

NATIONAL ASSOCIATION OF WOMEN IN CONSTRUCTION
PACIFIC SOUTHWEST REGION
ANNUAL PLANNING CONFERENCE
OCTOBER 17, 2015
MIDWAY, UT

The 2015 Pacific Southwest Region Annual Planning Conference was called to order by Director Lorelee Langworthy, CBT, CDS, CIT, at 8:05 a.m. on October 17, 2015.

Laurie East led the pledge of allegiance followed by an inspiration.

Director Langworthy introduced the head table:

Robin Fulton Meyer, CBT, CIT, APC Parliamentarian, Member at Large
Sherry J. Yarbrough, CIT, APC Secretary, San Diego Chapter
Karla Steele, Forum Coordinator, Salt Lake City Chapter
Colleen Bonner, Mayor of Midway, Utah
Ken Gallacher, Speaker and Author
Lorelee Langworthy, CBT, CDS, CIT, Pacific Southwest Region Director

Introduction of the Past Region Directors in attendance:

Pam Dullum, PE, CCA
Nancy Eaton, CIT, CDS, CCA, CBT
Robin Fulton-Meyer, CBT, CIT
Krista Wilkie-Boswell, CBT, CIT
Linda Young, CIT, CBT
Linda Kofford
Mary Ellen Ledbetter
Keri Hawkins, CBT

Introduction of the Past National Presidents in attendance:

Mary Ellen Ledbetter, 1997-1998
Linda Young, CBT, CIT, 2002-2003
Nancy Eaton, CBT, CCA, CDS, CIT, 2004-2005
Robin Fulton-Meyer, CBT, CIT, 2009-2010

Introduction of the Chapter Presidents:

Marcia Papich, California Central Coast
Karen Mitchell, CBT, CIT, Pikes Peak
Elizabeth Scott, El Paso
Lourdes Lopez, Greater Phoenix
Maegan Best, Honolulu
Heidi Zupancic, Las Vegas
Dr. Giovanna Brasfield, Los Angeles
Lisa Reiswig, Metro Denver
Janeen Oliver, CCSP, Orange County
Paula Sorensen, Salt Lake City
Patricia Mackie McNicholas, San Bernardino/ Riverside
Margareta Thorsen, San Gabriel Valley
Melinda Dicharry, San Diego
Charmaine Flint, Tucson
Vivian Isaak, Ventura County

Introduction of the Regional Committee Chairs:

Membership	Tami McCarthy, CIT
PR/Marketing	Jessica Perez
Professional Development & Education	Carri Marones, CIT, CPE
NEF Liaison	Sherry J. Yarbrough, CIT
NEF Fundraiser	Dana Scoggins
CAD/Drafting	Cheri Hickman, DBE
Safety	Teddi Penewell, CSP, CET
Block Kids	Laurie East & Karla Steele
WIC Week	Myrna Smith, CIT

The First Timers to APC were asked to stand. Nancy Eaton was thanked for conducting the First Timer orientation.

Members of the Salt Lake City Chapter were asked to stand so the assembly knew who to seek if there were questions.

The pages for this conference are:

Julie Barraza, Las Vegas Chapter
Kathy Hope, Las Vegas Chapter

Karen Mitchell, CBT, CIT, was appointed as Timekeeper.

Director Langworthy appointed the following persons to approve the minutes of the meeting:

Krista Wilkie-Boswell, CBT, CIT, Member at Large
Jan Marshall, Tucson Chapter

Karla Steele of the Salt Lake City Chapter gave the welcome to APC.

Karla Steele introduced the Mayor of Midway, Utah, Colleen Bonner, who welcomed the group and gave an overview of the town and its history.

Kathy Bonnett gave the first Registration Report. With 49 members in attendance and there being 46 voting members, a quorum was established and the first registration report was adopted.

Tonya Timothy introduced the guest speaker, Ken Gallacher, who addressed the group on Three Secrets to Personal Empowerment in Business.

The Pre-Convention Summary of Actions was summarized by Director Langworthy with the following highlights.

- Chapter Relinquishment & Chapter name change
- Report on succession planning for EVP Dede Hughes
- Modification in dates of national officer elections

The Post-Convention Summary of Actions was summarized by Director Langworthy with the following highlights.

