of November.
- The CalESCA-Central Chapter meeting was administered this week.
- Details for the Mid Atlantic Chapter meeting on November 9 are set. The main topic is building codes and design responsibilities, and several guests will be attending for the open forum discussion.
- This week staff met to review the remaining Membership Committee tasks for 2004 and assess the projects and goals for 2005. A planning teleconference with the Committee will be scheduled for later this year.
- The October issue of Chapter Focus and the Chapter Teleconference Agenda for November 10 were distributed to the membership on Friday.

### *Goals for the Week*

- Ship welcome packages to this week's new component manufacturer and associate members: El Dorado Truss Company in Placerville, CA and Macoser in Charlotte, NC.
- Answer 2 mailing list inquiries.
- Conduct follow-up calls for the CalESCA-Central Chapter meeting on Tuesday and the Missouri Chapter meeting next Thursday.
- Finalize and distribute the Mid Atlantic Chapter meeting announcement and the Missouri meeting reminder.
- Forward information on members and nonmembers in New York to the WTCA NY Chapter for recruitment consideration.
- Negotiate with the Sunset Station Hotel & Casino in Las Vegas on meeting packages for the April 1 Workshop.
- Send a note to the NY Chapter on a NY city codes council meeting and the adopting of the IBC/IRC in NY City.

## **MARKETING COMMITTEE (Chair: Ken Cloyd)**

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**Web Site/Education/Information Tech (Staff contacts: Danielle Bothun x135, Hien Khuu x137, Barb Speer x145 & Rachel Smith x127)**

### **Update**

- The WTCA Products & Services CD is being converted to an online version to use on the web site. Watch the mail for your copy in the November issue of SBC Magazine!
- Work is continuing on the conversion of the BCMC sessions into the online format.
- We are working on converting the Business Solutions Group forum into an online bulletin board.
- This week we received orders for 2 TTT certification exams, 2 Truss Basics courses, 11 TATO 1, and 7 TATO 2.
- Updates were made to the “Free Sample” feature in the WTCA Online Catalog.
- Staff has reviewed the Marketing Committee task list and prioritized work for the remainder of the year.
- A meeting was held with Technical staff to discuss the best way to log technical calls. This will help us spot areas for improvement of technical information and training.

### **Goals for the Week**

- Follow up with students who have past due exams.
- Talk with Bob McCormick of the Building Officials Association of Florida regarding partnership in promoting online Truss Technology Workshops.
- Set up TKO partnership web page for Eagle Metal Products.
- Create a Third Party QC survey based on a request from the Marketing Committee (see the QC Committee section for further detail).
- Prepare background information on how the component industry market functions and the market structure per a request from Gary O’Malley.
- Work with the NAHB RC on the market statistics for the structural component industry.
- Dig up background information on the old Engineered Wood Products Association for use in industry planning.
- Work on the research and development needs for structural performance.

**Publications & Accounting (Staff contacts: Linda Alfonsi x126, Eric Monson x116 & Mike Younglove x114)**

### **Order Update for (10/18 – 10/22 )**

<b>Publications Orders</b>	<b># of Packages Shipped</b>	<b>Online Orders</b>
96	143	21

A breakdown of most requested products shipped for the week included:

BCSI 1-03 Books	285
WTCA Jobsite Packets	300
B1 Summary Sheets	160 (lots of 250)
B2 Truss Installation & Temp Bracing	71 (lots of 50)
B3 Web Member Permanent Bracing	61 (lots of 50)
B4 Construction Loading	38 (lots of 50)
B11 Fall Protection	41 (lots of 50)
TTB Partition Separation	55 (lots of 50)
Bearing Location Tags	64,000
Permanent Lateral Bracing Tags	56,000

### **Update**

- Custom Jobsite quotes were confirmed for Truss Engineering in Indian Orchard, MA.
- Custom Jobsite cover sheets, Jobsite bags and WTCA documents were shipped to Truss/Slater in Virden, IL.
- WTCA’s inventory was replenished for of B1 Summary Sheets, folded and flat.
- 150,000 zip-loc Jobsite bags were ordered and received for inventory replenishment.
- Three WTCA product orders taken at BCMC were invoiced and shipped.
- All WTCA publications and marketing brochures returned from BCMC have been unpacked and restocked.

- A meeting was held with our outside printer to discuss the next collation of 10,000 WTCA Jobsite contents.

### ***Goals for the Week***

- Complete assembly of 1250 custom Jobsite packets for Truss Engineering. Prepare to ship by 11/1.
- Submit custom Jobsite quotes to Heartland Wood Products in Sikeston, MO for 2000 custom packets.
- Analyze WTCA inventory needs.
- Prepare to reprint B7 Parallel Chord Trusses.
- Order depth gauges and Calcoslopes.

## **ENGINEERING & TECHNOLOGY COMMITTEE (Chair: Clyde Bartlett)**

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**Staff contacts: Ryan Dexter x144, Tony Piek x113, Rachel Smith x127 & Richard Zimmermann x143**

### ***Update***

- Staff got together to discuss 2004/2005 tasks on October 25. The purpose of this meeting was to re-group before the last two months of 2004 and lay out which tasks can still be accomplished and which new tasks should be recommended for 2005. This will give the committee some ideas for the upcoming 2005 planning teleconference. If you want your voice to be heard, the planning teleconference is a great place to share any ideas on projects that would be beneficial to you and our organization can complete in 2005. Mark your calendar for a few hours either December 13 or 14 – the exact day and time to be determined over the next few weeks. The Board Report will also outline all the specifics when they become available.
- The following is a list of tasks that staff plans to still accomplish by December 31, 2004:
  - 3 New Truss Technology in Building (TTB) documents: Long Span Truss Installation, Field Assembly/Valley Sets, & Hip Bracing
  - TTT Level I Online Program Updates
  - 3 New BCSI Truss Technology Workshops (TTW) Programs with varying lengths: Building Component Safety Information Series (3 hr), Updated Storage, Handling, Installing and Bracing. (1.5 hr), & Four Steps to Safe Truss Installation (30 min.)
- For the *Guide to Good Practice for Applying Loads to Metal Plate Connected Wood Trusses*, this week's concentration was on finishing the snow calculations along with graphic depictions. Work also continues to determine the final form of the document with links between the calculating portion and the commentary portion and to anticipated examples. Steve Kennedy from Lumber Specialties was in the office October 28 to discuss the worksheets. The goal is to have a draft ready for review by the working committee in December.
- Staff answered questions regarding partition wall connections, gable end bracing, long span truss bracing, and miscellaneous truss fabrication.
- Staff was involved in a teleconference with a few TPI engineers and component manufacturers to discuss the simplified method of truss analysis outlined in TPI 1.
- Based upon the teleconference above and the continued work on both the *Guide to Good Practice for Applying Loads to Metal Plate Connected Wood Trusses* and the moment equations work a joint TPI TAC/WTCA E&T Committee Meeting will be planned over two days sometime during the week of January 24-28, 2005 at Four Points by Sheraton Chicago O'Hare Airport – probably January 24 and 25 based on hotel availability. Please make time for this important meeting. This will replace any technical meetings planned during the Board Meeting week in Atlanta in February 2005. An e-mail will be sent this week to confirm these dates.
- A question arose on the effects of chlorine bleach on truss plates.

### ***Goals for the Week***

- Review proposed revisions to ASCE 7 for the 2005 edition for public comment. Comments are to be submitted by December 6, 2004. Several of the proposed changes will impact the truss industry to some degree: the increase of the concentrated load evaluation on roof surfaces from 200 lb to 300 lb and revisions to the unbalanced snow load for gable/hip roofs which should decrease the impact of unbalanced snow over the evaluation required by ASCE 7-98 and 7-02. The revisions to wind loading are more likely to have an impact on the truss software developers than it will have on the actual design of a truss. The seismic section has been totally reworked and will require careful review by building designers in areas of the country where this consideration has an impact. ASCE 7-05 will be the edition of the standard referenced by IBC & IRC 2006.
- Work on TTT Level I online course updates. Section 6 – Design Principles will be worked on this week.
- Begin a month-long quick experiment to see the effects of bleach on truss plates in contact with bleach over this period of time.
- Provide information to John Diebold of the City of San Diego on cyclic testing of truss plates. Stu Lewis of Alpine provided us with background literature.

## **QUALITY CONTROL COMMITTEE (Chair: Joe Hikel)**

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**Staff contacts: Tony Piek x113 & Ryan Dexter x144**

### *Update*

- The framework and main components of the QC best practices document has been laid out and kicked off by a meeting at Richco Structures on Tuesday, October 26.
- QC training was performed at Engineered Building Design on Thursday, October 28.
- The Third Party Inspection Market Research Survey for component manufacturers is complete! [Check it out.](#)
- Four QC inquiries and troubleshooting questions were answered last week.

### *Goals for the Week*

- Develop best practices concepts into a list and contact plants for ideas.
- Answer QC inquiries and troubleshooting questions.
- Develop In-Plant WTCA QC 4.1 database functionality to import truss design information and shore up code for importing data.
- Develop list of QC Poster topics and begin gathering concepts and pictures.
- Work with Bill Turnbull and Allen Zepper, a TPI inspector, on several third party inspection issues.
- Work with Centex on truss quality issues that they are seeing in the field.

## **BCMC Committee (Chair: Don Groom)**

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**Staff contacts: Jill Zimmerman x122, Peggy Pichette x123 & Stephanie Lowe x121**

### *Update*

- Thank you cards were sent to every exhibitor.
- Exhibitor evaluations received to date have been entered into the database.
- Exhibitors who have not sent in an evaluation have been emailed with a request to provide us with this important feedback.
- A thank you letter was sent to the TPI Board for the TPI sponsorships at BCMC and samples of the sponsorship items were sent.
- The final attendee list was emailed to all exhibitors.
- The minutes from the Staff debriefing meeting, Pre-Convention Meeting & Post-Convention Meeting with the BCMC Committee and the exhibitor meeting were distributed for internal review.
- The meeting notice for the Site Visit Meeting in December was sent to the BCMC & WTCA Executive Committees.
- The WTCA Board shirts have been shipped to all the individuals who were not able to attend BCMC.
- Thank you cards were sent to the members who helped staff with the booth for BCMC.
- Staff worked with the Midwest Airlines Center on the Site Visit Meeting set up.
- All of the winners of the Test Your Technical Knowledge quizzes were contacted this week.
- A check for the BCMC Bowl \$500 winner was prepared.

### *Goals for the Week*

- Finalize the 2005 ideas list.
- Finalize the BCMC 2005 checklist for all of staff's tasks.
- Review and approve invoices for payments.
- Draft the text for the prospectus.
- Begin working on the November flyer for promoting the new exhibit fees to exhibitors.
- Finalize the Sales Meeting minutes.
- Work with Don Groom on his article for the Jan/Feb issue of SBC.
- Obtain quotes on BCMC to use in future promotions.
- Write thank you cards to all of the plant tour hosts and route them for staff signatures.
- Finish entering all the session evaluations into the database and send them for internal review.
- Finalize the billing from the Westin.
- Work on the BCMC Sessions to get them online by the end of next week.
- Go through photos from the show photographer. Burn files to a CD for each exhibitor and plan a mailing for the first week of November.
- Update the statistics spreadsheet.

- Contact all of the hotels for final pick up numbers and enter the information into the spreadsheets.
- Create an annual meeting checklist to be used in planning next year's meeting.

## **LEGISLATIVE COMMITTEE (Chair: Allen Erickson)**

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**Staff Contact: Sean Shields x128**

### *Update*

- The BCMC issue of SBC Magazine includes an article entitled "Voting Toward Your Bottom Line," which covers this very sensitive, yet profoundly important subject. In your efforts to "Get out the Vote," here's what you can and can't do:
  - You CAN encourage your employees to register to vote.
  - You CAN'T tell them which political party, if any, to register with.
  - You CAN conduct a non-partisan voter-registration drive within your company.
  - You CAN'T prohibit/require the participation of any employee in that registration drive.
  - You CAN encourage your employees to vote on Election Day.
  - You CAN'T require any employee to cast their vote on Election Day.
  - You CAN tell employees which candidate you plan to vote for.
  - You CAN'T tell your employees which candidate they should vote for.
  - You CAN inform employees of WTCA's voting record web site.
  - You CAN'T provide editorial comment on how to interpret those voting records.
- A staff meeting took place to discuss Legislative Committee priorities for 2005.
- Staff drafted new mission statements for Legislative Communication tools to establish clear distinctions between each document regarding subject matter, intended audience, and appropriate delivery method (i.e., email, print, or .pdf).
- Staff met and began creating a new Legislative Logo to be used on all industry communications and throughout the website.

### *Goals for the Week*

- Finalize between three and five possible legislative logos for committee members to vote on.
- Monitor the Presidential Election and begin analyzing the outcome and its possible effects on our industry.
- Prepare for possible action on appropriations bills or other legislation that Congress may consider after the election that may affect our industry.
- Review the extraordinary challenge filed by the U.S. with NAFTA regarding the softwood lumber dispute, prepare a legislative alert for members summarizing affects to component manufacturers.

## **MANAGEMENT COMMITTEE (Chair: Ben Hershey)**

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**Staff contacts: Molly Butz x141, Tony Piek x113, Sean Shields x128 & Anna Stamm x119**

### *Update*

- Staff is researching Spanish translation options.
- Staff spoke with several Operation Safety participants and answered questions about certification.
- A certification packet, including a Certified Safety Coordinator Certificate, was mailed to Zak Lindell from Manion Truss and Components.
- The Operation Safety Chain Saw Safety Poster was finished.
- To locate Spanish-speaking persons with a flair for public speaking, we have been contacting several University of Wisconsin departments to find suitable candidates for recording Operation Safety modules.
- A staff meeting was held to discuss Management Committee priorities for 2005.

### *Goals for the Week*

- Take chain saw pictures for safety poster while visiting Engineered Building Design on Thursday, October 28 and revise the Operation Safety Chain Saw Poster with new photos.
- Email PDFs of the Operation Safety Employee Handbook and Employee Training Module PowerPoint® programs to World Lingo for a quote.
- Lay out Operation Safety database review for plants sending checklist data and work with Manion Truss.
- Write a new Safety Topic of the Month and reorganize the Safety Topic of the Month section on the web.
- Create an Operation Safety newsletter template.
- Contact UW-Madison Theatre Department students about helping WTCA record Operation Safety Employee

Training modules in Spanish.

- Revise the current Safety Demo PowerPoint® for the upcoming presentation to the Wisconsin Chapter (Wisconsin Truss Manufacturers Association).

## **EXECUTIVE COMMITTEE (Chair: Kendall Hoyd)**

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### *Update*

- The investment subcommittee held a teleconference this week with respect to next steps for investing operating and non-operating funds.
- Staff attended the PATH Steering Committee meeting in Washington, DC.
- A meeting took place with Shawn Conrad, the President of NLBMDA.
- Staff met with the International Codes Council staff.

### *Goals for the Week*

- Design and print covers for the board book.
- Work with new Board members on their biographies for the board book.
- Send an email to financial institutions requesting proposals for WTCA investments.
- Create and send out a press release regarding Dan Holland's year as president.

## **CARBECK STRUCTURAL COMPONENTS INSTITUTE (President: Richard W. Brown)**

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**Staff contact: Sean Shields x128 & Molly Butz x141**

### *Update*

- Staff created thank you cards to send to the members that donated to the Carbeck Silent Auction.
- Staff generated invoice receipts for all individuals who donated to Carbeck through the BCMC golf outing.
- Staff drafted a yearly schedule to use in preparing for the Carbeck booth and Silent Auction at BCMC each year.

### *Goals for the Week*

- Formulate new action plan for contacting fire academies and disseminating the Carbeck Fire CD.
- Work with Professor Steve Cramer on a NIST proposal for fire research.
- Analyze achievable goals for the remainder of 2004, and begin formulating goals for 2005.
- Address a question about trusses and adhesives use to manufacture trusses from William Botos of the Las Vegas Fire Department.

## **SBC MAGAZINE (Editor: Kendall Hoyd)**

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**Staff contact: Mindy Caldwell x129, Libby (Maurer) Walters x124 & Molly Butz x141**

### *Update*

- The BCMC recap article for the December issue was written.
- The following articles for the December issue have been completed: air quality permits, CSI MasterFormat changes for wood and steel, Parting Shots, and the Publisher's Message.
- The November issue went to the printer on Wednesday, October 20. The proof was reviewed and approved on Monday, October 25. The issue will print this week and mail on Wednesday, November 3.

### *Goals for the Week*

- Gather advertiser contracts for 2005.
- Work on closing the December issue.
- Prepare for SBC Promo Planning meeting on November 3.
- Send November mailing list to printer on October 25.
- Choose and promote the gold advertiser of the month for November.
- Send Classified Advertising reminder via email. Classified ads for the December issue of SBC are due Monday, November 1. [Email Mindy for more information](#) or to submit your classified ad.
- Begin work on January/February text. Articles are due November 18.
- Schedule a teleconference with Al Schuler to discuss the key economic topics for 2005.





# Weekly Board Report

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November 5, 2004

## INTRODUCTION

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This week we were pleased to receive a letter from the International Codes Council asking Kirk Grundahl to serve on the IBC Structural Committee from January 2005 to July 2006. This will strengthen our industry's presence in the building code arena, which should have long-term benefits.

