Building Leaders in a Measurable Way

Pacific Northwest Region
Fall Conference 2018

October 12-13, 2018
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Friday, October 12

1:00 – 4:00 p.m.  
Job Site Tours  
Meet in Hotel Lobby

4:00 – 6:00 p.m.  
Registration  
Lobby Everis Anson Parlor

4:30 – 5:00 p.m.  
Region Committee Chairs Meetings  
Presidential Suite

5:00 – 6:00 p.m.  
First Timers Meeting  
Silver Creek Patio

5:00 – 6:00 p.m.  
Chapter Presidents Meeting  
Presidential Suite

6:30 – 10:00 p.m.  
Friday Night Speakeasy Reception  
Coyote Creek Lounge

Saturday, October 13

7:00 a.m. – 4:00 p.m.  
Registration  
Edenvale Pre-Function Area

Chapter, NFSF & NEF Sales  
Edenvale

8:00 – 8:20 a.m.  
Introductions & Dignitary Welcome  
Edenvale

8:20 – 9:45 a.m.  
Keynote Speakers: Building from Within  
Annette Jannotta, IIDA, Licensed Architect, LEED AP ID+C  
Director of Interior Design of Flad Architects

9:45 – 10:05 a.m.  
Invitation to Forum – Seattle  
Edenvale

10:05 – 10:15 a.m.  
10 Minute Break  
Edenvale Pre-Function Area

10:15 – 10:45 a.m.  
Bylaws Updates - Kelly Aust  
Edenvale

10:45 – 11:30 a.m.  
Presentation: Fieldwire Software  
Binh Tran, Assistant Project Manager of BBI Construction  
Edenvale

11:30 – Noon  
Region Trustee Appointment & Budget Review  
Edenvale

Noon – 1:15 p.m.  
Lunch with Speaker: Red Lipstick Movement  
Dana Johnson, COO of Coulter Construction, Inc.  
Silver Creek Patio

1:15 – 2:15 p.m.  
Introduction of Region Chairs-Committee Reports  
Edenvale

2:15 – 2:20 p.m.  
Invitation to AM&EC 2019 – Atlanta Marriott Marquis  
Edenvale

2:20 – 2:30 p.m.  
10 Minute Break  
Edenvale Pre-Function Area

2:30 – 3:45 p.m.  
NAWIC Business & National Update  
Edenvale

3:45 – 4:30 p.m.  
Conference Closing & Raffles  
Edenvale
Congratulations, you have made an investment in your career and chapter by attending the Pacific Northwest Fall Conference. Director Lauline and co-host Santa Clara and Fresno chapters have been busy planning an educational and fun filled weekend with opportunities to network and collaborate.

Now is the time to plug into NAWIC to power your success. Your success is defined by you. It could mean that you obtain a new job within your company, start a new job, volunteer to be on a committee, chair a committee, and/or attend a Regional, National or even another chapter’s meeting.

In addition, attending Fall Conference will bring new ideas to assist your chapter. The Region Committee chairs are working with the National chairs and will be sharing information with the chapters to plug into the tools and resources our Association can provide for your chapter and you to succeed. Keep the communication flowing, share your ideas and information with other chapters, regions and national chairs.

NAWIC provides leadership training that can provide transferable skills to your career. Please share the information that you gain at Fall Conference with your employer, co-workers and members in your chapter.

Thanks for attending your regional Fall Conference where you are building leaders in a measurable way.

Dove Sifers-Putman, CBT
NAWIC National President 2018-2019
Welcome to Fall Conference!

The change of season is upon us, as is the start of a new NAWIC year. Now is the time to reflect and focus on all that you'd like to accomplish in the coming months.

I've been giving a lot of thought to not only this event but our Annual Meeting this past August. One of the few photos I took was of Linda Swindling our keynote speakers slide because it resonated so well with me........

I don't know about you, but I frequently tell our staff to ask whenever they have a question or a request. What's the worst they can say........ no. If they do what's your plan B? Regroup and move on. Linda took that to new heights with her slide. I hadn't really considered it, because often it's difficult to just make the ask, but her comment that if your too comfortable and not asking, you should reconsider your position and ask more often. That was like the light bulb going on. If you reflect back on your life and consider your bigger life altering actions, I'm going to bet there was a lot of asking going on. Am I right? I certainly was when I considered my life and it truly made me consider that slide even more. How much am I missing out on by not asking?

I do hope you all engage and ask in all the events we have scheduled for you. We're kicking the weekend off with two job tours that will show you the changing face of downtown San Jose. Friday night we have some fun planned with our Speakeasy Reception. Tip: bring your competitive spirit and a little $$ cause we have some entertaining options for you to choose from. Saturday will bring us a different perspective on what we do, how we do it and why......from our keynote speakers. Policies, Guidelines, budgets and a bit of requisite NAWIC business. A delicious lunch with information on the Red Lipstick movement. Some technology (Fieldwire demonstration) sprinkled in with invitations to future NAWIC travel and learning opportunities as well as introductions to our latest Region Trustees, Chairs and Chapter Presidents.

As always, I want to thank both the Fresno & Santa Clara chapters for their hard work and dedication. This conference would not have come together without them. Please be sure and thank them as you see them wandering around this weekend.

This is my last Fall Conference as your Director and I want to encourage any of you who may be interested in running next year to let me know so I can ensure you have any and all information as it is made available. I'd also love to hear from anyone interested in Regional positions in case anything changes over the course of the year and to be able to pass on to other members who may be looking for willing volunteers. Remember if you don't ask you'll never know. So please don't let any NAWIC opportunities slip by.

Proof of my asking outrageously and repeatedly........ Yes, I received a lot of no's, but eventually I got there and it was worth it.
Mike Quatman, Director of Operations, will provide us a tour of Cannery Public Park, located adjacent to the Hanover Cannery Park apartment complex, currently under construction with an expected completion this December. The scope of work includes stormwater pollution prevention improvements, site demolition and clearing, earthwork/base rock, underground utilities (water storm/subdrain system, electrical), site concrete, rubber surfacing, synthetic turf base and surfacing, site furnishings, play equipment, ornamental fencing, masonry, metal/trellis/shade structures, irrigation system, planting and landscape maintenance.

- New Public Park adjacent to Hanover Cannery Park apartment complex
- Play Structures and Play Elements
- Shaded Seating and Dining Areas with Bike Racks
- Pedestrian Circulation through the park
- Access to Neighboring Apartment Complexes
- Open Grass Field and a Dog Park
- Rubber Surfacing and Synthetic Turf Base/Surfacing
Regina Celestin Williams, Deputy Director of Development, will provide us a tour of Second Street Studios, located at the intersection of South Second Street and Keyes -- a gateway to Downtown San Jose’s southern entrance. This 135-unit affordable housing project occupies four floors above commercial space. The retail will be owned by a separate entity through condominium sub-division.

Building amenities and features include:

- Ground-Floor Supportive Services and shops/restaurants
- Laundry Room
- Computer Lab
- On-Site Manager
- Community Room and Kitchen
- Multiple Lounges and Group Activity Rooms
- Yoga and Meditation Area
- Internet Access in Each Unit
- Social Service Office and Interview Room
- Second Floor Open Space Area
- Location adjacent to Major Bus Lines
- Free Annual Transit Passes for All Residents
1. All members shall be seated in the assembly room at least five (5) minutes prior to the opening of each meeting. Smoking is not permitted in the assembly room.

2. All cell phones or pagers should be muted or turned off in the assembly room. If you must answer a call, please remove yourself from the room before you do so.

3. Admission to business meetings shall be by Fall Conference badge only.

4. All voting members in good standing within the region may introduce motions and vote on questions.

5. A member wishing to speak shall go to the microphone, address the presiding officer, be recognized and then give her name and chapter name.

6. Every main motion shall be in writing, signed by the proponent, and given to the presiding officer and Fall Conference secretary immediately following its presentation.

7. No member shall speak more than twice on the same question or longer than two (2) minutes without the consent of the assembly.

8. The presiding officer shall appoint a timekeeper for each meeting. It shall be the duty of the timekeeper to enforce rule number 7.

9. All voting members of the voting region, who are in good standing and present, are entitled to vote on the Fall Conference site for the second succeeding year. Selection of the site shall be by majority vote cast by ballot. In the event that there is only one (1) site proposed for annual regional Fall Conference, a motion may be made by any member to declare that site elected with no written ballot required.

10. All votes shall be cast in person. Ballots shall not be passed along the rows but put directly in a ballot box. The tellers shall count the ballots and present a written report to the presiding officer. The presiding officer shall announce the results of the election. Tally of votes cast in selection of the Fall Conference site will not be read unless called for by a majority vote. A copy of the teller(s) report shall be attached to the Fall Conference minutes and made a part of the permanent records.

11. The printed Fall Conference program shall be the order of the day for all meetings at Annual Regional Fall Conference, provided that the presiding officer may make changes from time to time at her discretion.

12. These rules, with the exception of rule 8 may be suspended by two thirds (2/3) vote of the voting body.

13. Robert’s Rules of Order Newly Revised, latest edition, shall govern all proceedings of the annual regional Fall Conference, except where inconsistent with these rules or association bylaws.
## ATTENDANCE TALLY
PNW Fall Conference 2018 ~ October 12-13, 2018

### REGISTRATION REPORT

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<th>Voting Members</th>
<th>Non-Voting Members</th>
<th>Total</th>
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<tr>
<td>San Francisco 19</td>
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<tr>
<td>Portland 54</td>
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<td>Puget Sound 60</td>
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<td>Sacramento 63</td>
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<td>Eugene 77</td>
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<td>Santa Clara 99</td>
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<td>Fresno 108</td>
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<td>Spokane 143</td>
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<td>South Sound 187</td>
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<tr>
<td>Tri-Cities 192</td>
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<tr>
<td>Alaska 197</td>
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<td>Salem 198</td>
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<tr>
<td>Boise 245</td>
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<td>Guam 381</td>
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| Members at Large      |                |                    |       |
| **Total Members**     |                |                    |       |
| **TotalRegion #______ Voting Strength** | | | |

### NAWIC Board

### Out-of-Region Members

### Guests

### TOTAL ATTENDANCE

**Notes:** NAWIC Board consists of the Regional Director and National Rep only. Regional Director is not to be counted with her chapter. If you have a National Officer in your Region, they are counted with their Chapter if they are not in an official capacity. Out of Region Members are National Officers, Candidates and Members that do not reside in your region.
Annette Jannotta, IIDA, Licensed Architect, LEED AP ID+C  
Flad Architects  
Director of Interior Design

Annette leads design teams through the creation and delivery of tailored workplace solutions, transforming the way people live, work and celebrate. She creates a center of gravity, through the lens of design, on each project that weaves her client’s purpose, culture and strategic business aspirations into one solution. At her core, she is a listener, opportunity-seeker and choreographer crafting ideas into real world experiences.

An architect and artist in the Bay Area and Pacific Northwest, Annette has the honor of working with clients who are leaders in their industries. Many of her current and former clients are passionate about what they do and are actively improving science, health and education on a global scale; including, Genentech, Stanford University, Singapore Changi Airport and even the beloved, late Bay Area Feng Shui master, Liu Ming.

In addition to sharing some of her work and the creative thought process that goes into it, Annette will lead a brainstorming session with the audience to discover ways in which designers and the varied construction disciplines can positively transform how we work together and create emotive projects that we are proud of.

NOTES
Kim Drake
Flad Architects
Director of Project Communications

Kim is a strategic designer and communications leader who helps imagine bolder futures for clients, and then crafts the stories to get them there. She specializes in helping clients envision aspiring futures that design makes possible, and combines visual, written, and performance arts to do so. She is currently helping the University of San Francisco, Seattle Genetics, and Gonzaga University create their stories through the lens of the built environment.

Her formative education was in fine art and cultural studies; focusing on the convergence of people and place. In practice she works at the nexus of research, design, and storytelling to convey how strategic planning and architecture provoke transformational change; repositioning clients to acquire financial, legislative, and community support for their long-term growth and success.

NOTES
Dana Johnson, COO
Coulter Construction, Inc.
Chief Operating Officer & Project Executive

Dana is Chief Operating Officer and Project Executive at Coulter Construction, Inc., a second-generation General Contractor, with responsibility for the opening and managing the Portland satellite office. This includes marketing, business development, staffing, management, responding to bids, staffing projects, overall project management and growing the Portland location. Prior to joining Coulter Construction, Inc., she provided project management most recently at Skanska and Gilbane Co., both in the top 15 largest General Contractors. Before entering the construction industry, she provided business consulting that involved “flipping” a company to make them streamlined, hire the right people for the job, and in a few companies, assisted with angel funding and taking them public. Prior to consulting, she worked primarily in the technology industry and spent nearly 10 years at an Environmental company that focused on Training, Consulting and Software where she was instrumental on taking that company public.

Dana’s greatest strengths are her creativity, drive and leadership. She thrives on challenges, particularly those that expand the company’s reach. Her favorite project was working on the 6.5-Billion-dollar new Apple Campus in Cupertino, CA, referred to as the “mother ship” by many. This project involved a strategic partnership, being that it was a joint venture project and thrusts her to learn and push all limits more than any project had prior.