- Ratification of EVP Contract and Budget for 2015-16
- Task Force to report on College to Career student category

Director Langworthy reviewed some key points of the NAWIC strategic plan. A subsequent discussion was held on how NAWIC chapters can best utilize the national partnership agreements with other associations at the local level.

Time was allotted for various committee reports to the assembly. See Exhibit A - PDE Report.

Fund Trustee Nancy Eaton reviewed proposed amendments to the Pacific Southwest Region Fund Guidelines (Article 5 – Operations) regarding makeup of the Director's Advisory Committee and dates for budget approval. Following discussion, proposed amendments to the Guidelines were approved. See Exhibit B.

Nancy Eaton explained the need to raise money for maintenance of the regional website and encouraged NAWIC members and their companies to support the project through a \$15 annual advertisement. Sign-up forms were provided to the members.

Tonya Timothy gave the lunch instructions and APC was recessed for lunch. During lunch, the NEF jewelry silent auction and various drawings were conducted by NEF fundraiser Dana Scoggins.

APC was called back to order by Director Langworthy. Kathy Bonnett gave the final Registration Report. With 50 in attendance and there being 47 voting members in attendance, the final registration report was adopted.

Nancy Eaton presented proposed amendments to the Pacific Southwest Region Policies. There was extensive discussion on various amendments to the policies including clarification on set-aside funds for hostess chapters and entry fees for regional CAD/Drafting and Block Kids Competition.

By motions made, seconded and carried, the following decisions were made regarding the Pacific Southwest Region Policies:

1. In order to offset expenses and assist with funding of prizes, entry fees were established for regional competitions. Chapters submitting entries for the Block Kids Competition will pay an entry fee of \$25.00. Chapters submitting CAD and/or Hand Drafting drawings will pay an entry fee of \$50 per submittal.
2. Policies were clarified to set aside \$1,000 to assist hostess chapters who experience a budget shortfall through no fault of their own.
3. Members voted to maintain the name, NEF First Timers Award.

Pam Dullum made a motion to set aside up to \$1,000 from the Director's Fund for the Salt Lake City Chapter should they experience a loss. Motion was seconded by Krista Wilke Boswell and motion carried.

The next order of business was the adoption of the Sarbanes Oxley ('SOX') policies - Exhibit C.

- Conflict of Interest
- Code of Ethics
- Joint Venture
- Whistleblower
- Expense Reimbursement
- Record Retention and Document destruction

Sarbanes-Oxley policies were reviewed by Director Langworthy. Motion for adoption was made by Jan Marshall with a second by Kathy Bonnett and the motion carried.

Linda Confort introduced the afternoon speaker, Steve Asay who conducted a team building exercise.

The Santa Maria Chapter invited the region to attend Forum 2016. The date is April 15 & 16.

Director Langworthy advised that discussion had been held with various chapters regarding future meetings. Las Vegas has offered to host APC, 2016. The Tucson Chapter will host Forum, 2017.


Kathy Bonnett introduced the final speaker, Alexia Jex, who spoke on Stress and the Body.

Announcements were made.

- Mid Year Board meeting is on March 4-6, 2016. Please have any questions to Director Langworthy by February 15, 2016.
- NEF First Timer pin was awarded to Laurie East of the Salt Lake City Chapter.
- Dana Scoggins announced that the region raised \$729.00 for NEF through the special fundraisers.
- Nancy Eaton announced that Elizabeth Teramoto, CIT, of the Las Vegas Chapter would be running as a candidate for Director.

There being no further business to come before the Region, the meeting was adjourned at 4:15 p.m.