## MEMBER QUOTES OF THE WEEK

“Just a quick note to let you know how helpful Doug Davenport [one of WTCA’s Insurance Broker Partners] was when we were ‘wrestling’ with getting a new W/C carrier recently. It did not work out that we went with him, but some of the ideas he put forth inspired us in the right direction to solve the problem. We do appreciate his efforts.” Janet B. Teel, JWT of Northwest Florida, Inc. DBA JW Trusses

## MEMBERSHIP COMMITTEE (Chair: Bob Becht)

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**Staff contacts: Anna Stamm x119, Danielle Bothun x135 & Barb Speer x145**

### *Update*

- The contracts for the 2005 Regional Workshop & Conferences are signed. The events will be held at the New Orleans Marriott on March 18 where we will have a Risk Management presentation by Kent Pagel and the Sunset Station Hotel & Casino on April 1 where we will discuss code issues and the *Guide to Good Practice for Applying Loads to Metal Plate Connected Wood Trusses*, which will be completed by then. We hope to see you there!
- The Regional Workshop flyer was finalized and sent to the printer this week. It is due back next Wednesday.
- The Annual Report mailing has begun. Once the Regional Workshop flyers return from the printer, the Annual Reports will be stuffed and mailed. If all goes according to plan, this project will be completed next week.
- The Missouri Chapter meeting was administered this week.
- For the third quarter, the chapters earned a total of \$8200 in publications rebates. Emails were sent this week notifying all chapter officers and board reps of the amounts their chapter would receive. If you have any questions on the publications rebate program, please contact [Anna](#) or [Dani](#).
- Staff met to formulate an action plan for staff travel to chapter meetings in 2005. This plan will be discussed on the Chapter Teleconference on Wednesday, November 10.

### *Goals for the Week*

- Ship a welcome package to this week’s new component manufacturer member, Elkhorn Truss in Ocean Park, WA.
- Email the latest recipients of Top Chord Club points for recruiting new members: Rick Morrow, MiTek (3 pts); Becky Harrison, True House (1 pt); Tim Rouch, Gang-Nail Truss (3 pts).
- Notify chapters of recent new members in their areas.
- Process 3 requests for potential member packages.
- Conduct the final 6 dues follow-up calls for this invoicing cycle.
- Order the latest batch of 25 new member plaques.
- Write the Chapter Spotlight article for December on staff travel to chapter meetings.
- Write Chapter Corner for the December issue.
- Conduct follow-up calls for the November 4 Missouri meeting and confirm the meal count with the hotel.
- Send a meeting reminder and conduct follow up calls for the November 9 Mid Atlantic Chapter meeting, prepare the attendance list, create name tags and meal tickets, and contact the restaurant for additional seating.
- Generate meal invoices to the attendees of the Capital Area Chapter meeting October 6 in Charlotte.
- Contact the Northwest Chapter for picture ideas for its new chapter web site.
- Forward a copy of the 2005 WTCA Bylaws to the Western Component Manufacturers Association (formerly the potential Oregon Chapter) for consideration as it completes its chapter bylaws.
- Contact our vendor on the status of the jackets for the Membership Drive winners.

- Begin assembling materials for the next batch of new member welcome binders and update the table of contents.
- Update the new and potential member package letters to reflect the inclusion of the WTCA Products & Services demo CD.
- Begin compiling 2005 chapter meeting date projections to update the WTCA web site calendar.

## **MARKETING COMMITTEE (Chair: Ken Cloyd)**

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**Web Site/Education/Information Tech (Staff contacts: Danielle Bothun x135, Hien Khuu x137, Barb Speer x145 & Rachel Smith x127)**

### *Update*

- This year we have sold 340 TATO-1 exams, 42 TATO-2 exams and 58 TATO-EWP exams.
- Staff will be meeting with a member company to discuss the possibility of conducting a seminar presentation of TTT Level I & II online for 30 technicians.
- TTT Level II Online course material is being reviewed and revised in preparation of updating it.
- The web page is completed for the new WTCA Products & Services contest advertised on the CD included in the November SBC Magazine mailing. [Check it out \(login required\)](#)!
- Staff finished gathering data for creation of the TTT, QC and Safety certifications database.
- Received a marketplace overview presentation from Al Schuler for our market data work.

### *Goals for the Week*

- Post BCMC Seminars online.
- Start work on a Flash animation of the BCSI-B1 Summary Sheet.
- Conduct a tech staff training on logging technical calls.
- Start work on posting the Products & Services demo online at the appropriate locations on the web site.
- Follow up on the International Codes Council meeting in Virginia with the joint activities that we were going to pursue.
- Review the SFPA minutes of meetings on marketing initiatives affecting component manufacturers.
- Work with the NAHB RC on updates to the ITC study market statistics.

**Publications & Accounting (Staff contacts: Linda Alfonsi x126, Eric Monson x116 & Mike Younglove x114)**

### *Update*

#### *Order Update for (10/25 – 10/29)*

Publications Orders	# of Packages Shipped	Online Orders
76	112	15

- A breakdown of most requested products shipped for the week included:

BCSI 1-03 Books	515
WTCA Jobsite Packets	400
Custom Jobsite Packets	1250
B1 Summary Sheets	150 (lots of 250)
B2 Truss Installation & Temp Bracing	20 (lots of 50)
B3 Web Member Permanent Bracing	33 (lots of 50)
B6 Gable End Bracing	29 (lots of 50)
Bearing Location Tags	105,000
Permanent Lateral Bracing Tags	80,000

### *Update*

- 1250 custom Jobsite packets were shipped to Truss Engineering in Indian Orchard, MA.
- Custom Jobsite quotes were confirmed for Heartland Wood Products in Sikeston, MO.
- B6 Gable End Bracing was reprinted and delivered. Backorders were filled for 3 members.
- Reprint requests were submitted for 25,000 each of B4, B5, B7 and B8. Delivery expected within 2 weeks.
- 200 WTCA Calcoslopes were ordered for stock replenishment.
- The first 2 bilingual WTCA truss tags are in stock. We began filling orders Nov 1 with bilingual This Side Up tags and Permanent Lateral Bracing tags.

### ***Goals for the Week***

- Update the Jobsite Package cover sheet to include new warning text in both English and Spanish, as well as pertinent sections of the WTCA design responsibilities document on the back.
- Begin custom Jobsite assembly of 2000 packets for Heartland Wood Products. Prepare to ship no later than December 1.
- Invoice and ship 4 orders for 9 BCMC Revvin' Up polo shirts. A 2nd shipment of polos is scheduled to arrive at WTCA by Thursday.
- Finalize Jobsite collation quotes for 10,000 WTCA packets.
- Assemble 2000 WTCA Jobsite packets to replenish inventory.
- Add Safety posters and binders to our inventory storage.
- Search for new local distributor of depth gauges. Our current supplier no longer carries them.
- Add 5 WTCA product titles to our inventory replenishment.

### **ENGINEERING & TECHNOLOGY COMMITTEE (Chair: Clyde Bartlett)**

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**Staff contacts: Ryan Dexter x144, Tony Piek x113, Rachel Smith x127 & Richard Zimmermann x143**

#### ***Update***

- Kirk Grundahl has been accepted to serve an 18-month term on the IBC Structural Committee. This term will include consideration of proposed changes that will be incorporated into the 2006 International Building Code.
- Staff responded to a question regarding the sound tests (IIC ratings) that were done with cushioned vinyl flooring that are no longer available. Armstrong has products that should still meet the performance requirements. See [Armstrong's technical website](#) or contact WTCA for further details. IBC Section 1207 requires an IIC rating of 50 or more for certain separations. The Impact Insulation Class (IIC) is a method of rating the impact sound transmission performance of an assembly.
- Staff responded to a component manufacturer who found out after trusses were shipped that a sprinkler system was being installed but had not been included in the design specifications.
- Staff answered questions regarding floor truss span tables, temporary bracing recommendations and wavy roof lines.
- The basic calculating worksheets are complete for the *Guide to Good Practice for Applying Loads to Metal Plate Connected Wood Trusses* with graphic illustrations and a sample of how the spreadsheets will interface with the commentary has been completed. We are planning an upcoming meeting in December among the WTCA/TPI Task Group that has been working on this document since the beginning of the year. We are getting close to completion!
- The content outline for the WTCA presentation at a November seminar in Las Vegas hosted by the Southern Nevada Component Manufacturers Association and the Framing Contractors Association for local building code officials has been approved.
- Staff dealt with an AWC heads-up on ASTM E-119 fire performance standard as it relates to truss assemblies.

### ***Goals for the Week***

- Review comments to be presented during the Public Comment phase of the proposed revisions to ASCE 7-02.
- Work on the presentation for the November Southern Nevada Chapter seminar.
- Finalize the specifics for the next E&T Committee meeting in Chicago January 25-26, 2005. This meeting will be held in conjunction with TPI's Technical Advisory Committee.
- Finish revisions to Section 6 – Design Principles of the TTT Level I online course.
- Work on an Engineered Wood Products issue with Weyerhaeuser.
- Respond to Brad Crane on the heel blocking article. Update the SBC article on same.

### **QUALITY CONTROL COMMITTEE (Chair: Joe Hikel)**

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**Staff contacts: Tony Piek x113 & Ryan Dexter x144**

#### ***Update***

- QC data file reviews were performed for: Cascade, Cascade Eldridge, Sun State Components Kingman and UBC Hawarden.
- Sun State Components Kingman was certified on Thursday (the 32<sup>nd</sup> plant to be certified and 12<sup>th</sup> in 2004).
- Staff developed beta WTCA QC 4.1 database functionality to import truss design information.
- [4 QC inquiries and troubleshooting questions](#) were answered.
- As of 11/4/04, we have sent 126 QC 4.1 programs, 43 for new WTCA QC users.
- As of 11/4/04, we have sent 36 Pocket PC QC Software CD's.

- Staff sent out a review of several discussions on issues regarding third party inspections to Bill Turnbull and Charlie Goehring at TPI.

### Goals for the Week

- Develop best practices concepts into a list and contact plants for ideas.
- Prepare for meeting with Richco Structures next Tuesday, November 9, to continue work on best practices for QC inspections.
- Develop list of QC Poster topics and begin gathering concepts and pictures.
- Answer QC inquiries and troubleshooting questions.
- Contact Centex Homes on several truss quality issues.

## **BCMC Committee (Chair: Don Groom)**

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**Staff contacts: Jill Zimmerman x122, Peggy Pichette x123 & Stephanie Lowe x121**

### *Update*

- The BCMC/SBC Sales Planning Meeting minutes were finalized.
- Exhibitor evaluations received to date have been entered into the database.
- The thank you cards to all of the plant tour hosts were finalized.
- All the session evaluations were entered into the database and sent for internal review.
- The photos from the show were reviewed and separated for each exhibitor and event.
- An annual meeting checklist was created to be used in planning next year's meeting.

### *Goals for the Week*

- Finalize the 2005 ideas list.
- Finalize the one remaining item for the BCMC 2005 checklist for all of staff's tasks.
- Review and approve invoices for payments.
- Draft the text for the prospectus.
- Begin working on the November flyer for promoting the new exhibit fees to exhibitors.
- Write the BCMC article for the Jan/Feb issue of SBC based on the conference call with Don Groom.
- Obtain 3 quotes on BCMC to use in future promotions.
- Finalize the remaining 3 issues on the Westin bill.
- Work on the BCMC Sessions to get them online by the end of this week.
- Go through photos from the show photographer. Burn exhibitor photos to a CD for each exhibitor and plan a mailing for November 15.
- Follow up with the remaining hotel for final pick up numbers and enter the information into the spreadsheets.
- Create a list of possible plant tours for BCMC 2005.
- Order binders and tabs; and work on covers and spines for the BCMC Committee binders for the Site Visit Meeting.
- Proof the session evaluation reports.
- Update the catering spreadsheet based on final counts ordered and amount of food left over (if any). This is to track the quantity of food ordered so we can estimate quantities needed for future years.
- Review the Hilton invoice and contact them regarding errors.
- Follow up with BCMC Committee members regarding hotel reservations for the Site Visit Meeting. Send the hotel the rooming lists.
- Update the promotional printing spreadsheet. This is used to track how much we spent, how many we ordered and how much we used so we can order accordingly in future years.
- Create the session payment spreadsheet. This is used to track how much was spent on each session. It also tracks the complimentary items used for each speaker.
- Email staff their BCMC tasks for November and December.
- Clean out 2004 files and prepare them for storage.
- Assist Don Groom, who is selecting Co-Chairs for BCMC 2005.
- Send the photos from the Kick-Off speaker to the BCMC Committee and WTCA Executive Committee.
- Contact Orlando regarding pricing for 2010.

## **LEGISLATIVE COMMITTEE (Chair: Allen Erickson)**

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**Staff Contact: Sean Shields x128**

### *Update*

- Staff monitored 2004 General Election and began the process of analyzing potential policy issues given the victory of President Bush and GOP party gains in both the U.S. Senate and House of Representatives.
- The December Adventures in Advocacy article was written outlining the effect the election outcome may have on the checks-and-balances created in the U.S. Constitution, and how it may impact the component manufacturing industry.
- Changes were completed to the mission statements of the various legislative communication tools for the Legislative Committee to consider and approve.
- The National Council of State Legislatures (NCSL) and the American Legislative Exchange Council (ALEC) were contacted to begin creating a working partnership on state legislative issues.
- Staff registered to participate in the National Association of Manufacturer's (NAM) November teleconference analyzing potential changes in the makeup of Congress, including: Committee Chairs, committee assignments and possible landmark bills.

### *Goals for the Week*

- Draft a Legislative Alert on the changes in regulations going into effect November 11 concerning the electronic transfer requirements of truck manifest data by the U.S. Department of Commerce.
- Complete a selection of Legislative logos for the Legislative Committee to provide input on.
- Begin working with technical staff to design and organize a framework for the Legislative Web site.
- Prepare for when Congress comes back into session, November 15-20, to consider Appropriation bills and possibly a national energy bill.
- Follow developments in the U.S. filing of an extraordinary challenge of the NAFTA panel ruling on the softwood lumber dispute and monitor any movement by the U.S. toward renewing efforts for a negotiated settlement.

## **MANAGEMENT COMMITTEE (Chair: Ben Hershey)**

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**Staff contacts: Molly Butz x141, Tony Piek x113, Sean Shields x128 & Anna Stamm x119**

### *Update*

- Staff conducted follow-up communications with the American Design Drafters Association to promote the WTCA Work Force Development portal.
- Staff received a quote from a translation company to translate the Employee Handbook and Modules into Spanish.
- Staff took chain saw photos at Engineered Building Design to use on the Chain Saw Safety Poster.
- A meeting was held this week with Kent Pagel, WTCA Legal Counsel, on the development of Online Risk Management Modules.
- This week two of WTCA's approved insurance brokers talked with staff about advertising in SBC Magazine in 2005!
- On Friday, staff sent an email to component manufacturer members regarding new résumés posted from students interested in employment in our industry. Immediately responding to the email, nine members let us know they are excited about this new resource and are planning to review the résumés online.

### *Goals for the Week*

- Work with WorldLingo to finalize a quote for translating Employee Handbook and Modules into Spanish.
- Write a new Safety Topic of the Month.
- Contact UW-Madison Theatre Department students about helping WTCA record Operation Safety Modules in Spanish.
- Develop a Safety Demo for the Wisconsin Chapter meeting on November 11.

## **EXECUTIVE COMMITTEE (Chair: Kendall Hoyd)**

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### *Update*

- The November Executive Committee teleconference took place on Thursday, November 4. Topics discussed included BCMC Exhibitor issues, BCMC pricing policies for next year, WTCA financials and budgeting for 2005, Directors & Officers insurance for Chapters, investment subcommittee activity, committee chair responsibilities, classifying builder members, WTCA's Workforce Development web site, response to recent hurricanes and preparation for the joint meeting with TPI's Board of Directors the first week in December.

- As a follow-up to staff's meeting with the National Lumber and Building Material Dealers Association last week, we received a nice letter from John Smith of Foxworth Galbraith regarding the positives of the two organizations working together.

#### ***Goals for the Week***

- Draft follow-up letters based on the Executive Committee teleconference.
- Send a note to Kendall regarding appointing members of the Nominating Committee for next year.
- Review and summarize investment proposals received.

### **CARBECK STRUCTURAL COMPONENTS INSTITUTE (President: Richard W. Brown)**

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**Staff contact: Sean Shields x128 & Molly Butz x141**

#### ***Update***

- The charitable contribution notices for 2004 BCMC golf outing donors were mailed and follow-up provided on inquiries from members regarding certain notices.
- All Carbeck Silent Auction items have been transferred to the winning bidders and all outstanding issues related to the auction have been resolved.
- Staff addressed a question about trusses and adhesives used to manufacture trusses from William Botos of the Las Vegas Fire Department.

#### ***Goals for the Week***

- Formulate a new action plan for contacting fire academies and disseminating the Carbeck Fire CD.
- Work with Professor Steve Cramer on a NIST proposal for fire research.
- Analyze achievable goals for the remainder of 2004 and begin formulating goals for 2005.

