

## OVERVIEW: ADVANCED LEADERSHIP INSTITUTE COMMITTEE

### Purpose

This committee supports the continued provision of top-tier leadership education for executives from MCAA member companies, as delivered through the MCAA Advanced Leadership Institute.

### Structure & Leadership

The committee is led by two co-Chairs identified from within committee membership and selected by the MCAA Executive Committee. Committee participation and collaboration with our educational partner (UNC's Kenan-Flagler School of Business) is overseen by an MCAA Staff Liaison Amy Harding.

### Member Expectations

Committee members are expected to:

- Actively participate in committee meetings by contributing to discussion and brainstorming topics.
- Serve as MCAA onsite facilitators – ‘industry experts’ – in the UNC classroom as requested during their appointment term. Facilitators are expected to attend for one full week of the two-week program and should anticipate doing this twice during their term appointment. New facilitators will generally be paired with a senior MCAA facilitator, and guidelines for the facilitator role will be provided in advance.

### Responsibilities

The responsibilities of an ALI committee member are broadly described as follows. Members may occasionally be asked to make additional contributions as part of a working group or taskforce specific to a programmatic change or innovation and may accept at their discretion.

- To serve in an advisory capacity and drawing on their industry experience, providing input regarding applicability and assessed value of classes taught as part of the ALI to UNC program directorship and faculty, as compiled and delivered by MCAA's Staff Liaison.
- To review and assess attendee feedback as provided in annual course evaluations.
- To serve onsite at UNC as a facilitator during the Advanced Leadership Institute program, to ‘connect the dots’ for attendees between classroom learning and the mechanical industry.
- To provide input on strategy to further association goals (e.g. developing attendees’ network and relationship with the MCAA.)
- To represent and promote the ALI program at local MCA and national MCAA events

## **Terms & Time Commitments**

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- Volunteers on all MCAA national committees are technically appointed annually, for a single one-year term. Renewal each year is contingent upon MCAA Executive Committee review and approval. Term durations described below are committee leadership's recommendation to the Executive Committee.
- In line with our commitment to maintaining a dynamic and inclusive committee structure, we have an annual review process. This review is conducted by the Chair of each committee and the staff liaison assigned to that committee. The purpose of this review is to ensure that our committees remain vibrant and representative of the diverse perspectives within our membership
- Volunteers are appointed to the ALI Committee for a four (4) year term. In years 2 and 3, members are expected to serve as onsite program facilitators for one week each year.
- Members are expected to attend an annual in-person committee meeting, and to participate in occasional online meetings if topics/issues arise that must be addressed on a shorter-than-annual timeframe.

## **Appointment Criteria**

The following criteria are used when assessing applicants for appointment to the Advanced Leadership Institute Committee

### **Required:**

- Individual is a graduate of the Advanced Leadership Institute.
- A minimum of one year has passed since the individual has completed their ALI course. This year is counted from potential appointment start date (close of the national Convention following the application period), not date of application.
- Individual holds an executive-level title at their company.
- Individual is a current employee of an MCAA/MSCA member company.

### **Preferred:**

- Individual is a graduate of the 'new' version of the Advanced Leadership Institute (re: graduates of Class 22 onward, who completed the program at UNC).
- Individual has past (or current) MCA volunteer experience at the local or national level.

### **MCAA Reimbursement Policy:**

1. Unless otherwise stated, MCAA reimburses expenses for committee members only; partners, spouses and other family members are not covered.
2. Private Auto – IRS approved rate plus parking and tolls.
3. Taxis/Uber – cost from home or office to airport, airport to hotel or meeting location and return.
4. Auto Rental – may be used when cost effective.
5. Airfare – Round trip, non-refundable, 21-day advance purchase (if possible) coach airfare including baggage fees. If purchasing upgraded airfare, please document the cost of the coach fare for that trip to provide reimbursement for the coach portion.
6. Lodging – Room rate plus tax for the designated duration of the meeting. The number of nights allowed will be clearly conveyed by the staff liaison. If the meeting is in conjunction with an MCAA event or conference, the rooms may or may not be reimbursable. The staff liaison will communicate what is covered. Travel considerations for extenuating travel circumstances will be considered on a case by case basis.
7. Meals – During trip and travel if not provided by MCAA.
8. Tips – Bellman, skycap, maid, etc.

### **Antitrust:**

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## OVERVIEW: AUDIT COMMITTEE

### Purpose

The primary purpose of the Audit Committee is to provide oversight of the financial reporting and disclosure process, annual audit process, internal controls, and compliance with applicable laws and regulations.

### Structure & Leadership

The committee is led by the Chair.

### Expectations & Responsibilities

Committee members are expected to:

- Active participation in the annual meeting with the auditors.
- Lend expertise in evaluating the recommendations of the auditors.

Committee member responsibilities are broadly described below.

- Review the draft audit report, management letter, and auditor letter to those charged with governance upon completion of the annual audits for both MCAA and JRGF.
- Report to the board the highlights of the auditor's findings and recommendations.
- Recommend acceptance/rejection of the audit report and accompanying letters.
- Recommend re-appointment of the current auditors or engagement of new auditors for the coming year.

Committee Chair responsibilities:

- In addition to the responsibilities for Committee participation, the Chair will be responsible for participating in a call with the auditors prior to the beginning of audit where the following will be discussed:
  - Timing for the audit, Audit Committee meeting, and report issuance.
  - Review of the audit plan and process.
  - Inquiry regarding the existence of concerns over the financial management or internal controls for MCAA, JRGF, PAC or the MCAA Charitable Fund.

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- Chair - At the conclusion of his/her term as MCAA Past President, that individual will serve a one (1) year term as the Chair of the Audit Committee.
- Committee Members - Upon appointment, Committee members will serve a (1) year term. Committee members may be reappointed upon the recommendation of Chair and Staff Liaison to the Executive Committee.
- One virtual meeting per year. This meeting will take place around the beginning of June.

### **MCAA Reimbursement Policy:**

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## OVERVIEW: BUDGET COMMITTEE

### Purpose

The primary purpose of the Budget Committee is to oversee the organization's allocation of resources. This is accomplished through their review and approval of the corporate budget for the upcoming year.

### Structure & Leadership

The committee is led by the Chair. The Budget Committee is made up of 8 members which include the five current Executive Committee members, the in-coming Treasurer-elect, and two at-large members.

### Expectations & Responsibilities

Committee members are expected to:

- Actively participate in the annual budget review meeting.
- Lend expertise and perspective in evaluating the proposed annual budget.

Committee member responsibilities are broadly described below:

- Review the proposed draft budget for the upcoming year.
- Provide input regarding the proposed funding and expenditures for the organization.
- Approve the budget for presentation to the Board at the Convention Board of Directors meeting.

### Terms & Time Commitments

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- At-large committee members will serve a (1) year term. At-large members may be reappointed upon the recommendation of the Executive Committee.
- One in-person meeting per year in early December plus preparation time to review the budget in advance.

### **MCAA Reimbursement Policy:**

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## OVERVIEW: CAREER DEVELOPMENT COMMITTEE

### Purpose

The Career Development Committee connects students with MCAA members for potential employment.

Student chapter programming developed by the committee encourages students to explore mechanical contracting as a career path by the utilization of:

- networking opportunities with the MCAA membership and their student chapter peers
- educational offerings to further their knowledge of mechanical contracting
- targeted resources to bridge the gap between students and future MCAA employers

The committee supports the growth and success of MCAA members by:

- facilitating a connection between employers and student chapter members to meet fluctuating workforce needs
- providing resources on how to recruit, develop and retain top talent
- preparing students for a successful career as a mechanical contractor through industry specific programming, based on evolving construction trends

### Structure & Leadership

The committee is led by the Chair and member involvement is overseen by an MCAA Staff Liaison.

### Expectations & Responsibilities

Committee members are expected to:

- Serve on at least one Sub-Committee
  - Scholarships and Grants
    - Annual review of applications and scoring criteria
    - Selection of scholarships, chapter of the year, educator of the year, and any additional awards or grants
  - GreatFutures Forum Planning
    - Sounding board for overall forum theme, speakers, sessions, and flow
    - Onsite support during the forum
  - Student Chapter Competition
    - Annual selection of the project and review of scoring criteria
    - Competition judges – first round, stage round/audience, MVP winner
  - Alumni
    - Develop growth of alumni connections and opportunities
    - Serve as program ambassadors to local chapters
  - Connecting the Dots
    - Facilitate networking/employment opportunities
    - Collaborate on resource content and communication projects



Committee member responsibilities are broadly described below.