Dana has been a successful writer and speaker for over 20 years. In September of this year, she was awarded the “Women of Vision” award for her dedication to her work and the community. Dana was invited to join a group of women to write a chapter in a book titled “Womens Voices of the 21st Century”. The book is being released on October 16, 2018. One of the highest accomplishments was in 2000, she was approached by Success Magazine to write an article for the topic of how to inspire employees to remain more dedicated to their jobs. The article was published in the January addition and online. She was also a speaker for 5 years for the Department of Energy for Rebuild America Southwest Chapter. Dana has an amazing ability to relate to people easily, speak and share her experiences and helping people become successful. She is a member of the Women Speakers Association.

Dana was a past member of a CEO Roundtable Group in Tempe AZ and is a current member of NAWIC, National Association of Women in Construction and Womens Speaker Association. She is also passionate about volunteering, alternative energy solutions, the environment and providing support and educating women in construction.

After living 17 years in Arizona, 3 years in Silicon Valley, she is now back home in Oregon.
PRESENTATION: FIELDWIRE SOFTWARE

Binh Tran
BBI Construction
Assistant Project Manager

Binh has more than 5 years of experience in the construction industry. She has both in-depth knowledge of both mechanical installations and unit inspections. Her responsibilities include providing pre-construction and construction document and cost control, and preparing and tracking submittals, requests for information, meeting minutes, contracts, change orders, purchase orders and design bulletins, and assisting in the preparation of project master schedule and weekly updates.

Sample Project Experience with Fieldwire Software ~ St. Mark’s Hotel, Oakland, CA

The St. Mark’s Hotel is a 75,137 square foot, 9.5 story (plus basement), 102-unit affordable living apartment building, with the ground floor comprised of common areas, offices, and support services. Project is to be completed as a phased occupied rehab. The scope of work includes significant structural improvements to the concrete framed building, systems replacements including some new heating, ventilation, plumbing, electrical and security components throughout the building, along with accessibility and life safety improvements.

Binh was born in Ho Chi Minh City, Vietnam, and is fluent in Cantonese, Vietnamese and English. She came to the U.S. to study at UC Berkeley and obtained her Civil Engineering Degree. In addition, she’s EPA Lead Renovation, Repair and Painting (RRP) Certified. Binh has been employed with BBI for a little over 3 years.

Fieldwire is a construction field management platform which streamlines jobsite coordination, used on over 200,000 projects worldwide. It saves construction professionals an hour a day by powering clear and efficient communication between field and office staff. With its easy-to-use mobile solution, Fieldwire connects the project team — from subcontractors’ foremen to the general contractor’s project manager — enabling real-time information sharing.
SUMMARIES OF ACTIONS
National Association of Women in Construction
Annual Conference Pre-Con Board of Directors’ Meeting
Lake Buena Vista Hilton
Orlando, Florida
Wednesday, August 15, 2018

SUMMARY OF ACTIONS

- ACCEPTED report of Bylaws Committee
- ACCEPTED relinquishment of San Gabriel Valley #110
- ACCEPTED relinquishment of Central California Coast #174
- ACCEPTED merging of Lower Hudson #379 into Greater New York Long Island #240
- ACCEPTED renaming of #240 to Greater New York
- ACCEPTED report of President
- ACCEPTED report of Immediate Past President
- APPROVED minutes of the 2017 Post-Annual Meeting as corrected
- APPROVED minutes of the 2018 Mid Year Meeting
- APPROVED the changes to the budget
- APPROVED proposed addition to Section F Bylaws Committee Guidelines
- APPROVED TO CIRCULATE proposed changes to National Bylaws as amended
- APPROVED TO CIRCULATE proposed changes to Affiliated Chapters Bylaws
- ACCEPTED report of Volunteer Paperwork Reduction Task Force
- ACCEPTED report and recommendations of Industry Outreach Task Force
- APPROVED Chapter Chartering Handbook
- RETIRED Chapter Chartering Task Force
- ACCEPTED report of Webinar Live Welcome Task Force
- ACCEPTED report of Hard Hatted Woman
- APPROVED $10,000 kick-off for Hard Hatted Woman
- ACCEPTED report of Red Rose Recruiter Task Force
- APPROVED renaming of Red Rose Recruiter to NAWIC Recruiter and new guidelines
- RETIRED Red Rose Recruiter Task Force
- APPROVED location of 2022 Annual Conference - Minneapolis
- ACCEPTED report of Chapter Leadership Task Force
SUMMARY OF ACTIONS

- RETIRED Chapter Leadership Task Force
- ACCEPTED Investment Task Force Report and Recommendations 1, 2 and 3.
- ACCEPTED Chapter Status Report
- INSTALLED 2018-2019 Board of Directors

SUMMARY OF ACTIONS

ADOPTED Sox Policies: Code of Ethics, Conflict of Interest, Joint Venture, Record Retention, and Whistle Blower
ACCEPTED 2018-2019 Budget
ACCEPTED report of Strategic Plan Committee
APPOINTED Multi-Member Company/Tradeswomen Membership Task Force
APPOINTED Handbook Review Task Force
APPOINTED NAWIC Partnerships Task Force
APPOINTED Southeast Region Director Karen Hager to serve as the NAWIC Representative for NEF
Pacific Northwest Director's Report

Although you hear from me monthly, I try to tailor these reports around the work that has been accomplished between regional meetings. With that said, I think there were some real milestones accomplished at Forum in Salem that should be noted here. The Salem chapter's first Forum was definitely a success. Their wonderful idea to include the young ladies and instructors from CTEC was not only a confidence builder for the girls, but also an inspiration to all of us members. It was a lovely reminder of why we want to bring fresh perspectives into our industry. Our luncheon speaker Dovetail women's work wear was also a huge hit along with many of our speakers. Last but certainly not least we had a fantastic beer tour and a blow out cocktail party in the hospitality suite! While we had our fair share of challenges I think that overall it was a very successful event.

In May, I was able to attend the Midwest Regions Forum. I traveled to Rapid City, South Dakota. Wow is each region really different! They, too, (similar to the North Central's Forum) have breakout sessions running concurrently. I enjoyed their speakers and definitely learned a lot. Their gala was much more award centric and there seems to be quite a bit of competition within the region.

In June I attended Board Orientation, which was a very informative, rigorous 3 day session with the Executive Committee, the Directors and the National staff. In Fort Worth is when I learned that Beth Brooks would no longer be our EVP. There was a lot of deliberation about the best paths forward and how to make members feel comfortable with the modifications being made at the home office. I must tell you that I feel our national office staff truly has the day to day operations under control. I am not so concerned about them but was very thoughtful about what our next steps should be in fulfilling the role(s) in our association.

The remainder of orientation was filled with lively exchanges, lofty goals and visionary dreams of what the strategic plan should encompass. It was an excellent opportunity to bond as a team and set expectations. We had a really good session on conversation styles with Dr. Stevie Dawn Blakely. I returned home motivated and contemplative of all the things I'd like to accomplish this year.

August quickly rolled around to bring us the Annual Meeting which was filled with a variety of get togethers, both pre and post convention. We had a lot of discussion about the modified format for convention /AM&EC /Annual Meeting. I feel like we made some significant strides toward providing more content in different ways over longer periods of time. I do hope that those of you who attended completed your surveys and were candid in your responses. We had a lovely region dinner, with a great turnout and even managed to have the 3 female speakers from the Diversity, Equity & Inclusion panel join us!

In September I was invited to speak at the Salt Lake City Chapters installation dinner. Their focus was to show the value of NAWIC to the employers who support them. They had 68 people in attendance and it was a lively evening. Director Myrna Smith and myself enjoyed ourselves and can only hope that we brought some outside perspectives to the gathering.

I am looking forward to this upcoming NAWIC year and hope that you are too! Please think about what you'd like to accomplish and don't hesitate to ask those around you to partner with you to ensure your success. If there is anything I can do to assist please don't hesitate to seek me out and discuss any goals or dreams you may have for this year. I am looking forward to working with you to continue our growth and outreach to new members.

Laulene
New ~ Emerging Professionals | Misti Burdine

Misti works for United Rentals Fluid Solutions in operations and inside sales, as well as being a NW Lead for the internal group, Women United. Misti joined NAWIC in October of 2017, when looking for ways to become more connected with other women in the construction industry. Misti is excited to get more chapters connecting our newer members and our experienced participants in the coming year as the Emerging Professionals chair, as well as a board Director for Portland Chapter 54.

Event announcements, guidelines and recommendations to follow in upcoming, monthly PNW Region Newsletters.

Membership | Dawn Killough, LEED AP

There are three national contests that you need to know about. For two of them, you don’t have to do anything special, but the third one will require some creative thought.

First up is the contest for the chapter with the most recruited members for the year. There will be two awards given out by National – one for small chapters (25 or less members) and one for larger chapters (over 26 members). Note that this contest is running from July 1 to June 30, so we are already three and half months in. National will pull statistics for each chapter at the end of the contest period, so you won’t need to send anything in.

Next is the contest for the chapter with the highest retention of members. Again, there will be two awards given out based on chapter size. This contest also runs from July 1 to June 30. National will pull statistics on this one too, so there is no need to send an entry.

Finally, we come to the #NAWICPowerPlay Video Contest, which is a joint contest sponsored by the National PR/Marketing and Membership Committees. We are asking chapters to make a 1-3 minute video that shows how NAWIC powers you, your chapter, and your community. This does not have to be a professional production. In fact, we are encouraging you to do this as cheaply as possible. There are free apps and software that will let you put together a video with some photos and music. I plan to do a demonstration of just how easy it is to put together such a video at Fall Conference in San Jose.

Once you have created your video, upload it to social media with #NAWICPowerPlay and send it to me or Dotty. The deadline for submission is March 22. There are two awards available – one for creativity and design, and one for the most shares on social media. Dotty and I will select the regional winners and submit them to National.

A topic that came up at Annual Conference during the leadership training was assessing the culture of our chapters. Are they open to new people? Are there cliques? Would both a professional and a tradeswoman feel comfortable? Your Chapter Board can provide some feedback on how they see the group but be sure to ask members for their opinions too. Members who recently joined will have the best information because their first impressions are fresh in their mind.

Remember that membership is an important part of every activity we do in NAWIC – our programs, marketing, activities, and fundraising. We do these things to encourage women to join us and to keep them here once we get them. Get your members involved as early as possible, and they will see the value of membership and spread the word.
**OSHA Alliance | Ann Marie Pelobello, EPA BTA**

Event announcements, guidelines and recommendations to follow in upcoming, monthly *PNW Region Newsletters*.

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**Policies, Guidelines & Bylaws | Kelly Aust, BD+C**

Event announcements, guidelines and recommendations to follow in upcoming, monthly *PNW Region Newsletters*.

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**Public Relations & Marketing | Dotty Johnson, CIT, CIS**

Event announcements, guidelines and recommendations to follow in upcoming, monthly *PNW Region Newsletters*.

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**Professional Development & Education | Julie Salinas**

Event announcements, guidelines and recommendations to follow in upcoming, monthly *PNW Region Newsletters*.

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**Safety & Health | Laura Rannow**

I am with the South Sound Chapter #187. I truly was honored to serve as your Regional Safety Chair last year, and I am looking forward to serving again this year!

At my employer, VECA Electric & Technologies, safety is the highest priority. We have maintained a commitment to having the best safety program in the industry. NAWIC has the same safety priorities for its members, and I would like to see what we can do to assist you in promoting a culture of safety at your organizations.

I also feel we have great opportunities to learn from the examples of others! I would really like to promote you and your companies for the difference you are making in regards to safety. Send me your pictures and stories! Let’s get them out to the members!
Mental Health is also an important part of Safety, which is now coming to the forefront of the construction industry. The statistics regarding the suicide rate for our industry are extremely concerning. I would like to take this year to bring awareness to suicide prevention in our industry. Getting resources out to our members so that they in turn can provide those to their companies will be one of my priorities. If you have any resources or contacts you think would benefit others, please feel free to send them to me.

Please also keep in mind submitting your company for the NAWIC Regional Safety Award! This is a great opportunity to be recognized at a National level for excellence in Safety.

I want to extend my sincerest thanks to Lauline for the opportunity to serve on her board. I am looking forward to working with all of you!

**Strategic Planning | Chris Wigginton, CIT**

Thank you, Director Mitchell, for allowing me to serve as Strategic Plan Chair for a second year. Planning strategically with continuity is a key to success.

Starting the NAWIC year with a plan, however simple it may appear, will allow all your members to work towards common goals to shape your chapter’s future. Working with NAWIC’s 2018–19 Strategic Plan and National Chair, Connie Leipard, I will build on last year’s discussions of simplifying strategic goals, sending out tips and ideas to assist in creating or revising a document that works for your chapter.

I believe that we could all agree how the subsequent quote would benefit our strategies and continue membership growth if we had the vision to achieve its message.