### **SBC MAGAZINE (Editor: Kendall Hoyd)**

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**Staff contact: Mindy Caldwell x129, Libby (Maurer) Walters x124 & Molly Butz x141**

#### ***Update***

- 10 media kits were shipped to potential advertisers.
- Media kits were shipped to advertisers that did not receive them at BCMC.
- The text for the December issue was distributed for internal staff and legal counsel review.
- Text for the BCMC Recap section of the December issue was organized and edited.
- An article on the Houlihan method was completed for the December issue and sent to Scott Arquilla for review.
- A sales and editorial staff meeting was held to discuss a 2005 promotion and marketing plan.
- Two CDs of photos from ABC's Open House in July were requested and received for use in the Jan/Feb anchor feature.
- The November mailing list was sent to our printer on October 25.
- The Classified Advertising reminder was sent via email. Classified ads for December were due Monday, November 1.
- Staff provided an interview with Rich Binsaca for Pro Sales magazine and sent him the statistics and data he requested.

#### ***Goals for the Week***

- Finalize the December issue and forward sales report to appropriate staff.
- Finalize all contracts for 2005.
- Create proposals for advertising upon request.
- Begin writing assignments for the Jan/Feb issue; text for the issue is due November 18.
- Schedule a day trip with technical staff to a jobsite to take photos of wall panel framing.
- Touch base with Robert Frogale of Allied Systems Corporation to finalize an article on the air quality permit issues with respect to his experience in Virginia.
- Ask Merle Nett to send his notes on Hall of Fame inductee Andy Schwitter from the WTCA Annual Meeting for a write-up in the December issue.
- Choose and promote the gold advertiser of the month for November.



# Weekly Board Report

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Friday, November 12, 2004

## **INTRODUCTION**

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The 2004 BCMC Educational Sessions are now available online! If you want to refresh your memory on what you learned in Charlotte or make them available to the staff members in your office who were not able to attend, [please sign up today](#). All your employees can view these programs for the very reasonable corporate cost of \$25 for the track seminars and \$15 for the keynote sessions. We have also compiled a library of past BCMC programs since 2002 to assist members in educating your staff. [Check out this great set of educational programs now!](#)

## **MEMBER QUOTE OF THE WEEK**

“I was impressed with the WTCA Quality and Safety programs and have made both a priority. We have assigned an individual to the Quality Leader role and are ready to get started with implementing the WTCA program. Some of us come from other industries such as Aerospace where quality was a well established integrated process. One of [our] objectives will be to get us WTCA certification as soon as practical.” Joe Demartino, Truss Tech, Inc., Stevenson, CT.

## **MEMBERSHIP COMMITTEE (Chair: Bob Becht)**

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**Staff contacts: Anna Stamm x119, Danielle Bothun x135 & Barb Speer x145**

### *Update*

- The Regional Workshop & Conference flyers are here! Watch for your copy in the 2004 Annual Report mailing which will hit your desk next week. Please let us know what you think of the Annual Report and if you will be able to join us for one or both of the Workshops.
- The monthly Chapter Teleconference was conducted on Wednesday – thanks to all who participated!
- Per our discussion on the Chapter Teleconference, 12 potential member packages were prepared for West Florida Chapter President-Elect Rick Cashman for use at the chapter meeting next week. If you would like potential member packages to hand out in your area, just let us know.
- The Mid Atlantic Chapter meeting was administered this week.
- Staff held a meeting on Wednesday to discuss the preliminary travel plan for 2005. Our goal is to attend a meeting of **every chapter quarterly in 2005**. It is an impressive endeavor, but we have very high expectations for it! We are excited about having more time face-to-face with members to develop stronger relationships and make sure we are learning first-hand what your needs are so that we can better support your business.

### *Goals for the Week*

- Send out the [Open Quarterly Meeting PowerPoint® Presentation](#) to the Chapters.
- Attend the Wisconsin Truss Manufacturers Association meeting on Thursday, November 11.
- Assemble and send the Annual Report mailing to 1095 component manufacturing locations and 229 supplier locations.
- Mail 3 potential member packages.
- Send the remaining third-quarter publications rebate notices to the chapters.
- Process the last-minute responses for the Mid Atlantic Chapter meeting; 54 attendees were expected.
- Print all materials necessary for the next batch of new member welcome binders, burn the CD samples and begin assembly.
- Discuss with the vendor the embroidered logo designed for the Membership Drive winners' jackets and request revisions to the color stitch-out sample.
- Begin designing the home page for the new Northwest Chapter web site.
- Generate invoices for the Northeast and North Florida Chapter meetings.
- Begin arranging a teleconference on building labeling and building code issues for the New York Chapter.
- Finish Chapter Corner for the December issue of SBC.

- Input the January and February anticipated chapter meeting dates on the web calendar. Please let us know if we've missed your date!

## **MARKETING COMMITTEE (Chair: Ken Cloyd)**

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**Web Site/Education/Information Tech (Staff contacts: Danielle Bothun x135, Hien Khuu x137, Barb Speer x145 & Rachel Smith x127)**

### *Update*

- This week, members purchased six TATO 1 exams, one TATO 2 exam, one TTT Level I Recertification, three TTT Level I exams and three TTT Level II exams.
- The WTCA Products & Services CD is hitting the mark! Contest entries began arriving on Thursday. Watch for your CD with the November issue of SBC Magazine.
- We are working on a re-design of the TKO course information pages. They will include the newly created animated Flash promos from the Products & Services CD.
- Staff is compiling pertinent industry statistics that will be useful on the SBC, WTCA and legislative web sites.
- Several of WTCA's online [Truss Technology Workshops](#) are now approved by the American Institute of Architects (AIA). Please promote these educational programs to professionals in your market who may be interested in obtaining CEU's.
- Here is a list of the ten most popular WTCA web pages:
  1. [Structural Details](#)
  2. [Online Catalog](#)
  3. [Member Listing](#)
  4. [BCSI info](#)
  5. [Photo Gallery](#)
  6. [Technical info](#)
  7. [Technical Q&A](#)
  8. [Search](#)
  9. [Contact Us](#)
  10. [Fire info](#)

### *Goals for the Week*

- Work on creating an animated B1 summary sheet. It will be available to everyone online and can be inserted in live seminars to demonstrate important points.
- Work on updating WTCA's bracing video, incorporating the animated B1 summary sheet and editing necessary video sections.
- Follow up with the Florida Home Builders Association regarding relationship for promoting Truss Technology Workshops and discuss CEU approvals.
- Assist a member with questions regarding economic statistics.
- Provide fast and friendly customer support for the web site users.
- Send out the TTT Live Schedule for 2005.
- Work with the NAHB Research Center to get updated ITC report statistics.
- Add a table for our web site on the use of metal plate connectors and preservative treatment types.
- Add the concept of having a links for support of natural disaster victims on our website.
- Talk with John Mercer of Structure Magazine on an article on the BCSI. Work with Jim DeStefano and Josh Bartlett on coordinating this article with the one Josh is writing.

**Publications & Accounting (Staff contacts: Linda Alfonsi x126, Eric Monson x116 & Mike Younglove x114)**

### *Order Update for (11/1 – 11/5)*

Publications Orders	# of Packages Shipped	Online Orders
87	150	26

- A breakdown of most requested products shipped for the week included:

BCSI 1-03 Books	259
WTCA Jobsite Packets	2350
B1 Summary Sheets	105 (lots of 250)



B2 Truss Installation & Temp Bracing	72 (lots of 50)
B3 Web Member Permanent Bracing	64 (lots of 50)
B4 Construction Loading	53 (lots of 50)
B10 Post-Frame Installation & Bracing	53 (lots of 50)
B11 Fall Protection	80 (lots of 50)
TTB Partition Separation	105 (lots of 50)
Bearing Location Tags	57,000
Permanent Lateral Bracing Tags	98,000
Drill Tags	41,000

### *Update*

- A custom assembly of 2000 Jobsite packets is underway for Heartland Wood Products in Sikeston, MO. Assembly and shipping will be completed by December 1.
- Custom assembly was completed for 100 Jobsite packets for Custom Truss in Greenville, PA.
- Three bilingual WTCA truss tags are now in stock. Web Reinforcement, This Side Up and Permanent Lateral Bracing tags began shipping November 1.
- The additional shipment of BCMC Revvin' Up polos was received, and 4 BCMC shirt orders were invoiced and shipped.
- A new Jobsite package cover sheet file has been sent to the printer for a first print run of 25,000. This incorporates an English/Spanish warning on the front, and a summary of pertinent design responsibilities on the back.
- Collation has begun on 10,000 WTCA Jobsite contents; first delivery is scheduled to arrive Monday, November 15.
- 25,000 reprints each of B7, B8 and B9 arrived from our printer for WTCA stock replenishment.

### *Goals for the Week*

- Coordinate additional staff help for WTCA Jobsite assembly.
- Transfer additional WTCA products for inventory onsite.
- Update Professional's Guide and Component Industry Information binders.

## **ENGINEERING & TECHNOLOGY COMMITTEE (Chair: Clyde Bartlett)**

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**Staff contacts: Ryan Dexter x144, Tony Piek x113, Rachel Smith x127 & Richard Zimmermann x143**

### *Update*

- Please mark your calendars – the Joint TPI TAC/WTCA E&T Meeting has been rescheduled! Due to conflicts with some of the plate suppliers' meetings in January, the meeting will take place on January 20-21, 2005 in Chicago at the Four Points Sheraton O'Hare. We apologize for any inconvenience.
- Staff answered questions on the benefits of parallel chord trusses, electronic signatures, temporary bracing, long span floor deflection, truss damage, lumber substitutions, and truss repairs.
- The next edition of ASCE 7 (2005) is in the final stages of the approval process. ASCE 7 is the standard that defines the minimum design loads for buildings and other structures. Staff reviewed the proposed changes and sent an email outlining these changes along with comments to the E&T Committee and TPI TAC. Staff also proposed a public comment to these changes. If you did not receive this email and would like more information, please contact [Ryan Dexter](mailto:ryan.dexter@wtca.com) (608/310-6744). Public comments to the ASCE 7 Committee are due by December 6.
- Staff worked on revisions to TTT Level I online content. Revisions to Section 6 – Design Principles were completed and work began on Section 7 – Load Development.
- Updates to the load sections of TTT Level II online are about 75% complete. The final revisions to these sections are planned for completion by November 30. These updates are being made to bring the TTT material into alignment with the *Guide to Good Practice for Applying Loads to Metal Plate Connected Wood Trusses*.
- The WTCA/TPI Task Group that has been working on the *Guide to Good Practice for Applying Loads to Metal Plate Connected Wood Trusses* since the beginning of the year is meeting on December 13-14 to review the current draft of the project. The status of the project will be discussed at the E&T Teleconference the afternoon of December 14. If you have not received information regarding this teleconference and would like to participate, please contact Ryan.
- Preparations continue for a presentation in Las Vegas on November 17, hosted by the Southern Nevada Component Manufacturers Association and the Framing Contractors Association for local building code officials. The discussions include code requirements for truss construction documents, how the truss industry practices engineering, and looking ahead to IBC/IRC 2006.
- Staff reviewed information on upcoming Canadian research in regard to egress times in residential construction.
- Staff contacted Josh Myers of the North Florida Chapter to discuss contractors using improper crane equipment to

hoist trusses. We will be developing a TTB to discuss the various issues connected with the use of crane equipment at a job site including crane size, proper crane location, spreader bars, guide lines and hand signals. This TTB will then become a B-series document when BCSI 1-03 is updated.

- A member called with questions on live and dead load requirements for kitchen appliances.

### ***Goals for the Week***

- Work on revisions to TTT Level I online Section 7 content.
- Work on the presentation for the November Southern Nevada Chapter seminar.
- Make updates to Level II section on wind and seismic loading.
- Finalize the drafts of TTB Long Span, Hip Bracing, and Field Assembly in preparation for sending them to the TTB Review Group. If you are interested in being a TTB reviewer, email [Rachel Smith](#).
- Respond to a question from JLC on truss deflection requirements for tile floors.

## **QUALITY CONTROL COMMITTEE (Chair: Joe Hikel)**

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**Staff contacts: Tony Piek x113 & Ryan Dexter x144**

### **Updates**

- Staff met at Richco Structures Tuesday, November 9 to work on best practices concepts for QC inspections. The Richco findings were summarized and sent to other plants for further analysis.
- The first attempt at software integration to import truss design data into WTCA QC 4.1 was a success!
- [8 QC inquiries and troubleshooting questions](#) were answered.
- [As of 11/11/04, we have sent 126 QC 4.1 programs, 43 for new WTCA QC users.](#)
- [As of 11/11/04, we have sent 38 Pocket PC QC Software CD's.](#)

### **Goals for the Week**

- Plan for meeting with Brunsell on Tuesday, November 16 to discuss best practices for QC inspections.
- Continue to develop best practices concepts and follow up with plants for more suggestions.
- [Draft single sheets for 1995, WTCA QC 3.0, and WTCA QC 4.1 inspection procedures and times.](#)
- Work on QC software integration and the WTCA QC 4.1 code to bring in any text file names.
- Solidify [list of QC Poster topics, begin](#) taking pictures and developing poster content.
- [Answer QC inquiries and troubleshooting questions.](#)
- [Prepare an agenda for discussion with TPI on third party inspection processes and best practices.](#)

## **BCMC Committee (Chair: Don Groom)**

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**Staff contacts: Jill Zimmerman x122, Peggy Pichette x123 & Stephanie Lowe x121**

### ***Update***

- BCMC Sessions are online – [Check them out!](#)
- An ideas list of themes for 2005 was finalized.
- The BCMC 2005 checklist for all of staff's tasks was completed.
- All invoices for payments that we have received thus far have been reviewed and approved.
- Three quotes have been received and approved for use in future BCMC promotions.
- A list of possible alternate tours for BCMC 2005 has been created.
- The session evaluation reports have been proofread.
- The catering spreadsheet was updated with final counts ordered and amount of food left over (if any) to help us track the quantity of food and estimate quantities needed in future years.
- Staff followed up with BCMC Committee members regarding hotel reservations for the Site Visit Meeting and sent the hotel the rooming lists.
- The promotional printing spreadsheet was updated. This is used to track how much we spent, how many items we ordered and how much we used so we can order accordingly in future years.
- The session payment spreadsheet was created. This is used to track how much was spent on each session. It also tracks the complimentary items used for each speaker.
- Staff was emailed their BCMC tasks for November and December.
- The photos from the Kick-Off speaker were sent to the BCMC Committee and WTCA Executive Committee.
- The Orlando site was contacted regarding pricing for 2010.

- The Milwaukee Convention and Visitor's Bureau was contacted for layouts of the convention center.
- The December ad for BCMC for SBC was finalized.

### ***Goals for the Week***

- Finalize the November flyer for promoting the new exhibit fees to exhibitors.
- Finalize the prospectus.
- Submit the BCMC article for the Jan/Feb issue of SBC to Don Groom for comments.
- Follow up with the remaining hotel for final pick up numbers and enter the information into the spreadsheets.
- Burn exhibitor photos to a CD for each exhibitor and plan a mailing for the end of next week.
- Find a restaurant for dinner for the night prior to the Site Visit Meeting.
- Put a link on the BCMC web site to the BCMC sessions online.
- Create a flyer on the BCMC online sessions.
- Create the golf outing budget for 2005
- Create the exhibit space projections for 2005.
- Draft the agenda for the Site Visit meeting.

## **LEGISLATIVE COMMITTEE (Chair: Allen Erickson)**

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**Staff Contact: Sean Shields x128**

### ***Update***

- A Legislative Alert was sent on Tuesday on the changes in regulation going into effect November 11 concerning the electronic transfer requirements of truck manifest data by the U.S. Dept. of Commerce.
- A new series of Legislative logos were designed and submitted, along with draft mission statements for the legislative communication tools, to the Legislative Committee for comment.
- Staff spent time this week designing and organizing a framework for the new Legislative web site.
- Staff investigated OSHA's initial public comment period for aspects of the Crane & Derrick rulemaking process, specifically pertaining to the use of hand signals.
- Jack Parker and Jim Finkenhoefer were contacted to discuss various issue pertaining to the loading and transporting of trusses from the manufacturing plant to the job site.
- Staff began working with the American Trucking Associations to track down possible studies of wide load and reducible load permitting processes at the state level.
- Contact Bob Allen of Alpine on his idea for a tour of the White House at our legislative conference.

### ***Goals for the Week***

- Speak with a variety of members who deal with a wide range of component transportation-related issues.
- Pull together data for the Size & Weight and Reducible Load portions of the Transporting Trusses Guide.
- Contact OSHA to begin the next step in building a partnership between WTCA and OSHA through its Alliance program.
- Monitor the actions of Congress as they come back into session November 15-20 to consider Appropriations bills and possibly a national energy bill.
- Prepare a Legislative Alert in the event Congress passes a Dept. of Labor (DOL) Appropriation bill that affects the recent DOL overtime law changes.
- Draft the January "Adventures in Advocacy" article dealing with how a Congressional office is created and staffed.

## **MANAGEMENT COMMITTEE (Chair: Ben Hershey)**

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**Staff contacts: Molly Butz x141, Tony Piek x113, Sean Shields x128 & Anna Stamm x119**

### ***Update***

- A final quote was received for the Spanish translation of our Employee Safety Handbook and Employee Training Modules.
- A Safety Presentation was developed to outline the inner-workings of the Operation Safety program to show at the Wisconsin Chapter meeting on November 11.
- Staff worked with personnel at Sun State to set-up a proctored exam for a Safety Coordinator.
- Corey Jackson and Todd Cash, two individuals who work with high school trade students, were contacted to explore the benefits of their use of the Work Force Development Portal.
- Staff had conversations with Karen Blackwell and Bret Benson on the 50 resumes placed up on our WFD site. Work

with each to provide feedback on our resume approach so that this can be expanded.

