

2008-09 Member Handbook

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"Building our community one home at a time"



Winnebago Home Builders Association

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Web. www.whba.net

Welcome Message

Dear Member,

As a member of the Winnebago Home Builders Association, you are entitled to a great many services, discounts and activities. These benefits cover a multitude of areas ranging from publications to specialized information such as our Construction Standards manual, to educational and networking opportunities.

This handbook will help you take advantage of all the many and diverse services the Winnebago Home Builders Association, the Wisconsin Builders Association, and the National Association of Home Builders has to offer. Your tri-level membership is the key to services at all three levels.

To make the most of your membership, please take time to review the handbook. This investment in time now will really make a difference in how quickly you can start to benefit from your membership investment.

Please call our office with questions. There are a lot of aspects of membership, and the staff will be happy to help you any time!

Sincerely,

Amy Montgomery
Assurance Title
Membership Committee Chairperson

*As a WHBA Member,
your membership
brings benefits from
not one, but three
organizations!*

Three Memberships in One!

As a member of the Winnebago Home Builders Association (WHBA) you are automatically a member of the Wisconsin Builders Association (WBA) and the National Association of Home Builders (NAHB). Your membership brings benefits from not one, but three organizations!

Association Contact Information

NAHB
1201 15th St. NW
Washington, DC 20005
Tel: 800.368.5242
Fax: 202.861.2131
Web: www.nahb.org
235,000 members

WI Builders Association
868 High Crossing Blvd.
Madison, WI 53704
Tel: 800.362.9066
Fax: 608.242.5151
Web: www.wisbuild.org
9,300 members

WHBA
4041 State Rd. 91
Oshkosh, WI 54904
Tel: 920.235.2962
Fax: 920.235.1461
Web: www.whba.net
243 members

WHBA Background

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Mission Statement

Winnebago Home Builders Association (WHBA), a not-for-profit trade organization, provides resources, services and education about the housing industry to our members and our communities.

WHBA promotes quality attainable housing through industry leadership, ethical business practices and community and government involvement.

History

WHBA held its first regular monthly meeting on June 13, 1990 at the Columbus Club in Oshkosh. At the time, the organization was only 1.5 months old and was comprised of just 46 members.

Now at nearly 250 members strong, WHBA is a growing organization affiliated with the Wisconsin Builders Association (WBA) and the National Association of Home Builders (NAHB).

Goals

As the voice of the home building industry in Winnebago County, WHBA serves its members and the general public by:

- Monitoring and influencing government policies and regulations to ensure housing availability and affordability in Winnebago County.
- Educating its members to keep them on the cutting edge of building product technology.
- Providing information to the public about new home products and services
- Giving back to the community of which it is an integral part.
- Providing networking opportunities for members.

Board of Directors

At the helm of WHBA’s leadership team is a 14-member volunteer Board of Directors. The Board is comprised of seven Builder members, six Associate members and the past president.

Directors are elected by the membership and serve staggered two-year terms, which begin the second Wednesday of September when the Installation of Officers ceremony takes place.

Board of Director responsibilities defined in the Association’s Bylaws include:

- Establishing and monitoring a Strategic Plan.
- Formulating Association policies and procedures.
- Monitoring member adherence to the Bylaws and Code of Ethics.
- Acting on the recommendation of the numerous volunteer committees.

Board meetings — which are open to all members — are traditionally held the second Wednesday of each month at 4:00 p.m. at the location of the General Membership Meetings. Board meetings are held at the WHBA office June through August.

WHBA received its charter from the National Association of Home Builders on September 17, 1990

Executive Committee

The Executive Committee is made up members elected by the General Membership, including the President, President-Elect, Treasurer, Secretary, Chairman of the Associate Advisory Committee and the immediate past president.

Executive Committee members hold office for one year, and only a Builder member-of-record may serve as President/President Elect – unless no Builder members are willing to run for office.

The Executive Committee traditionally meets on a quarterly basis on the second Wednesday of the month at 3:00 p.m.

Committees

More than one dozen volunteer committees carry out specific charges of the Strategic Plan. Committees are the workhorse of the Association – they are chiefly responsible for creating and organizing member programs and events.

Committee Chairpersons and co-chairs are volunteers asked by the President to serve. Co-chairs are encouraged to serve as chairperson the following year or when the committee chair would like to step down.

Committee's welcome new members throughout the year and new members are especially encouraged to get involved!

Membership Types

WHBA Membership is divided into 3 categories: Builder, Associate and Affiliate.

Builder Members must be actively building and/or remodeling, be a general contractor or developer for at least (12) months immediately prior to the date of application and show proof of current contractor certification.

Associate Members are employees of a firm that is either engaged in a trade, industry, or profession related to the building industry or an individual interested in the advancement of the building industry

Affiliate Members are individuals employed by a firm represented by a Builder or Associate member

Dues and Finances

Each of the 25 local associations in Wisconsin determine their membership dues. Annual dues for new WHBA members are \$435.

Of your \$435 dues payment, \$160 is paid to WBA, \$150 to NAHB and \$125 remains at WHBA. Dues billing is conducted on an annual basis during the month of your membership anniversary date.

WHBA Membership is open to all businesses involved in some aspect of the home building industry

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General Membership Meetings

Complimentary evening dinner meetings are held nine times a year on the second Wednesday of each month beginning in September and ending in May.

The General Membership Meeting serves as the Association’s monthly business meeting and is a prime venue for members to network with one another.