- Attend committee meetings and student events
- Actively participate in meeting discussions, share ideas and feedback
- Review committee materials and provide input in a timely manner
- Contribute as a session speaker, when practical
- Be a welcoming face and source of knowledge for students regarding local/national MCAA

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### **Terms & Time Commitments**

- Four (4) year term with a possible second four (4) year term, based on the recommendation of Chair and Staff Liaison to the Executive Committee. The chair may serve on the committee for an additional four (4) year term.
- Three in-person meetings per year:
  - MCAA Annual Convention (1 hour meeting)
  - Summer CDC Meeting (1 ½ days)
  - GreatFutures Forum (Wednesday Evening – Saturday Afternoon)
    - Virtual sub-committee meetings as needed (1-4 annually, per sub-committee)

### **MCAA Reimbursement Policy:**

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## OVERVIEW: CONVERGE ADVISORY COMMITTEE

### Purpose

The Converge Advisory committee develops and promotes best planning and preparation for the manufacturers & suppliers to meet with contractors at the Converge Meeting. This committee's approach brings together top decision-makers to engage in strategic and innovation-based topics with one-on-one appointments.

### Structure & Leadership

The committee is led by a Manufacturer/Supplier Chair, E2E Summit and member involvement is overseen by an MCAA Staff Liaison, Lesley Ravas.

### Expectations & Responsibilities

Committee members are expected to:

- ▶ Review MCAA resources.
- ▶ Lend expertise in recommendations of best practices, locations & schedules
- ▶ Measure content for relevance.

Committee member responsibilities are broadly described below.

- ▶ Serve in an advisory role to guide the manufacturers, suppliers and contractors to success.
- ▶ Express ideas and provides input.
- ▶ Help recruit targeted companies through phone calls and/or emails.
- ▶ Actively participate in meetings contributing to the discussion, brainstorming and sharing innovative ideas.
- ▶ Review material and provide input for improvement pre and post Converge.

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- ▶ Three (3) year term with a possible second three (3) year term based on recommendation of Chair and Staff Liaison to the Executive Committee.
- ▶ Three - four meetings per year, most likely virtual.

### **MCAA Reimbursement Policy:**

1. Unless otherwise stated, MCAA reimburses expenses for committee members only; partners, spouses and other family members are not covered.
2. Reimbursement will apply to on-site committee meetings and site visits only (if applicable).
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5. Auto Rental – may be used when cost effective.
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## OVERVIEW: EDUCATION COMMITTEE

### Purpose

The Education Committee develops and promotes the educational programs for MCAA, focusing mostly on the Annual Convention planning. The committee aims to bring their knowledge and ideas of what the industry needs and how we can apply it into an educational format for all members. An important task of this committee is to host an education session during the convention by welcoming & closing a speaker, while capturing all feedback.

### Structure & Leadership

The committee is led by the Chair identified from within committee membership and selected by the MCAA Executive Committee. Committee participation is overseen by MCAA Staff Liaison, Lesley Ravas.

### Member Expectations

Committee members are expected to:

- ▶ Review MCAA resources.
- ▶ Lend expertise in recommendations of best practices in the industry.
- ▶ Measure content for relevance.

### Responsibilities

- ▶ Serve in an advisory role to guide the committee.
- ▶ Serve as a host for an educational session at the Annual Convention.
- ▶ Research future possible speakers for future programs.
- ▶ Express ideas and provides input on the subject.
- ▶ Actively participate in meetings contributing to the discussion, brainstorming and sharing innovative ideas.
- ▶ Reviews material and provide input for improvement.

## **Terms & Time Commitments**

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- ▶ Two to three meetings per year. One in person at the June Advisory Meetings & two virtual throughout the year.
- ▶ Three (3) year term with a possible second three (3) year term based on recommendation of Chair and Staff Liaison to the Executive Committee.

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## OVERVIEW: FABRICATION COMMITTEE

### Purpose

The purpose of the MCAA's Fabrication Committee is to foster innovation, promote best practices, and encourage continuous learning within the mechanical construction industry's fabrication sector. By providing a platform for the exchange of ideas and expertise, we aim to optimize fabrication processes, collaborate among members to share best ideas, and contribute to the industry's advancement. Our commitment to collaboration and professional development drives our efforts, as we continually strive for excellence in serving our members and the broader mechanical contracting community.

### Structure & Leadership

The committee is led by the Chair and member involvement is overseen by an MCAA Staff Liaison Sean McGuire.

### Committee Restrictions

The MCAA Fabrication Committee is primarily consisting of previous and future hosts of the MCAA Fabrication Conference. With recent format changes, the committee has extended the membership to potential speakers and subject matter experts.

### Expectations & Responsibilities

Committee members are expected to:

- Assist in the development of the MCAA Fabrication Conference by:
  - Preparing hosts by auditing their facilities and providing recommendations for format and facility improvement.
  - Presenting sessions and case studies at the MCAA Fabrication Conference
  - Sharing insights and reviewing new tools, processes and technology that impact fabrication.

Committee member responsibilities are broadly described below.

- **Promote Innovation:** Keep abreast of emerging trends and technologies in the field of mechanical fabrication, and introduce innovative ideas to the committee that could enhance fabrication processes and practices.
- **Share Best Practices:** Foster a culture of knowledge sharing by presenting successful case studies, techniques, and strategies that have proven effective in your own work or that of others in the industry.
- **Facilitate Training and Education:** Participate in the planning and execution of workshops, seminars, and other educational events. Contribute to the development of training materials and resources for the benefit of the MCAA community.

- **Cultivate Collaboration:** Work collaboratively with other committee members to achieve the group's objectives. This includes actively participating in committee meetings and discussions and providing constructive feedback on proposed initiatives.

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- Three (3) year term with a possible second three (3) year term based on recommendation of the Chair and Staff Liaison. Chair has additional term extended while serving in that role.
- There are two primary and one optional in person committee meetings a year.
  - Spring Committee Meeting (Primary) – In person at location of upcoming fabrication conference. This is typically a two day meeting with facility tours, committee meetings and dinner. Travel is covered for this meeting.
  - Convention Meeting (Optional) – In person meeting with committee members present for the MCAA Convention. Purpose is to meet with host company representatives, review format and prepare for upcoming committee meeting. Travel and Convention Registration is not covered for this meeting.
  - MCAA Fabrication Conference Meeting (Primary) – In person meeting at the MCAA Fabrication Conference. Air travel and one night hotel is covered as part of the meeting, but conference registration and the remainder of the hotel is covered only for those presenting, hosting or auditing as future hosts.
  - Virtual Meetings – Periodic virtual meetings to update the committee on fabrication topics. These usually last one hour and occur about twice a year.

## **MCAA Reimbursement Policy:**

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## OVERVIEW: GOVERNMENT AFFAIRS & POLITICAL ACTION COMMITTEES

### Purpose

MCAA's Government Affairs and Political Action Committees are separate and work in close collaboration to fully support and advance the national association's overall purpose of continuously improving conditions for the benefit of the mechanical construction and service industry overall. The Government Affairs Committee advances that singular goal by pursuing and maintaining an effective and vigorous national industry public policy advocacy program at all levels of the Federal legislative and regulatory policy system. The MCAA Political Action Committee is chaired by the Chairman of the Government Affairs Committee and maintains the PAC administration and executes the committee's directives relative to non-partisan political contributions at the Federal legislative level (not Presidential campaigns) to maintain constructive relations with key federal Congressional candidates and lawmakers to effectively advance the associations' Federal public policy aims and objectives. (The MCAA PAC is a multicandidate PAC registered with the Federal Election Committee and is administered by the MCAA PAC Secretary, who is solely responsible to FEC for all matters of national PAC compliance). The Government Affairs Committees aims and objectives are developed, marshalled and deployed by committee member involvement in Federal legislative and regulatory affairs programs and industry coalitions in their home local association affiliates and in their region of the country with the aim of developing strong home district grassroots recognition with candidates and lawmakers in home districts across the country.

### Structure & Leadership

The Government Affairs Committee is led by the chair who also directs staff to execute committee policy in the administration of the Political Action Committee. The chair is supported in both those roles by committee staff.

### Expectations & Responsibilities

Committee members are expected to:

- Continuously provide and share industry expertise and input to the chair on a regular and ad hoc basis as Federal legislative and regulatory policy developments dictate.
- Promote committee policy aims and objectives by active participation in a broad range of industry forums in their region and home local affiliate coalitions and in legislative and regulatory policy forums (with Federal candidates and officeholders and with local industry coalitions), at their local level in their region.
- Continuously and vigorously promote MCAA PAC contributions among MCAA members in their local affiliates and other local affiliates in their region of the country, and actively engage in political forums with Federal lawmakers in their region.
- Provide expertise and support and professional contacts and support as requested by the Chair on an ad hoc basis and as policy developments warrant. (For example, accounting professional contacts to support industry policy development outside contractors' sphere of expertise.)

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- Three-year term, with renewal at the discretion of the Chair as dictated by special circumstances. (For example, a member with a unique relation with key policy maker could support renewals of indefinite duration.)
- Usually, two meetings per year. One meeting in conjunction with the annual legislative conference in Dc and usually one other in DC later in the year. There is a possibility of ad hoc meetings in DC or in home districts at the call of the Chair as issue developments dictate.

