

**FLORIDA CONCRETE MASONRY EDUCATION COUNCIL
COLLECTIONS PROCESS & PROCEEDURE SUBCOMMITTEE
JANUARY 20, 2015
MEETING MINUTES**

1.0 Convening of Meeting

1.1 Call To Order

Mr. McLaughlin called the meeting to order at 1:00 p.m.

1.2 Roll Call

<u><i>Members Present</i></u>	<u><i>Members Absent</i></u>
Adam Freeman, A-1 Block	Preston Sparkman, Chairman
Monica Manolas, CEMEX	Randy Dunlop, Titan
<u><i>Staff Present</i></u>	
Pat McLaughlin	

1.3 Review of Anti-Trust Procedures

Mr. McLaughlin advised Committee members that all meetings of the Council would be conducted in accordance with the Florida Concrete Masonry Education Council Anti-Trust Policy. Mr. McLaughlin read the policy for the Committee. Mr. McLaughlin noted no members of the public were present at the meeting.

2.0 Commitment Agreement & Voluntary Assessment Payment Procedure

Mr. McLaughlin said Mr. Sparkman could not attend today's meeting but he would like to propose a commitment agreement for all companies participating in the assessment of the Florida Masonry Education Council. He said although it is voluntary it is still important to have an agreement because there is a one year commitment. The Committee members agreed.

The Committee discussed whether to invoice quarterly or every three months after a member joins. The Committee agreed to invoice three months after a member joins. Ms. Manolas drafted a proposed commitment agreement and reviewed it with the Committee members. The Committee agreed the agreement will include two attachments: the definition of a masonry unit and the reporting procedure. Mr. McLaughlin drafted a proposed assessment payment procedure and reviewed it with the

Committee members. Ms. Manolas read the proposed assessment payment procedure. The Committee agreed the proposed drafts would be submitted to the Florida Concrete Masonry Education Council for approval.

3.0

Adjournment

The meeting was adjourned at 2:38 p.m.