“Be strategic about productivity—do less exceptionally well, instead of doing more in an average way.” — Laurie Buchanan, PhD

**WIC Week | Rachel Stroup**

Event announcements, guidelines and recommendations to follow in upcoming, monthly PNW Region Newsletters.
NEF Block Kids | Ashley Farmer

Ashley Farmer is a Project Manager at Sletten Construction Company based out of their Boise, Idaho office. She has worked for Sletten Construction for 15 years and is a third-generation employee, behind her father and grandfather. She currently handles projects based in Washington and Oregon. In her spare time, she likes to spend time with her boyfriend and 2-year old son, Konner, traveling, and enjoying the outdoors – whether that be camping, fishing, hiking, or hunting. Ashley has been a member of NAWIC for a little over a year and took on the role of Block Kids Chair for the Boise Chapter last year. She will Chair that committee again this year. She also holds a Director position within the Boise Chapter.

As regional chair of Block Kids this year, I am hoping to get as many chapters to participate as possible. The event itself is so much fun and the kids really enjoy themselves. If there is anything that I can do to help your chapter, please do not hesitate to contact me.

NEF Design Drafting | Denise Redmond Crossland, CCA, CBT

Event announcements, guidelines and recommendations to follow in upcoming, monthly PNW Region Newsletters.

NAWIC Education Foundation Liaison | Janet Turner, PE

As your NEF Liaison this last year, I learned a lot about both NEF and about the spirit of fundraising! My goal for this coming year is to further the message of NEF, to each and every chapter in our Region, and be in closer contact with each chapter president, as we promote the many benefits NEF provides our members and those in our industry, while also encouraging financial support of the NEF mission through the various fundraisers currently being planned by the National committee!

I'd like to see more chapters have a designated NEF committee chair, outside of the chapter president. I believe having that go-to person, at each chapter, will help distribute the NEF message to more of our members, gaining support and educating our members (and their employers) about the many wonderful aspects NEF offers to those in the construction industry! I plan to be in closer contact with the chapters, to encourage their support of NEF through chapter NEF donations, individual and chapter ladder club donations, and to encourage/excite our Region members about this year's fundraisers and financial goals.

Come see me during Fall Conference for more information on NEF! I'll have brochures, Ladder Club Envelopes and information on the popular Construction Dictionaries!
Event announcements, guidelines and recommendations to follow in upcoming, monthly PNW Region Newsletters.
**Chapter 19 - San Francisco | Antoinette (Tina) Menard, AFSB**

Tell us why you are President (voluntold or did you just jump in)? This is my second term; after learning the ropes the first year I decided it would be good to do one more year if the board agreed. The VP for last year is stepping into the “President Elect” role to get ready for next year.

Do you hold any special NAWIC accolades (CIT, CBT...etc., Red Rose Recruiter, Member of the Year or anything along those lines)? Not yet.

What do you plan for your chapter to accomplish this year? Our membership was high last year; we want to have 80% retention, increase membership by 15, get more members to meetings and communicate more with chapter.

What is your favorite NAWIC memory (holiday meeting last year? fun networking event?)? Our WIC event was great; we need speed networking and it was a success. It was the largest attended meeting.

If you could host a NAWIC meeting anywhere in the world – where would that be? Hawaii so I could combine with a relaxing vacation.

**Chapter 54 – Portland | Liz Cowen**

Tell us why you are President (voluntold or did you just jump in)? I can’t say that I was planning on being President this year, but am very honored and excited that my chapter put their faith in me. I have an ambitious and enthusiastic board who is ready to take on just about anything and with their support I have no doubt we will do great things.

Do you hold any special NAWIC accolades (CIT, CBT...etc., Red Rose Recruiter, Member of the Year or anything along those lines)? No, but I have lofty goals.

What do you plan for your chapter to accomplish this year? I would like to continue to build on the excellent work that our immediate past president has accomplished. At our recent joint meeting the board discussed our goals for the upcoming year. These include growing our chapter to 100 members (which would be a really fun milestone to celebrate), continue to get members involved in the chapter meetings through outreach and great speaking topics, continue to grow our partnership affiliations and connect with key groups that we aren’t already involved with, increase our reach in the community through service and education programs (i.e. block kids/design drafting) and to raise our brand awareness through social media, press releases and other outlets.

What is your favorite NAWIC memory (holiday meeting last year? fun networking event?)? I have so many great memories with this group it’s very hard to pick just one. I truly enjoyed Annual Conference this year. Getting the opportunity to meet so many strong, driven women was amazing. On top of that I had the opportunity to go out and play with a few of the ladies from our chapter. After the meeting on Saturday, a group of us met up at Disney Animal Kingdom and rode rides and just enjoyed ourselves. I realized I don’t do that enough and it was exactly what I needed.
If you could host a NAWIC meeting anywhere in the world – where would that be? Can we all just go to Australia? It is on my bucket list for travel locations and my husband doesn’t fly… so if all you ladies want to help me out with a life goal? - let’s go there!

Chapter 60 – Puget Sound | Susan McCants

Tell us why you are President (voluntold or did you just jump in)? I was voluntold since I’m the current Vice President.

Do you hold any special NAWIC accolades (CIT, CBT...etc., Red Rose Recruiter, Member of the Year or anything along those lines)? I don’t have any NAWIC accolades.

What do you plan for your chapter to accomplish this year? More members. We have 94 this year and would love to be at least 100!

What is your favorite NAWIC memory (holiday meeting last year? fun networking event?)? February 2018, when our chapter went snowshoeing. It was my first time to do it. It was tough, but so much fun!

If you could host a NAWIC meeting anywhere in the world – where would that be? I would like to have it Singapore. I was there this Summer with my kids and enjoyed the Avant Gard Architecture of the buildings there.

Chapter 63 – Sacramento | Amy Pearce

Tell us why you are President (voluntold or did you just jump in)? I volunteered to jump in as President of the Sacramento Chapter because I saw an urgent need and feel that NAWIC is a great association for women in the construction industry. I didn’t want to see our chapter suffer.

Do you hold any special NAWIC accolades (CIT, CBT...etc., Red Rose Recruiter, Member of the Year or anything along those lines)? I don’t currently hold any special NAWIC accolades.

What do you plan for your chapter to accomplish this year? I plan to grow our chapter as it is a relatively small chapter. I would also like to see our chapter help more in our community. We have planned some great events this year that we are excited about that will center around education and volunteering at the Sacramento Food Bank.

What is your favorite NAWIC memory (holiday meeting last year? fun networking event?)? My most memorable NAWIC event was our Fall Forum in Folsom, CA a few years ago. I am not sure if it was Fall Forum for sure, but it was something along those lines. I loved getting to spend the night and fellowship with all kinds of great woman from all around our Region. That is honestly how I got hooked on NAWIC. I have met some great people thru the years and learned from each and every one of them.

If you could host a NAWIC meeting anywhere in the world – where would that be? If I could host a NAWIC meeting anywhere in the world it would be in Bodega Bay! I love the ocean and think it would be so relaxing!
Chapter 77 – Eugene | Kay Ewalt

December of this year will be the start of my third year with NAWIC. I was on the board for a year-and-a-half and will be incoming president. Since I started NAWIC, I fell in love with the work we do. NAWIC fulfills my need for community service and camaraderie. My only regret with NAWIC is I didn't know about it sooner. I have been in construction for 13 years and just heard about it!

That brings me to one of my first goals as president – "community awareness" and "boosting membership". I believe we can boost membership by boosting community awareness and vice versa. I don't think you can do one without the other. By doing that we can plan more fundraisers and then meet my ultimate goal of sending more members to National Conference next year. After attending my first National Conference, I realized how important it will be to sustain membership if more members can attend! I'm so excited about the upcoming year!

Chapter 99 – Santa Clara | Cynthia (Cindy) Castellano, ARM, CRIS

Tell us why you are President (voluntold or did you just jump in)? I started as Treasurer then wanted to continue up the chairs.

Do you hold any special NAWIC accolades (CIT, CBT...etc., Red Rose Recruiter, Member of the Year or anything along those lines)? Not yet.

What do you plan for your chapter to accomplish this year? Start a new community service partnership; boost membership and participation.

What is your favorite NAWIC memory (holiday meeting last year? fun networking event?)? Silent Disco!

If you could host a NAWIC meeting anywhere in the world – where would that be? New Zealand.

Chapter 108 – Fresno | Janelle Romo

Tell us why you are President (voluntold or did you just jump in)? First and foremost, I need to let you know that I have been Vice President for our Chapter twice in my NAWIC career. Life happened and I was not able to naturally progress onto the next level to become President. I believe things happen for a reason and perhaps I was not ready at that time to lead this Chapter. I felt I was ready to Lead our Chapter this time around. I became President simply because I was ready to serve my Chapter thru hard work and dedication and to see our Membership thrive.

Do you hold any special NAWIC accolades (CIT, CBT...etc., Red Rose Recruiter, Member of the Year or anything along those lines)? Chapter Member of the Year.

What do you plan for your chapter to accomplish this year? Our Chapter's plan is for a more collaborative approach with our Members and their companies, and continued support for our community through our local high schools that participate in construction programs. We will also continue to support Fresno City College and CSUF through projects such as Tiny House Building and Building Playhouses. Our plan is to increase the amount of Scholarships through additional fundraising opportunities.

What is your favorite NAWIC memory (holiday meeting last year? fun networking event?)? My favorite NAWIC memory was our Spring Luncheon held on April 28th of this year. Dr. Joseph
Castro, Ph.D., M.P.P. President, California State University, Fresno was our Guest Speaker and his speech to our NAWIC membership, family, friends and women in our Industry was inspirational and very well received. One of the best speakers at our jam-packed Spring Luncheon!

If you could host a NAWIC meeting anywhere in the world – where would that be? I would like to host a meeting in Fresno, CA because I have never hosted a NAWIC General Membership Meeting as Fresno Chapter 108 President yet... (October 11th will be my very first meeting!)

Chapter 143 – Spokane | Andrea Seeberger

Tell us why you are President (voluntold or did you just jump in)? I was actually hoping to get 1 more year under Talia’s wing before stepping into President, but she was already in her 2nd term. Therefore, my confidence in myself was not as strong as I would of liked. The support I received from the board and chapter to take on this role was completely amazing. It is because of these amazing women that I feel confident & strong leading this chapter for the 2018-2019 year.

Do you hold any special NAWIC accolades (CIT, CBT...etc., Red Rose Recruiter, Member of the Year or anything along those lines)? Unfortunately, no.

What do you plan for your chapter to accomplish this year? Last year we focused on gaining new members, so this year I would like to focus on maintaining our members. I believe if we provide quality and value, we will continue to gain membership naturally.

What is your favorite NAWIC memory (holiday meeting last year? fun networking event?)? My favorite NAWIC memory (so far) was our chapter Christmas PJ party. We wore PJ’s, ate breakfast, read our own version of “The Night Before Christmas” with a witty construction twist, had a gift exchange, and overall an amazing party.

If you could host a NAWIC meeting anywhere in the world – where would that be? Italy.

Chapter 187 – South Sound | Jill McNally

Tell us why you are President (voluntold or did you just jump in)? Since joining NAWIC in 2016, I have been eager to get more involved. I was looking forward to a stint as VP but was surprised to see my name listed as nominee for President when it came time to vote! I’m looking forward to the challenge and what I can accomplish with my South Sound ladies!

Do you hold any special NAWIC accolades (CIT, CBT...etc., Red Rose Recruiter, Member of the Year or anything along those lines)? No

What do you plan for your chapter to accomplish this year? I plan to increase our membership and retention, and dig into what we can do to keep ladies coming back each month. I’m also looking forward to establishing a committee to increase our social media presence.

What is your favorite NAWIC memory (holiday meeting last year? fun networking event?)? Definitely our 2018 WIC Week panel! We brought together an AMAZING group of women from all areas of the industry, from the field to the board room, to discuss what it means to be a woman in the construction industry today – how far we’ve come, what we’re still up against today, and where we can go from here.

If you could host a NAWIC meeting anywhere in the world – where would that be? Prague – I need to see that architecture!
Chapter 192 — Tri-Cities | Kimberley (Kim) Fall

Tell us why you are President (voluntold or did you just jump in)? I jumped in and volunteered. I believe that NAWIC provides some very positive things to our area, girls thinking about careers in the trades, and a potential place for women to have a common thread.

Do you hold any special NAWIC accolades (CIT, CBT...etc., Red Rose Recruiter, Member of the Year or anything along those lines)? No.

What do you plan for your chapter to accomplish this year? We need to get the Women who are the boots on the ground in our trades industries involved again with NAWIC. We need to provide something that will draw them, and a way for their employers to support and encourage them. I have some marketing ideas, starting with an open house BBQ next week with invitations out there. We will be focusing on providing interesting and educational speakers at our meetings again. I want to work on connecting our industries thru the Women who work out there in them every day.

What is your favorite NAWIC memory (holiday meeting last year? fun networking event?)? Watching the young high school girls who came to “camp” to try their hand at welding, electrical work, plumbing, etc. The Women from the trades that showed up to mentor were fabulous! Those girls asked so many heartfelt questions. I heard one young lady as a Mentor, if she had ever felt out of sorts in school because she didn’t fit in the usual girl mold. Those two connected on such a personal level and the encouragement to those who listened in and to that student was unforgettable.

If you could host a NAWIC meeting anywhere in the world – where would that be? Oh my, I’m not sure. There is so little of this world that I have seen, nothing could be a disappointment.