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## OVERVIEW: INDUSTRY FUNDS COMMITTEE

### Purpose

The Industry Funds committee develops and promotes best practices and education in the proper use of industry improvement funds and explores ideas for beneficial programs they can subsidize. The committee aims to highlight the many ways that industry funds can be used in educational classes, industry promotions, cyber security, industry research, advertising & marketing, subsidizing MCAA registration fees, legislative expenses, administrative expenses, industry legal expenses, collective bargaining, and more. Our goal is to provide professional presenters and peers to share the best & legal way to use these funds.

### Structure & Leadership

The committee is led by the IFC Chair, Program Chair and member involvement is overseen by an MCAA Staff Liaison.

### Expectations & Responsibilities

Committee members are expected to:

- Review MCAA resources.
- Lend expertise in recommendations of best practices of industry funds.
- Measure content for relevance.

Committee member responsibilities are broadly described below.

- Serve in an advisory role to guide the committee.
- Expresses ideas and provides input on the subject & when planning the annual meeting.
- Actively participates in meetings contributing to the discussion, brainstorming and sharing innovative ideas.
- Reviews material and provide input for improvement.

## **Terms & Time Commitments**

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*Note: Volunteers on all national committees are technically appointed annually, for a single one-year term. Renewal each year is contingent upon MCAA Executive Committee review and approval. Term durations described below are committee leadership's recommendation to the Executive Committee.*

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- Three (3) year term with a possible second three (3) year term based on recommendation of Chair and Staff Liaison to the Executive Committee.
- Two - four meetings per year. One in person at the MCAA Annual Convention & three virtual throughout the year.

### **MCAA Reimbursement Policy:**

1. Unless otherwise stated, MCAA reimburses expenses for committee members only; partners, spouses and other family members are not covered.
2. Reimbursement will apply to on-site committee meetings and site visits only (if applicable).
3. Private Auto – IRS approved rate plus parking and tolls.
4. Taxis/Uber – cost from home or office to airport, airport to hotel or meeting location and return.
5. Auto Rental – may be used when cost effective.
6. Airfare – Round trip, non-refundable, 21-day advance purchase (if possible) coach airfare including baggage fees. If purchasing upgraded airfare, please document the cost of the coach fare for that trip to provide reimbursement for the coach portion.
7. Lodging – Room rate plus tax for the designated duration of the meeting. The number of nights allowed will be clearly conveyed by the staff liaison. If the meeting is in conjunction with an MCAA event or conference, the rooms may or may not be reimbursable. The staff liaison will communicate what is covered. Travel considerations for extenuating travel circumstances will be considered on a case by case basis.
8. Meals – During trip and travel if not provided by MCAA.
9. Tips – Bellman, skycap, maid, etc.

### **Antitrust:**

All MCAA Committees are committed to fostering an open, competitive market, adhering to all anti-trust laws and regulations. As members, we pledge to avoid any actions or discussions that may infringe upon these principles, including but not limited to discussions about price fixing, bid rigging, market allocation, or any other conduct that could potentially restrict competition. Our interactions, both within the committee and externally, will be transparent, fair, and promote healthy competition. We recognize that any breach of these anti-trust policies could result in severe legal and reputational consequences for both the individual, the committee and MCAA as a whole.

## OVERVIEW: Industrial Relations Council for the Plumbing and Pipefitting Industry (IRC)

### Purpose

The IRC is an Illinois and Federal tax-exempt 501 c(5) labor organization chartered to promote sound and peaceful industrial labor relations on the basis of local autonomy by creating a voluntary medium: 1) for further negotiations in collective bargaining; and 2) for arbitration of local collective bargaining agreement grievance disputes thus discouraging strikes, lockouts or other work stoppages in the entire plumbing and pipefitting industry nationwide.

The sponsoring member organizations of the IRC are: the Mechanical Contractors Association of America (MCAA), the Union Affiliated Contractors of the Plumbing, Heating and Cooling Contractors National Association (PHCCNA/UAC), and United Association of Plumbers and Pipefitters (UA).

The IRC is governed by a Board of Directors, comprised of 8 members: 2 of whom are appointed by MCAA; two others are appointed by PHCC/UAC; and, and 4 of whom are appointed by the UA. The number of directors may be changed at any time by vote of the board, but in all cases, there shall be equal representation as between the labor and management representatives on the board as a whole.

MCAA members may be removed by MCAA for any reason, and successor MCAA council members are to be appointed by MCAA. Each sponsor organization may appoint up to two alternate members, and the President of each sponsor organization shall serve as ex officio members of the IRC Board without voting power.

The IRC is administered by an impartial Secretary to the Council, a position currently filled by John Rayburn (who also serves separately and independently as Executive Vice President of MCA of Chicago).

MCAA sponsors the operation of the IRC in pursuit of MCAA's tax exempt purpose to improve performance of all aspects of the mechanical industry, including constructive and productive labor relations with mechanical industry pipe trades craft professionals represented in UA local unions across the country in multiemployer bargaining relations with MCAA local affiliates across the country.

### Structure & Leadership

MCAA currently appoints 2 members of the IRC Board and one alternate, who is entitled to serve as a member in the absence of an appointed MCAA member. MCAA members also may serve as officers of the IRC as either IRC Chairman, Co-Chairman, or Treasurer. (The IRC Secretary position is an appointed staff position administered by the Board.) MCAA members serve as voting members of both the collective bargaining interest arbitration proceedings or grievance dispute resolution procedures of the IRC.

## Expectations & Responsibilities

Committee members are expected to:

- Attend all regularly scheduled and ad hoc meetings of the IRC, either the annual IRC business meeting, or any of the irregularly scheduled IRC interest arbitration or grievance dispute resolution meetings, scheduled on an ad hoc basis at varying times and locations convenient to the contending parties in the proceedings.
- Actively provide constructive management- side business and operations expertise for the benefit of all the contending parties in both interest arbitration and grievance proceedings
- Conduct their personal participation in either ongoing collective bargaining negotiations or grievance dispute hearings in a professional and constructive manner in a way that promotes ongoing constructive labor relations with all UA principals involved in IRC matters and all participants in the matters under consideration, in active and professional pursuit of both the IRC and MCAA corporate charters and bylaws. MCAA members may be removed by MCAA for any reason, and successor MCAA board members are to be appointed by MCAA.

## Terms & Time Commitments

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*Note: Volunteers on all national committees are technically appointed annually, for a single one-year term. Renewal each year is contingent upon MCAA Executive Committee review and approval. Term durations described below are committee leadership's recommendation to the Executive Committee.*

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- MCAA IRC Board Members shall serve 3-years terms, at the discretion of the current MCAA President, as some longer or shorter terms may be dictated by special considerations at the discretion of the MCAA President. Alternates shall serve 2- or 3-year terms, at the discretion of the MCAA President, and upon differing terms of succession on the replacement of MCAA Members who resign or are removed by MCAA.
- There are an indeterminate number of IRC meetings each year, depending on the number of cases that local CBA participants decide to submit to the IRC either under adoption of IRC dispute resolution procedures in their formal CBAs or upon ad hoc IRC stipulations of the IRC process in cases where the IRC is not pre-selected in the terms of the CBA.
- There is one annual IRC business meeting each year, usually slated in April at a location chosen by the Board. Then, the actual number of interest or grievance arbitration meetings in any year is determined solely by the number of disputes that are filed with IRC – typically there are 4 or 5 in addition to the annual business meeting in a busy year, and sometimes fewer, and rarely more than 5 or 6. Acceptance of appointment by MCAA to IRC membership implies a direct acceptance by the MCAA Member (or Alternate(s)), of the professional obligation to accept and faithfully fulfill this indefinite time commitment for the entire term of the appointment.

### **MCAA Reimbursement Policy:**

1. Unless otherwise stated, MCAA reimburses expenses for committee members only; partners, spouses and other family members are not covered.
2. Private Auto – IRS approved rate plus parking and tolls.
3. Taxis/Uber – cost from home or office to airport, airport to hotel or meeting location and return.
4. Auto Rental – may be used when cost effective.
5. Airfare – Round trip, non-refundable, 21-day advance purchase (if possible) coach airfare including baggage fees. If purchasing upgraded airfare, please document the cost of the coach fare for that trip to provide reimbursement for the coach portion.
6. Lodging – Room rate plus tax for the designated duration of the meeting. The number of nights allowed will be clearly conveyed by the staff liaison. If the meeting is in conjunction with an MCAA event or conference, the rooms may or may not be reimbursable. The staff liaison will communicate what is covered. Travel considerations for extenuating travel circumstances will be considered on a case-by-case basis.
7. Meals – During trip and travel if not provided by MCAA.
8. Tips – Bellman, skycap, maid, etc.