- Provide responses to a questionnaire from Karen Blackwell so that she can better serve the needs of WTCA's WFD site.

### ***Goals for the Week***

- Organize the Safety Topic of the Month section of the Online Operation Safety resources.
- Contact UW-Madison theatre students and schedule interviews/auditions.
- Begin revising the information from Kent Pagel and creating scripts for the Online Risk Management Program.
- Contact the educational institutions that purchase WTCA publications and explore the benefits of their students posting their resumes on the Work Force Development Portal.
- Send out a survey to component manufacturer members requesting feedback on performing both the Wage & Benefit and Financial Performance Surveys annually, as well as determining the proportion of members who would fill out the information online.

## **EXECUTIVE COMMITTEE (Chair: Kendall Hoyd)**

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### ***Update***

- This week, staff completed the follow-up tasks from last week's Executive Committee teleconference.

### ***Goals for the Week***

- Update the BCMC exhibitor rules based on incidents at this year's show.
- Draft and finalize letters to two suppliers on standardizing future BCMCs.
- Work on a process to tend to builder needs for attending BCMC and participating in WTCA TKO training.
- Work through the specifics of two proposed BCMC sponsorship opportunities.
- Provide updated committee roles and responsibilities work for Kendall to use and for the Board handbooks.
- Meet with Art Brauner and Susan Stamm of Forest Products Society and provide an overview of all that is going on at WTCA, SBC Magazine and BCMC.
- Finalize the natural disaster policy per Executive Committee discussion to be presented at the next Board meeting.
- Provide comments on the PATH meeting minutes.
- Call Pyro Solutions and ask them to take off the WTCA logo from their site since they are not members.
- Finalize a sponsorship opportunity regarding advertising in the seminar handouts.
- Write a letter to Chapters regarding Directors & Officers Insurance coverage.
- Summarize proposals from Morgan Stanley and M&I Bank for the Investments Subcommittee's review.

## **CARBECK STRUCTURAL COMPONENTS INSTITUTE (President: Richard W. Brown)**

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**Staff contact: Sean Shields x128 & Molly Butz x141**

### ***Update***

- Staff began follow-up contacts with fire academies across the country in an effort to disseminate the Fire CD to fire officials.
- Compile the work that has been done in contacting Fire Academies on the fire performance of trusses.
- Five Fire CDs were sent to Mike Walton of Stock Components in South Carolina to give to local fire officials.
- Provide feedback to AF&PA on a section of the AF&PA fire performance of trusses resource guide for the U.S. Fire Administration.

### ***Goals for the Week***

- Begin sending out Fire CDs to the fire academies that express an interest once they are contacted by staff.
- Begin formulating goals for 2005.
- Participate in a survey on housing research priorities from the Forest Products Laboratory.

## **SBC MAGAZINE (Editor: Kendall Hoyd)**

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**Staff contact: Mindy Caldwell x129, Libby (Maurer) Walters x124 & Molly Butz x141**

### ***Update***

- The December issue was finalized.
- Advertiser contracts were gathered for 2005.
- SBC media kits were sent to 24 new exhibitors from BCMC 2004.

- SBC media kits were sent to 25 past advertisers that did not have a program in 2004.
- Staff held an SBC Promo Planning meeting on November 3.
- The gold advertisers of the month for November were chosen and promoted: [Lakeside Trailer Manufacturing, Inc.](#) and [Robbins Engineering, Inc.](#) Please support the advertisers that make our magazine possible!
- The initial proof of December SBC layout was routed for internal review last Friday. The final layout proof is due for review on Friday, November 12. The issue is due to the printer on Wednesday, November 17.
- An agenda was prepared for the 2005 editorial planning and travel meeting being held on Friday, November 19.

***Goals for the Week***

- Print thank you notes for SBC advertisers and authors.
- Work on ad materials for December advertisers.
- Gather advertiser contracts for 2005.
- Make follow-up calls to potential advertisers that were sent a media kit.
- Contact Jack Dermer about his involvement with the new Holigan project house.
- Create a message of appreciation for 2004 contributing authors.
- View sessions from the 2004 BC MC Wall Panel Manufacturing track and draft an article for the Jan/Feb issue.
- Visit R-Squared jobsite on November 15 to learn about framing with wall panels.
- Research and write a Builder Banter update.
- Research and write an Industry News update.
- Contact Randy Johansen for an interview to be used with the Jan/Feb anchor feature on wall panel manufacturing.
- Write text for the Jan/Feb Safety Scene.



# Weekly Board Report

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Friday, November 19, 2004

## **INTRODUCTION**

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Due to the Thanksgiving holiday, the weekly Board Report will not go out next week. Look for it to resume on December 3. Our best wishes to you and your family for a day dedicated to remembering the blessings we enjoy. Please remember our armed forces who will not be spending this holiday with their families and who are sacrificing so much to protect our freedom.

## **MEMBER QUOTE OF THE WEEK**

*After reviewing the BCMA online seminars, Ben Hershey wrote: "Wow, this is great, who would have thought a group of Packers fans could take time from their cheese and beer to do something like this?"*

## **MEMBERSHIP COMMITTEE (Chair: Bob Becht)**

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**Staff contacts: Anna Stamm x119, Danielle Bothun x135 & Barb Speer x145**

### *Update*

- The 2004 Annual Report is in the mail! Please let us know if you do not receive your copy or would like extra copies to give to potential members.
- Per our discussion on the monthly Chapter Teleconference, a list on members and nonmembers in Iowa was created and 12 potential member packages assembled for Rick Parrino to hand-deliver to companies in his state.
- The Chapter Presidents Teleconference for November will not be held due to the Thanksgiving holiday next week.
- Certificates were designed for members of the Truss Manufacturers Association of Texas (TMAT), the winner of the #1 Chapter portion of the Fifth Annual Membership Drive. Each Texas Chapter member is receiving a certificate to acknowledge TMAT's success in 2004. The covers for the 10 customized Professional's Guide to the Structural Component Industry binders that TMAT won in the Drive were printed too; assembly will happen later this month.
- The Greater Chicago Chapter's December meeting is being planned for Tuesday, December 7 at the Holiday Inn Rockford. Watch for the meeting announcement next week.
- The Michigan Chapter's next meeting will be held on Thursday, December 9 in Lansing. Henry Green, Director of the Michigan Bureau of Construction Codes & Fire Safety, is the guest speaker. The meeting announcement will be available later this month.

### *Goals for the Week*

- Ship welcome packages to this week's two new component manufacturers and one associate member: Rocky Mountain Truss in Denver, CO, Adam Lumber in Waterloo, Quebec; and Vecoplan, Inc in High Point, NC.
- Mail 5 potential member packages.
- Inspect and ship 25 membership plaques.
- Inspect and ship the #1 Recruiter jackets won by Frank Klinger of Mid-Valley Truss and Norm McKenna of MiTek in the 2004 Membership Drive, component manufacturer and associate categories.
- Discuss new options for the design on the #1 Chapter Traveling Trophy.
- Notify this week's recipient of Top Chord Club points: Glenn Traylor of Alpine.
- Post the latest photos and updates to the Texas Chapter's web site, [www.tmatchapter.com](http://www.tmatchapter.com).
- Work on updating the chapter meeting date calendar for 2005.
- Draft a meeting announcement for the December 7 Greater Chicago Chapter meeting and book the location.
- Draft and distribute a meeting pre-announcement for the December 9 Michigan Chapter meeting and work with Henry Green's office on a location.
- Update the product categories list in the database in response to requests made on new members' paperwork.

## **MARKETING COMMITTEE (Chair: Ken Cloyd)**

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**Web Site/Education/Information Tech (Staff contacts: Danielle Bothun x135, Hien Khuu x137, Barb Speer x145 & Rachel Smith x127)**

### *Update*

- Check out it! Design improvements have been made to the [Truss Knowledge Online](#) site, namely a re-design of the header graphics and better organization of the TTT information pages. Several changes and updates were made to the Control Panel and Course Launcher on the Truss Knowledge Online site too.
- The header graphics on the [WTCA web site](#) are being updated as well.
- We are preparing to update and edit the Bracing video.

### *Goals for the Week*

- Generate a report of the BCMC Attendee Survey for BCMC staff.
- Finalize the draft of TTB Long Span. If you are interested in being a TTB reviewer, [email Rachel](#).
- Work with a member on component manufacturer use of lumber and related marketplace statistics.

**Publications & Accounting (Staff contacts: Linda Alfonsi x126, Eric Monson x116 & Mike Younglove x114)**

### *Order Update for (11/8 – 11/12)*

Publications Orders	# of Packages Shipped	Online Orders
90	140	30

- A breakdown of most requested products shipped for the week included:

BCSI 1-03 Books	259
WTCA Jobsite Packets	1450
Custom Jobsite Packets	100
B1 Summary Sheets	200 (lots of 250)
B2 Truss Installation & Temp Bracing	115 (lots of 50)
B3 Web Member Permanent Bracing	53 (lots of 50)
B4 Construction Loading	50 (lots of 50)
TTB Partition Separation	85 (lots of 50)
TTB HIB Checklist	50 (lots of 50)
Bearing Location Tags	47,000
Permanent Lateral Bracing Tags(Bilingual)	82,000

### *Update*

- As of 10/31/04, the 10-month year-to-date sales of WTCA Jobsite packets totaled **62,157**; BCSI 1-03 Booklets totaled **21,271** and B1 Summary Sheets totaled **6558 (lots of 250)** – that's a grand total of **1,639,500** B1 Summary Sheets distributed to our industry!
- The new Jobsite package cover sheet has been approved and printing of 25,000 is underway.
- 2000 WTCA Jobsite packets are currently on backorder for 2 members.
- 4000 collated WTCA Jobsite contents were delivered on Monday.
- The transfer of 5 WTCA product titles were delivered to replenish inventory.
- Safety posters and products were added to our inventory in our publications storeroom.
- Professional Guide and Component Industry Information binders have been updated.

### *Goals for the Week*

- Complete the first 1000 custom Jobsite packets and ship to Heartland Wood Products in Sikeston, MO by Friday.
- Invoice and ship 3 WTCA product orders submitted for Chapter Co-op pricing.
- Purchase binders and tabs for 18 Professional Guide binders and coordinate assembly within the next 2 weeks.
- Complete assembly of 2000 WTCA Jobsite packets to fill backorders and 2000 packets for inventory replenishment.
- Follow up with 2 custom truss tag inquiries.
- Follow up with Timberfield Roof Truss in London, Ontario regarding WTCA documents they are considering for Jobsite packets.

## **ENGINEERING & TECHNOLOGY COMMITTEE (Chair: Clyde Bartlett)**

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**Staff contacts: Ryan Dexter x144, Tony Piek x113, Rachel Smith x127 & Richard Zimmermann x143**

### ***Update***

- Staff successfully presented seminars on building code issues and truss repairs to about 100 builders, framers, code officials and component manufacturers at the Southern Nevada Component and Manufacturers Association sponsored session on November 17.
- Staff responded to a truss manufacturer's concern that a resilient channel should not be considered a substitute for bottom chord lateral bracing.
- Questions answered this week included fall protection, truss uplift reactions, corrosive environments, repairs, and low and high moisture environments.
- A teleconference was held on Thursday with members of the New York Chapter and the New York Code Council to discuss issues including truss labeling, building code changes, more restrictive local requirements and legislative monitoring.

### ***Goals for the Week***

- Modify the Guide to Good Practice for Applying Loads to Metal Plate Connected Wood Trusses in preparation for December team meeting.
- Review suggestions from committee to proposed changes to ASCE 7 for 2005. If you have not received these proposed changes and would like to provide feedback, please [contact Ryan](#).
- Review ballot 5 issues on proposed changes for AF&PA's ASD supplement *Special Design Provisions for Wind and Seismic*.
- Review change proposed by AF&PA to NFPA 13 *Standard for the Installation of Sprinklers* regarding the use of fire-retardant treated plywood with non-fire-retardant treated trusses.
- Research and compile the different areas across the country that allow electronic seal submittals.
- Begin to record some of the TTT Level I sections (Sections 1, 2, 4, 5, & 6 are complete). The entire Level I online course is being updated to new standards and practices as well as a new online delivery method.
- Work on revisions to TTT Level I Section 8 – Truss Design, Fabrication, & Installation Overview.

## **QUALITY CONTROL COMMITTEE (Chair: Joe Hikel)**

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**Staff contacts: Tony Piek x113 & Ryan Dexter x144**

### ***Update***

- Data file reviews were performed for certified plants: Shelter Systems, UBC Mackville and Powell Dry Ridge and a plant with certification in progress: Richco DePere.
- A final reminder for Third Party QC online survey was sent.
- [Staff met at Brunsell on Tuesday to work on best practices concepts for QC inspections.](#)
- The software integration task for WTCA QC 4.1 of importing text files with any name was completed.
- A time study of 2002 versus 1995 QC inspection was drafted and Brunsell QC findings summarized.
- [Six QC inquiries and troubleshooting questions](#) were answered.
- [As of 11/18/04, we have sent 127 QC 4.1 programs, 44 for new WTCA QC users.](#)
- [As of 11/18/04, we have sent 39 Pocket PC QC Software CD's.](#)
- Staff worked on third party inspection issues.

### ***Goals for the Week***

- Analyze results of Third Party QC survey.
- [Discuss best practices concepts with other plants: Tri-County Truss, Davidson Industries and Engineered Building Design.](#)
- [Draft single sheets for 1995, WTCA QC 3.0, and WTCA QC 4.1 inspection procedures.](#)
- [Work on QC software integration](#) to incorporate Pocket PC QC program.
- [Solidify list of QC Poster topics, begin taking pictures and developing poster content.](#)
- [Answer QC inquiries and troubleshooting questions.](#)
- Hold a conference call with Bill Turnbull and Charlie Goehring on QC issues and the upcoming TPI Board meeting.



## **BCMC Committee (Chair: Don Groom)**

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**Staff contacts: Jill Zimmerman x122, Peggy Pichette x123 & Stephanie Lowe x121**

### *Update*

- A survey was emailed to all 2004 attendees. We will use the information we obtain to improve the show.
- The Convention Center and Geo E. Fern invoices were finalized.
- Staff worked on the prospectus and a plan was formalized on promotional flyers for the remainder of this year.
- The exhibit space documents were updated for the site visit meeting binder.
- All the exhibitors have now been mailed a CD of photos of their booth.
- Plant, alternate and spouse tour options were researched this week.
- A flyer promoting the BCMC sessions online was distributed on Friday. [Please check them out.](#)

### *Goals for the Week*

- Finalize the golf budget.
- Finalize the advertising plan for BCMC 2005.
- Obtain the AUTOCAD file of the Midwest Airlines Center exhibit hall and print out the floor plan for the halls we will be using.
- Print the final booth list and floor plan from 2004 for the Site Visit Meeting.
- Update the exhibitor history spreadsheet.
- Obtain security information costs and requirements for BCMC 2005.
- Obtain bus costs for the tours.
- Email the BCMC Committee regarding last minute details for the Site Visit Meeting.
- Start the budget process for BCMC 2005.
- Finalize the agenda for the Site Visit Meeting.

## **LEGISLATIVE COMMITTEE (Chair: Allen Erickson)**

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**Staff Contact: Sean Shields x128**

### *Update*

- This week we worked on the design and structure for the new Legislative web site – we hope to launch it soon!
- As Congress convened for the last two week session, staff is monitoring its action. In particular, we investigated a bill (S. 2992) proposed by Senator Max Baucus, D-MT, that would liquidate the tariffs already collected by the United States from Canadian softwood producers and give those funds to U.S. companies. The Canadian Government has threatened a trade war if the bill passes.
- The Adventures in Advocacy article for the January issue of SBC was completed. It deals with how a Congressional Office is created and structured.
- Several members were contacted who deal with a wide range of component transportation-related issues.
- Data was collected for the Size & Weight and Reducible Load portions of the Transporting Trusses Guide.

### *Goals:*

- Prepare a Legislative Alert in the event the Baucus bill begins to travel through the legislative process.
- Draft a letter to the Department of Commerce outlining WTCA's continued support for a negotiated settlement in the softwood lumber dispute between the U.S. and Canada.
- Monitor additional legislation, including the Department of Labor Appropriations bill, and analyze how it may affect overtime regulations recently promulgated by the DOL.
- Follow up with Bob Allen of Alpine on his idea for a tour of the White House during our Legislative Conference May 4-6, 2005.

## **MANAGEMENT COMMITTEE (Chair: Ben Hershey)**

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**Staff contacts: Molly Butz x141, Tony Piek x113, Sean Shields x128 & Anna Stamm x119**

### *Update*

- A short survey was emailed to all primary representatives of CM member companies seeking feedback about our alternating biennial Wage & Benefit and Financial Performance surveys. We are gauging whether the membership would prefer to keep the current alternating biennial format or have BOTH surveys done EVERY year. We also want to

know if component manufacturer members would like to have both surveys available for online completion in addition to the traditional paper. If you are a component manufacturer member who did not receive the survey or have not yet completed it and would like your voice heard, just [click on this link](#) and take a minute to let us know your opinion.