Chapter 197 — Alaska | Christine Ness

My NAWIC exposure started early with scholarships from the Quad Cities/Moline Chapter #50 toward my bachelor’s degree in mechanical engineering via Bradley University. With the encouragement of my aunt, Jean McAdam of Chapter #50, I have been involved with the Cleveland Chapter #156 and the Greater Tidewater Chapter #137 between 2006 and 2013. With Chapter #137, I served as Chaplain and Director. I moved to Alaska in 2013 and was welcomed by Alaska Chapter #197 and Tamie Taylor. Since then I have served as Director, Vice-President, and now 2018-2019 Chapter President.

Guiding me this far, Tamie Taylor has been a strong role model for communication, organization, and accountability. I strive to support the Alaska NAWIC Chapter with distinction, as has Tamie Taylor.

In February 2018, I was nominated by NAWIC Alaska for the Engineer of the Year. The competition was through the Alaska Society of Professional Engineers and there were 7 other Alaska Professional Engineer nominees. The experience was humbling, very humbling. The article here has a lot more to say about me and what I do for the construction industry. (https://www.pdceng.com/from-race-cars-to-industrial-ventilators-one-engineers-ride-to-engineer-of-the-year).

NAWIC has always been a source of energy. The NAWIC annual conferences regularly sent me back home with renewed motivation and focus. I have seen many women come into their own with NAWIC support and resources. I want to continue serving that resource for the women in construction of Alaska as well as NAWIC national.
Chapter 198 – Salem | Robin Guzman, CRIS

Tell us why you are President (voluntold or did you just jump in)? I was Vice President last year and it was a natural progression to run for President this year.

Do you hold any special NAWIC accolades (CIT, CBT...etc., Red Rose Recruiter, Member of the Year or anything along those lines)? I was the Salem Chapter Future Leader of the Year in 2016.

What do you plan for your chapter to accomplish this year? I would like to keep expanding on the Strategic Plan we started last year by retaining current members and growing membership through educational and fun monthly meetings, defining roles & responsibilities, and improving our social media footprint.

What is your favorite NAWIC memory (holiday meeting last year? fun networking event?)? My first Oregon Coast Retreat and the Spring Forum 2018.

If you could host a NAWIC meeting anywhere in the world – where would that be? Bergen, Norway.

Chapter 245 – Boise | Mary Lierman

Tell us why you are President (voluntold or did you just jump in)? I figured it was the next progression. I was voluntold to be a director and just progressed from there. I’ve been a very active member since I started. I enjoy the time I spend on NAWIC.

Do you hold any special NAWIC accolades (CIT, CBT...etc., Red Rose Recruiter, Member of the Year or anything along those lines)? I don’t hold any NAWIC accolades as of yet. I hope to do some NEF courses in the future.

What do you plan for your chapter to accomplish this year? We have a great new board and hope to do a lot of things new this year. We are having a membership mixer and really want to focus on growing our Chapter Membership.

What is your favorite NAWIC memory (holiday meeting last year? fun networking event?)? My very first AMEC in Nashville in 2015. No city can compare to Nashville for entertainment and the event was longer with more to offer at that time.

If you could host a NAWIC meeting anywhere in the world – where would that be? Cancun Mexico, of course!

Chapter 381 – Guam | Margaret (Peggy) Denney, LEED GA, CIT

Tell us why you are President (voluntold or did you just jump in)? I’m the new president of NAWIC Chapter 381 because we’re a small chapter and three years ago no board member wanted to run for vice-president, so I decided to do it, and then became president-elect and now president.

Do you hold any special NAWIC accolades (CIT, CBT...etc., Red Rose Recruiter, Member of the Year or anything along those lines)? I have obtained the CIT certification.
**What do you plan for your chapter to accomplish this year?** My area of focus is sustainability, which includes effective waste management and diversion, recycling and upcycling. I'm also taking an on-line course in corporate sustainability from NYU Stern, and plan to conduct some training in how to embed sustainability into corporations. I think this can be adapted to construction companies as well. So, I plan to promote greater recycling and waste diversion on construction sites among NAWIC member companies and the focus for our leadership conference next summer will be sustainability.

**What is your favorite NAWIC memory (holiday meeting last year? fun networking event?)?** My favorite memory is working with a small group of NAWIC women to construct grow tables out of pallets which we then donated to a school. Ten percent of their students are homeless, and we wanted to help promote growing their own produce for sale or consumption by those students and their families.

**If you could host a NAWIC meeting anywhere in the world – where would that be?** I'd like to host a NAWIC meeting in New Zealand! New Zealand is well known for its pristine environment, varied topography and incredible animal and plant diversity. It would be an awesome site for a meeting!
PACIFIC NORTHWEST REGION DIRECTORY

Lauline Mitchell  Pacific Northwest Region Director  lmitchell@bbiconstruction.com

NAWIC PNW Region 2018-2019 Chapter Presidents

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NAWIC PNW Region 2018-2019 Committee Chairs

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NAWIC PNW Region 2018-2019 Region Fund Trustees

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<td>San Francisco 19</td>
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<tr>
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<td>Emerald Steel Inc.</td>
<td>San Francisco 19</td>
</tr>
<tr>
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<td>BBI Construction</td>
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<td>Megan O’Halloran <a href="mailto:mohalloran@carpet1sr.com">mohalloran@carpet1sr.com</a></td>
<td>Carpet One San Ramon</td>
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<tr>
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<td>Aon Construction Services</td>
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<td>Julie Salinas <a href="mailto:raidersbunch@yahoo.com">raidersbunch@yahoo.com</a></td>
<td>Brayer Electric</td>
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<td>Dome Construction</td>
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<td>Tamie Taylor, CIT</td>
<td>Taylored Business Solutions</td>
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<td>Julie Davis</td>
<td>Andy Metcalf Construction</td>
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<td>Rich Duncan Construction</td>
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<td>Tanya Barkel</td>
<td>EKC, Inc.</td>
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<td>Mary Lierman</td>
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<td>Diane Mike, CBT</td>
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<td>Fort Worth, TX 1 National President-Elect</td>
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<td>Alicia Aghevli</td>
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APPENDIX 1

PROPOSED POLICIES & GUIDELINES REVISIONS

POLICIES
NATIONAL ASSOCIATION OF WOMEN IN CONSTRUCTION
PACIFIC NORTHWEST REGION

In addition to furthering the objects of the National Association of Women in Construction, it is the objective of the Pacific Northwest Region to retain, enhance and expand its membership. The following policies have been established.

These policies are adopted in accordance with the Standing Rules of the National Association of Women in Construction (NAWIC) and Roberts Rules of Order, Newly Revised.

A. GENERAL

1. Policy and Guidelines Review Committee: At least 60 days prior to the Fall Conference, the NAWIC Director or Director Elect, shall appoint a chairman and two members to serve on this committee and if no Fall Conference, at least 60 days prior to Forum.

   i. The committee will review the Policies and Guidelines prior to either the Fall Conference and/or Forum in order to make the 30 day circulation rule. In addition, the committee will review the policies and guidelines at any time that a request is made by a member through the Director.

   ii. All voting members in good standing of the region, by a majority vote of members in attendance at Fall Conference and/or Forum, may adopt or amend policies and/or guidelines applicable to Pacific Northwest Region provided (with exception of a compelling emergency) previous notice has been given to each member.

   iii. Changes, additions or deletions to any policy and/or guideline may be recommended by any member, chapter and/or committee within the Pacific Northwest Region and are encouraged to submit their recommendations in sufficient time for the Policy and Guidelines Review Committee to distribute them at least thirty (30) days prior to Fall Conference and/or Annual Forum respectively.

2. The Pacific Northwest Region shall adopt the Sarbanes-Oxley (SOX)

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policies approved by the NAWIC Board of Directors along with the individual Code of Ethics and Conflict of Interest. Both documents must be signed reviewed by the NAWIC Director and each Pacific Northwest Region Fund Trustee at the start of each Fiscal Year and placed duly noted in the minutes of the first Trustee meeting after October 1 of each year and filed in the permanent records of the Pacific Northwest Region.

B. MEETINGS

Per the Bylaws of the National Association of Women in Construction, Section A, Article VIII - Regions, Section 2 – Annual Regional Forum – An Annual Regional Forum is required to be held in the Spring of each year. The Annual Regional Forum site will be selected two (2) years in advance at each Annual Forum Meeting. If no chapter has indicated its desire to host this meeting and no location has been placed on the ballot, the presiding Pacific Northwest Region Director shall appoint a Task Force Committee.

Per the Bylaws of the National Association of Women in Construction, Section A, Article VIII - Regions, Section 3 - Fall Conference – A Fall Conference is optional. By majority of the vote of the members present at the Fall Conference and/or Forum, members will determine when or if there will be a Fall Conference held that year or in the following year along with location. If it has been determined that a Fall Conference will be held and no chapter has indicated its desire to host this meeting and no location has been placed on the ballot, the presiding Pacific Northwest Region Director shall appoint a Task Force Committee to plan this meeting.

Additional Regional meetings such as Winter Conference/Retreat or Summer Conference may be scheduled as a Regional function upon approval of the voting members of the Region. As these are not recognized meetings by the NAWIC Bylaws, no Regional business or voting will be conducted.

Attendance is encouraged and not mandated however each chapter is encouraged to provide financial support to all Regional meetings so that at least one member of their chapter can attend however electronic means of participation will be made available at all Regional meetings.

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C. CONTRACTS

Contracts for meeting facilities and hotel accommodations must be reviewed, approved and signed on behalf of the Pacific Northwest Region by the NAWIC Pacific Northwest Region Director in office. Individual chapters or committees are not authorized to enter into any contracts on behalf of NAWIC or the Region.

D. FINANCIAL – See Pacific Northwest Region Fund Guideline

1. The Pacific Northwest Region Fund will be established to assist the NAWIC Director and Director-Elect with expenses not reimbursed through the National Budget. An undue financial burden shall not be placed upon the Director or Director Elect. It is also a fund to be used for other expenses benefiting the entire region, including expenses of the Pacific Northwest Region Fund’s Trustees and the Pacific Northwest Region’s Committee Chairs.

2. Budget - A minimum of 60 days prior to the Fall Conference, if applicable, or no later than August 1st, the Northwest Pacific Region Director or Director-Elect will appoint a Budget/Finance Committee. This committee will be comprised of the NAWIC Director along with the Pacific Northwest Region Fund Trustees for the budget year and one additional Region member. Its chairman will be the incoming Region Fund Treasurer. The NAWIC Director will circulate the proposed budget to the members thirty (30) days prior to Fall Conference if held or thirty (30) days prior to the Region Meeting held during Annual Meeting and Educational Conference (AMEC).

3. Dissolution – Upon Dissolution of the Pacific Northwest Region, except in the case of redistricting, any funds remaining after all financial obligations of the Pacific Northwest Region have been met, remaining assets and funds shall be donated equally to the NAWIC Education Foundation (NEF) and the NAWIC Founders’ Scholarship Foundation (NFSF).

E. AWARDS

1. In recognition of individual and chapter achievements, this region will make the following awards as shown below. Costs of these awards will be incorporated into the Pacific Northwest Region Budget. Guidelines

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and Forms for all awards will be on the Pacific Northwest Region website – www.nawicpnw.org.

i. Membership – See NAWIC Guidelines for this committee
   1. Chapter Retention
   2. Chapter Increase in Membership
   3. Individual Recruiter

ii. Professional Development & Education (PDE) – See NAWIC Guidelines for this committee
   1. Professional Development
   2. Education

iii. Safety Excellence Award - See NAWIC Guidelines for this committee
   1. Contractor
   2. Subcontractor
   3. Construction Related

iv. Future Leader, Member of the Year and Lifetime Achievement Awards – See NAWIC Guidelines for these committees – Prior to purchasing the appropriate award, it is each chairman’s responsibility to contact the Region Fund Treasurer to determine the budgetary amount for each award.

2. In some instances, awards may be provided by NAWIC and shall not be included in the Region or Annual Forum budgets.

3. The NEF - Cheryl Kolar Memorial Fund will make the following awards as shown below associated with the NEF awards. Costs of these awards will be incorporated into the Pacific Northwest Region Budget.

   1. Block Kids
   2. Design Drafting
      a. Computer Assisted (CAD)
      b. Hand Drafting

F. PROPERTIES

1. The Pacific Northwest Region is in possession of the following assets.
   i. Dell Inspiron 1501 laptop computer (Maintained by Pacific

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Approved:
Northwest Region Treasurer) – See Laptop Guidelines

ii. QuickBooks Pro 2006 accounting program (Stored by Pacific Northwest Region Treasurer)

iii. New Pacific Northwest Region gavel (Stored by Pacific Northwest Director)

iv. Tabletop Exhibit (Stored by the Pacific Northwest Region Director) – See Table Top Exhibit Guidelines

G. WEB SITE

1. In order to promote and benefit NAWIC, its chapters and members, the Pacific Northwest Region will establish and maintain a web site. Actual development and maintenance of this web site will be through the Website Committee. The Director and the Web Site Committee will review the contract and fees proposed on an annual basis. Chapter participation in this web site is encouraged, but optional – See Pacific Northwest Region Website Guidelines

H. MISCELLANEOUS

1. A Directors Assistance Committee shall be comprised of Past Region Directors and will be available to assist the Director as needed.
GUIDELINE
HOSTESS CHAPTER/REGIONAL MEETING
NATIONAL ASSOCIATION OF WOMEN IN CONSTRUCTION
PACIFIC NORTHWEST REGION

LOCATION

Annual Forum – Forum site is selected two years in advance by ballot at each Annual Forum meeting by majority vote of all active Region members present and in good standing. (When only one (1) site is proposed, a voting member may move that the Forum Secretary cast the elective ballot for that site.) Dates and Forum sites are submitted to the NAWIC President and the actual date of Forum will be approved by either the NAWIC President or President Elect.