Lorelee Langworthy, CIT, CDS, CBT
Pacific Southwest Region Director


Sherry J. Yarbrough, CIT
APC Secretary

AUDITORS:

Jan Marshall, Tucson Chapter

Krista Wilke-Boswell, Member-at-Large

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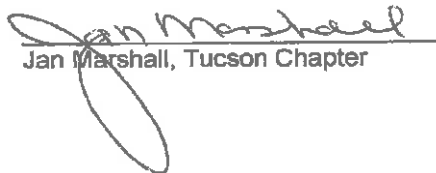
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Pacific Southwest Region Director

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APC Secretary

AUDITORS:

Jan Marshall, Tucson Chapter



Krista Wilke-Boswell, Member-at-Large

PSW Region – PDE Report

Education is a key to the success of NAWIC Chapters and the speakers or programs held at the monthly chapters meetings are a key ingredient to providing value to the members and guests. The educational program committee has been renamed to Professional Development & Education (PDE). In case you aren't aware, the Professional Education & Programs Handbook available on the NAWIC National website has lots of good suggestions and program ideas that can be used. Make sure your chapter chairs are aware of this resource. Another great option available on the website are the "Programs in a Box", which are power point presentations on various topics. Many of these are perfect for those times when the speaker does not arrive or cancels at the last minute. Keep a copy on a thumb drive for just such occasions, assuming that a computer is available to use. It's easy to create handouts to share and keep for future reference.

Here are some great tips:

1. Each chapter President should appoint a PDE committee chair.
2. Schedule Chapter programs as far in advance as possible.
3. Invite Chapter members to complete and return a program questionnaire at the beginning of the year (samples in handbook).
4. One of the best program sources are chapter members, their co-workers and employers.
5. Ask people in other construction organizations if they can recommend a speaker or program.
6. Don't forget about our Partnering Agreements.

Presidents look for an email soon requesting the names and contact information for your chapter's PDE chair so that additional information can be sent out.

Looking forward to a great year!

Carri Morones, CIT, CPE
PSW Region PDE Chair

Proposed Change to Pacific Southwest Region Fund Guidelines

Article 5- Operations Item F, G, I

Currently states:

F. The Director-Elect, upon election, shall meet with the Director and Director's Advisory Committee (DAC), i.e. during Forum weekend, to initiate a budget covering Income and Expenses for the Fiscal Year for her first year as Director. Said Budget shall be finalized by June 30th following her election.

G. The Director shall formulate a budget for the second year of her term in cooperation with the Directors Advisory Committee (DAC). Said Budget will be finalized by July 31 preceding the second year of her term.

I. The Fund Budget as prepared by the Director and/or Director Elect, with assistance from the Director's Advisory Committee, shall be submitted to the Trustee Committee for approval by a majority vote.

Proposed:

F. The Director-Elect, upon election, shall meet with the existing Fund Trustees (and the newly elected Trustee) and three past Regional Directors (as chosen each year by the existing Trustees and Director-Elect) to initiate a budget covering Income and Expenses for the Fiscal Year for her first year as Director. Said Budget shall be finalized by July 31st following her election.

G. The Director shall formulate a budget for the second year of her term in cooperation with the existing Fund Trustees (and the newly elected Trustee) and three past Regional Directors (as chosen each year by the existing Trustees and Director). Said Budget will be finalized by July 31st preceding the second year of her term.

I.(Remove) and rename J to I

Rationale:

F. AND G

1. REMOVE requirement of DAC-- The Director's Advisory Committee (DAC) is used at the Director's discretion. Typically if a Director meets with past Directors, all Directors in attendance are typically invited. (example, we had 17 past Directors participate in last year's budget preparation because of the way this was worded). It is suggested that a limited number of past Directors should be chosen to serve on the budget committee. The Trustees are elected on a 3 year rotating schedule and should be a major part of the preparation of the budget. With the rotation, there should be enough experience and input that the budget items should be reasonable and within line of expected income and experience with prior budgets). Having three past Directors who are willing to serve in this capacity should give enough oversight and input to make the budget fair and balanced.

2.CHANGE DEADLINE: Removed the example of meeting at Forum for a budget review—change to a July 31st target date and they can set their own schedule to meet that deadline. Since the Trustees are part of this discussion, we do not need two separate deadlines. The Director- Elect/Director will have sufficient time to name her committees and for those committee members to submit budget requests to the Director-Elect/Director and Trustees for input for their committee operations.