- Potential logos for the new Online Risk Management program, ORisk, were designed.
- A Certificate for Operation Safety Plant Certification was created.
- Staff is working on a plan for automated functions in the Safety Certification database.
- The safety spreadsheet with all safety contacts was updated.
- The new Safety Topic of the Month was written and posted on Basic Spanish for the workplace.
- The [Work Force Development site](#) currently has 55 jobs and 56 résumés posted! If you are a WTCA component manufacturer member, login to view all the resumes or post a job – it’s free for regular members until the end of 2004!
- Staff has finished scripting one “specialty” of ORisk (the Online Risk Management program) – the Risk modules.

#### ***Goals for the Week***

- Create and post a user feedback survey for the [Work Force Development site](#).
- Begin structure design and planning to integrate the safety database.
- Compile and analyze the Wage & Benefit and Financial Performance survey responses and provide feedback.
- Worked on a technical employee member question with the wage and benefit survey.

### **EXECUTIVE COMMITTEE (Chair: Kendall Hoyd)**

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#### ***Update***

- Nearly all biographies and pictures from the Board of Directors for the Board Book have been collected and reviewed. If you have not submitted yours yet, please forward it as soon as possible.

#### ***Goals for the Week***

- Distribute the memo from Kendall Hoyd on the availability of Directors & Officers insurance for the chapters and respond to requests for more information.
- Create and send an agenda for the Strategic Issues teleconference scheduled for Monday, November 22.
- Draft the TPI Board meeting agenda for the December 1 meeting.
- Prepare the publications statistics for the TPI Board meeting.

### **CARBECK STRUCTURAL COMPONENTS INSTITUTE (President: Richard W. Brown)**

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**Staff contact: Sean Shields x128 & Molly Butz x141**

#### ***Update***

- The process of contacting fire academies across the country in an effort to disseminate the Fire CD to fire officials has resumed and a plan was developed for the remainder of the year. The work completed to date was compiled for easier access and reference.

#### ***Goals for the Week***

- Begin drafting a brief presentation for Chapters to utilize at their meetings to learn more about the mission and programs of Carbeck.
- Formulate goals for 2005.
- Participate in a survey on housing research priorities from the Forest Products Laboratory.

### **SBC MAGAZINE (Editor: Kendall Hoyd)**

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**Staff contact: Mindy Caldwell x129, Libby (Maurer) Walters x124 & Molly Butz x141**

#### ***Update***

- Proposals were emailed to 9 program advertisers from 2004 to assist them in determining their marketing plan for 2005.
- One proposal was emailed to a potential new advertiser.
- Advertiser contracts for 2005 were gathered.
- The final proof of the December layout was delivered for review last Friday and final corrections were made this week. The issue was due to the printer on Wednesday and will mail on December 3.
- The final author approvals for the December issue were distributed.
- Thank you notes for SBC advertisers and authors were printed.

- Ad materials for December advertisers were processed.
- Staff met with wall panel manufacturers R-Squared and Rock Wood Building Components to discuss content for the Jan/Feb issue.
- The 2005 planning and travel agenda was completed in preparation for a staff meeting.
- A meeting has held to discuss using our database's Knowledge Base to store the SBC Technical Style Guide.

***Goals for the Week***

- Finalize industry news.
- Gather advertiser contracts for 2005.
- Review the proof of the December issue when it comes in from the printer later this week.
- Send mailing list file for December issue to printer.
- Write a draft of the Publisher's Message for Jan/Feb issue.
- Prepare copies of SBC Media Kits to go out with the WTCA board book mailing.
- Meet with staff to discuss 2005 travel and editorial planning.
- Contact Roy Schiferl to discuss Woodinville's involvement in ABC's Extreme Makeover: Home Edition television program.
- Create the Jan/Feb text flow and edit all text for the issue by Wednesday, November 24.
- Write a feature article on tips to consider before starting a wall panel manufacturing plant.



# Weekly Board Report

Friday, December 3, 2004

## INTRODUCTION

All committee planning teleconferences are now scheduled. At each meeting, the committees will discuss priority planning for 2005. Following is the schedule and if you are interested in participating in any or all of these teleconferences, please [email Jill Zimmerman](mailto:jzimmerman@wtca.com) or call 608/310-6710. Following is the schedule:

Committee	Date	Time
Engineering & Technology	Tuesday, December 14	1:00 – 3:00 p.m.
Membership	Wednesday, December 15	2:00 – 4:00 p.m.
Quality Control	Thursday, December 16	1:00 – 3:00 p.m.
Marketing	Friday, December 17	2:00 – 4:00 p.m.
Legislative	Monday, December 20	11:00 a.m. – 1:00 p.m.
Management	Monday, December 20	2:00 – 4:00 p.m.

## MEMBER QUOTE OF THE WEEK

“The WTCA Operation Safety certification [program] is one of the best safety programs that I have had the opportunity to work with. It is well written and gives a user friendly manual and tools to comply and meet OSHA standards, as well as a guide to keep your employees in a safe work environment.” Kenneth Kinsey, Human Resource/Safety Manager, Engineered Building Design, L.C., Washington, IA.

## MEMBERSHIP COMMITTEE (Chair: Bob Becht)

**Staff contacts: Anna Stamm x119, Danielle Bothun x135 & Barb Speer x145**

### Update

- The November Chapter Focus and Teleconference Agenda for December 8 were written and distributed on Wednesday. Featured in both is a discussion on emergency preparedness. Please let us know if you have picked up any tips that you would like to share with the membership and join us on the teleconference if you are available.
- To mark their chapter's achievement in the 2004 Annual WTCA Membership Drive, all 68 members of the Texas Chapter have been mailed personalized certificates of recognition.
- The Membership Committee planning teleconference has been scheduled for Wednesday, December 15 at 2 p.m.
- We are gearing up for next year's plan to have staff attend all chapter meetings on a quarterly basis. Though there is a lot of schedule-juggling involved and all of the details are not set, staff is very excited by the opportunity to visit all of our chapters and work more closely with the membership. The first meetings of the year we will be attending are Iowa and the Capital Area on January 12.
- A theme and concept for the 2005 annual report was developed.
- We held a member discussion on the Hall of Fame nomination process.

### Goals for the Week

- Ship welcome packages to two new component manufacturers and one associate member: Custom Truss in Zebulon, GA, Cornerstone Panel & Truss in Hayden, IN, and Tadano American Corporation in Houston, TX.
- Notify the latest Top Chord Club point recipients: Frank Klinger of Mid-Valley Truss and Door in Harlingen, TX and Mike McCloud of Robbins Engineering.
- Mail 5 potential member packets.
- Complete the shipment of the latest 25 new member plaques.
- Finalize arrangements and send the announcement for the December 9 Michigan Chapter meeting in Lansing, MI.
- Finalize arrangements and send the announcement for the December 7 Greater Chicago Chapter meeting in Rockford, IL.

- Work with the Alabama Chapter on meeting arrangements and a speaker from USP Structural Connectors for its December 16 meeting in Birmingham, AL.
- Set up a conference call for the Capital Area Chapter Board of Directors.
- Set up a conference call for the North Carolina Chapter's Education Committee.
- Sign contracts for the North Florida and Northeast January chapter meetings.
- Review chapter dues payment status and forward reports to Wisconsin and Georgia per request.
- Create a Missouri Chapter roster to send with 2 Truss Configuration Posters and a BCSI 1-03 Booklet donated to Todd Erdmann with the Carpenters Joint Apprenticeship Program in Afton, MO.
- Create Texas Chapter rosters for inclusion in the customized Professional's Guide binders.
- Hold a staff meeting to discuss the 2005 chapter travel plan.
- Invoice our first two Regional Workshop & Conference sponsors: MiTek Industries (**gold** for New Orleans and **gold** for Las Vegas) and Turb-O-Web International Pty Limited (**bronze** for New Orleans and **bronze** for Las Vegas).

## **MARKETING COMMITTEE (Chair: Ken Cloyd)**

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**Web Site/Education/Information Tech (Staff contacts: Danielle Bothun x135, Hien Khuu x137, Barb Speer x145 & Rachel Smith x127)**

### *Update*

- We continue to work on updating the bracing video to include the new BCSI information.
- The draft TTB on Long Span Truss Installation was sent to the Product Review Group this week.
- Over the past two weeks, 19 TATO tests, 8 TTT certification exams and 1 recertification exam have been purchased. Our goal continues to be a 1-2 day turnaround time for exam requests.
- We are gearing up for a live TTT Level II next week. We have 15 students registered for this four-day class in Madison. [View the schedule for 2005.](#)
- Our proposal has been accepted to provide classes at Rutgers in 2005. These classes are targeted at building officials.
- The preservative treatment usage table was updated on our web site.
- We provided recommendations to TPI on web site revisions that would help promote BCSI.
- A teleconference took place with Robert Taylor and Etienne LaLonde regarding Wood Solutions Fairs for 2005.

### *Goals for the Week*

- Make improvements to optimize the speed of the web sites and online educational system.
- Finish the draft TTB on Field Assembly.
- Finalize arrangements for the Level II Live class.

**Publications & Accounting (Staff contacts: Linda Alfonsi x126, Eric Monson x116 & Mike Younglove x114)**

### *Order Update Week #1 (11/15 – 11/19):*

Publications Orders	# of Packages Shipped	Online Orders
69	111	22

- A breakdown of most requested products shipped for the week included:

BCSI 1-03 Books	345
WTCA Jobsite Packets	3000
Custom Jobsite Packets	1000
B1 Summary Sheets	149 (lots of 250)
B3 Web Member Permanent Bracing	50 (lots of 50)
B4 Construction Loading	50 (lots of 50)
B5 Truss Repair	41 (lots of 50)
B10 Post Frame	36 (lots of 50)
TTB Partition Separation	111 (lots of 50)
Bearing Location Tags	61,000

### *Order Update Thanksgiving Week #2 (11/22 – 11/24):*

Publications Orders	# of Packages Shipped	Online Orders
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43	56	15
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- A breakdown of most requested products shipped for the week included:

BCSI 1-03 Books	186
WTCA Jobsite Packets	500
Custom Jobsite Packets	1000
B1 Summary Sheets	56 (lots of 250)
B2 Truss Installation & Temp Bracing	20 (lots of 50)
B3 Web Member Permanent Bracing	15 (lots of 50)
B4 Construction Loading	15 (lots of 50)
B11 Fall Protection	15 (lots of 50)
Bearing Location Tags	57,000
Permanent Lateral Bracing Tags (Bilingual)	38,000

#### **Update**

- 3850 WTCA Jobsite packets were assembled.
- 2000 WTCA Jobsite backorders were filled and shipped to 2 members.
- 3 Chapter Co-op orders were invoiced and shipped for the Mid Atlantic, Michigan, and Ohio Chapters.
- 2000 custom Jobsite packets were assembled and shipped to Heartland Wood Products in Sikeston, MO.
- 165 boxes of 4 WTCA document titles were transferred from offsite warehoused inventory to replenish WTCA stock.

#### **Goals for the Week**

- Submit custom tag pricing to Nelson Truss in Edgerton, WI and follow up on quotes and artwork.
- Submit document reprints to Badger Press for B1, B2 and B10 Summary Sheets.
- Begin custom assembly of 2000 Jobsite packets for Sun State Components in Las Vegas, NV.
- Confirm custom Jobsite order and packet quotes for Foxworth-Galbraith in Dallas, TX. Begin assembly of 10,000 packets, shipping the first 1000 by Jan. 15.
- Follow up with Timberfield Roof Truss regarding pending order of WTCA documents needed for assembly of Jobsite packets.
- Contact Michiana Truss regarding a custom tag request.

### **ENGINEERING & TECHNOLOGY COMMITTEE (Chair: Clyde Bartlett)**

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**Staff contacts: Ryan Dexter x144, Tony Piek x113, Rachel Smith x127 & Richard Zimmermann x143**

#### **Update**

- Staff responded to a number of questions regarding installation issues, truss repair, and fire assemblies.
- An updated draft of the *Guide to Good Practice for Applying Loads to Metal Plate Connected Wood Trusses* was sent out for review before the special team meeting in Madison, December 13-14. The focus of the meeting will be on making specific decisions regarding the structure of the Loading Guide and the interaction between spreadsheets and commentary or examples in relation to how it is expected to be used.
- Public comments were submitted on proposed changes to ASCE 7-02 for the 2005 edition. A number of editorial corrections were submitted. Two comments were submitted: one regarding a 'new' 300 pound concentrated live load proposed to be added to Table 4-1 for "All roof surfaces subject to maintenance workers," the second comment was in regard to proposed new language in the Commentary regarding concentrated loads on "primary roof members."
- Current balloting on proposed changes to AF&PA's ASD supplement *Special Design Provisions for Wind and Seismic* was reviewed, and industry review indicated that no comments were required.
- The process of contacting ASTM committee F16.03 was begun. It is in the process of reviewing coatings on fasteners, and we are paying special attention to the information they have regarding fastener coatings and the new preservative treatments for wood. ASTM is also considering including post-frame nail tables in ASTM F1667. The next ASTM F16 committee meeting will be May 15-18, 2005, in Reno, Nevada.
- Recording of the updated TTT Level I sections has begun.
- Staff is monitoring the code change process in Florida. The Florida Building Commission is meeting December 6-8 in Orlando. Two items of interest are the effects of this year's hurricane season and the progress of the implementation of the 2005 revised code.
- Staff is monitoring the code change process in New York. The State Fire Prevention and Building Code Council is meeting December 7 in Albany. Two items of interest are the Identification of Buildings Utilizing Truss-Type

Construction and issues regarding more restrictive local standards.

- A discussion with a member took place on using resilient channels for bracing of the bottom chords of trusses.
- A member called with questions on local code requirements and how this affects the ICC structural committee.

### ***Goals for the Week***

- Prepare for the TTT Level II course being held in Madison December 8-11.
- Work on updates to the TTT Level II load sections to reflect procedures as given in updated codes and standards.
- Work on issues surrounding the effects of bleach on metal connector plates.
- Revise our design responsibilities document per approval of ANSI/TPI 1-2002 chapter 2.
- Address the simplified method of analysis issues for the TPI Board meeting.
- Work with a member on procedures to use when a truss collapse takes place.
- Talk to a member on truss system engineering issues in Florida.
- Respond to the initial emails regarding our work with the ICC structural committee.

## **QUALITY CONTROL COMMITTEE (Chair: Joe Hikel)**

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**Staff contacts: Tony Piek x113 & Ryan Dexter x144**

### **Update**

- Data file reviews were performed for certified plants: UBC DePere, Tri-County Truss, Lumber Specialties.
- The results of Third Party QC survey were analyzed and a report for the TPI Board meeting was created.
- QC training was completed at Truss Tech in Monroe, CT on Wednesday, December 1.
- A software integration template approach was implemented with the Truswal engineering software.
- 8 QC inquiries and troubleshooting questions were answered.

### **Goals for the Week**

- Perform data file reviews for certified plants: Brunsell, Clearspan, Idaho Truss.
- Perform QC recertification training for Stark Edgerton in Edgerton, Ohio on Tuesday, December 7.
- Perform QC training at Custom Component Company in Racine, Wisconsin on Wednesday, December 8
- Work with Truswal to prepare QC beta versions for software integration and contact additional software companies to begin to expand this process.
- Continue work on QC software integration code to incorporate Pocket PC.
- Set up QC recertification training for Stark Canton, Stark Champion, and Stark New Philadelphia for Tuesday, December 21.
- Answer QC inquiries and troubleshooting questions.

## **BCMC Committee (Chair: Don Groom)**

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**Staff contacts: Jill Zimmerman x122, Peggy Pichette x123 & Stephanie Lowe x121**

### **Update**

- The BCMC Committee is traveling to Milwaukee, WI for a meeting on December 9. The BCMC Committee and staff will have a 2005 BCMC planning meeting and also tour the facilities.
- The 2004 exhibitor evaluations and the 2004 attendee surveys that have been completed to date are tallied and put in a report to give to the BCMC Committee. The responses have been positive overall.

### **Goals for the Week**

- Finalize the last minute items for the meeting in Milwaukee with the hotels and convention center.
- Prepare materials for the site visit meeting binder.
- Finalize the agenda for the meeting.
- Mail the binders full of information to the Committee.
- Finalize statistics.
- Work on a new layout for the badges and research new badge holders.
- Create the January/February ad for the magazine.

## **LEGISLATIVE COMMITTEE (Chair: Allen Erickson)**

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**Staff Contact: Sean Shields x128**

### *Update*

- Staff sent a letter from the Value-Added Wood Products Alliance (VWPA) to Ambassador Peter Allgeier, Deputy U.S. Trade Representative, pledging support for a renewed effort to reach a negotiated settlement on the current softwood lumber dispute between the U.S. and Canada.
- President Kendall Hoyd and Chair Allen Erickson sent a letter to Mr. Jim Jochum, Assistant Secretary for Import Administration, within the U.S. Department of Commerce (DOC) encouraging the parties to get back to the negotiating table to resolve the lumber trade dispute.
- A Legislative Alert was drafted and sent to members providing information and component manufacturer impacts on: a recent ruling by the WTO allowing retaliation against the U.S. for not rescinding the Byrd Amendment; a NAFTA board ruling against the methods used by the DOC to establish the duty levels on softwood lumber imported from Canada; and the nomination of Carlos Gutierrez, former Chairman of Kellogg, Inc., to be the next Secretary of Commerce.
- The second in a series of three articles for SBC Magazine dealing with the safe and legal transportation of wood trusses was completed.
- The outcomes of President Bush's recent goodwill trip to Canada were monitored, particularly as it pertained to discussion of the softwood lumber dispute.
- Staff drafted a sidebar article recounting the timeline of actions taken by Congress regarding the recent overtime pay regulations enacted by the Department of Labor.
- The contact information was forwarded to the Legislative Committee members regarding the upcoming planning teleconference on December 20.