If the region elects to have a Fall Conference the Fall Conference location will be selected in advance by majority vote by the members present at each Annual Forum and/or Fall Conference meeting.

Optional Conferences/Retreats - chapters may contact the Director to recommend site locations and dates. If their recommendation is accepted, the chapter will work with the Director to "host" the event.

COMMITTEES

The meeting coordinator(s) will be appointed by the Director or Director-Elect. The coordinator(s) will appoint committee members. Names of committee members will be given to the Director. The Director will provide the hostess chapter or committee with all information necessary to formulate a budget and develop a meeting theme. She will approve speakers, programs and tours.

CONTRACTS

Contracts for meeting facilities and hotel accommodations must be reviewed, approved and signed on behalf of the Region ONLY by the Pacific Northwest Region Director in office. Individual chapters or committees are not authorized to enter into any contracts on behalf of NAWIC or the Region. INDIVIDUALS OTHER THAN THE DIRECTOR, CHAPTERS OR COMMITTEES THAT SIGN ANY CONTRACT FOR THE BENEFIT OF THE REGION, WILL BE RESPONSIBLE FOR ALL OBLIGATIONS INCLUDING BUT NOT LIMITED TO HOTEL ROOM DEPOSITS, BANQUET ROOM DEPOSITS, DEBTS, LEGAL FEES, ETC.

PNWR – V4. October 2018

Circulated: September 12, 2018

Approved:
AGENDA

Format and certain order of business or agenda items for the Fall Conference, Annual Forum and other regional meetings will be provided to the chapter or committee by the NAWIC Regional Director. The hostess chapter or committee may make suggestions regarding the agenda to the Director.

RULES

Region Meetings shall be governed by a set of rules. Rules shall be published to attendees and are as follows:

ANNUAL REGION MEETING RULES

1. All members shall be seated in the assembly room at least five (5) minutes prior to the opening of each meeting. Smoking is not permitted in the assembly room.

2. All cell phones or pagers electronic devices should be muted or turned off in the assembly room. If you must answer a call, please remove yourself from the room before you do so.

3. Admission to business meetings shall be by Region Meeting badge only.

4. All voting members in good standing within the region may introduce motions and vote on questions.

5. A member wishing to speak shall go to the microphone, address the presiding officer, be recognized and then give her name and chapter name.

6. Every main motion shall be in writing, signed by the proponent, and given to the presiding officer and Forum secretary immediately following its presentation.

7. No member shall speak more than twice on the same question or longer than two (2) minutes without the consent of the assembly.

8. The presiding officer shall appoint a timekeeper for each meeting. It shall be the duty of the timekeeper to enforce rule number 7.

9. All voting members of the voting region, who are in good standing and present, are entitled to vote on the Forum site for the second succeeding year. Selection of the site shall be by majority vote cast by ballot. In the event that there is only one (1) site proposed for annual regional Forum, a motion may be made by any member to declare that site elected with no written ballot required.

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Circulated: September 12, 2018

Approved:
10. All votes shall be cast in person. Ballots shall not be passed along the rows but put directly in a ballot box. The tellers shall count the ballots and present a written report to the presiding officer. The presiding officer shall announce the results of the election. Tally of votes cast in selection of the Forum site will not be read unless called for by a majority vote. A copy of the teller(s) report shall be attached to the Forum minutes and made a part of the permanent records.

11. The printed Region Meeting program shall be the order of the day for all meetings at Region Meetings, provided that the presiding officer may make changes from time to time at her discretion.

12. These rules, with the exception of rule 8-9 may be suspended by two thirds (2/3) vote of the voting body.


BUDGET

Budgets for any Region meeting are developed from input of the Director and hostess chapter or committee. They are based on actual costs including but not limited to all Director’s expenses, meeting rooms, speakers/programs, food, printing, audio/visual aids, etc. The Director will provide information regarding miscellaneous expenses at this time.

The Director must approve the proposed budget before registration forms, etc. are sent to the chapters, regions, etc.

Registration fees are established based on income, expenses, anticipated attendance and possible donations or sponsorship. They should not be considered a "fundraiser" for the hostess chapter or committee.

All funds, deposits and expenses, should be paid for and provided from the Region Fund. Should a chapter or individual pay for expenses in advance, the costs will be submitted to the Region Treasurer with the proper documentation for reimbursement.

Refunds: Requests to cancel registration or withdraw sponsorship for region meetings must be submitted in writing to the Region Director and received 30 days in advance of meeting. After this period, no refunds will be issued.

Registration Transfers: Requests to transfer registration for region meetings must be submitted in writing to the Region Director and received a minimum of 7 days in

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Approved:
advance of meeting. After this period, transfer requests will be evaluated on a case by case basis and not guaranteed.

BANKING

All monies for Region functions should be run through the Region Fund. Registrations will be run through the Region website with funds deposited directly into the Region bank account. Any monies collected by the chapter (such as sponsorships) and not collected through the Region website will be collected and sent to the Region Fund Treasurer along with all bills (hotels, etc.) which will be paid by the Region Fund. The Region Fund’s policies regarding signatures will govern.

REPORTING

At the conclusion of any Region event, financial reports are to be provided to the Director within twenty (20) days of the close of the event by the Region Fund Treasurer.

Other reports are to be prepared by the Region Fund Treasurer to assist future chapters with planning and budgets. These reports should include but not be limited to: room nights guaranteed, number of registrants, types of meals provided, etc. These are to be submitted within the same time frame as the above paragraph.

GAINS/LOSSES FROM REGION EVENTS

After the Director and at least two Trustees of the Region Fund review the financial reports, any funds left over will be distributed as follows:

! 50% to the Region Fund

! 50% to the hosting Chapter.

Any losses from Region events will be absorbed as follows:

! 50% by the Region Fund - If the Region Fund cannot cover the loss, each chapter of the Region will be assessed (Loss/per capita = assessment).

! 50% by the hosting Chapter - If the hosting Chapter cannot cover the loss due to a hardship on hostess chapter operations, upon review by the Region Fund Trustees and the Director, arrangements will be made for a loan from the Region, with negotiated repayment terms.

With proper planning, there should be no losses or very little.

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Circulated: September 12, 2018

Approved:
Purpose of Award:
The Future Leader of the Year award was established to recognize outstanding efforts of a new NAWIC member who has been actively involved throughout the first two NAWIC years.

Selection Process:
The member is to be nominated by their chapter. Nominators are encouraged to contact other members to ensure accuracy of the information. All nomination forms received prior to the deadline will be numbered and reviewed for anonymity (no names or chapter numbers) and forwarded to a panel of judges, as selected by the Award’s Chairman or the Region Director. Member’s name or chapter shall not be referenced in the essay. If the nominee is a Member at Large, the Region Director shall sign the form.

Criteria and Method of Judging: Information shall be based upon the period of 10/1/2015—9/30/16 October 1 through September 30 of the prior NAWIC year
- All nominees must be a member in good standing.
- Nominee must have maintained membership for the past two (2) years or less; the candidate selection is to be based upon her accomplishments.
- Only one (1) nominee per chapter. Note: All members of the chapter with a membership date of ____________ or later are eligible.

Items to be covered on the nomination form and evaluated on a point system (1-60) will be chapter, region and national activities. Also included are construction related and community service activities. An essay of 500 words or less, submitted with the nomination form, will be awarded points at the discretion of the judges. The nominee awarded the highest number of points by all judges will be deemed the winner. In case of a tie, two awards will be made in that particular year.

Deadline:
All paperwork must be received by the Award’s Chairman or Region Director on or before March 31.

Ratings:
- Chapter Officer/Board Positions Max of 5
- Chapter Committees Max of 5
- Regional Committees Max of 4
- National Committees Max of 3
- Attended Chapter Meetings Max of 4
- Charter Member Max of 1
- Attendance Max of 6
- Other Positions Max of 4
- NEF Certifications Max of 5
- Other Activities Max of 3
- Essay Max of 60

Award:
The Pacific Northwest Region will prepare and/or purchase appropriate award.

Announcement of Winner:
The Award’s Chair or the Region Director will present the winner with her Award at Forum
The following member __________________________________________________________ has been
(Nominee’s Name)*

nominated by ____________________________________________________________
(Nominator’s Name)

I certify that the information contained in the attached application form is true to the best of my knowledge and
that the nominee is a member in good standing of the chapter.

_________________________________________  ________________________________
Nominee’s Chapter President or Secretary  Date Submitted

*Name of Nominee will not be disclosed to judges. Judges will only receive application and scoring sheets with
Nominee Code.
NOTE: It is important to correctly list the nominee’s experience with corresponding activities. Listing “served on all chapter committees and chaired most of them” will not be scored.

Date Nominee Joined NAWIC

- Nominee is a NAWIC member in good standing
- Nominee has been a member of NAWIC for no more than 2 years (starting with month joined)

Chapter Officer/Board Positions Held:
- President
- Vice President
- Secretary
- Treasurer
- Director
- Other:

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<thead>
<tr>
<th>Current Year Chapter Committees</th>
<th>Chaired</th>
<th>Member</th>
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<td>Bylaws</td>
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<td>Others (List):</td>
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Committee Use Only
Nominee Code
### Current Year National Committees

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<th>Committee</th>
<th>Chaired</th>
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<tr>
<td>Professional Development &amp; Education</td>
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<td>Others (List):</td>
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**In the past 12 months, Nominee has attended _____ out of ______ chapter meetings.**

**Is this member a charter member?**  Y / N

**In the past 12 months, Nominee has attended the following Regional/National functions**

- Annual Meeting & Education Conference
- Regional Annual Planning Conference
- Regional Forum
- Other: ____________________________

**Has the nominee served in the following positions:**

<table>
<thead>
<tr>
<th>Position</th>
<th>Chaired</th>
<th>Member</th>
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</thead>
<tbody>
<tr>
<td>Forum Coordinator/Co-Coordinator/Committee</td>
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<tr>
<td>APC Coordinator/Co-Coordinator/Committee</td>
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<tr>
<td>Director’s Fund Guardian/Controller</td>
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<tr>
<td>Director’s Fund Trustee</td>
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<tr>
<td>Chaired a Chartering</td>
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<tr>
<td>Attended a Chartering</td>
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</tbody>
</table>

**NEF Certifications earned to date:**

- [ ] CIT
- [ ] CBT
- [ ] CDS
- [ ] CCA

**List Construction-related and/or Community Service Activities that the Nominee has chaired:**

_________________________________________________________________
_________________________________________________________________
_________________________________________________________________
_________________________________________________________________

Attach an essay in 500 words or less – why should this member be chosen for the honor of “NAWIC Future Leader of the Year”? Please do not reveal the name of the member or chapter name in your essay.
Purpose of the Award:
The Member of the Year award was established to recognize outstanding efforts of a NAWIC member who has been actively involved throughout the year.

Selection Process:
The member is to be nominated by their chapter. If the nominee is a Member at Large, the Region Director shall sign the form. Nominators are encouraged to contact other members to ensure accuracy of the information. All nomination forms received prior to the deadline will be numbered and reviewed for anonymity (no names or chapter numbers) and forwarded to a panel of judges, as selected by the Award’s Chairman or Region Director. Member’s name or chapter shall not be referenced in the essay.

Criteria and Method of Judging: Information shall be based upon the period of 10/1/2015—9/30/16

October 1 through September 30 of the prior NAWIC year

- All nominees must be a member in good standing.
- Nominee must have maintained membership for the past five (5) consecutive years; the candidate selection is to be based upon her accomplishments.
- Only one (1) nominee per chapter. Note: All members of the chapter are eligible, except recipients of this award in the past (3) years.

Items to be covered on the nomination form and evaluated on a point system (1-60) will be chapter, region and national activities. Also included are construction related and community service activities. An essay of 500 words or less, submitted with the nomination form, will be awarded points at the discretion of the judges. The nominee awarded the highest number of points by all judges will be deemed the winner. In case of a tie, two awards will be made in that particular year.

Deadline:
All paperwork must be received by the Award’s Chairman or Region Director on or before March 31.

Ratings:

<table>
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<tr>
<th>New Members Recruited</th>
<th>Max of 4</th>
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<tr>
<td>Chapter Officer/Board Positions</td>
<td>Max of 3</td>
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<tr>
<td>Chapter Committees</td>
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<td>Other Activities</td>
<td>Max of 5</td>
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<td>Essay</td>
<td>Max of 60</td>
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Award:
The Pacific Northwest Region will prepare and/or purchase appropriate award.

Announcement of Winner:
The Award’s Chair or the Region Director will present the winner with her Award at Forum.
The following member has been nominated by

(Nominee’s Name)*

(Nominator’s Name)

I certify that the information contained in the attached application form is true to the best of my knowledge and that the nominee is a member in good standing of the chapter.