3.ALLOW NEWLY ELECTED TRUSTEE TO PARTICIPATE IN A BUDGET SHE WILL BE RESPONSIBLE FOR

Item I—Not necessary if the Trustees are part of the budget preparation in F or G

EXHIBIT C

SARBANES OXLEY PAPERWORK

Code of Ethics for Board and Senior Management:

This policy describes the types of behavioral expectations that relate to the roles of board members and members of senior management and establishes a confidential means by which employees or volunteers can raise ethical concerns. One particularly significant provision is the prohibition against any type of loan or financial gift by the nonprofit to a board member or member of the staff at any level. Note: board, staff and volunteers should be required to read/sign the code of ethics.

NAWIC should ensure that this Code of Ethics Policy addresses how NAWIC commits to being in compliance with laws and regulations, being accountable to the public, and responsibly handling resources.

Adopted by the Board

A handwritten signature in cursive script, appearing to read "Luke Perry", written over a horizontal line.

Background information:

A conflict of interest policy and set of procedures, including a disclosure statement, need to be in place for the purposes of educating the board on its legal obligation of loyalty and on what constitutes a conflict of interest. Procedures need to be in place to disclose real and potential conflicts of interest, and appropriately deal with these disclosed conflicts in subsequent board discussion and voting. All board and senior management need to complete a conflict of interest statement on an annual basis. Board minutes need to reflect a member's abstention from discussion and voting on a topic that presents a conflict of interest.

Here are some reasons why real or potential conflicts of interest need to be disclosed:

- Legal standard of loyalty requires board members to put the financial interests of the nonprofit ahead of any personal gain. One way to achieve this is to identify those relationships and/or business dealings that either present a conflict of interest or have the potential for being a conflict of interest.
- By signing a letter indicating real or potential conflicts of interest, or stating that the individual has none, NAWIC has a record of those areas that may pose a conflict of interest for individual board members. NAWIC can then take steps to ensure that the individual board member does not take part in discussions or votes related to those areas.
- Transparency and full disclosure are very important in today's nonprofit environment.

Procedures for Dealing with Conflict of Interest:

- Conflict of interest letters are signed on an annual basis.
- When a board discussion addresses an area that has been identified as a conflict of interest, the individual involved is excused from the discussion and not permitted to vote. This is recorded in the minutes of the meeting.
- The board reserves the right to ask an individual who presents a very serious conflict of interest to resign from the board, or be placed in a capacity that neutralizes a conflict of interest.

Adopted by the Board

A handwritten signature in cursive script, appearing to read "Larin J. Sweeney", is written over a horizontal line.

National Association of Women in Construction

Expense Reimbursement Policy for NAWIC Chapters

NAWIC has an accountable plan for reimbursement of expenses per Internal Revenue Service (IRS) regulations. Chapter members will be reimbursed for expenses incurred on behalf of the chapter that are approved by the Chapter Board of Directors. Detailed accounting records must be kept to substantiate such reimbursements. The IRS requires that the following documentation be provided when requesting reimbursement.

Expense Reimbursement Request:

Chapter members will be reimbursed for expenses incurred on behalf of the chapter that are approved by the Chapter Board of Directors. A check request form or other request for reimbursement will be filled out and signed by the member with all itemized receipts attached. All receipts should be detailed indicating line items ordered or purchased, not just the totals. Credit card statements are not considered sufficient documentation.

All expense reimbursements will be paid within 7 days of Chapter Board approval.

Adopted by the Board of PACIFIC SOUTHWEST REGIONAL Chapter # _____ on
10/17/15
(date)

**National Association of Women in Construction
327 S. Adams Street
Fort Worth, Texas 76104**

Whistleblower Protection Policy

The Whistleblower protection policy is being implemented at the National Association of Women in Construction to comply with the Public Company Accounting Reform and Investor Protection Act of 2002 (Sarbanes-Oxley). This provision in the legislation applies to all organizations, not just publicly traded ones.

At the National Association of Women in Construction, any staff member or volunteer who reports waste, fraud, or abuse will not be fired or otherwise retaliated against for making the report.

The report will be investigated and even if determined not to be waste, fraud, or abuse, the individual making the report will not be retaliated against. There will be no punishment for reporting problems -- including firing, demotion, suspension, harassment, failure to consider the employee for promotion, or any other kind of discrimination.