### *Goals for the Week*

- Work to finalize look and operation of the new Legislative web site.
- Create an initial agenda for the December teleconference
- Brainstorm ideas for the May Legislative Conference and opportunities for district meetings.

## **MANAGEMENT COMMITTEE (Chair: Ben Hershey)**

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**Staff contacts: Molly Butz x141, Tony Piek x113, Sean Shields x128 & Anna Stamm x119**

### *Update*

- Staff met to discuss the changes that will be made to the Wage & Benefit Survey process. The new procedures will be in place by the beginning of next year.
- The Safety Road Map document was revised.
- A new Operation Safety promotion was created and emailed to the membership.
- The [Work Force Development site](#) has 54 jobs and 59 résumés posted! If you are a WTCA Regular Member, login to view all of the résumés or post a job.

### *Goals for the Week*

- Correct an Operation Safety exam.
- Create the packaging materials for 10 new Operation Safety companion CDs.
- Send ORisk logos to WTCA Legal Counsel, Kent Pagel for review.
- Email a user feedback survey to all participants using the Work Force Development portal. The results will help guide future system improvements.

## **EXECUTIVE COMMITTEE (Chair: Kendall Hoyd)**

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### *Update*

- Staff traveled to Dallas to participate in the joint meeting of the TPI Board and the WTCA Executive Committee, which took place Wednesday, December 1.

### *Goals for the Week*

- Finalize agenda and materials to take to the TPI Board meeting, including joint publications sales statistics, a summary of the third party QC survey results, the effect of bleach on truss plates, TPI 1 and Design Responsibilities Copyright issues, TPI Simplified Method Policy.
- Complete the minutes from the last Executive Committee meeting and send out to Kent Pagel for review.



- Provide recommendations to TPI on updating our design responsibilities document.
- Complete the October financials.
- Update the roles and responsibilities document for the Board Book per changes from the Executive Committee Teleconference.
- Prepare the BCSI sales statistics for the TPI meeting per TPI Board request.

## **CARBECK STRUCTURAL COMPONENTS INSTITUTE (President: Richard W. Brown)**

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**Staff contact: Sean Shields x128 & Molly Butz x141**

### *Update*

- After visiting the Carbeck web site, a fire official in Yakima, Washington contacted staff to discuss the Carbeck program. As a follow-up to the conversation, a Fire CDs was sent.
- A draft strategic plan has been created and a December staff meeting set to determine executable tasks for 2005.
- Bluegrass Truss made a charitable donation in the amount of \$300 and Shelter Systems Limited contributed \$500.
- Work on NFPA 13 changes to fire assemblies and the use of sprinklers.

### *Goals for the Week*

- Draft a brief presentation for Chapter meetings to explain the mission and programs of Carbeck.
- Call two fire academies to spread awareness of the Fire CD and information about the fire performance of wood trusses.

## **SBC MAGAZINE (Editor: Kendall Hoyd)**

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**Staff contact: Mindy Caldwell x129, Libby (Maurer) Walters x124 & Molly Butz x141**

### *Update*

- The December issue was sent to the printer on Wednesday, November 17. The issue will drop in the mail on Friday, December 3.
- Staff reviewed a proof of the December issue on November 19 and approved it for printing.
- The mailing list file for December issue was created and sent to the printer.
- A draft of the Publisher's Message for the Jan/Feb issue was written.
- Copies of the invoice stuffer promoting SBC Program Advertisers were printed.
- Continued finalizing SBC advertiser contracts for 2005.
- The editorial review process for the Jan/Feb issue was completed and the text flow was prepared for layout.
- The end-of-year gift mailing to 2004 SBC contributors was completed.

### *Goals for the Week*

- Prepare copies of SBC Media Kits to go out with WTCA Board Book mailing.
- Promote the SBC Gold Advertisers of the Month for December.
- Begin preparation for Jan/Feb production.
- Set up the filing system for 2005.
- Work through tasks from the November 19 Editorial Planning meeting.
- Send out the classified ad reminder for Jan/Feb issue. Classifieds are due on Monday, December 6.
- Create the preliminary editorial line-up for the March issue. The March issue will focus on Personnel and Safety.
- Create and distribute author requests for the March issue; articles are due to Libby on January 13.
- Meet with staff to brainstorm an angle for a safety-related feature.
- Contact TPI staff for a press release announcing their new executive director.
- Explore the possibility of drafting an article on communication within the truss plant.
- Hold a staff brainstorming meeting for ideas to pursue for the March issue.
- Close the January/February issue of the magazine.



# Weekly Board Report

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Friday, December 10, 2004

## INTRODUCTION

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The BCMC Committee had a very productive meeting this week in Milwaukee to plan for the 2005 show. The theme for the show will be **“Riding on Tradition and Innovation.”** There will be three educational tracks: 1.) Costing and understanding what goes into costing of our manufactured components, 2.) Production including safety issues and 3.) Sales. The committee is enthusiastic about having a big industry celebration of BCMC’s 25-year anniversary!

## MEMBER QUOTE OF THE WEEK

In response to WTCA’s Online Workforce Development Portal: “I wanted to let you know that I had a student just get hired by [a WTCA member company]. The best part is that he came back into my office crying because he was so proud of himself and how wonderful the opportunity was. You guys are doing some great things at WTCA.” Brett Benson, ITT-Technical Institute.

## MEMBERSHIP COMMITTEE (Chair: Bob Becht)

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**Staff contacts: Anna Stamm x119, Danielle Bothun x135 & Barb Speer x145**

### *Update*

- The Chapter Teleconference was conducted on Wednesday, December 8 – thanks to all who participated and shared their thoughts on emergency preparedness.
- An agenda and priorities list was drafted and forwarded to the Membership Committee for the planning teleconference being held on Wednesday, December 15.
- The list of members that have not renewed was divided and forwarded to the committee members for personal follow up.
- Todd Erdmann with the Carpenters Joint Apprenticeship Program in Affton, MO has received the truss configurations posters and BCSI booklet donated by the Missouri Chapter. The materials were well received and Todd is interested in having a guest from the chapter come and speak to his students.
- Staff attended the December 9 Michigan Chapter meeting and will be assisting with building code and bracing issues.
- A conference call was held by the Capital Area Chapter Board to discuss chapter officer positions and begin making plans for 2005. The next meeting will be Wednesday, January 12 at the Hyatt Dulles and will feature a speaker from the ICC.
- A conference call was held by the North Carolina Chapter’s Education Committee to discuss a series of three workshops for the Department of Insurance in 2005. Programs and handout options were discussed. It was also agreed that the next chapter meeting will be Wednesday, February 16.
- The Greater Chicago Chapter meeting was administered this week. The chapter members voted to change the chapter’s name to WTCA-Illinois. A kick-off meeting of the “new” chapter is being planned for March 8.
- The Alabama Chapter will be holding its final meeting of the year on Thursday, December 16 at John’s City Diner in Birmingham. The contract was signed this week and the announcement distributed.
- The assignment of staff members for quarterly chapter meeting visits is nearly finalized. We are looking forward to seeing everyone in 2005!

### *Goals for the Week*

- Ship a welcome package to returning associate member Deacom, Inc. of Wayne, PA.
- Process 4 requests for potential member information.
- Speak with 1 start-up company about membership and benefits.
- Process 1 request for a mailing list.
- Submit the Chapter Corner text for the Jan/Feb issue and follow up with the West Florida Chapter on the Chapter Spotlight article.

- Update the January and February chapter meeting dates on the web calendar and add March dates.
- Update the Committee lists and send the Membership Directory to Econoprint for copying.
- Conduct follow-up calls and finalize arrangements for the December 7 Greater Chicago Chapter meeting.
- Conduct follow-up calls, create name tags and prepare handouts for the December 9 Michigan Chapter meeting.
- Review the remaining paperwork and begin invoicing for the Mid Atlantic Chapter meeting.
- Work with the Tennessee and Georgia Chapters on a joint TN/GA/AL Chapter meeting in Chattanooga.
- Contact the Arizona and Southern Nevada Chapters on their meeting dates for 2005 and the possibilities of holding their meetings in conjunction with each other to facilitate staff travel on a quarterly basis.
- Research better options for the Membership Drive's #1 Chapter traveling trophy.
- Invoice the first 3 attendees for next year's Regional Workshop & Conferences.
- Invoice this week's Regional Workshop Sponsor: Truswal Systems (**silver** for New Orleans and **silver** for Las Vegas).

## **MARKETING COMMITTEE (Chair: Ken Cloyd)**

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**Web Site/Education/Information Tech (Staff contacts: Danielle Bothun x135, Hien Khuu x137, Barb Speer x145 & Rachel Smith x127)**

### *Update*

- Fifteen students attended the TTT Level II training at WTCA headquarters this week.
- 39 TATO tests and 3 TTT certification exams were sold.
- Current enrollment for TTT online courses is 1187 students in Level 1 and 535 students in Level II.
- This past week, six individuals became TTT Level I certified through the online course.

### *Goals for the Week*

- Work on resolving all comments from the TTB Long Span Truss Installation draft.
- Start work on new technical web pages for fire, truss repairs and partition separation.
- Work with a member regarding the purchase of TTT Online on CD.
- Teach the four-day TTT Level II course in house.
- Complete the priorities listing and agenda for the December 17 Marketing Committee teleconference.
- Work with TPI Canada on providing website links between the two organizations.
- Work with the NAHB RC to finalize the market research data we requested.

**Publications & Accounting (Staff contacts: Linda Alfonsi x126, Eric Monson x116 & Mike Younglove x114)**

### *Order Update (11/29 – 12/3):*

Publications Orders	# of Packages Shipped	Online Orders
70	109	24

- A breakdown of most requested products shipped for the week included:

BCSI 1-03 Books	280
WTCA Jobsite Packets	50
B1 Summary Sheets	75 (lots of 250)
B2 Truss Installation & Temp Bracing	62 (lots of 50)
B3 Web Member Permanent Bracing	56 (lots of 50)
B4 Construction Loading	43 (lots of 50)
Permanent Lateral Bracing Tags	30,000
Bearing Location Tags	67,000

### *Update*

- Custom assembly of 2000 Jobsite packets for Sun State Components in Las Vegas, NV is underway and we expect to ship the first 200 this week.
- A drop-ship request was submitted to our printer for 55 boxes of B1 Summary Sheets, shipping to Builders First Source in Sumter, SC.
- Two additional bilingual (English/Spanish) truss tags began shipping this week: Bearing Location Tags and Drill Tags. That brings our bilingual tag list to 5 now in circulation.

### ***Goals for the Week***

- Submit custom Jobsite quotes to York P-B Truss.
- Secure quotes for 3-hole drilling of 100 Handbooks, arrange pick-up and drilling.
- Re-evaluate publications task list and procedures.
- Meet to discuss “phase two” of the WTCA online ordering system.

## **ENGINEERING & TECHNOLOGY COMMITTEE (Chair: Clyde Bartlett)**

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**Staff contacts: Ryan Dexter x144, Tony Piek x113, Rachel Smith x127 & Richard Zimmermann x143**

### ***Update***

- The priorities and agenda was distributed for the 2005 Planning Teleconference scheduled for Tuesday, December 14 from 1 – 3 PM Central Time. If you have not received this e-mail and would like to participate, please contact Ryan Dexter at [rdexter@qualtim.com](mailto:rdexter@qualtim.com).
- Additional adjustments were made to the *Guide to Good Practice for Applying Loads to Metal Plate Connected Wood Trusses* document in preparation for next week’s Task Group meeting in Madison. About 10 individuals will be meeting in Madison on December 13 – 14 to discuss this project and begin to finalize the document.
- Recording began for parts of TTT Level I online sections. We are aggressively completing the update for as much of TTT Level I as possible by year’s end.
- Staff answered 10 technical questions on STC ratings, calculated fire assemblies, wind loadings, truss plate coatings, manufactured housing, truss testing, warranties, bottom chord live loads and corrosion protection.
- A member contacted us to request assistance on BC LL issues and truss design drawing information.

### ***Goals for the Week***

- Complete Sections 1, 2, 3, 4, 5, and 6 updates to TTT Level I online.
- Prioritize 2005 Technical Tasks after planning teleconference is complete.
- Work on revisions to the *Guide to Good Practice for Applying Loads to Metal Plate Connected Wood Trusses* document after task group meeting.
- Send editorial changes in ANSI/TPI 1 Chapter 2 to TPI staff.
- Review the MI Energy code for its impact on truss construction.

## **QUALITY CONTROL COMMITTEE (Chair: Joe Hikel)**

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**Staff contacts: Tony Piek x113 & Ryan Dexter x144**

### ***Update***

- Data file reviews were performed for plants with certification in progress: Casmin Lady Lake and Engineered Building Design.
- Data file reviews were performed for certified plants: Idaho Truss, Clearspan and Brunsell.
- QC recertification training was completed at Stark Edgerton in Edgerton, OH on Tuesday, December 7.
- QC training was completed at Custom Component Company in Racine, WI on Wednesday, December 8.
- The first draft of the QC best practices summary document was sent to our Beta site for their review and comment.
- 6 QC inquiries and troubleshooting questions were answered.
- As of 12/9/04, we have sent 129 QC 4.1 programs, 45 for new **In-Plant WTCA QC** users.
- As of 12/9/04, we have sent 39 Pocket PC QC Software CD’s.

### ***Goals for the Week***

- Prepare for QC recertification training for U.S. Components in Tucson, Arizona on December 14.
- Work on QC software integration code to incorporate Pocket PC and contact plate software providers.
- Answer QC inquiries and troubleshooting questions.
- Work on best practices and finalizing concepts with other plants.
- Complete and send out the priorities listing and agenda for the December 16 QC Committee teleconference.

## **BCMC Committee (Chair: Don Groom)**

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**Staff contacts: Jill Zimmerman x122, Peggy Pichette x123 & Stephanie Lowe x121**

### *Update*

- The BCMC Committee held a site visit meeting in Milwaukee, WI on December 9.
- Ben Hershey will be the Exhibits Co-Chair, Rick Parrino will be the Programs Co-Chair and Jim Finkenhoefer will be the Golf Co-Chair for BCMC 2005.
- The exhibitor rule change recommendations were finalized for the agenda.
- The agenda was finalized for the site visit meeting.
- The binders full of information for the site visit meeting were shipped to the BCMC Committee.

### *Goals for the Week*

- Finish preparing for the site visit meeting.
- Draft the text for the January/February ad for **SBC** Magazine.
- Travel to and participate in the site visit meeting in Milwaukee. Summarize key highlights from the meeting for staff.
- Create the January/February BCMC ad for SBC Magazine based on the new theme: "Riding on Tradition and Innovation."
- Work with TPI on BCMC sponsorship items.

## **LEGISLATIVE COMMITTEE (Chair: Allen Erickson)**

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**Staff Contact: Sean Shields x128**

### *Update*

- The design and theme (graphical presentation) for the new Legislative web site was completed.
- An initial agenda and ranking of tasks was drafted for discussion during the December 20 teleconference.
- Work began on the final article in the "Transporting Trusses" series in SBC Magazine.
- Staff met to brainstorm ideas for the overall organization of the "Transporting Trusses Guide" for members.
- A mission statement was drafted governing the creation of letters with a legislative or regulatory purpose.
- Procedures were submitted for all legislative communications, including: Legislative Action!; Legislative Notice; Legislative Update; Legislative Handbook; and, Legislative Letters.
- Staff monitored the actions of Congress this week as they granted final passage on the omnibus federal spending bill and the national intelligence overhaul bill.

### *Goals for the Week*

- Begin the process of combining the technical framework with design elements to create a working model of the Legislative web site.
- Finalize the agenda and task list and send out to members for review before the December 20 teleconference.
- Begin designing the layout of and design of the Legislative Update.
- Brainstorm thematic and design ideas for the May Legislative Conference.

## **MANAGEMENT COMMITTEE (Chair: Ben Hershey)**

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**Staff contacts: Molly Butz x141, Tony Piek x113, Sean Shields x128 & Anna Stamm x119**

### *Update*

- The logo for the new Online Risk Management Program (ORisk) was finalized.
- 10 new Safety Program Companion CDs were created.
- Revisions were made to the paper and online versions of the Wage & Benefits Survey.
- The [Work Force Development site](#) has 56 jobs and 58 résumés posted. If you are a WTCA Regular Member, login to view all the resumes or post a job.
- The responses to the survey about putting FPS online are being reviewed.
- Assist a member on forklift extension issues.

### *Goals for the Week*

- Work on scripting the modules for the Risk Management 101 track.

- Create an agenda for the Management Committee Teleconference.
- Contact Spanish speaking students and interview them for Safety program.