### **Antitrust:**

All MCAA Committees are committed to fostering an open, competitive market, adhering to all anti-trust laws and regulations. As members, we pledge to avoid any actions or discussions that may infringe upon these principles, including but not limited to discussions about price fixing, bid rigging, market allocation, or any other conduct that could potentially restrict competition. Our interactions, both within the committee and externally, will be transparent, fair, and promote healthy competition. We recognize that any breach of these anti-trust policies could result in severe legal and reputational consequences for both the individual, the committee and MCAA as a whole.



## OVERVIEW: International Pipe Trades Joint Training Committee, Inc. (IPJTC Board or UA Bookstore Committee)

### Purpose

The IPJTC, Inc. – (UA Bookstore Board) is a tax exempt 501 c(3) organization whose purpose is the creation and sale of educational materials to apprentices and journeymen plumbers and pipefitters provided through UA/employer joint training and educational committees and apprentice committees nationwide throughout the US and in Canada. Various UA training departments and UA national officials and union-signatory contractors and association staff serve in various positions as Executives, Officers and Directors of the IPJTC Board of Directors.

There is cross membership of UA and MCAA members from the International Training Fund on the IPJTC Board who also serve on the IPJTC Board (sometimes referred to as the UA Bookstore or IPJTC Committee).

MCAA participates in appointing industry management representatives to the IPJTC Board in furtherance of its mission to improve competitive conditions and efficient market performance in the mechanical and pipe trades industry by helping to develop and disseminate first rate pipe trades craft worker training materials to improve industry competitiveness overall.

### Structure & Leadership

The IPJTC Board is comprised of roughly equal numbers of UA national and local officials, joint apprenticeship and training program representatives, and union-signatory employer member representatives who comprise the Board of Directors, Officers and Executives of the IPJTC Board.

The UA Director of Training generally serves as President of the IPJTC Board, and the MCAA co-chair of the International Training Fund (ITF) serves as Vice President of the IPJTC Board in some cases, and various other ITF, UA, MCAA, and MSCA principals and other union-signatory employer groups (PHCC-NA/UAC, National Fire Sprinkler Association staff) serves as Directors or Officers of the IPTJTC Board. There currently are 16 members of the IPJTC Board, of which 3 are MCAA/MSCA appointees.

### Expectations & Responsibilities

Committee members are expected to:

- MCAA appointees are expected to discharge their personal and professional independent fiduciary duties to the IPJTC in conformance with the accepted legal standards of prudent professional judgments in matters of sophisticated mechanical industry training and education practices pertaining to IPJTC Board activities and programs.

- MCAA's legal role and responsibility in appointing MCAA or MSCA representatives is merely to name and appoint industry management professionals who will accept sole personal and professional responsibility in conjunction with their service on the IPJTC Board.
- MCAA will expect that all MCAA or MSCA appointees to the IPJTC will meet full attendance and participation standards set by the IPJTC Board, and MCAA will expect only periodic information-only reports by those representatives to the MCAA Board of Directors to assure that attendance and participation standards are met by the MCAA and MSCA appointees.
- (MCAA and/or MSCA only other role may be to subsidize payment of fiduciary waiver of recourse insurance policy payments on behalf of the MCAA and MSCA representatives.)

## **Terms & Time Commitments**

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*Note: Volunteers on all national committees are technically appointed annually, for a single one-year term. Renewal each year is contingent upon MCAA Executive Committee review and approval. Term durations described below are committee leadership's recommendation to the Executive Committee.*

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- MCAA or MSCA appointees to the IPJTC shall serve at the pleasure and discretion of the MCAA President for a usual term or 3 or more years, with variances allowed at the discretion of the MCAA President.
- The IPJTC usually meets quarterly, at the call of the President and usually in conjunction with the quarterly meetings of the International Training Fund, which meet at various UA Joint Apprenticeship and Training program facilities across the country at the direction of the ITF leadership. Also, in some years there is an annual meeting at the UA headquarters in Annapolis, Maryland.

## **MCAA Reimbursement Policy:**

1. Unless otherwise stated, MCAA reimburses expenses for committee members only; partners, spouses and other family members are not covered.
2. Private Auto – IRS approved rate plus parking and tolls.
3. Taxis/Uber – cost from home or office to airport, airport to hotel or meeting location and return.
4. Auto Rental – may be used when cost effective.
5. Airfare – Round trip, non-refundable, 21-day advance purchase (if possible) coach airfare including baggage fees. If purchasing upgraded airfare, please document the cost of the coach fare for that trip to provide reimbursement for the coach portion.
6. Lodging – Room rate plus tax for the designated duration of the meeting. The number of nights allowed will be clearly conveyed by the staff liaison. If the meeting is in conjunction with an MCAA event or conference, the rooms may or may not be reimbursable. The staff liaison will communicate what is covered. Travel considerations for extenuating travel circumstances will be considered on a case-by-case basis.
7. Meals – During trip and travel if not provided by MCAA.
8. Tips – Bellman, skycap, maid, etc.

**Antitrust:**

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## OVERVIEW: MANAGEMENT METHODS COMMITTEE

### Purpose

The Management Methods committee develops and promotes best practices in management and business operations for our MCAA member contractors. The committee aims to improve the overall performance and competitiveness of mechanical contractors by providing resources and information on topics such as financial management, safety, human resources, project management and marketing.

### Structure & Leadership

The committee is led by the Chair and member involvement is overseen by an MCAA Staff Liaison Frank Wall.

### Expectations & Responsibilities

Committee members are expected to:

- Review MCAA resources.
- Lend expertise in recommendations of best practices.
- Measure content for relevance.

Committee member responsibilities are broadly described below.

- Serve in an advisory role to guide the committee.
- Expresses ideas and provides input.
- Actively participates in meetings contributing to the discussion, brainstorming, and sharing innovative ideas.
- Reviews material and provide input for improvement.

### Terms & Time Commitments

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*Note: Volunteers on all national committees are technically appointed annually, for a single one-year term. Renewal each year is contingent upon MCAA Executive Committee review and approval. Term durations described below are committee leadership's recommendation to the Executive Committee.*

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- Three (3) year term with a possible second three (3) year term based on recommendation of Chair and Staff Liaison to the Executive Committee.
- Two meetings per year. One possibly two in person.

### **MCAA Reimbursement Policy:**

1. Unless otherwise stated, MCAA reimburses expenses for committee members only; partners, spouses and other family members are not covered.
2. Private Auto – IRS approved rate plus parking and tolls.
3. Taxis/Uber – cost from home or office to airport, airport to hotel or meeting location and return.
4. Auto Rental – may be used when cost effective.
5. Airfare – Round trip, non-refundable, 21-day advance purchase (if possible) coach airfare including baggage fees. If purchasing upgraded airfare, please document the cost of the coach fare for that trip to provide reimbursement for the coach portion.
6. Lodging – Room rate plus tax for the designated duration of the meeting. The number of nights allowed will be clearly conveyed by the staff liaison. If the meeting is in conjunction with an MCAA event or conference, the rooms may or may not be reimbursable. The staff liaison will communicate what is covered. Travel considerations for extenuating travel circumstances will be considered on a case-by-case basis.
7. Meals – During trip and travel if not provided by MCAA.
8. Tips – Bellman, skycap, maid, etc.

### **Antitrust:**

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## OVERVIEW: MSCA BOARD OF MANAGERS

### Purpose

The MSCA Board of Managers serves to promote best practices within the mechanical service industry by taking a holistic view of the industry, including company size and geography, to improve the overall performance and competitiveness of mechanical service contractors. They review what the other MSCA committees are doing, and will use that to help direct the course of MSCA resources for members. The committee supports the growth and success of mechanical service contractors through the development and dissemination of these practices to help member contractors operate more efficiently and effectively, better serve their customers, and increase profitability.

### Structure & Leadership

The committee is led by the Board of Managers Chair and member involvement is overseen by an MCAA Staff Liaison Teresa Pezzi.

### Expectations & Responsibilities

Committee members are expected to:

- Measure and review industry KPI's and best practices
- Develop new resources for mechanical service contractors, as well as review existing resources for efficacy and accuracy
- Be a leader in the industry, open to networking and
- Attend the MSCA Annual Education Conference.

Committee member responsibilities are broadly described below.

- Serve in an advisory role to guide the committee.
- Expresses ideas and provide input.
- Actively participates in meetings contributing to the discussion, brainstorming and sharing innovative ideas.
- Reviews material and provide input for improvement.

## **Terms & Time Commitments**

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*Note: Volunteers on all national committees are technically appointed annually, for a single one-year term. Renewal each year is contingent upon MCAA Executive Committee review and approval. Term durations described below are committee leadership's recommendation to the Executive Committee.*

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- Three (3) year term with a possible second three (3) year term based on recommendation of Chair and Staff Liaison to the Executive Committee. If you serve as an executive officer, then that can be an additional three (3) years.
- Two meetings per year in person (April/May and MSCA Education Conference), plus additional virtual or in person meetings as needed. Attend the annual MSCA Education Conference each year.