There are several ways to make a report of suspected waste, fraud, or abuse:

- Call the anonymous phone number at 800-552-3506 or call the current volunteer President.
- Send an e-mail to dedeh@nawic.org or to the current volunteer President
- Submit a report in writing to the above address or to the current volunteer President.

The National Association of Women in Construction will exhaust all efforts in investigating a report of waste, fraud, or abuse.

Here is how we will follow up to report on our findings:

- Provide the person filing a report with a summary of our findings.
- Take steps to deal with the issue addressed, including making operational or personnel changes.
- If warranted, contact law enforcement to deal with any criminal activities.

Adopted by the Board



National Association of Women in Construction
327 S. Adams Street
Fort Worth, Texas 76104

Record Retention and Document Destruction Policy

The National Association of Women in Construction (NAWIC) shall retain records for the period of their immediate or current use, unless longer retention is necessary for historical reference or to comply with contractual or legal requirements. Records and documents outlined in this policy include paper, electronic files (including email) and voicemail records regardless of where the document is stored, including network servers, desktop or laptop computers and handheld computers and other wireless devices with text messaging capabilities.

In accordance with 18 U. S. C. Section 1519 and the Sarbanes Oxley Act, NAWIC shall not knowingly destroy a document with the intent to obstruct or influence an "investigation or proper administration of any matter within the jurisdiction of any department agency of the United States or in relation to or contemplation of such matter or case." If an official investigation is underway or even suspected, document purging must stop in order to avoid criminal obstruction.

In order to eliminate accidental or innocent destruction, NAWIC has the following document retention policy:

Type of Document	Retention Period
Accident reports and claims (settled cases).....	7 years
Accounts payable ledgers and schedules.....	7 years
Accounts receivable ledgers and schedules.....	7 years
Audit reports of accountants.....	Permanently
Bank reconciliations.....	2 years
Capital stock and bond records; ledgers; transfer registers; stubs showing issues; record of interest coupons; options; etc.....	Permanently
Cash books.....	Permanently
Charts of accounts.....	Permanently
Checks (canceled, but see exception below).....	7 years
Checks (canceled for important payments, i.e., taxes; purchases of property; special contracts; etc. Checks should be filed with the papers pertaining to the underlying transaction.).....	Permanently
Contracts and leases (expired).....	7 years
Contracts and leases still in effect.....	Permanently
Correspondence (routine) with members, customers, or vendors... 1 year	
Correspondence (general).....	3 years
Correspondence (legal and important matters only).....	Permanently
Deeds, mortgages and bills of sale.....	Permanently
Depreciation schedules.....	Permanently

Duplicate deposit slips.....	2 years
Employee personnel records (after termination).....	3 years
Employment applications.....	3 years
Expense analyses and expense distribution schedules.....	7 years
Financial statements (end-of-year, other months optional).....	Permanently
General and private ledgers (and end-of-year trial balances).....	Permanently
Insurance policies (expired).....	3 years
Insurance records, current accident reports, claims, policies, etc....	Permanently
Internal audit reports (in some situations, longer retention periods may be desirable).....	3 years
Inventories of products, materials and supplies.....	7 years
Invoices to members and customers.....	7 years
Invoices from vendors.....	7 years
Journals.....	Permanently
Membership applications.....	3 years
Minutes of directors and committees, including by-laws and charter..	Permanently
Notes receivable ledgers and schedules.....	7 years
Option records (expired).....	7 years
Payroll records and summaries, including payments to pensioners....	7 years
Petty cash vouchers.....	3 years
Physical inventory tags.....	3 years
Plant cost ledgers.....	7 years
Property appraisals by outside appraisers.....	Permanently
Property records, including: costs; depreciation reserves; end of year trials balances; depreciation schedules; blueprints and plans.....	Permanently
Purchase orders (except purchasing department copy).....	2 years
Receiving sheets.....	2 years
Requisitions.....	2 years
Sales records.....	7 years
Savings bond registration records of employees.....	3 years
Scrap and salvage records (inventories, sales, etc.).....	7 years
Stock and bond certificates (canceled).....	7 years
Stockroom withdrawal forms.....	2 years
Subsidiary ledgers.....	7 years
Tax returns and worksheets; revenue agents' reports and other documents relating to determination of income tax liability....	Permanently
Time books.....	7 years
Trade mark registrations.....	Permanently
Voucher register and schedules.....	7 years
Vouchers for payments to vendors, employees, etc. (Includes: allowances and reimbursement of employees, officers, etc., for travel and entertainment expenses.).....	7 years