## **EXECUTIVE COMMITTEE (Chair: Kendall Hoyd)**

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### *Update*

- The Executive committee had a productive teleconference on December 10. Topics discussed were a detailed BCMC report from this week's meeting, creation of educational sessions targeting architects and engineers much like the Wood Solutions Fairs but focused on the structural building components industry, a report from the strategic issues meeting, a report on the TPI Board meeting last week, translating the BCSI booklet into English/French for the Canadian market, consideration of discontinuing WTCA products that have low sales volume and the meeting with NLBMDA.

### *Goals for the Week*

- Finalize the remaining biographies for the Board of Directors Handbook and request for pictures from all new board members who have not submitted them yet.
- Finalize the TPI meeting minutes and send to TPI and our Executive Committee.
- Provide the litmus test information from our meeting to Dan Holland.

## **CARBECK STRUCTURAL COMPONENTS INSTITUTE (President: Richard W. Brown)**

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**Staff contact: Sean Shields x128 & Molly Butz x141**

### *Update*

- Research was conducted on the U.S. Fire Administration (USFA) and the National Fire Academy (NFA).
- The fire academy contacts spreadsheet was updated and the information verified.

### *Goals for the Week*

- Contact an additional five fire academies regarding the Carbeck Fire CD.
- Explore opportunities for partnership with the USFA or NFA.
- Create a Carbeck fire presentation for use by Chapters as requested by the Iowa Chapter.

## **SBC MAGAZINE (Editor: Kendall Hoyd)**

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**Staff contact: Mindy Caldwell x129, Libby (Maurer) Walters x124 & Molly Butz x141**

### *Update*

- Advertisers were contacted and contracts gathered for 2005.
- Information was provided to 1 potential advertiser.
- The SBC Gold Advertiser of the Month for December was chosen and promoted.
- Preparation began for Jan/Feb issue production.
- The filing system for 2005 was set up.
- Staff worked through tasks from the November 19 Editorial Planning meeting.
- The classified ad reminder for Jan/Feb issue was sent.
- Content was finalized for the Jan/Feb issue and the text flow prepared for layout.
- Author requests were distributed for the March issue which will focus on Personnel and Safety.
- A teleconference was held with Al Schuler to determine economic topics to cover in SBC for 2005.
- The first SBC Minute Poll was distributed to component manufacturers and over 40 responses were received.
- The March editorial line-up was completed and writing assignments were begun.

### *Goals for the Week*

- Finalize the sales report for the Jan/Feb issue of SBC.
- Send confirmation emails to advertisers.
- Prepare copies of SBC Media Kits to go out with WTCA Board Book mailing.
- Begin layout and production of Jan/Feb issue and route for internal review on Friday, December 10.
- Work on ad design for SBC advertisers.
- Work on writing assignments for the March issue.



# Weekly Board Report

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Friday, December 17, 2004

## **INTRODUCTION**

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Winter is here and that means it's time to turn your attention to staff training needs! This is the season for WTCA's Truss Technician Training Online. Join scores of other component manufacturers who have taken advantage of this top notch technical training. Your employees can sharpen their skills without ever having to leave the office!

Course certification is available for Levels I, II and III. For more information on TTT and all the other training options available from WTCA, [visit the Truss Knowledge Online web site](#).

The staff of WTCA wishes you a very Merry Christmas. May you enjoy your holiday season with your family and come back renewed for another great year in our industry! Our final Board Report for 2004 will be distributed reporting on the week of Thursday, December 23 and our next report will be next year, dated January 7, 2005.

## **MEMBER QUOTE OF THE WEEK**

In response to WTCA's request for members to score the Engineering & Technology Committee priorities, Tony Miller, P.E., of Stock Components writes: "I highly admire and appreciate the ongoing work of the WTCA. In lieu of the highest priority, the top slot should still go to the ongoing struggle to fight off sealed placement plans. This age-old virus still shows its ugly face from time to time. It seems that, as we learn and provide more and more, the architects/inspectors want to know and provide less and less. To me, it's just a ploy to pass off any responsibilities. The quality of plans that designers worked from 25 years ago was better than today...While I address many minor concerns for repairs, I wonder how many "big" problems are missed...I have attached the survey requested. Keep up the good work."

## **MEMBERSHIP COMMITTEE (Chair: Bob Becht)**

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**Staff contacts: Anna Stamm x119, Danielle Bothun x135 & Barb Speer x145**

### *Update*

- The Membership Committee planning teleconference was conducted this week – thanks to all who participated! A lot of good feedback was received on our tasks and goals for the coming year. In addition, the priorities spreadsheet was re-sent to the committee members unable to attend the call. The results of 2005 priorities scores will be compiled next week.
- A date for the Tennessee/Georgia/Alabama combined chapter meeting has been set. The meeting will take place on Friday, February 10 in Chattanooga, TN. More information on the agenda and location will be available in January.
- The Alabama Chapter meeting was administered this week.
- Dave Conover of the ICC and Paul Lynch, a Virginia Building Official, will be the guest speakers at the Capital Area Chapter meeting on January 12 at the Hyatt Dulles. The meeting announcement was distributed this week.
- The Southern Nevada Chapter will hold its next quarterly meeting on January 20. Featured on its agenda are a review of its successes in 2004 and making plans for 2005. The meeting announcement was distributed this week.
- The Ohio Chapter will hold its next chapter meeting and plant tour on January 27 at Automated Building Components' new plant in Dayton. The meeting announcement will be available next week.
- A home page has been designed for the new Northwest Chapter web site. The site is expected to launch next week.
- A meeting was held to discuss the benefits of membership to non-U.S. companies. A new section on the web site will be developed to promote membership to companies in Canada and elsewhere.
- Excitement is building among staff members on the chance to attend chapter meetings in 2005. This week, arrangements were made to attend Iowa and the Capital Area on January 12 and North Florida on January 20.

### *Goals for the Week*

- Process 4 requests for potential member information.
- Speak with 1 start-up company about membership and publications.

- Respond to 2 inquires on the 2005 Regional Workshop & Conferences.
- Assemble the latest batch of membership directories.
- Finish invoicing tasks for the Mid Atlantic Chapter meeting.
- Conduct follow up calls for the December 16 Alabama Chapter meeting and finalize the arrangements.
- Work with the following chapters on their upcoming chapter meetings: Northeast (January 19), New York (January 20), Texas (January 20) and North Florida (January 20).
- Send a “Mark Your Calendars” notice alerting members to the February 10 North Carolina Chapter meeting.
- Sign the January 12 Capital Area meeting contract.
- Work on the details of the location and lunch for the January 27 Ohio Chapter meeting.
- Contact the West Florida, Colorado, Tennessee and Georgia Chapters to confirm their 2005 meeting schedules.

## **MARKETING COMMITTEE (Chair: Ken Cloyd)**

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**Web Site/Education/Information Tech (Staff contacts: Danielle Bothun x135, Hien Khuu x137, Barb Speer x145 & Rachel Smith x127)**

### *Update*

- Current enrollment for TTT online courses is 1201 students in Level I and 533 students in Level II.
- This past week, 13 individuals became TTT Level II certified through the live course.
- We received plenty of comments from the TTB Long Span Truss Installation draft. The revised draft will be sent to the group once it is complete.
- Six students are registered for TTT Level I Live in Madison on January 12-15, 2005. We need four more students to hold this course. Please contact Barb at 608/310-6745 or [bspeer@qualtim.com](mailto:bspeer@qualtim.com) to register now!
- The committee held a teleconference this week to discuss 2005 priorities.

### *Goals for the Week*

- Update TTT Level I Online content and interface in order to improve the user experience.
- Improve the overall performance of the web sites and allow pages to load faster.

**Publications & Accounting (Staff contacts: Linda Alfonsi x126, Eric Monson x116 & Mike Younglove x114)**

### *Order Update (12/6 – 12/10):*

Publications Orders	# of Packages Shipped	Online Orders
94	143	35

- A breakdown of most requested products shipped for the week included:

BCSI 1-03 Books	126
WTCA Jobsite Packets	500
B1 Summary Sheets	176 (lots of 250)
B2 Truss Installation & Temp Bracing	148(lots of 50)
B3 Web Member Permanent Bracing	124 (lots of 50)
B4 Construction Loading	84 (lots of 50)
B5 Truss Repair	59 (lots of 50)
TTB Partition Separation	223 (lots of 50)
Permanent Lateral Bracing Tags	71,000
Bearing Location Tags	91,000

### *Update*

- 400 custom Jobsite packets shipped to Sun State Components in Las Vegas, NV. 1600 are being assembled.
- We completed 3 Rush Order requests for WTCA products.
- 200 Calculsopes were received for WTCA inventory replenishment.
- We transferred 6 WTCA product titles into inventory.

### *Goals for the Week*

- Follow up with York P-B on custom Jobsite quotes.
- Submit custom Jobsite quotes to Best Homes in Hazel Crest, IL.



- Confirm custom Jobsite quotes for Foxworth-Galbraith in Dallas, TX.
- Submit Jobsite custom collation to our printer for Timberfield Truss in London, ON. Transfer 3000 WTCA Jobsite cover sheets to their facility for collating.
- Set up a meeting for right after the first of the year to talk with our printer to discuss the ways to improve publications management, inventory and printing efficiency.
- Provide TPI membership with our marketing strategy list per the TPI Board meeting.

## **ENGINEERING & TECHNOLOGY COMMITTEE (Chair: Clyde Bartlett)**

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**Staff contacts: Ryan Dexter x144, Tony Piek x113, Rachel Smith x127 & Richard Zimmermann x143**

### *Update*

- Based on the meeting last week with Clyde Bartlett (Bluegrass Truss), David Bishop & Dave Brakeman, SE, PE (Alpine Engineered Products), Joe Heinsman, PE (Davidson Lumber), Steve Kennedy (Lumber Specialties), David Wert, PE (MiTek Industries), the *Guide to Good Practices for Applying Loads to Metal Plate Connected Wood Trusses* document is nearing a stage where it will be discussed to a larger audience. This discussion will take place at the Joint WTCA E&T Committee/TPI TAC meeting in Chicago January 20 & 21. If you have not already, please make plans to join us by contacting Stephanie Lowe at [slowe@qualtim.com](mailto:slowe@qualtim.com).
- This week's 2005 Planning Teleconference was held on Tuesday. The teleconference was used as a forum to discuss tasks for budgeting purposes. All were asked to score the list of 38 tasks. There is still time to get your scores in so that they are accounted for in the creation of our priorities. Please contact Ryan Dexter if you need the spreadsheet at [rdexter@qualtim.com](mailto:rdexter@qualtim.com).
- 8 technical questions were answered this week regarding typical hydraulic press pressure, truss design software, partition separation, lateral bracing termination, sprinkler systems, bolt connections, notched gables, and FRT lumber.

### *Goals for the Week*

- Compile results from 2005 E&T Priority votes.
- Work on revisions to TTT Level I Online course. The recording has begun for 6 of the 10 sections. We are refining the procedures used to provide the best possible audio delivery over the internet.
- Update the *Guide to Good Practices for Applying Loads to Metal Plate Connected Wood Trusses* document based on feedback received this week.
- Follow up with the Mid Atlantic Chapter on truss bottom chord labeling laws.
- Work on 3 technical issues in Michigan — permanent bracing, bottom chord live load on truss design drawings and sealed placement plans. Hold a teleconference on roof system permanent bracing. Discuss all these issues with Denny Metiva, our MI Chapter President.
- Address bottom chord live load and truss labeling code issues with our Mid-Atlantic chapter.
- Provide feedback requested on committee tasks and chair from Alan Carr of the ICC structural committee.
- Update the design responsibilities document and handle a question regarding design responsibilities from a member.

## **QUALITY CONTROL COMMITTEE (Chair: Joe Hikel)**

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**Staff contacts: Tony Piek x113 & Ryan Dexter x144**

### *Updates*

- QC recertification training was completed at U.S. Components in Tucson, AZ on Tuesday, December 14.
- Our software integration with the truss design software beta process continues to progress.
- 8 QC inquiries and troubleshooting questions were answered.
- Staff answered a question on press capacity to deal with plate embedment issues.
- A discussion was held with a member on the inspection frequency and inspection procedures.

### *Goals for the Week*

- Perform QC data file review for certification in progress plant: Richco DePere
- Prepare for QC recertification training for Stark Canton, Champion, and New Philadelphia at Canton, OH on Tuesday, December 21.
- Discuss software integration with Truswal and MiTek.
- Work on QC software integration code to incorporate Pocket PC text file.

- Gather all comments on best practices and merge into one document.
- Answer QC inquiries and troubleshooting questions.
- Create a list of component manufacturer information per the TPI Board meeting and send to the TPI Board of Directors per their request.
- Compile the QC survey results from our membership.

## **BCMC Committee (Chair: Don Groom)**

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**Staff contacts: Jill Zimmerman x122, Peggy Pichette x123 & Stephanie Lowe x121**

### *Update*

- Stan Duobinis was confirmed as the Economic Forecast speaker for BCMC 2005.
- Binders were sent to all BCMC Committee members who were not in attendance at the site visit meeting.
- The text was drafted for the January/February ad for SBC Magazine.

### *Goals for the Week*

- Send ideas on a kick-off speaker to Rick Parrino.
- Finalize the Charlotte Convention Center invoice for payment.
- Work on the BCMC budget for 2005.
- Clean up files from 2004 and set up files for 2005.
- Forward compressed air & electricity used report from 2004 to my contact at the Midwest Airlines Center & George E. Fern
- Invoice meeting attendees for dinner
- Review notes and create a list of tasks for the new year
- Contact the Midwest Airlines Center regarding adding meeting space for the show.
- Work on quotes for the spouse tour.
- Finish ad for the January/February issue of SBC Magazine.

## **LEGISLATIVE COMMITTEE (Chair: Allen Erickson)**

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**Staff Contact: Sean Shields x128**

### *Update*

- Staff sent out a Legislative Alert addressing the U.S. Department of Commerce's decision to reduce CVD and AD duties on softwood lumber imported from Canada.
- Four members contacted staff to discuss issues raised in that Legislative Alert, specifically status of the softwood lumber situation.
- The technical framework and design elements have been combined to create a working model of the Legislative web site. It will launch on January 1, 2005.
- The agenda and priority task list for the December 20 planning teleconference was finalized and distributed to members of the Legislative Committee and Board of Directors.
- Staff created an ad for the January/February issue of SBC Magazine promoting the new logos, the new web site, and the May Legislative Conference.
- Three members provided feedback on issues raised in the first "Transporting Trusses" article published in the December SBC, specifically regarding line-of-sight, load securement, and general issues covered in the guide.
- The outline for the "Guide to Transporting Trusses" has been updated to include greater depth of content and a broader range of issues.

### *Goals for the Week*

- Prepare for the December planning teleconference and develop the tasks for the committee to discuss and prioritize.
- Add content, activate links and address technical issues on the construction of the new Legislative web site.
- Talk to committee members to get input in designing and drafting promotional materials for the May Legislative Conference.
- Begin designing the layout and appearance of the Legislative Update.
- Compile ideas for the theme, layout and design of the "Guide to Transporting Trusses."
- Schedule a meeting between a group of chapter component manufacturers and a member of Congress during the month of January.

## **MANAGEMENT COMMITTEE (Chair: Ben Hershey)**

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**Staff contacts: Molly Butz x141, Tony Piek x113, Sean Shields x128 & Anna Stamm x119**

### *Update*

- Staff drafted text for a promotional presentation on the structural building component industry for use on the Work Force Development Portal (WFD).
- Two educational institutions have expressed interest in WFD partnerships and encouraging their students to post résumé on our web site.
- Possible opportunities to incorporate Truss Basics and TATO into targeted curriculums at technical colleges are being investigated as we discuss opportunities.
- Staff scheduled a planning meeting for late December on increasing the exposure of our industry within a variety of educational institutions.
- A new aggressive strategy is in place for drafting text to be used in the Risk Management 101 and Insurance 101 modules for the Orisk project.
- The Management Committee planning meeting agenda and priorities spreadsheet were sent to the committee in preparation for the December 20 teleconference.
- Two UW-Madison theatre students were contacted regarding Spanish recording for the Operation Safety Program.
- Work on a software risk management issue that Bob Becht brought to our attention.

### *Goals for the Week*

- Begin compiling images and storyboard ideas for further development of a Work Force Development promotional presentation.
- Work with Kent Pagel on the Risk Management 101 module.
- Follow up with the OSHA staff contact to ascertain status of the WTCA/OSHA Alliance Program application.
- Interview UW students for Spanish recording of Safety Educational programs.
- Review Spanish translations from WorldLingo and reformat documents as necessary.
- Add the Safety Topic of the month to the online resources: Tips for the Flu Season.
- Address a member's question about sawdust released by industry saws.
- Respond to a member interested in industry examples of production staff bonus plans.
- Reply to a member interested in WTCA's Insurance Broker Program and send a list of WTCA approved brokers.

## **EXECUTIVE COMMITTEE (Chair: Kendall Hoyd)**

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### *Update*

- Staff met with new TPI Executive Director Mike Cassidy to begin to lay the foundation for 2005 collaboration between WTCA and TPI.