### **MCAA Reimbursement Policy:**

1. Unless otherwise stated, MCAA reimburses expenses for committee members only; partners, spouses and other family members are not covered.
2. Private Auto – IRS approved rate plus parking and tolls.
3. Taxis/Uber – cost from home or office to airport, airport to hotel or meeting location and return.
4. Auto Rental – may be used when cost effective.
5. Airfare – Round trip, non-refundable, 21-day advance purchase (if possible) coach airfare including baggage fees. If purchasing upgraded airfare, please document the cost of the coach fare for that trip to provide reimbursement for the coach portion.
6. Lodging – Room rate plus tax for the designated duration of the meeting. The number of nights allowed will be clearly conveyed by the staff liaison. If the meeting is in conjunction with an MCAA event or conference, the rooms may or may not be reimbursable. The staff liaison will communicate what is covered. Travel considerations for extenuating travel circumstances will be considered on a case by case basis.
7. Meals – During trip and travel if not provided by MCAA.
8. Tips – Bellman, skycap, maid, etc.

### **Antitrust:**

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## OVERVIEW: MSCA EDUCATION COMMITTEE

### Purpose

The MSCA Education committee develops and promotes the MSCA Annual Education Conference with an overarching goal of providing educational resources for service contractors in the MCAA. The committee aims to improve the overall performance and competitiveness of mechanical service contractors by providing information on topics such as leadership, financial management, safety, human resources, and recruitment/retention. The committee supports the growth and success of mechanical service contractors through the development and dissemination of these practices to help member contractors operate more efficiently and effectively, increase profitability and better serve their customers.

### Structure & Leadership

The committee is led by the MSCA Education Committee Chair and member involvement is overseen by an MCAA Staff Liaison Teresa Pezzi.

### Expectations & Responsibilities

Committee members are expected to:

- Create the content for the Education Conference (Keynote speaker selection, education session themes, bonus program).
- Develop roundtable topics and facilitate in person at the conference.
- Assist with webinars on different topics throughout the year.

Committee member responsibilities are broadly described below.

- Expresses ideas and provide input.
- Actively participate in meetings contributing to the discussion, brainstorming and sharing innovative ideas.
- Reviews material and provide input for improvement.



## **Terms & Time Commitments**

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- Three (3) year term with a possible second three (3) year term based on recommendation of Chair and Staff Liaison to the Executive Committee.
- One meeting per year in person (January/February), plus additional virtual meetings as needed (3-5/year). Attend the annual MSCA Education Conference in person.

### **MCAA Reimbursement Policy:**

1. Unless otherwise stated, MCAA reimburses expenses for committee members only; partners, spouses and other family members are not covered.
2. Private Auto – IRS approved rate plus parking and tolls.
3. Taxis/Uber – cost from home or office to airport, airport to hotel or meeting location and return.
4. Auto Rental – may be used when cost effective.
5. Airfare – Round trip, non-refundable, 21-day advance purchase (if possible) coach airfare including baggage fees. If purchasing upgraded airfare, please document the cost of the coach fare for that trip to provide reimbursement for the coach portion.
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7. Meals – During trip and travel if not provided by MCAA.
8. Tips – Bellman, skycap, maid, etc.

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## OVERVIEW: MSCA TRAINING COMMITTEE

### Purpose

The MSCA Training committee audits, develops, promotes, and teaches MSCA Operational and Sales Education Courses, offered throughout the year. The committee aims to improve the overall performance and competitiveness of mechanical service contractors by providing information on topics such as Dispatching, Service Managers, Field Supervisors, Sales Support, and Technical Courses. The committee supports the growth and success of mechanical service contractors through the development and dissemination of these subject to help member contractors operate more efficiently and effectively, increase profitability and better serve their customers.

### Structure & Leadership

The committee is led by the MSCA Education Committee Chair and member involvement is overseen by an MCAA Staff Liaison Teresa Pezzi.

### Expectations & Responsibilities

Committee members are expected to:

- Audit MSCA Educational courses, including sitting in on current courses to check for accuracy
- Develop content for the Educational Offerings, including workbooks and presentations
- Review and revise MSCA Educational Materials
- Teach MSCA Education Courses, either in person or online

Committee member responsibilities are broadly described below.

- Review material and provide input for improvement
- Actively participate in auditing courses, i.e. in person visits to classes
- Participate as an instructor and teach incoming contractors to become instructors

### Terms & Time Commitments

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- Three (3) year term with a possible second three (3) year term based on recommendation of Chair and Staff Liaison to the Executive Committee. Can continue beyond this as an instructor.
- One meeting per year in person (timing TBD) plus additional virtual meetings as needed (3-5/ year), as well as optional meetings at other MSCA or MCAA events.

#### **MCAA Reimbursement Policy:**

1. Unless otherwise stated, MCAA reimburses expenses for committee members only; partners, spouses and other family members are not covered.
2. Private Auto – IRS approved rate plus parking and tolls.
3. Taxis/Uber – cost from home or office to airport, airport to hotel or meeting location and return.
4. Auto Rental – may be used when cost effective.
5. Airfare – Round trip, non-refundable, 21-day advance purchase (if possible) coach airfare including baggage fees. If purchasing upgraded airfare, please document the cost of the coach fare for that trip to provide reimbursement for the coach portion.
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## OVERVIEW: MSCA/UA JOINT LABOR COMMITTEE

### Purpose

The MSCA/UA Joint Labor Committee works in conjunction with an equal number of UA counterparts to work on joint issues, to include: The National Service and Maintenance Agreement (NSMA), continuing education for service techs, recruiting, managing oversight committees, and negotiations on updating the NSMA when the current agreement is reaching expiration. The committee supports the growth and success of mechanical service contractors through the development and dissemination of these practices to help member contractors operate more efficiently and effectively, increase profitability, and better serve their customers, while improving the overall relationship with our UA counterparts.

### Structure & Leadership

The committee is led by the MSCA/UA Committee Co-Chairs and member involvement is overseen by an MCAA Staff Liaison Teresa Pezzi.

### Expectations & Responsibilities

Committee members are expected to:

- Represent service contractor interests in negotiations
- Work with the UA to increase market share, including joint participation on blitzes and recruiting
- Be signatory to the NSMA; have a working understanding of the agreement

Committee member responsibilities are broadly described below.

- Expresses ideas and provide input
- Actively participate in meetings contributing to the discussion, brainstorming and sharing innovative ideas
- Negotiate terms of the agreement when needed
- Listen to and work on grievances as needed

## **Terms & Time Commitments**

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*Note: Volunteers on all national committees are technically appointed annually, for a single one-year term. Renewal each year is contingent upon MCAA Executive Committee review and approval. Term durations described below are committee leadership's recommendation to the Executive Committee.*

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- Three (3) year term with a possible additional three (3) year terms based on recommendation of Chair and Staff Liaison to the Executive Committee.
- Two meetings per year in person (February and August), plus additional virtual meetings if needed.

### **MCAA Reimbursement Policy:**

1. Unless otherwise stated, MCAA reimburses expenses for committee members only; partners, spouses and other family members are not covered.
2. Private Auto – IRS approved rate plus parking and tolls.
3. Taxis/Uber – cost from home or office to airport, airport to hotel or meeting location and return.
4. Auto Rental – may be used when cost effective.
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8. Tips – Bellman, skycap, maid, etc.

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## OVERVIEW: NCPWB BOARD OF TRUSTEES

### Purpose

The members of the Board of Trustees oversee and manage the ongoing activities and initiatives.

### Structure & Leadership

The Board of Trustees is led by the Chair and member involvement is overseen by an MCAA Staff Liaison Ron King.

### Expectations & Responsibilities

Board members are expected to:

- ▶ Review and approve the annual budget.
- ▶ Inform members of any code change that adversely impacts the industry.
- ▶ Participate in strategic planning.
- ▶ Vote on nomination/re-nomination of members (Board assigned seats).
- ▶ Review the ASME B31 Code committees' reports.
- ▶ Address joint UA/NCPWB certification program's technical and procedural inquiries.
- ▶ Review chapter audits and help chapters.
- ▶ Help develop training and marketing tools such as videos and brochures.
- ▶ Produce Technical reports on new processes or issues that develop when welding/brazing (Sperko reports).

Board member responsibilities are broadly described below.

- ▶ Ensure that the organization operates in accordance with its core purposes.
- ▶ Create policies and directives that govern the activities of the organization's local chapters and oversee their adherence.
- ▶ Fiduciary duty to oversee the organization's financial affairs - review and approve budgets and financial statements.
- ▶ Elect an Executive Director.
- ▶ Hold the Executive Director accountable for achieving organizational goals.
- ▶ Provide guidance on objectives and priorities.
- ▶ Submit reports to MCAA Board.
- ▶ Approve projects for the welder database.