Adopted by the Board



Joint Venture Policy

This Joint Venture Policy of the National Association of Women in Construction requires that the Organization evaluate its participation in joint venture arrangements under Federal tax law and take steps to safeguard the Organization's exempt status with respect to such arrangements. It applies to any joint ownership or contractual arrangement through which there is an agreement to jointly undertake a specific business enterprise, investment, or exempt-purpose activity as further defined in this policy.

A. Joint ventures or similar arrangements with taxable entities. For purposes of this policy, a joint venture or similar arrangement (or a "venture or arrangement") means any joint ownership or contractual arrangement through which there is an agreement to jointly undertake a specific business enterprise, investment, or exempt-purpose activity without regard to: (1) whether the Organization controls the venture or arrangement; (2) the legal structure of the venture or arrangement; or (3) whether the venture or arrangement is taxed as a partnership or as an association or corporation for federal income tax purposes. A venture or arrangement is disregarded if it meets both of the following conditions:

- (a) 95% or more of the venture's or arrangement's income for its tax year ending within the Organization's tax year is excluded from unrelated business income taxation [including but not limited to: (i) dividends, interest, and annuities; (ii) royalties; (iii) rent from real property and incidental related personal property except to the extent of debt-financing; and (iv) gains or losses from the sale of property]; and
- (b) the primary purpose of the Organization's contribution to, or investment or participation in, the venture or arrangement is the production of income or appreciation of property.

2. Safeguards to ensure exempt status protection. The Organization will: (a) negotiate in its transactions and arrangements with other members of the venture or arrangement such terms and safeguards adequate to ensure that the Organization's exempt status is protected; and (b) take steps to safeguard the Organization's exempt status with respect to the venture or arrangement. Some examples of safeguards include:

- (i) control over the venture or arrangement sufficient to ensure that it furthers the exempt purpose of the organization;
- (ii) requirements that the venture or arrangement gives priority to exempt purposes over maximizing profits for the other participants;
- (iii) that the venture or arrangement not engage in activities that would jeopardize the Organization's exemption; and
- (iv) that all contracts entered into with the organization be on terms that are arm's length or more favorable to the Organization.

Adopted by the Board



National Association of Women in Construction
327 S. Adams Street
Fort Worth, Texas 76104

[Date] November 23, 2015
[Board Member Name] Kathy Bennett
[Street Address] 2345 S. Cat Way
[City, State, Zip code] Salt Lake City, UT 84119

Please complete and sign this annual conflict of interest statement. We appreciate your hard work on the NAWIC Board.

Kathy Bennett
I, ~~[board member name]~~, state that I have /do not have the following personal, business, or professional relationships that may present a conflict of interest:

(Circle the appropriate statement)

I do not have any conflicts of interest.

I have the following relationships or business interests that may pose a conflict of interest:

(List those relationships and businesses that might pose as conflict of interest)

As a member of the NAWIC Board, I commit to placing the association's interest and gain ahead of my own, and will further commit to excusing myself from any discussion or votes related to those areas in which I may have a conflict of interest.

Signed,

[Board member name] *Kathy Bennett*

[Date] November 23, 2015

**National Association of Women in Construction
327 S. Adams Street
Fort Worth, Texas, 76104**

Board Member/Staff Code of Ethics

As a member of the National Association of Women in Construction (NAWIC), when acting in my capacity as a member of the board/staff and where NAWIC matters are concerned, I will:

- Endeavor at all times to place the interest of NAWIC above my own.
- Be diligent in the performance of my duties, come prepared to all board meetings, and fulfill my obligations as a board member.
- Not seek or accept any personal financial gain from my membership on the board of NAWIC.
- Understand that any financial loan or financial gift from the association is prohibited.
- Seek to continually improve my knowledge of NAWIC and the nonprofit sector.
- Strive to establish and maintain dignified and honorable relationships with my fellow board members, the NAWIC staff, clients and sponsors.
- Obey all laws and regulations and will avoid any conduct or activity that would cause harm to NAWIC.