### *Goals for the Week*

- Update the online database to incorporate all of WTCA's current policies.
- Work on the 2005 WTCA budget.
- Create a list of component manufacturers who are not purchasing WTCA/TPI risk management products and send to the TPI Board of Directors per their request.

## **CARBECK STRUCTURAL COMPONENTS INSTITUTE (President: Richard W. Brown)**

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**Staff contact: Sean Shields x128 & Molly Butz x141**

### *Update*

- Five fire academies were contacted regarding the Carbeck Fire CD.

### *Goals for the Week*

- Contact an additional five fire academies regarding the Carbeck Fire CD.
- Plan for the December strategy meeting.

## **SBC MAGAZINE (Editor: Kendall Hoyd)**

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**Staff contact: Mindy Caldwell x129, Libby (Maurer) Walters x124 & Molly Butz x141**

### *Update*

- Confirmation emails were sent to advertisers for the Jan/Feb issue.
- The sales report was finalized.
- Six contracts for 2005 were written.
- Layout and production of January/February 2005 issue began and it was routed for internal review on Friday, December 10.
- Work was done on ad design for SBC advertisers.
- Staff worked with Ravell Trook of UFPI to discuss articles about a manufacturing facility in Canada that has been rebuilt following a fire.
- Roy Schiferl of Woodinville Lumber, Bob Bruns of Diversified Insurance and Matt Pettit of Eckman Lumber were contacted to discuss details on upcoming articles.
- The editorial line-up for the March issue was finalized.
- Final travel details were discussed for the January trip to Stark and Bluegrass Truss.
- The minutes and 2005 article line-up was summarized from the economic teleconference and sent to Al Schuler for his review.

### *Goals for the Week*

- Implement an advertising sales plan.
- Gather contracts for 2005.
- Type up the SBC staff policies document.
- Finalize the promotional plan for 2005.
- Prepare the final proof of January/February SBC; it is due to the printer on December 22.
- Contact Nancy Frush to propose a feature article.
- Choose and write about the text for the Parting Shots photo for the Jan/Feb issue.
- Complete a press release announcing the new TPI Executive Director, Mike Cassidy.
- Work with 2 beta sites on estimating lumber volumes purchased by our industry.
- Compile the lumber mill production and capacity information.
- Discuss with John Mercer an article we have been requested to write for Structure Magazine.



# Weekly Board Report

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Thursday, December 23, 2004

## INTRODUCTION

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Welcome to our last Board Report of 2004! Thanks to all of you who took an interest in the day-to-day happenings at WTCA throughout the year and jotted us a note to give your perspective or just to thank us for sending you the information. To our WTCA members: may your families, employees and businesses have a 2005 that exceeds your expectations every single day.

Final preparations are in place for the January 21-22 joint meeting of TPI's Technical Advisory Committee and WTCA's Engineering & Technology Committee in Chicago. If you have not yet signed up, **please do so by Monday, January 3**. ALL MEMBERS are welcome so if you're interested in the key technical issues of the industry, please join us. For more information about topics to be discussed, please review the E&T Committee update below. For registration information, [visit our web site](#) or contact [Ryan Dexter](#) (608/310-6744) this week or [Stephanie Lowe](#) (608/310-6721) after the first of the year.

## MEMBER QUOTE OF THE WEEK

"A while back [WTCA staff] had emailed me a preliminary copy of the Guide to Good Practices [for Applying Loads to Metal Plate Connected Wood Trusses]. I think that it is a great concept and cannot wait for its general release...As a CTMA Board Member, I want WTCA to know that we appreciate the efforts you put forth to further our industry. As my fellow board members, competitors and I can attest, we all get too busy running our businesses most time to look at the broadest picture of the wood truss industry. WTCA is our voice in the world when we are too busy to speak for ourselves as individual companies, that is why I am proud (and glad) to be a WTCA member. I am looking forward to attending the WTCA open meeting in Denver, CO in August of 2005." Steve Scherneck, Sterling Component Systems

## MEMBERSHIP COMMITTEE (Chair: Bob Becht)

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**Staff contacts: Anna Stamm x119, Danielle Bothun x135 & Barb Speer x145**

### *Update*

- The Membership Committee has determined that the Annual Membership Drive will now run from September 1 through August 31 to allow chapters to conduct recruitment efforts whenever it is most appropriate in their marketplace.
- "Mark Your Calendar" notices were sent to announce the following chapter meetings: Northeast (January 19), New York (January 20), Texas (January 20) and North Carolina (February 16).
- Details for the next Ohio Chapter meeting and plant tour are set. It will take place on Thursday, January 27 and begin with a tour of the new Automated Building Components plant in Dayton.
- The Chapter Presidents Teleconference will not be held this month. It will resume in January.
- Travel arrangements were made for staff to attend the TMAAT (Texas chapter) meeting on January 20.

### *Goals for the Week*

- Ship welcome packages to our latest two new component manufacturer members: Southern Truss in Harrisburg, IL and Solid Truss in Ogden, UT.
- Process 12 requests for potential member information.
- Order the next batch of 13 new member plaques.
- Order the "2005" brass plates for the member plaques; they will be mailed to the membership in January.
- Select a new design for the Membership Drive's #1 Chapter Traveling Trophy.
- Finish invoicing tasks for the December 9 Michigan Chapter meeting.
- Tend to the Minnesota Structural Advisory Committee meeting.
- Work with the Michigan Chapter on the January 10 meeting to discuss school construction.
- Work on a proposed letter to ASCE with the North Florida Chapter and the Residential Engineers Association.

## **MARKETING COMMITTEE (Chair: Ken Cloyd)**

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**Web Site/Education/Information Tech (Staff contacts: Danielle Bothun x135, Hien Khuu x137, Barb Speer x145 & Rachel Smith x127)**

### *Update*

- The TTT Level I “Live” in Madison, WI, January 12-15, 2005 is a definite go! There’s still time to register – the registration deadline has been extended until January 5. As a reminder, a Level II TTT course is scheduled for February 16-19 (registration deadline is January 26) and a Level III TTT course is scheduled for March 9-12 (registration deadline is Feb. 16).
- Over the last two weeks, we have worked with several suppliers on cooperative ideas for advancing WTCA’s tasks and priorities.
- For 2004, TKO statistics are as follows:

TTT I Students	680
TTT II Students	495
TTT III Students	323
Certification Exams	364
Truss Manufacturing Orientation (TMO) Individuals	94
Technical Assessment Test Online I (TATO I) Individuals	366
Technical Assessment Test Online II (TATO II) Individuals	38
TATO Engineered Wood Products Individuals	60

### *Goals for the Week*

- Update several pages of the web site, including an updated fire performance of trusses page; the meeting registration page to allow for members to register for the open quarterly meeting in February, as well as the Regional Workshop and Conferences; a page outlining benefits of membership in WTCA; the Chapter Focus and the recent Board Reports.
- Send out final announcement for Level I TTT live.
- Compile responses from members on the 2005 priorities for the Marketing Committee.
- Provide TPI members with a report on component manufacturers who are purchasing BCSI documents for their market development thoughts.

**Publications & Accounting (Staff contacts: Linda Alfonsi x126, Eric Monson x116 & Mike Younglove x114)**

### *Order Update (12/13 – 12/17):*

Publications Orders	# of Packages Shipped	Online Orders
60	116	20

- A breakdown of most requested products shipped for the week included:

BCSI 1-03 Books	150
WTCA Jobsite Packets	250
B1 Summary Sheets	178 (lots of 250)
B2 Truss Installation & Temp Bracing	91 (lots of 50)
B3 Web Member Permanent Bracing	80 (lots of 50)
B4 Construction Loading	61 (lots of 50)
Permanent Lateral Bracing Tags	45,000
Bearing Location Tags	62,000

### *Update*

- Custom assembly of 3000 Jobsite packets for Sun State Components in North Las Vegas, NV was completed and all product shipped.
- 15 boxes of WTCA Handbooks were 3-hole drilled and placed into inventory.
- Custom Jobsite quotes were confirmed for Best Homes in Hazel Crest, IL. Assembly is underway for 750 packets.
- Custom Jobsite quotes for 10,000 packets were confirmed for Foxworth-Galbraith in Dallas, TX. Assembly of the first

5,000 will begin before the end of the year.

- Custom Jobsite collation is in progress for 3,000 Timberfield Truss packets. Delivery is expected in one week.

### **Goals for the Week**

- Obtain custom pricing for Shelter Systems' Jobsite packet request.
- Complete procedural documents for custom orders and publications tasks.
- Analyze WTCA inventory for document reprints needed.
- Order Jobsite bags and Jobsite shipping boxes to replenish our supply.

## **ENGINEERING & TECHNOLOGY COMMITTEE (Chair: Clyde Bartlett)**

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**Staff contacts: Ryan Dexter x144, Tony Piek x113, Rachel Smith x127 & Richard Zimmermann x143**

### **Update**

- TTT Level I online revisions have been completed for Sections 1 (Introduction), 2 (Terminology), 3 (Design Responsibilities), 5 (Truss Materials), 6 (Design Principles), & 8 (Truss Design, Manufacture, & Installation Overview).
- New audio equipment has been installed to provide the best possible online training experience. This equipment will be used to record transcripts for the TTT Level I material currently being updated.
- Seven technical questions were answered this week on sound ratings, truss spans, partition separation, temporary bracing, repairs, & truss manufacturing standards.

### **Goals for the Week**

- Prepare an agenda for next month's joint TPI TAC/WTCA E&T Committee meeting in Chicago on January 20-21. Several discussion items that will be on the agenda follow:

- (1) *Guide to Good Practice for Applying Loads to Metal Plate Connected Wood Trusses* – The E&T/TPI TAC Task Group met December 13 – 14 to finalize this document. We will review it in its entirety with both the E&T Committee and TPI TAC. Our goal is to implement this guide shortly after this meeting.
- (2) Moment Equation Work – The TPI TAC Task Group met last month to discuss test results and will be working over the next few months to formally propose new equations to be used within TPI 1-2002 to address moments in joints.
- (3) Concerns over the TPI Simplified Design Method and guidance from the December TPI Board/WTCA Executive meeting.
- (4) QC implementation – As more and more plants begin to design and inspect trusses to the new TPI 1 standard, it has been brought to our attention that we need to have a best practices truss inspection document. There are several areas of the standard that may need to be revised. Proposed revisions will be discussed.

Staff has been calling members to remind them of this meeting. Please plan to attend and let your voice be heard on these many important topics.

- Review all the formulas and calculations included within the *Guide to Good Practice for Applying Loads to Metal Plate Connected Wood Trusses* spreadsheets.
- Complete revisions to TTT Level I online Sections 9 (Connections) & 10 (Truss Design Drawings)
- Record audio for TTT Level I online Sections 1, 2, 3, 5, 6, & 8.
- Provide comments on code of standard practice for steel component construction.
- Update WTCA's design responsibilities document based on the TPI Board's comments.
- Work with our Mid-Atlantic Chapter on local code changes and labeling language.
- Work with the TPI TAC group on a repetitive member recognition issue in South Florida.

## **QUALITY CONTROL COMMITTEE (Chair: Joe Hikel)**

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**Staff contacts: Tony Piek x113 & Ryan Dexter x144**

### **Update**

- Staff completed QC re-certification trainings for Stark's Canton, Champion, and New Philadelphia plants on Tuesday, December 21 in Canton, Ohio.
- A teleconference took place between Staff and George Sprowl from Sprowl Building Components on Wednesday, December 22. George shared feedback on the *WTCA QC* program and TPI 1 Quality Standard. Based on our

discussion with George, Sprowl Building Components will be integrated into the Task Group that is creating the Best Practices document on how to implement an in-plant quality control program.

- Staff answered 5 QC inquiries and troubleshooting questions.
- As of 12/24/04, we have sent 134 QC 4.1 programs, 46 for new **In-Plant WTCA QC** users.
- As of 12/24/04, we have sent 43 Pocket PC QC Software CD's.
- Provide TPI Board members with our QC market research survey per the TPI Board meeting.

#### **Goals for the Week**

- Perform data file review for Richco Structure's *Certified* Haven plant and Casmin's Tavares plant with a status of *Certification-in-Progress*.
- Work on truss design software data download integration for the Pocket PC.

### **BCMC Committee (Chair: Don Groom)**

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**Staff contacts: Jill Zimmerman x122, Peggy Pichette x123, Stephanie Lowe x121 & Lora Gilardi x111**

#### **Update**

- Staff forwarded compressed air and electricity usage from 2004 to the Midwest Airlines Center and George E. Fern.
- The invoice for the Charlotte Convention Center was finalized this week.
- Staff contacted the Midwest Airlines Center about adding additional meeting space for the show.

#### **Goals for the Week**

- Invoice Site Visit Meeting attendees for dinner.
- Complete the draft BCMC budget for 2005.
- Organize 2004 files and set up files for 2005.

### **LEGISLATIVE COMMITTEE (Chair: Allen Erickson)**

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**Staff Contact: Sean Shields x128**

#### **Update**

- Chair Allen Erickson was in Madison for the priorities teleconference and meeting with staff. The task priority list was updated by Allen and staff and sent out to the current Legislative Committee and Board of Directors for scoring. For a copy of the spreadsheet to score, please contact Sean at [sshields@qualtim.com](mailto:sshields@qualtim.com).
- The Legislative web site became available online ([www.sbcleg.com](http://www.sbcleg.com)), and staff made a priority list for content to be made available on the site.
- Chair Erickson and staff discussed various opportunities to enhance the May Legislative Conference, including an additional high-profile speaker, scheduling meetings with various federal agencies and national organizations, and having conference registration available on line through the legislative web site.
- Ideas and notes were organized for the look and feel of the "Transporting Trusses" guide for members to augment the work already done on content.
- Staff's trip to the Capital Area Chapter (WTCCA) was finalized, as well as planning for subsequent member visits, Congressional visits and a potential meeting with TPI.

#### **Goals for the Week**

- Begin designing the layout and appearance of the Legislative Update.
- Compile feedback from members regarding their rankings of the task priority list sent out.
- Meet to discuss issues related to the "Transporting Trusses" guide, prioritize tasks, and establish benchmark dates.
- Hold a teleconference to discuss the softwood lumber agreement and legislative strategy for 2005.

### **MANAGEMENT COMMITTEE (Chair: Ben Hershey)**

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**Staff contacts: Molly Butz x141, Tony Piek x113, Sean Shields x128 & Anna Stamm x119**

#### **Update**

- The Management Committee met via teleconference on Monday, December 20. The priorities for 2005 were discussed and the updated priorities spreadsheet was emailed to current Management Committee and Board of Directors for ranking.
- Staff is working with two UW students for Spanish recording of our safety program. We are scheduling recording



times now with one student and with another student after the first of the year.

- “Tips for the Flu Season” has been posted to the Operation Safety Online Resources.
- Staff had a teleconference with one of our key community college contacts to discuss opportunities to expand exposure of the WFD portal to all campuses across the country. A follow-up call was scheduled for the second week of January. A subsequent face-to-face meeting will take place January 13 or 14.
- Additional work was done on the text and concepts for the promotional presentation on the structural building component industry for use on the Work Force Development Portal (WFD).

#### ***Goals for the Week***

- Work with UW student Cornelio Aguilera to record Operation Safety Employee Training modules.
- Meet to discuss further opportunities for guides to assist members in the day-to-day operation of their manufacturing facilities.
- Work on a contract issue involving liability indemnification. Develop a strategy for moving forward.

### **EXECUTIVE COMMITTEE (Chair: Kendall Hoyd)**

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#### ***Update***

- The Nominating Committee will soon be finalized for 2005. Kendall Hoyd will select a Board Member and a Past President to fill out the committee.

#### ***Goals for the Week***

- Compile, review and edit the first draft of the Board Book for distribution shortly after the first of the year.

### **CARBECK STRUCTURAL COMPONENTS INSTITUTE (President: Richard W. Brown)**

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**Staff contact: Sean Shields x128 & Molly Butz x141**

#### ***Goals for the Week***

- Finalize agenda and task list in preparation for staff strategy meeting to discuss strategy and tasks for Carbeck in 2005.

### **SBC MAGAZINE (Editor: Kendall Hoyd)**

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**Staff contact: Libby (Maurer) Walters x124, Mindy Caldwell x129, Lora Gilardi x111 & Peggy Pichette x123**

#### ***Update***

- Staff gathered contracts for 2005.
- Staff worked through a sales plan for the March issue.
- 4 follow-up calls to potential advertisers were made.
- Work was done on the 2005 SBC budget.
- Final author approvals were distributed for the Jan/Feb issue.
- The final layout proof of the Jan/Feb issue was distributed for internal review on Friday, 12/17. The issue was sent to the printer on 12/22.
- A press release was drafted to announce the new TPI Executive Director, Michael Cassidy.
- Photos from an Extreme Makeover: Home Edition project house were reviewed.
- A conference call, travel schedule and interview schedule for trip to Stark Truss were finalized with the help of Don Groom.
- The mail drop for the Jan/Feb issue is scheduled for 1/7.
- The SBC One Minute Poll feedback was formatted; an article on personnel for the March issue was drafted based on the feedback.

#### ***Goals for the Week***

- Work on the 2005 SBC budget and distribute it for internal review.
- Finalize the promotional plan for 2005.
- Work on 2005 advertiser contracts sent in.
- Contact Larry Fowler of Centex to confirm the air date of the Extreme Makeover: Home Edition episode.