Nominee’s Chapter President or Secretary

Date Submitted

*Name of Nominee will not be disclosed to judges. Judges will only receive application and scoring sheets with Nominee Code.
NOTE: The specific allocation of points per item is for current year activities only and is the method for scoring. Check each field where applicable for the current NAWIC year. It is important to correctly list the nominee’s experience with the corresponding activities. Listing “served on all chapter committees and chaired most of them” will not be scored.

Date Nominee Joined NAWIC ______________________
(Membership in one or more Chapters is included)

☐ Nominee is a NAWIC member in good standing

How many members has nominee recruited for the current NAWIC year? ________________

Chapter Officer/Board Position Currently Held:
☐ President  ☐ Vice President  ☐ Secretary  ☐ Treasurer  ☐ Director  ☐ Other: ________________

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66
Purpose of Award:
The Lifetime Achievement award was established to recognize outstanding efforts of a NAWIC member who has been actively involved throughout their NAWIC membership. This award may only be won once by a member.

Selection Process:
The member is to be nominated by their chapter. If the nominee is a Member at Large, the Region Director shall sign the form. Nominators are encouraged to contact other members to ensure accuracy of the information. All nomination forms received prior to the deadline will be numbered and reviewed for anonymity (no names or chapter numbers) and forwarded to a panel of judges, as selected by the Award’s Chairman or Region Director. Member’s name or chapter shall not be referenced in the essay.

Criteria and Method of Judging: Information shall be based upon the period of October 1 through September 30 of the prior NAWIC year
- All nominees must be a member in good standing.
- Nominee must have maintained continuous membership for the past fifteen (15) years or more.
- Candidate selection is based upon her accomplishments for her length of time in NAWIC.
- Only one (1) nominee per chapter may be submitted. Note: All members of the Pacific Northwest Region are eligible, except previous recipients of this award.

Items to be covered on the nomination form and evaluated on a point system (1-60) will be chapter, region and national activities. Also included are construction related and community service activities. An essay of 500 words or less, submitted with the nomination form, will be awarded points at the discretion of the judges. The nominee awarded the highest number of points by all judges will be deemed the winner. In case of a tie, two awards will be made in that particular year.

Deadline:
All paperwork must be received by the Award’s Chairman or Regional Director on or before March 31.

Ratings:

- New Members Recruited
- Max of 3
- National Officer/Board Positions
- Max of 7
- Chapter Officer/Board Positions
- Max of 3
- Chapter Committees
- Max of 3
- Regional Committees
- Max of 3
- National Committees
- Max of 4
- Charter Member
- Max of 1
- Attendance
- Max of 5
- Other Positions
- Max of 4
- NEF Certifications
- Max of 5
- Other Activities
- Max of 2
- Essay
- Max of 60

Award:
The Pacific Northwest Region will prepare and/or purchase appropriate award.

Announcement of Winner:
The Award’s Chair or the Region Director will present the winner with her Award at Forum.
Lifetime Achievement Award
Nomination Form

Committee Use Only
Nominee Code ____________

The following member ____________________________________________ has been
(Nominee’s Name)*

nominated by _______________________________________________________
(Nominator’s Name)

I certify that the information contained in the attached application form is true to the best of my knowledge and
that the nominee is a member in good standing of the chapter.

Nominee’s Chapter President or Secretary ____________________________ Date Submitted ____________

*Name of Nominee will not be disclosed to judges. Judges will only receive application and scoring sheets with
Nominee Code.
NOTE: The specific allocation of points per item is the method for scoring. Enter the amount for each activity served during entire NAWIC membership (i.e., Chapter President 3 times during membership, enter 3). It is important to correctly list the nominee’s experience with the corresponding activities. Listing “served on all chapter committees and chaired most of them” will not be scored.

Date Nominee Joined NAWIC ______________________
(Membership in one or more Chapters is included)

☐ Nominee is a NAWIC member in good standing

How many members has nominee recruited since joining NAWIC? ______________

National Officer/Board Positions Held:
President_____ Pres. Elect______ Vice President_______ Secretary_______ Treasurer_______ Director ______

Chapter Officer/Board Positions Held:
President______ Vice President_______ Secretary_______ Treasurer_______ Other: __________________________

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<th>Chapter Committees</th>
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<th>Member</th>
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<td>Mentoring</td>
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<td>Cad Design / Drafting</td>
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<td>Others (List): ______________</td>
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### National Committees

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<th>Chaired</th>
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<td>Public Relations &amp; Marketing</td>
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<td>Cad Design / Drafting</td>
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<tr>
<td>Others (List):</td>
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</tbody>
</table>

Is this member a charter member?  

Y / N

Nominee has attended the following number of Regional/National functions:

- Annual Meeting & Education Conference
- Regional Annual Planning Conference
- Regional Forum
- Other:

Has the nominee served in the following positions:

<table>
<thead>
<tr>
<th>Position</th>
<th>Chaired</th>
<th>Member</th>
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</thead>
<tbody>
<tr>
<td>Forum Coordinator/Co-Coordinator/Committee</td>
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<tr>
<td>APC Coordinator/Co-Coordinator/Committee</td>
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<tr>
<td>Director’s Fund Guardian/Controller</td>
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<td>Director’s Fund Trustee</td>
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<tr>
<td>Chaired a Chartering</td>
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<tr>
<td>Attended a Chartering</td>
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</table>

NEF Certifications earned to date:

- [ ] CIT
- [ ] CBT
- [ ] CDS
- [ ] CCA

List Construction-related and/or Community Service Activities that the Nominee has chaired:

- 
- 
- 
- 

Attach an essay in 500 words or less — why should this member be chosen for the honor of “NAWIC Lifetime Achievement”? *Please do not reveal the name of the member or chapter name in your essay.*
A Governance Task Force was formed during the Midyear NAWIC Board of Directors Meeting and tasked to do a complete review and update of the governance documents of NAWIC. Assigned to the Task Force were Deb Lesar, Robin Fulton Meyer, and Diane Mike.

A complete review of the current NAWIC Bylaws and Bylaws for NAWIC Affiliated Chapters was undertaken. A complete review of the Bylaws of our Association assures that the current practices of the organization are in compliance with the Strategic Plan as developed by the Association, as well as continuing to update practices to a more streamlined and efficient style.

Primary changes to the Bylaws include changing Article II to reflect the NAWIC Mission as set forth in the Strategic Plan. A change to the Membership Categories of deleting Honorary Chapter Member on the national side only. Additional changes include the remuneration of Articles to coincide with a more natural flow of the Bylaws and combining some sections. Small changes are noted for more consistent language and ease of understanding.

Article VI adds a new section giving the NAWIC Board the authority to discipline a Chapter for failure to follow the governing documents of NAWIC. This is an area that has been discussed for several years and the proposed changes will spell out the necessary steps of the National Board to ensure the continuation of the tax-exempt status for NAWIC and their fiduciary duties.

The Task Force is requesting a new Article XII – Executive(s). The reasoning behind this addition is to make the process of employing any Executive(s) and the subsequent contracts more transparent.

Bylaws for NAWIC Affiliated Chapters changes follow those proposed for the national Bylaws.
BYLAWS
NATIONAL ASSOCIATION OF WOMEN IN CONSTRUCTION
AN INTERNATIONAL NON-PROFIT CORPORATION
ORGANIZED UNDER THE LAWS OF THE STATE OF TEXAS

ARTICLE I — NAME

The name of this organization shall be the “National Association of Women in Construction” (hereinafter, the “Association”).

ARTICLE II — OBJECT MISSION

The object of this Association shall be: The core purpose of this Association shall be to enhance the success of women in the construction industry.

To unite for their mutual benefit women who are actively employed in the various phases of the construction industry.

To promote cooperation, fellowship and a better understanding among members of the Association.

To promote education and contribute to the betterment of the construction industry.

To encourage women to pursue and establish their careers in the construction industry.

To provide members an awareness of the legislative process and legislation as it relates to the construction industry.

ARTICLE III — POLICY

This Association shall be self-governing, non-profit, non-partisan and non-sectarian.

ARTICLE IV — MEMBERSHIP CATEGORIES

Membership of the Association shall consist of:

A. ACTIVE MEMBER: Shall be open to women who are actively employed in the construction industry a minimum of an average of twenty (20) hours per week per month. Employment is defined as receiving compensation for service in an approved employment category and in which the majority of her job responsibility, in that approved employment category, is construction related. Each eligible Active Chapter Member shall be entitled to vote and to hold office and shall be a member of National and an affiliated Chapter. (02/09)

B. CORPORATE MEMBER: This is a transferable membership. This membership is open to companies that wish to designate a woman employee, who would otherwise meet the criteria for Active Membership, to represent the company. The company holding the membership may change its designated representative at any time. The company must buy one corporate chapter membership for each representative. Each eligible Corporate Member shall be entitled to vote, to hold office and shall be a member of National and an affiliated Chapter. (02/09)

C. MEMBER AT LARGE: Shall be open to women meeting all the criteria for Active Member but not belonging to an affiliated Chapter of the Association. Member at Large shall be entitled to participate in all of the activities of the region in which they reside. Member at Large shall be entitled to vote at the Annual Conference of the Association and vote on all matters on a regional level in which they reside. Member at Large cannot hold office or serve on the NAWIC Board of Directors. (12/18)
D. STUDENT MEMBER: Shall be open to women students enrolled at institutions of higher education, vocation training programs and apprenticeship programs. Student Membership is non-transferable, and Student Members shall have no vote nor hold office. They shall be a member of National and an Affiliated Chapter. A Student Member shall be eligible to serve on Chapter, Regional and National appointed committees.  

(02/11)

E. STUDENT MEMBER AT LARGE: Shall be open to women students meeting all the criteria for Student Member but not belonging to an affiliated Chapter of the Association. Student at Large shall be entitled to participate in all of the activities of the region in which they reside. They shall have no vote nor hold office.  

(02/09)

F. ASSOCIATE MEMBER: Shall be open to women who do not qualify for active membership. Associate members shall have no vote and are not eligible to hold office. Associate Members shall be a member of National and an affiliated Chapter. An Associate Member shall be eligible to serve on Chapter, Regional and national appointed committees.  

(02/10)

G. RETIRED MEMBER: Shall be open to women who are retired and are at least 62 years of age. Retired members do not qualify for Active Membership, do not have to be members of a chapter and will be a member of National. Retired members shall have no vote and are not eligible to hold office but shall be eligible to serve on Chapter, Regional and National appointed committees.  

(09/10)

H. INTERNATIONAL MEMBER: Shall be open to women who are actively employed in the construction industry in countries outside of the United States. International Members shall neither vote nor hold office.  

I. HONORARY CHAPTER MEMBER: May be conferred by a three-fourth (3/4) vote of those members present and voting upon a person who has rendered outstanding service to the Chapter but is ineligible for Active Member. An Honorary Member shall have no vote and shall be ineligible to hold any elective or appointive office. An Honorary Member shall be exempt from payment of dues but is entitled to visit the Chapter at any time.  

(02/09)

ARTICLE V — DUES

Annual dues and the method of collection shall be established by the NAWIC Board of Directors. Any proposed change must be circulated ninety days in advance of the vote thereon.

SECTION 1: NAWIC’s Fiscal Year is October 1 through September 30. All new members joining in the last quarter (July, August, and September) of the NAWIC year pay the full fourth quarter and full amount of dues for the upcoming NAWIC year. The fourth quarter and upcoming year dues are prorated based on the National and Chapter new member dues structure.  

(03/14)

ARTICLE VI — FISCAL YEAR

The fiscal year shall begin October 1 of each year, and the books shall be closed on September 30.
ARTICLE VII VI — CHAPTERS

SECTION 1: The Association may grant charters to qualifying groups to be known as “Affiliated Chapters” or (“Chapters”). Each such Chapter shall adopt the Standard Bylaws for Affiliated Chapters, and shall abide by the Articles of Incorporation of the Association and all provisions of the Bylaws and Policies of the Association, which are consistent with all applicable laws and other governmental regulations.

SECTION 2: The NAWIC Board of Directors shall establish criteria for qualification of new Chapters, and shall be authorized to withdraw Chapter status from any Chapter which fails to comply with any of the requirements established for Chapter affiliation. The decision of the NAWIC Board of Directors on this matter shall be final.

SECTION 3: Should a Chapter fail to comply with the Bylaws, Policies and Procedures, or any other guidelines established, privileges associated with being a Chapter shall be forfeited, and if a Chapter fails to cure said deficit once notified, the charter shall be revoked by a vote of the NAWIC Board of Directors.

ARTICLE VIII VII — REGIONS

SECTION 1: CREATION OF REGIONS: The Association shall be divided into geographic Regions. Regions may be created, or their boundaries changed, by a two-thirds vote of the NAWIC Board of Directors. Procedures for creating or redistricting of Regions shall be established by the Board of Directors.

SECTION 2: ANNUAL REGIONAL FORUMS: Each Region shall hold an Annual Regional Forum in the Spring of each year. Any business pertaining to the specific Region, which is not in conflict with the governing rules of this Association, may be conducted. All voting members who are affiliated with that region, in good standing, who are in attendance, are eligible to vote. (12/17)

SECTION 3: FALL CONFERENCES: Each Region may hold a Fall Conference, at which official business pertaining to the Region, which is not in conflict with the governing rules of the Association may be conducted. All voting members who are affiliated with that region, in good standing, who are in attendance, are eligible to vote. (09/14)

ARTICLE X VIII — NAWIC BOARD OF DIRECTORS

SECTION 1: The NAWIC Board of Directors shall be composed of the duly elected Officers, Immediate Past President and Directors elected by the Chapter delegates of each Region.