Signed: _____

Kathryn Bonnett

Date: _____

11.23.2015

National Association of Women in Construction
327 S. Adams Street
Fort Worth, Texas 76104

[Date] 4/23/15
[Board Member Name] LORELEE LANGWORTHY, CIT, COS, CBT
[Street Address]
[City, State, Zip code]

Please complete and sign this annual conflict of interest statement. We appreciate your hard work on the NAWIC Board.

LORELEE LANGWORTHY
I, [board member name], state that I ~~have~~ /do not have the following personal, business, or professional relationships that may present a conflict of interest:

(Circle the appropriate statement)

I do not have any conflicts of interest.

I ~~have~~ the following relationships or business interests that may pose a conflict of interest:

(List those relationships and businesses that might pose as conflict of interest)

As a member of the NAWIC Board, I commit to placing the association's interest and gain ahead of my own, and will further commit to excusing myself from any discussion or votes related to those areas in which I may have a conflict of interest.

Signed, *Lorelee Langworthy*

[Board member name]

Date] 4/23/15

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Signed: _____

Date: _____

Debra L. Lundy
11/23/15

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- Obey all laws and regulations and will avoid any conduct or activity that would cause harm to NAWIC.

Signed: Genevieve Stead Harris

Date: 11-20-15

National Association of Women in Construction
327 S. Adams Street
Fort Worth, Texas 76104

[Date] 11-20-15
[Board Member Name] Geneva Stone-Morris
Street Address 1564 Hazel Court
City, State, Zip code] Highland, CO 91784

Please complete and sign this annual conflict of interest statement. We appreciate your hard work on the NAWIC Board.

I, [board member name], state that I have /do not have the following personal, business, or professional relationships that may present a conflict of interest:

(Circle the appropriate statement)

I do not have any conflicts of interest.

I have the following relationships or business interests that may pose a conflict of interest:

(List those relationships and businesses that might pose as conflict of interest)

As a member of the NAWIC Board, I commit to placing the association's interest and gain ahead of my own, and will further commit to excusing myself from any discussion or votes related to those areas in which I may have a conflict of interest.

Signed, Geneva Stone-Morris

[Board member name] Trustee

Date] 11-20-15

**National Association of Women in Construction
327 S. Adams Street
Fort Worth, Texas, 76104**

Board Member/Staff Code of Ethics

As a member of the National Association of Women in Construction (NAWIC), when acting in my capacity as a member of the board/staff and where NAWIC matters are concerned, I will:

- Endeavor at all times to place the interest of NAWIC above my own.
- Be diligent in the performance of my duties, come prepared to all board meetings, and fulfill my obligations as a board member.
- Not seek or accept any personal financial gain from my membership on the board of NAWIC.
- Understand that any financial loan or financial gift from the association is prohibited.
- Seek to continually improve my knowledge of NAWIC and the nonprofit sector.
- Strive to establish and maintain dignified and honorable relationships with my fellow board members, the NAWIC staff, clients and sponsors.
- Obey all laws and regulations and will avoid any conduct or activity that would cause harm to NAWIC.

Signed: 

Date: 11/30/15

National Association of Women in Construction
327 S. Adams Street
Fort Worth, Texas 76104

[Date] 11/30/15
[Board Member Name] Nancy Eaton
Street Address 2740 W 5400th
City, State, Zip code Cedar City, UT 84721

Please complete and sign this annual conflict of interest statement. We appreciate your hard work on the NAWIC Board.

I, ^{Nancy Eaton} [board member name], state that I have /do not have the following personal, business, or professional relationships that may present a conflict of interest:

(Circle the appropriate statement)

I do not have any conflicts of interest.

I have the following relationships or business interests that may pose a conflict of interest:

(List those relationships and businesses that might pose as conflict of interest)

As a member of the NAWIC Board, I commit to placing the association's interest and gain ahead of my own, and will further commit to excusing myself from any discussion or votes related to those areas in which I may have a conflict of interest.

Signed,

[Board member name] Nancy Eaton
Regan Ford Denton

[Date] 1/30/15