## **Terms & Time Commitments**

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*Note: Except for NCPWB Board of Trustees, volunteers on all national committees are technically appointed annually, for a single one-year term. Renewal each year is contingent upon MCAA Executive Committee review and approval. Term durations described below are committee leadership's recommendation to the Executive Committee.*

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- ▶ Three-year term with option to be re-elected (eight Board members)
- ▶ Two meetings per year, one in the spring and one in the fall. Occasional Conference call on pressing matters that occur and need to be addressed between formal meetings.
- ▶ The UA has a permanent seat on the Board of trustees. This person is appointed by the UA general president and can be replaced by him.
- ▶ Two chairmen Amrita – no term limits

In line with our commitment to maintaining a dynamic and inclusive Board structure to the extent possible, the NCPWB Board created additional seats as follows:

- ▶ A seat for an AEC representative on the Board. This individual can only serve one three year term. After his/her term, the NCPWB Board will seek new volunteers from the AEC.
- ▶ Two seats for Associate members (advisory Board members). Each advisory member has a one-year term and can only be reappointed for one additional term. The Board of Trustees members identify volunteers interested and passionate about welding to serve as advisory members.

### **MCAA Reimbursement Policy:**

1. Unless otherwise stated, MCAA reimburses expenses for Board members only; partners, spouses and other family members are not covered.
2. Private Auto – IRS approved rate plus parking and tolls.
3. Taxis/Uber – cost from home or office to airport, airport to hotel or meeting location and return.
4. Auto Rental – may be used when cost effective.
5. Airfare – Round trip, non-refundable, 21-day advance purchase (if possible) coach airfare including baggage fees. If purchasing upgraded airfare, please document the cost of the coach fare for that trip to provide reimbursement for the coach portion.
6. Lodging – Room rate plus tax for the designated duration of the meeting. The number of nights allowed will be clearly conveyed by the staff liaison. If the meeting is in conjunction with an MCAA event or conference, the rooms may or may not be reimbursable. The staff liaison will communicate what is covered. Travel considerations for extenuating travel circumstances will be considered on a case-by-case basis.
7. Meals – During trip and travel if not provided by MCAA.
8. Tips – Bellman, skycap, maid, etc.

**Antitrust:**

All MCAA Committees and its subsidiaries are committed to fostering an open, competitive market, adhering to all anti-trust laws and regulations. As members, we pledge to avoid any actions or discussions that may infringe upon these principles, including but not limited to discussions about price fixing, bid rigging, market allocation, or any other conduct that could potentially restrict competition. Our interactions, both within the committee and externally, will be transparent, fair, and promote healthy competition. We recognize that any breach of these anti-trust policies could result in severe legal and reputational consequences for both the individual, the NCPWB Board, and MCAA as a whole.



## OVERVIEW: NCPWB TECHNICAL CONFERENCE / COMMITTEE

### Purpose

The NCPWB Technical Committee has been in existence since early 1944. The primary agenda items that dominated the early years of the Pipe Welding Bureau Technical Committee meetings were the creation, review, and approval of welding and brazing procedures. Other major agenda items included reports on code activities.

During the late 1990s to early 2000s, the NCPWB agenda was dominated by topics related to the joint welder certification program. At this time, we had also opened the meeting up to the UA, allowing ATRs and Coordinators to participate in the meeting. Basically, to help in discussions on the topics involving ironing out technical and procedural issues that existed among local UA, NCPWB chapters, and member contractors. The committee had a full agenda during that period, as in previous decades.

By the mid-2000s, agenda topics were broadened to cover topics more representative to all the attendees (1/3 Contractors/Technical Representatives, 1/3 Chapter Secretaries/Executives, and 1/3 UA ATRs/Coordinators). To ensure that we provide substantive material for meeting participants, in 2006, we began to have presentations by vendors of welding products and other institutions and gradually changed the name of the NCPWB Technical Committee to Technical Conference/committee meeting. A portion of the two-half-day meeting continues to be dedicated to issues related to the technical committee.

### Technical Committee

- ▶ Resolution of technical issues related to welding.
- ▶ Discussion of ASME B31code activities
- ▶ Address local chapter inquiries about chapter operation.
- ▶ Election of members to the Board

### Conference

- ▶ The objective is to assemble proficient speakers who specialize in various subjects related to pipe welding, encompassing New Technologies, Processes, Products/Materials, Productivity, Automation, Fabrication, Testing, Tools and Equipment, and standards.

### Structure & Leadership

The Technical Committee comprises one representative from each NCPWB chapter headed by the conference/committee chair whom the NCPWB Board of Trustees appoints. This individual also serves as the vice-chair on the Board of Trustees and brings to the board any action taken by the Technical Committee.

The committee is led by the Chair and member involvement is overseen by an MCAA Staff Liaison Ron King.

## **Expectations & Responsibilities**

Committee members are expected to:

- ▶ Review and approve for distribution of new and updated welding and brazing procedures.
- ▶ Inform members of any code change that adversely impacts the industry.
- ▶ Submit reports through the chairman to the Board of Trusses summarizing important topics discussed and questions raised at the technical committee.
- ▶ Vote on nomination/re-nomination of members to the Board of Trusses.

Committee member responsibilities are broadly described below.

- ▶ Assists local chapter members with welding-related issues.
- ▶ Attends annual conference/committee meetings.
- ▶ Votes on issues at conference/committee meetings.
- ▶ Elects members to the Board of Trustees.

## **Terms & Time Commitments**

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*Note: Volunteers on all national committees are technically appointed annually, for a single one-year term. Renewal each year is contingent upon MCAA Executive Committee review and approval. Term durations described below are committee leadership's recommendation to the Executive Committee.*

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- ▶ Each year, NCPWB local chapters appoint volunteers to serve on NCPWB Technical committees for a one-year term. The renewal of their appointment is subject to review and approval by the NCPWB local affiliates.
- ▶ One meeting a year. Occasional Conference call on pressing matters that occur and need to be addressed before the Annual Technical Committee meeting.

## **MCAA Reimbursement Policy:**

1. Unless otherwise stated, MCAA reimburses expenses for committee members only; partners, spouses and other family members are not covered.
2. Private Auto – IRS approved rate plus parking and tolls.
3. Taxis/Uber – cost from home or office to airport, airport to hotel or meeting location and return.
4. Auto Rental – may be used when cost effective.
5. Airfare – Round trip, non-refundable, 21-day advance purchase (if possible) coach airfare including baggage fees. If purchasing upgraded airfare, please document the cost of the coach fare for that trip to provide reimbursement for the coach portion.
6. Lodging – Room rate plus tax for the designated duration of the meeting. The number of nights allowed will be clearly conveyed by the staff liaison. If the meeting is in conjunction with an MCAA event or conference, the rooms may or may not be reimbursable. The staff liaison will communicate what is covered. Travel considerations for extenuating travel circumstances will be considered on a case-by-case basis.

7. Meals – During trip and travel if not provided by MCAA.
8. Tips – Bellman, skycap, maid, etc.

**Antitrust:**

All MCAA Committees are committed to fostering an open, competitive market, adhering to all anti-trust laws and regulations. As members, we pledge to avoid any actions or discussions that may infringe upon these principles, including but not limited to discussions about price fixing, bid rigging, market allocation, or any other conduct that could potentially restrict competition. Our interactions, both within the committee and externally, will be transparent, fair, and promote healthy competition. We recognize that any breach of these anti-trust policies could result in severe legal and reputational consequences for both the individual, the committee and MCAA as a whole.

## OVERVIEW: PCA BOARD

### Purpose

The PCA Board serves to promote best practices within the mechanical industry for contractors who do Plumbing Construction and Service. By reviewing business operations, the board aims to take a holistic view of the industry to improve the overall performance and competitiveness of the plumbing industry by providing information on topics such as financial management, safety, human resources, leadership, construction/fabrication and recruitment/retention. The committee supports the growth and success of plumbing contractors through the development and dissemination of these practices to help member contractors operate more efficiently and effectively, increase profitability, and better serve their customers.

### Structure & Leadership

The committee is led by the Chair and member involvement is overseen by an MCAA Staff Liaison Teresa Pezzi.

### Expectations & Responsibilities

Committee members are expected to:

- Create the content for the PCA Conference.
- Develop sessions and present for the conference.
- Review and revise tools and resources for plumbing contractors.

Committee member responsibilities are broadly described below.

- Expresses ideas and provide input.
- Actively participate in meetings contributing to the discussion, brainstorming and sharing innovative ideas.
- Lead sessions at the PCA Conference
- Lead PCA sponsored sessions at other MCAA events, including MCAA Convention and MSCA Annual Education Conference

## **Terms & Time Commitments**

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*Note: Volunteers on all national committees are technically appointed annually, for a single one-year term. Renewal each year is contingent upon MCAA Executive Committee review and approval. Term durations described below are committee leadership's recommendation to the Executive Committee.*

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- Three (3) year term with a possible second three (3) year terms based on recommendation of Chair and Staff Liaison to the Executive Committee.
- Two meetings per year in person (one at the PCA conference), additional virtual meetings if needed, and optional meetings at other MCAA events.