SECTION 2: The NAWIC Board of Directors shall:

A. Transact the business of, and exercise general supervision over, the affairs of the Association. The governing body of NAWIC shall be the Board of Directors.

B. Approve the budget. Allocate and approve resources through the budget approval process.

C. Set annual dues, reinstatement fees and the method of collection.

NAWIC’s Fiscal Year is October 1 through September 30. All new members joining in the last quarter (July, August, and September) of the NAWIC year pay the full fourth quarter and full amount of dues for the upcoming NAWIC year. The fourth quarter and upcoming year dues are prorated based on the National and Chapter new member dues structure. (03/14)
D. Authorize waiver, or payment of the cost, for any bond required of anyone holding Association funds or property.

D. Report to the Annual Conference on business transacted by it. Actions taken.

E. Investigate all grievances and complaints of irregularities presented to it, and serve as a body to which Chapters and/or members may appeal.

F. Annually review and evaluate the progress and status of the Strategic Plan.

G. Take all such other and further actions as may be necessary for the proper functioning of the Association, which are consistent with these Bylaws.

H. Promote the Association.

SECTION 3: MEETINGS OF THE NAWIC BOARD OF DIRECTORS:

A. A regular meeting of the NAWIC Board of Directors shall be held preceding the Annual Conference of the Association (hereinafter referred to as the “Pre-Con Board Meeting”) and another after the close of the Annual Conference of the Association (hereinafter referred to as the “Post-Con Board Meeting”). The President shall decide the time and place of these meetings. A Midyear Meeting may be held for the purpose of transacting any business of the Association necessary at that time. The President shall decide the time and place of any such Midyear Meeting.

B. Special Meetings of the NAWIC Board of Directors may be called by the President, or upon written request of one fourth of the NAWIC Board members. The notice of a Special Meeting shall be issued and distributed at least thirty days before the meeting, stating the item or items of business to be transacted. No business other than that stated in the notice may be transacted.

C. The NAWIC Board of Directors may transact business by written ballot, email vote or telephonic verbal vote. In the case of a ballot or email vote, a ballot shall be sent to each NAWIC Board member in the most expeditious manner as directed by the President. Only such replies as are received by the Secretary within fifteen days after date of distribution shall be considered.

A telephonic vote will be conducted by a roll call vote of all Board Members present. A two-thirds vote of the entire NAWIC Board shall decide the issue. The business and its result shall be ratified at the next Board of Directors meeting.

(03/17)

SECTION 4: QUORUM: A majority of the members of the NAWIC Board of Directors shall constitute a quorum.

ARTICLE IX — OFFICERS

SECTION 1: OFFICERS: The Officers of the Association shall be President, President-Elect, Vice-President, Secretary and Treasurer.
SECTION 2: DUTIES OF OFFICERS: Officers’ duties shall be such as indicated by their respective titles and as are specified by these Bylaws.

A. PRESIDENT: The President shall:
1. Call and preside at all meetings of the Board of Directors and the Annual Conference.
2. Appoint all Committee Chairmen and Committee Members with the exception of the Finance Committee, and shall employ such professional services, as she deems necessary for the proper performance of the Association’s duties and the achievement of its goals, within budget limitations.
3. Be one of three persons authorized to sign checks.
4. Perform such other duties as may be prescribed in these Bylaws, or requested by the NAWIC Board of Directors.

B. PRESIDENT-ELECT: The President-Elect shall:
1. Attend the Annual Conference and meetings of the Board of Directors.
2. Approve the dates of Annual Regional Forums. (02/09)

C. VICE-PRESIDENT: The Vice-President shall:
1. Attend the Annual Conference and meetings of the Board of Directors.
2. Act as an aide to the President.
3. Assume the duties of the President in her absence or in the event of a vacancy in the office. (09/08)

D. SECRETARY: The Secretary shall:
1. Attend the Annual Conference and meetings of the Board of Directors.
2. Supervise the maintenance of accurate records of all Association business including minutes of the Board of Directors and of the Annual Conference.
3. Issue all necessary notices, unless otherwise provided for by the NAWIC Board of Directors.

E. TREASURER: The Treasurer shall: be the chief financial officer of the Association. She shall:
1. Attend the Annual Conference and meetings of the Board of Directors.
2. Supervise the maintenance of all Association accounting and financial reports, and present all financial statements required, in accordance with generally accepted accounting principles.
3. Be one of three persons authorized to sign checks.
4. Serve as Chair of the Finance Committee.
5. Prepare and present budgets.

SECTION 3: ELECTION OF OFFICERS:

A. QUALIFICATIONS FOR OFFICE: To be eligible to hold an Association office, a member:
1. Shall have been a voting member in good standing of a Chapter or Chapters for a minimum of three years prior to her application for office.
2. Shall be actively employed in the construction industry, or construction related service in which the majority of her business is in the construction industry. 
(09/06)

3. Shall have served a majority of a term on the NAWIC Board of Directors.

B. APPLICATION OF CANDIDATES: Applications from candidates for office shall be made in writing to the NAWIC Office to review for compliance with these Bylaws in accordance with procedures adopted by the Board of Directors.

C. ELECTION OF OFFICERS: The President-Elect, Vice-President, Secretary and Treasurer shall be elected by ballot, by a majority of votes cast, in accordance with voting procedures adopted by the NAWIC Board of Directors. When there is only one nominee for each office, the NAWIC Secretary may be instructed to cast the elective ballot.

(09/09)

SECTION 4: TERM OF OFFICE AND VACANCIES:

A. Each officer’s term shall commence at the close of the Annual Conference, and shall continue for one year. The President-Elect shall assume the office of President at the close of the Annual Conference one-year following her election as President-Elect.

B. No person shall be elected to the same office for two successive terms, except for the Secretary and Treasurer, who may serve no more than two consecutive terms.

C. In the event of a vacancy in the office of President, the Vice-President shall complete the unexpired term. In the event of a vacancy in the office of President-Elect, the Vice-President shall complete the unexpired term and shall become President at the end of that time. By majority vote, the NAWIC Board of Directors shall fill a vacancy in any other office.

SECTION 5: REMOVAL: A NAWIC Officer may be removed from office upon a three-fourths vote of the remaining NAWIC Board of Directors, if the Board determines this action is in the best interest of the Association.

ARTICLE X — REGION DIRECTORS

SECTION 1: ELECTION OF DIRECTORS:

A. Each Region shall have a Director, who is that Region’s representative on the NAWIC Board of Directors. Said Director shall have been a voting member in good standing of a Chapter or Chapters for three years prior to her election, shall be actively employed in the construction industry, or construction related service in which the majority of her business is in the construction industry, and shall have served as a Chapter President. 
(09/06)

B. Said Director will serve a term of two (2) years. Should redistricting of two or more Regions occur, Directors may be asked to limit their term to one year with ability to be re-elected for one more year. If an entire new Director is elected from consolidated Region, the Director will serve a term of two (2) years. No person may serve more than two consecutive years as Director. Her term will commence at the close of the Annual Conference following her election. Prior to commencement of her term of office, she will be known as the “Director-Elect” for said Region.
(09/14)

C. Directors will be elected every two years for all Regions. Exception would be during a redistricting of two or more Regions whereas the election process would follow Article X - Board of Region Directors, Section 2: Election of Directors B. The Board of Directors will determine when the
two year term will commence during the redistricting process to maintain the same number of Directors elected in even years as are elected in odd years. (02/15)

D. The NAWIC Director shall be elected by ballot, by a majority of votes cast, in accordance with voting procedures adopted by the NAWIC Board of Directors. (12/17)

SECTION 2: DUTIES OF DIRECTORS:

A. Attend the Annual Conference and meetings of the Board of Directors.

B. To act as liaison between the members in her Region and the Association.

C. To serve as a member of the NAWIC Board of Directors.

C. To preside at all Regional meetings.

D. To take such other and further action as may be assigned to her by the NAWIC Board of Directors to further the goals of the Association within her Region.

SECTION 3: VACANCY IN POSITION OF DIRECTOR: A vacancy in the office of Director shall be filled by the Director-Elect, who shall serve as Director for the unexpired term and for the term to which she has been elected. If a vacancy in the office of Director occurs at a time when there is no Director-Elect, said vacancy shall be filled by a majority vote of the NAWIC Board of Directors, with consideration given to the recommendation of the Region involved.

SECTION 4: A NAWIC Director may be temporarily suspended from office and a replacement appointed by a three-fourths vote of the remaining NAWIC Board of Directors, if the Board determines that this action is in the best interest of the Association. In addition, a NAWIC Director may be removed from office if written request is made to the NAWIC Board by a majority of Chapters in her Region. The vacancy created by removal shall be filled according to the procedures established in these Bylaws.

ARTICLE XI — EXECUTIVE COMMITTEE

SECTION 1: COMPOSITION: The Executive Committee shall be composed of the Officers and the Immediate Past President of the Association.

SECTION 2: DUTIES: The Executive Committee is authorized to review and make recommendations to the NAWIC Board of Directors on any matter referred to it by the President or the Board of Directors, and report to the next regularly scheduled meeting of the NAWIC Board of Directors, unless otherwise instructed.

SECTION 3: MEETINGS:

A. Meetings of the Executive Committee may be called at the discretion of the President or at the request of three members of this committee. A minimum of five days’ notice shall be given to members of the committee. The call for the meeting shall state the date, time, place and reason for meeting.

B. Meetings may be conducted by telephone conference with a minimum of twenty-four hours’ notice. Action taken by telephone conference is to be ratified and made a part of the minutes of the next meeting of the Executive Committee.
ARTICLE XII — EXECUTIVE(S)

Section 1: Executive(s) are employed by the President and the Executive Committee.

Section 2: The Executive(s)’ contract shall be approved by the NAWIC President with a majority vote of the NAWIC Executive Committee.

Section 3: An annual review of the Executive(s) shall be performed by the NAWIC Executive Committee at least sixty (60) days prior to the renewal of the contract(s) for the following NAWIC year.

Section 4: The Executive(s) shall perform duties as specific in the employment contract and policies.

ARTICLE XII XII — ANNUAL CONFERENCE

Section 1: The Annual Conference of the Association shall be held at a time and place to be selected by the NAWIC Board of Directors based on recommendations from NAWIC’s Annual Conference planner.

Section 2: VOTING AT THE ANNUAL CONFERENCE:

A. All registered voting members, Member at Large and all Past National Presidents shall be eligible to vote at the Annual Conference. (12/17)

B. All votes shall be cast in person, and no person shall cast more than one (1) vote on any question. (12/17)

C. Voting shall be by voting members on all matters authorized by these Bylaws, as well as on other matters as determined by the President, or any matter where a majority of voting members present so request. (12/17)

ARTICLE XIII XIV — COMMITTEES

Section 1: STANDING COMMITTEES: The Association shall maintain the following Standing Committees: Bylaws, Professional Development & Education (PDE), Finance, Membership, and Strategic Planning. (09/14)

Section 2: OTHER COMMITTEES: The President may authorize the creation of other committees as she may deem necessary for the better execution of her duties and the goals of the Association.

Section 3: COMPOSITION OF COMMITTEES: The President shall appoint members and Chairmen of all committees except the Finance Committee, which shall be composed of the Executive Officers, Executive Vice President and a Finance Committee Member liaison. The President shall be an ex officio member of all other committees. (02/09)

ARTICLE XIV XV — INDEMNITY

The NAWIC Board of Directors shall have the authority to indemnify any Director or Officer or the Association for expenses and costs including attorneys’ fees, actual and necessary, incurred by her in connection with any claim.
asserted against her, by action in court or otherwise, by reason of her being or having been such Director or Officer, except in relation to matters as to which she shall have been guilty of negligence or misconduct in respect for which indemnity is sought.

ARTICLE XV XVI — OFFICE

SECTION 1: The permanent headquarters and office of the Association shall be in Fort Worth, Tarrant County, Texas, United States of America.

SECTION 2: The business of the NAWIC Office shall be under the direction of an Executive Vice President. The Executive Vice President shall be one of three persons authorized to sign checks.

SECTION 3: All checks over $2,000.00, with the exception of budgeted items, shall bear two (2) original signatures.

(09/09)

ARTICLE XVI XVII — PARLIAMENTARY AUTHORITY

The rules of parliamentary practice comprised in Robert’s Rules of Order Newly Revised, latest edition, shall govern all proceedings of the Association and of the Board of Directors, except where inconsistent with these Bylaws, and shall be subject to any Standing Rules which have been or may be adopted by the Association.

A Parliamentarian is appointed by the President, who advises the President or presiding officer, upon request. She attends Board meetings, and her function is advisory only. She should be well informed on National Bylaws and National Policies, and Roberts Rules of Order, Newly Revised.