### **MCAA Reimbursement Policy:**

1. Unless otherwise stated, MCAA reimburses expenses for committee members only; partners, spouses and other family members are not covered.
2. Private Auto – IRS approved rate plus parking and tolls.
3. Taxis/Uber – cost from home or office to airport, airport to hotel or meeting location and return.
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7. Meals – During trip and travel if not provided by MCAA.
8. Tips – Bellman, skycap, maid, etc.

### **Antitrust:**

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## OVERVIEW: PROJECT MANAGEMENT EDUCATION COMMITTEE

### Purpose

This committee is responsible for the oversight and provision of MCAA's national project management training programs: the Preparatory Institute for Project Management (Pre-IPM), Institute for Project Management (IPM) and Advanced Institute for Project Management (AIPM).

### Structure & Leadership

The committee is led by a Chair and Vice-Chair identified from within committee membership and selected by the MCAA Executive Committee. Member involvement is overseen by the Pre-IPM/IPM/AIPM Director and MCAA Staff Liaison Amy Harding. Guidance on program and content development is provided by MCAA's Director of National Project Management Education.

### Expectations & Responsibilities

Committee members are expected to:

- Actively participate in committee meetings and programmatic development by contributing to discussion and brainstorming topics.
- Serve as onsite facilitators and instructors two to three times annually at the Institute for Project Management.
- Facilitate an open and positive classroom environment for respectful discussion.
- Encourage peer-to-peer learning and engagement amongst students.
- Commit to the committee policy that no committee member will recruit potential employees from any student group with which they come into contact.
- Advise committee leadership immediately, should their employment status change during their appointment (e.g. retirement, departure from employer).

The responsibilities of a PMEC member are broadly described below. Members may also be asked to make additional contributions as part of a working group or taskforce specific to a programmatic change or innovation, under the guidance of the Program Director & MCAA's Director of Project Management Education.

- To serve in an advisory capacity, drawing on their experience as leaders of project managers to help identify topics and content essential to the development and success of PMs and the companies that employ them.
- To review and assess attendee feedback as provided by Pre-IPM/IPM/AIPM attendees.
- To serve onsite at the IPM and AIPM in Austin TX as facilitators and instructors.
- To collaborate with other committee members and Program Directors to ensure the content of IPM/AIPM sessions is consistent and complimentary.
- As instructors and facilitators, to serve students as a resource and offer insight or guidance on issues they face as mechanical PMs.
- Under the guidance of the Directors, to develop and revise IPM and AIPM course content.

## **Terms & Time Commitments**

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- Volunteers are appointed to the P MEC for an initial three (3) year term.
  - During the first year of their appointment, members are expected to 'tour' the two-week IPM program. Although attending the program 'in sequence' – with an entire Week 1 followed by an entire Week 2 session – is recommended, the Staff Liaison will work with new members to spread their attendance over a year's worth of programming (two full sessions) if necessary.
  - In Years 2 & 3, average P MEC time commitment is 5-6 days plus travel: an annual one-day meeting (location varies); and two separate 2- or 3-day sessions of onsite teaching/facilitating in Austin TX.
- In addition to attending one annual in-person committee meeting, members are expected to participate in occasional online meetings when issues or development opportunities arise.

The P MEC is unique among MCAA committees in that the majority of its members are a *teaching faculty*. After a member's initial three-year term, they may be invited to join the faculty and serve an additional term as a faculty member and lead instructor in one or more of the programs overseen by the committee.

## **Appointment Criteria**

The following criteria are used when assessing applicants for appointment to the Project Management Education Committee

### **Required:**

- Individual is an active mechanical contractor (currently employed by an MCAA member company).
- Individual holds an executive-level title (e.g. at least VP or equivalent) at their company.
- Individual has been a mechanical Project Manager, and has managed Project Managers.
- Individual demonstrates a passion for collaborating and sharing knowledge for the betterment of the industry.

### **Preferred:**

- Preference is given to IPM/AIPM alumni.

### **MCAA Reimbursement Policy:**

1. Unless otherwise stated, MCAA reimburses expenses for committee members only; partners, spouses and other family members are not covered.
2. Private Auto – IRS approved rate plus parking and tolls.
3. Taxis/Uber – cost from home or office to airport, airport to hotel or meeting location and return.
4. Auto Rental – may be used when cost effective.
5. Airfare – Round trip, non-refundable, 21-day advance purchase (if possible) coach airfare including baggage fees. If purchasing upgraded airfare, please document the cost of the coach fare for that trip to provide reimbursement for the coach portion.
6. Lodging – Room rate plus tax for the designated duration of the meeting. The number of nights allowed will be clearly conveyed by the staff liaison. If the meeting is in conjunction with an MCAA event or conference, the rooms may or may not be reimbursable. The staff liaison will communicate what is covered. Travel considerations for extenuating travel circumstances will be considered on a case by case basis.
7. Meals – During trip and travel if not provided by MCAA.
8. Tips – Bellman, skycap, maid, etc.

### **Antitrust:**

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## OVERVIEW: SAFETY & HEALTH COMMITTEE

### Purpose

The Safety & Health committee establishes best practices for the safety & health of mechanical contractors across the construction and service industries. The committee does this by designing and developing safety & health resources, planning & executing the annual safety & health conference, implementing the safety & health awards program, and providing regulatory and legislative advocacy in order to protect workers from workplace hazards and make members more competitive in the mechanical industry. This committee supports the continued improvement of safety & health of MCAA members through tracking incident rates and providing benchmarking reports.

### Structure & Leadership

The committee is led by the Chair, Vice Chair and member involvement is overseen by an MCAA Staff Liaison Raffi Elchemmas.

### Expectations & Responsibilities

Committee members are expected to:

- Design & develop safety & health resources.
- Plan and execute annual safety & health conference.
- Implement safety awards program.
- Elevate safety & health across membership.

Committee member responsibilities are broadly described below.

- Serve in an advisory role to guide the committee.
- Expresses ideas and provides input.
- Actively participates in meetings contributing to the discussion, brainstorming and sharing innovative ideas.
- Reviews material and provide input for improvement.

## **Terms & Time Commitments**

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*Note: Volunteers on all national committees are technically appointed annually, for a single one-year term. Renewal each year is contingent upon MCAA Executive Committee review and approval. Term durations described below are committee leadership's recommendation to the Executive Committee.*

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- Chairperson:
  - One (1) three (3) year term
- Vice Chairperson:
  - One (1) three (3) year term will then transition to Chairperson for One (1) three (3) year term.
- Committee:
  - Three (3) year term with a possible second three (3) year term based on recommendation of Chair and Staff Liaison to the Executive Committee.
- Two in person meetings per year. Two conference calls per year.

### **MCAA Reimbursement Policy:**

1. Unless otherwise stated, MCAA reimburses expenses for committee members only; partners, spouses and other family members are not covered.
2. Private Auto – IRS approved rate plus parking and tolls.
3. Taxis/Uber – cost from home or office to airport, airport to hotel or meeting location and return.
4. Auto Rental – may be used when cost effective.
5. Airfare – Round trip, non-refundable, 21-day advance purchase (if possible) coach airfare including baggage fees. If purchasing upgraded airfare, please document the cost of the coach fare for that trip to provide reimbursement for the coach portion.
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8. Tips – Bellman, skycap, maid, etc.

### **Antitrust:**

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## OVERVIEW: INNOVATIVE TECHNOLOGIES COMMITTEE

### Purpose

The MCAA Innovative Technologies Committee is dedicated to identifying, evaluating, and promoting emerging technologies that have the potential to revolutionize the mechanical, plumbing and service contracting industry. By fostering an environment of innovation, collaboration, and continuous learning, we aim to equip MCAA members with the knowledge and tools necessary to drive efficiency, enhance project outcomes, and ensure the industry's future competitiveness. Through research, education, and dialogue, the committee serves as a bridge between technological advancements and their practical applications in the field, ensuring that the MCAA remains at the forefront of industry innovation.

### Structure & Leadership

The committee is led by the Chair and member involvement is overseen by an MCAA Staff Liaison Sean McGuire.

### Committee Restrictions

The committee consists of individuals from member organizations who regularly engage with technology. Members encompass VDC Managers, VPs of Operations, Directors of Manufacturing, IT professionals, Engineers, and leaders responsible for the implementation and oversight of technology.

### Expectations & Responsibilities

Committee members are expected to assist in the development of the MEP Innovation Conference by:

- Preparing hosts by auditing their facilities and providing recommendations for format and facility improvement.
- Presenting sessions and case studies.
- Sharing insights and reviewing new tools, processes and technology that impact contractors.
- Share feedback with new tools and software with each other.
- Review research driven by the committee.