ARTICLE XVII XVIII — AMENDMENTS

These Bylaws may be amended by a two-thirds vote of the Board of Directors, and this Article XVII XVIII may also be amended at the Annual Conference by a two-thirds vote of the Association members present and voting thereon, provided that no amendment may be enacted unless notice of said proposed amendment has been circulated to all Association members at least ninety days in advance of the vote thereon or as superseded by law. All amendments authorized shall become effective immediately unless the amendment contains a specific date.

(02/09)

STANDARD BYLAWS FOR AFFILIATED CHAPTERS
NATIONAL ASSOCIATION OF WOMEN IN CONSTRUCTION

ARTICLE I — NAME

The name of this organization shall be the “Chapter” (hereinafter, the “Chapter”) of the National Association of Women in Construction (hereinafter, the “Association”).

ARTICLE II — OBJECT

The object of this Chapter shall be: The core purpose of this Association shall be to enhance the success of women in the construction industry.

To unite for their mutual benefit women who are actively employed in the various phases of the construction industry.

To promote cooperation, fellowship and a better understanding among members of the Association.

To promote education and contribute to the betterment of the construction industry.

To encourage women to pursue and establish their careers in the construction industry.

To provide members an awareness of the legislative process and legislation as it relates to the construction industry.

ARTICLE III — POLICY

This Chapter shall be self-governing, non-profit, non-partisan and non-sectarian.

ARTICLE IV — MEMBERSHIP

Section 1: All Chapter members must be members of the National Association of Women in Construction.

A. ACTIVE MEMBER: Shall be open to women who are actively employed in the construction industry a minimum of an average of twenty (20) hours per week per month. Employment is defined as receiving compensation for service in an approved employment category and in which the majority of her job responsibility, in that approved employment category, is construction related. Each eligible Active Chapter Member shall be entitled to vote and to hold office and shall be a member of National and an affiliated Chapter. (02/09)

B. CORPORATE MEMBER: This is a transferable membership. This membership is open to companies that wish to designate a woman employee, who would otherwise meet the criteria for Active Membership, to represent the company. The company holding the membership may change its designated representative at any time. The company must buy one corporate chapter membership for each representative. Each eligible Corporate Member shall be entitled to vote, to hold office and shall be a member of National and an affiliated Chapter. (02/09)
C. MEMBER AT LARGE: Shall be open to women meeting all the criteria for Active Member but not belonging to an affiliated Chapter of the Association. Member at Large shall be entitled to participate in all of the activities of the region in which they reside. Member at Large shall be entitled to vote at the Annual Conference of the Association and vote on all matters on a regional level in which they reside. Member at Large cannot hold office or serve on the NAWIC Board of Directors.  
(12/17)

D. STUDENT MEMBER: Shall be open to women students enrolled at institutions of higher education, vocation training programs and apprenticeship programs. Student membership is non-transferable, and Student Members shall have no vote nor hold office. They shall be a member of National and an Affiliated Chapter. A Student Member shall be eligible to serve on Chapter, Regional and National appointed committees.  
(02/11)

E. STUDENT MEMBER AT LARGE: Shall be open to women students meeting all the criteria for Student Members but not belonging to an affiliated Chapter of the Association. Student at Large shall be entitled to participate in all of the activities of the region in which they reside. They shall have no vote nor hold office.  
(02/09)

F. ASSOCIATE MEMBER: Shall be open to women who do not qualify for active membership. Associate members shall have no vote and are not eligible to hold office. Associate Members shall be a member of National and an affiliated Chapter. An Associate Member shall be eligible to serve on Chapter, Regional and national appointed committees.  
(02/10)

G. RETIRED MEMBER: Shall be open to women who are retired and are at least 62 years of age. Retired members do not qualify for Active Membership, do not have to be members of a chapter and will be a member of National. Retired members shall have no vote and are not eligible to hold office but shall be eligible to serve on Chapter, Regional and National appointed committees.  
(09/10)

H. INTERNATIONAL MEMBER: Shall be open to women who are actively employed in the construction industry in countries outside of the United States. International Members shall neither vote nor hold office.

I. HONORARY CHAPTER MEMBER: May be conferred by a three-fourth (3/4) vote of those members present and voting upon a person who has rendered outstanding service to the Chapter but is ineligible for Active Member. An Honorary Member shall have no vote and shall be ineligible to hold any elective or appointive office. An Honorary Member shall be exempt from payment of dues but is entitled to visit the Chapter at any time.  
(02/09)

SECTION 2: Transfer of Membership: A member in good standing may transfer from one Chapter of the Association to another in accordance with procedures established by the Association. No membership may be transferred from one member to another, except as established by the NAWIC Board of Directors.  
(02/09)
**SECTION 3:** Good Standing; A member is in good standing only when all Association and Chapter financial obligations are paid. A member not in good standing shall forfeit all privileges of membership until said financial obligations are met.

**SECTION 4:** The decision of the NAWIC Office, in determining the validity of an application for membership, shall be final. (Effective 10-1-2000)

**ARTICLE V — OFFICERS AND DIRECTORS**

**SECTION 1:** The Board of Directors shall consist of the Officers, Immediate Past President and not less than two (2) Directors.

**SECTION 2:** The Chapter Officers shall be President, Vice President, Recording Secretary and Treasurer, and may include President-Elect and Corresponding Secretary.

**SECTION 3:** The term of office of each Officer and Director shall be one year or until their successors are elected. No Officer or Director shall hold the same position for more than two consecutive terms. Any part of a term equaling or exceeding one-half the regular term shall be considered a term in deciding eligibility for re-election. The Board of Directors by a three-fourths ballot may remove any Officer or Board Member if determined that this action is in the best interest of the Chapter, except as superseded by state law.

**SECTION 4:** A vacancy in the office of President shall be filled by the Vice President for the unexpired term. A vacancy in the office of President-Elect, if any, shall be filled by the Vice President who shall serve for the unexpired term and shall become President at the end of that term. In the event of a vacancy in both the office of President and Vice President, the President shall be elected by the Chapter voting members, voting thereon by ballot, and the Vice President shall be elected by the Board of Directors voting thereon by ballot. Any other vacancy on the Board of Directors, except in the office of Immediate Past President, shall be filled by the remaining members of the Board of Directors voting thereon by ballot. (02/10)

**ARTICLE VI — ELECTIONS**

**SECTION 1:** A Nominating Committee of not less than three (3) voting members shall be elected no later than the end of March of each year. Two (2) members shall be elected from the membership, and one (1) shall be elected from the Board of Directors. The Committee shall elect its own chairman. (02/10)

**SECTION 2:** No later than the end of May of each year, the Nominating Committee shall submit the names of one or more nominees for each office and each directorship to be elected. Nominations may also be made from the floor. If the Nominating Committee report is presented at one meeting and voting takes place at the following, nominations from the floor shall be permitted at both meetings.

**SECTION 3:** All Officers and Directors shall be elected by ballot no later than the end of June and shall take office October 1 following their election.

**SECTION 4:** When a ballot for any office or directorship fails to show a majority, the name of the nominee having the lowest number of votes shall be dropped and balloting continued until a majority is declared.

**SECTION 5:** When there is only one nominee for any office or any directorship, the Recording Secretary may be instructed to cast the elective ballot.
SECTION 6: No person shall be elected to the office of President, President-Elect or Vice President who has not served on the Board of Directors.

SECTION 7: All Chapter elections may be conducted by mail ballot by a majority vote.

ARTICLE VII — MEETINGS

SECTION 1: The Chapter shall hold a minimum of ten (10) meetings per year, of which at least four (4) shall include official Chapter and Association business. Whenever necessary, at the discretion of the Board of Directors, the date, time and place of a regular meeting may be changed. (08/17)

SECTION 2: Special meetings of the Chapter or the Board of Directors may be called by the President or a majority of the Board of Directors. The notice of special meetings shall state the business to be transacted and no other business shall be transacted except that stated in the notice.

SECTION 3: The Board of Directors shall hold a minimum of six (6) meetings per year. (12/17)

SECTION 4: The Annual Meeting of the Chapter shall be held in August or September, at which time Annual Reports of Officers and Committee Chairmen shall be presented verbally or published, except the Audit Committee Report, which will be given no later than the November meeting next following the Annual Meeting.

SECTION 5: One-third (1/3) of the voting members of the Chapter shall constitute a quorum at any business or special meeting of the Chapter. A majority of the Board of Directors shall constitute a quorum at any meeting of the Board of Directors.

ARTICLE VIII — DUES

SECTION 1: Dues for new members shall be established by the NAWIC Board of Directors and shall be payable upon acceptance of membership. Chapter renewal dues and other appropriate fees shall be established by the Chapter. (02/09)

SECTION 2: Renewal dues shall be due in the NAWIC Office by October 1. (02/08)

ARTICLE IX — ELECTION OF NAWIC DIRECTORS

SECTION 1: As an affiliate of the National Association of Women in Construction, the Chapter, by virtue of its geographic location, is included in one of the Association’s Regions.

SECTION 2: The NAWIC Directors shall be elected by ballot, by a majority of votes cast, in accordance with voting procedures adopted by the NAWIC Board of Directors. (12/17)

ARTICLE X — FISCAL YEAR

The fiscal year shall begin on October 1 of each year, and the books shall be closed on September 30.
ARTICLE XI — DUTIES OF OFFICERS

SECTION 1: THE PRESIDENT shall preside at all meetings and serve as Chairman of the Board of Directors. She shall call regular monthly meetings of the Board of Directors and such special meetings of the Board of Directors as may be necessary. She shall be authorized to create Special Committees, and shall appoint members to all Standing and Special Committees (with the exception of the Nominating Committee) and shall designate the Chairman thereof. She shall be one of three officers authorized to countersign all checks. She shall not be a member of the Nominating Committee. She shall in a timely manner prepare and file all documents necessary to protect the Chapter’s non-profit status for the fiscal year in which she serves as President.

SECTION 2: THE VICE PRESIDENT shall perform the duties of the President in her absence and succeed to the office of the President if that office becomes vacant.

SECTION 3: THE RECORDING SECRETARY shall be responsible for the permanent records of the Chapter including minutes of all regular and special meetings of the Chapter and the Board of Directors. She shall keep a current roster of Chapter membership and perform such other duties as may be requested by the President or the Board of Directors.

SECTION 4: THE CORRESPONDING SECRETARY, if any, shall be responsible for all correspondence of the Chapter.

SECTION 5: THE TREASURER shall be custodian of all funds; be one of the three Officers authorized to countersign all checks; pay bills authorized by the Board of Directors; keep an itemized account of receipts and disbursements; present a written report at business meetings of the Chapter and the Board of Directors; and deliver audited records to her successor within thirty (30) days following the expiration of her term. She shall be a member of the Finance Committee.

SECTION 6: THE PRESIDENT-ELECT, if any, shall attend all meetings of the Chapter Board of Directors, acquaint herself with the duties of the President, and perform such other duties as may be assigned to her by the President or the Board of Directors. She shall not be a member of the Nominating Committee.

ARTICLE XII — DUTIES OF THE BOARD OF DIRECTORS

SECTION 1: The Board of Directors shall:

A. Exercise general supervision and control over the business of the Chapter.

B. Designate a depository for all Chapter funds and designate the third Officer authorized to countersign checks for withdrawal of funds from such depositories.

C. Authorize payment of any indebtedness incurred on approved budget items.

D. Adopt the annual budget of the Chapter.

E. Fill by ballot any vacancies occurring on the Board of Directors with the exception of the President and President-Elect. A vacancy in the office of Immediate Past President is not filled.

F. Be authorized to create special committees.

G. Shall present recommendations for action at regular Chapter meetings.

H. Transact all other business of the Chapter not otherwise provided for.
SECTION 2: No indebtedness may be incurred or any money borrowed in the name of the Chapter except by Resolution of the Board of Directors approved by the Chapter voting membership.

(02/10)

ARTICLE XIII — COMMITTEES

SECTION 1: The President shall appoint the following Standing Committees: Finance, Professional Development & Education (PDE) and Membership. The duties of the committees shall be such as are implied by their respective titles, provided that such duties do not conflict with any other committees.

(09/14)

SECTION 2: The President shall act as an ex-officio member on each committee except the Nominating Committee, on which she shall not serve in any capacity.

ARTICLE XIV — INDEMNITY

The Board of Directors shall have the authority to indemnify any Director or Officer of the Chapter for expenses and costs including legal fees, actual and necessary, incurred by her in connection with any claim asserted against her, by action in court or otherwise, by reason of her being or having been such Director or Officer, except in relation to matters as to which she shall have been guilty of negligence or misconduct in respect for which indemnity is sought.

ARTICLE XV — AMENDMENTS

Amendments to these Bylaws may be proposed by the Chapter but shall not be effective until approved by a two-thirds vote of the NAWIC Board of Directors as an amendment to the Standard Bylaws for Affiliated Chapters.

ARTICLE XVI — PARLIAMENTARY AUTHORITY

The rules of parliamentary practice comprised in Robert’s Rules of Order Newly Revised, latest edition, shall govern all proceedings of the Chapter and of the Board of Directors, except where inconsistent with these Bylaws, and shall be subject to any Standing Rules which have been or may be adopted.

A Parliamentarian is appointed by the President, who advises the President or presiding officer, upon request. She attends Board meetings, and her function is advisory only. She should be well informed on National Bylaws and National Policies, and Roberts Rules of Order, Newly Revised.