Committee member responsibilities are broadly described below.

- **Promote Innovation:** Keep abreast of emerging trends and technologies in the field of mechanical fabrication, and introduce innovative ideas to the committee that could enhance fabrication processes and practices.
- **Share Best Practices:** Foster a culture of knowledge sharing by presenting successful case studies, techniques, and strategies that have proven effective in your own work or that of others in the industry.
- **Facilitate Training and Education:** Participate in the planning and execution of workshops, seminars, and other educational events. Contribute to the development of training materials and resources for the benefit of the MCAA community.

- **Cultivate Collaboration:** Work collaboratively with other committee members to achieve the group's objectives. This includes actively participating in committee meetings and discussions and providing constructive feedback on proposed initiatives.

## **Terms & Time Commitments**

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- Each year, four members of the committee are added, and four members of the committee are retired based on activity and length of service on the committee. While there is no set term, committee members can expect a term to last around five years if active.
- There are two primary and one optional in person committee meetings a year.
  - Spring Committee Meeting (Primary) – In person with committee held in conjunction with NECA's Innovation and Strategy Committee and SMACNA's Technology Committee. Meeting is typically two full days.
  - MEP Innovation Conference Meeting (Primary) – In person meeting at the MEP Innovation Conference. Travel is covered as part of the meeting, but conference registration is covered for those presenting, or facilitating meeting tours.
  - Virtual Meetings – Periodic virtual meetings to update the committee. These usually last one hour and occur about twice a year.

## **MCAA Reimbursement Policy:**

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7. Meals – During trip and travel if not provided by MCAA.
8. Tips – Bellman, skycap, maid, etc.

**Antitrust:**

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## OVERVIEW: WEBLEM COMMITTEE

### Purpose

1. This Committee exists to serve the needs of the MCAA membership. As such, members of the committee are committed to providing resources as well as education of the MCAA membership in the areas of estimating plumbing and piping construction work. The committee is committed to timely responses to member questions, requests for information, and recommendations.
2. The Committee will research, calculate, and publish labor units for new materials and methods for plumbing and piping products.
  - a. For a product to be considered for inclusion in the LEM, it must meet the following criteria:
    - i. The item must be available commercially for a period of at least two years.
    - ii. The item must be nationally available to all members for the sizes listed in the product literature.
    - iii. The product must be involved in work that is typically executed by plumbers and/or pipefitters.
    - iv. The MCAA membership must have an interest or need for the labor units related to the product.
    - v. Any new item must be specifically different than other items currently in the LEM from the standpoint of labor units.
    - vi. Naming of all items contained in the LEM will be a generic description of the material or joining method to avoid commercialism as much as reasonably possible.
  - b. The Committee is also charged with keeping historical records of the development of data contained in the LEM.
3. The Committee will ensure the existing labor units are kept up to date with the goal of having accurate, consistent units for all materials and methods. The accuracy begins with utilizing empirical formulas developed over many years that have proven to generate uniform labor units for all materials and joining methods.

The Committee is committed to updating or revising existing labor units for a specific product if it is determined that our MCAA members are factoring a specific material or joining method significantly different than the rest of the data in the LEM.
4. The Committee is committed to providing educational opportunities to the MCAA membership on how to use the LEM and the information contained in it appropriately.
5. The Committee shall
  - a. Have representation from all geographical areas of the Country as well as representation from all disciplines within the plumbing and piping construction industry. One Committee member per discipline or unique skillset is preferred.
  - b. Be limited to a maximum number of members in order to manage a highly effective, long-term team. Historically, the ideal number of six (6), plus the staff liaison, has

proved to be most effective. At times, additional members in similar disciplines may be necessary for succession planning.

6. The Committee shall NOT
  - a. Expose valuable historical data (MCAA intellectual property) through rotating Committee members.
  - b. Withstand Committee members that lack the ability to complete homework assignments between Committee meetings (2 meetings per year).
  - c. Exclude MCAA Board members from participating in Committee Meetings.

### **Structure & Leadership**

The committee is led by the Co-Chairs David Pikey and Brandon Wikoff, and member involvement is overseen by an MCAA Staff Liaison Ron King.

### **Expectations & Responsibilities**

Committee members are expected to:

- Ensure that WebLEM labor hours reflect the latest method, materials, and technology for joining piping systems.
- Oversee enhancement projects that are assigned to the IT company.
- Respond to members' inquiries.
- Write board reports summarizing committee activities.

Committee member responsibilities are broadly described below.

- Develop new labor units.
- Check existing labor units against the availability of products in the market.
- Actively participate in meetings contributing to the discussion and brainstorming.
- Review manufacturers' catalogs for potential inclusion of products into the WebLEM.
- Overseas projects assigned to IT company managing and hosting WebLEM.
- Ensure continuity of committee operation via succession planning.
- Assist manufacturer supplier council members with linking their products data to the WebLEM.

### **Terms & Time Commitments**

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- One (1) year term with a possible second additional term based on the recommendation of the Chair and Staff Liaison to the Executive Committee.
- Two meetings annually, one in spring and one in fall

## **WebLEM Specific Committee Commitment**

Five (5) year term with the expectation of additional terms based on the recommendation of the Chair and Staff Liaison to the Executive Committee. This long-term commitment is essential to maintain continuity in the Committee due to the following:

- a) The technical nature of WebLEM results in new Committee members experiencing a 2 year (4 Committee meetings) learning curve before contributing to the Committee in an effective manner. This includes learning how to formulate labor units according to the historical data philosophies, plus learning the WebLEM website (web application) to perform those calculations. Two years of learning to produce anything less than a 5 year term is a losing investment for MCAA and lacks fairness to those willing to make a longer term contribution.
- b) Committee members have a responsibility to inform the Committee Co-Chairs as soon as possible if there is a need to step off the Committee or a planned retirement.

## **MCAA Reimbursement Policy:**

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7. Meals – During trip and travel if not provided by MCAA.
8. Tips – Bellman, skycap, maid, etc.

## **Antitrust:**

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## OVERVIEW: WOMEN IN THE MECHANICAL INDUSTRY COMMITTEE

### Purpose

The Women in the Mechanical Industry (WiMI) committee promotes awareness for our MCAA member women contractors which will enable them to further enrich their careers through networking, education, mentoring and career development opportunities. The committee creates a platform for building lasting connections and fostering a supportive community with like-minded professionals to share experiences and collaborate on challenges and strategies for success.

### Structure & Leadership

The committee is led by the Chair and Vice Chair and member involvement is overseen by an MCAA Staff Liaison Jocelyn Jackson.

### Expectations & Responsibilities

Committee members are expected to:

- Review MCAA resources.
- Lend expertise in recommendations of best practices.
- Measure content for relevance.

Committee member responsibilities are broadly described below.

- Serve in an advisory role to guide the committee.
- Expresses ideas and provides input.
- Actively participates in meetings contributing to the discussion, brainstorming and sharing innovative ideas.
- Reviews material and provide input for improvement.

### Terms & Time Commitments

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*Note: Volunteers on all national committees are technically appointed annually, for a single one-year term. Renewal each year is contingent upon MCAA Executive Committee review and approval. Term durations described below are committee leadership's recommendation to the Executive Committee.*

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- Three (3) year term based on recommendation of Chair and Staff Liaison to the Executive Committee.
- Two meetings per year. One possibly two in person.

### **MCAA Reimbursement Policy:**

1. Unless otherwise stated, MCAA reimburses expenses for committee members only; partners, spouses and other family members are not covered.
2. Private Auto – IRS approved rate plus parking and tolls.
3. Taxis/Uber – cost from home or office to airport, airport to hotel or meeting location and return.
4. Auto Rental – may be used when cost effective.
5. Airfare – Round trip, non-refundable, 21-day advance purchase (if possible) coach airfare including baggage fees. If purchasing upgraded airfare, please document the cost of the coach fare for that trip to provide reimbursement for the coach portion.
6. Lodging – Room rate plus tax for the designated duration of the meeting. The number of nights allowed will be clearly conveyed by the staff liaison. If the meeting is in conjunction with an MCAA event or conference, the rooms may or may not be reimbursable. The staff liaison will communicate what is covered. Travel considerations for extenuating travel circumstances will be considered on a case-by-case basis.
7. Meals – During trip and travel if not provided by MCAA.
8. Tips – Bellman, skycap, maid, etc.

### **Antitrust:**

All MCAA Committees are committed to fostering an open, competitive market, adhering to all anti-trust laws and regulations. As members, we pledge to avoid any actions or discussions that may infringe upon these principles, including but not limited to discussions about price fixing, bid rigging, market allocation, or any other conduct that could potentially restrict competition. Our interactions, both within the committee and externally, will be transparent, fair, and promote healthy competition. We recognize that any breach of these anti-trust policies could result in severe legal and reputational consequences for both the individual, the committee and MCAA as a whole.