Each meeting features a cash bar cocktail hour, a complimentary sit-down meal and a one-hour program. The program includes a featured speaker or entertainer as well as a few Association business items.

Meetings are typically held at Robbins Restaurant or LaSure’s Banquet Hall and 50-90 members attend each event. Each company is entitled to one complimentary meal and guests are welcomed for only \$13.00 per meal.

Members are must register for each GMM by the Friday before the meeting. Members may register online at www.whba.net or by calling the WHBA office.

Parade of Homes

Established in 1991, the annual WHBA Parade of Homes is the Association’s pre-eminent event. Typically held in late April , the eight-day event is heavily promoted in the media and enjoys a large attendance.

The purpose of the Parade is to provide the public with an opportunity to view quality construction and new trends in home design, furnishings and products.

The 2008 Parade featured 17 builders showcasing 20 homes in Winnebago County. The parade offers members a prime opportunity to highlight their business and services to the home-buying public through the Parade of Homes book and Oshkosh Northwestern tabloid.

Builders interested in showcasing their craftsmanship in the Parade of Homes should contact the WHBA office for an application and a copy of current parade rules describing eligibility, application deadlines and entry fee information.

Home Show

The three-day WHBA Home Show is an educational showcase of home products and services.

The show, which originated in 1992, boasts hundreds of exhibitors demonstrating the latest in building technology and products – from flooring to roofing and everything in between. The event is traditionally held at the Sunnyview Expo Center in February.

Known for its hands-on informational seminars, the show is an ideal venue for members to educate the thousands of participants who attend the event.

The Home Show is open to all WHBA members. Application forms are sent to all members and accepted on a first-come, first-served basis.

The Parade of Homes and Home Show account for a overwhelming majority of the Association’s non-dues revenue

Annual Auction

The WHBA Annual Auction – which is free to members and guests – features a dinner as well as a Silent and Live Auction.

Proceeds from the event benefit the WHBA Scholarship Fund and Building a Better Wisconsin (BBW) Political Action Committee, a subsidiary of the Wisconsin Builders Association that helps preserve and protect the home building industry.

The Annual Auction relies on member donations to help the Association reach its fundraising goal. Members are encouraged to donate new items – especially member products and services – to help promote the building industry and provide valuable exposure for your company.

The Auction is held in conjunction with the October General Membership Meeting at LaSure’s Banquet Hall.

Whitetails Banquet

WHBA works in conjunction with Whitetails Unlimited to hold an annual banquet to raise funds for the Wisconsin Builders Association Foundation, a 501(c)(3) non-profit, philanthropic organization that provides scholarship assistance to local students pursuing careers in the home building industry.

Held in November, the banquet features a variety of raffles for hunting rifles and outdoors gear. Tickets for the banquet are \$35 and are sold on a first-come, first-served basis.

Members attending the banquet are encouraged to bring non-perishable food items for donation to local food pantries.

Golf Outing

One of WHBA’s most popular social events is the annual WHBA Golf Outing held at various local courses in June or July.

A shotgun scramble format, relaxed and fun-filled dinner and door prizes make it one of the most-anticipated and attended events sponsored by the Association.

The Wisconsin Builders Association also holds an annual golf outing for members from across the state each summer, typically in late July or early August.

Clay Shoot

The Sporting Clay Shoot is an opportunity for sportsmen to gather and compare their shooting prowess during a fun-filled day at the range.

Proceeds from the spring event – which features a raffle, food, beverages and prizes – benefit the WHBA scholarship account at the WBA Foundation.

Sponsoring a WHBA event is a great way for you to promote your products and services to fellow members

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WBA Convention

The WBA annual convention provides members with opportunities for building industry education, entertainment, motivation and networking.

The convention is usually held each year during the winter (typically January or February) at locations throughout the state.

The convention is beneficial, affordable and fun for all WBA members and their families!

WBA Capitol Conference

WBA annually hosts a grassroots lobbying day in Madison each spring to allow industry professionals to learn about the latest legislative proposals impacting the housing industry.

Over 1,000 business leaders from across the state visit the Capitol to talk to lawmakers about issues affecting Wisconsin’s economy – high taxes, health care costs, the housing industry and other issues.

The premier government affairs event of the year is capped off with keynote presentations from noteworthy political and business leaders from throughout the nation.

NAHB Convention - International Builders Show

The NAHB annual convention, The International Builder’s Show, draws nearly 100,000 people from around the globe.

The convention is held in late January and features 100,000 square feet of industry-related products and services on display. Members receive registration information from NAHB in August or September.

The convention changes locations every 3 years. For general convention information, call NAHB at 800.368.5242, ext. 111.

NAHB and WBA Board Meetings

As a membership led organization, both NAHB and WBA conduct board meetings four times a year. The board meetings are open to all members, and are typically held at various locations around the state and nation.

Each local association is represented by a number of delegates based on association size. WHBA’s WBA and NAHB representatives are listed in the Leadership section of this manual.

For more information about state and national events, please visit www.wisbuild.org or www.nahb.org. The WHBA website also contains a calendar of upcoming WBA and NAHB events.

WBA and NAHB offer a variety of educational, fun networking events each year. Get involved — you won’t regret it!

Member Benefits

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Credibility

WHBA is the voice of the residential construction industry in Winnebago County.

Our members are widely viewed by the public as skilled craftspeople and knowledgeable professionals who are, at the same time, modern businessmen and women committed to quality and a solid code of ethics.

“Do Business with a Member”

The Association's motto is “Do Business with a Member.”

You'll often see and hear this phrase at membership functions. Membership in WHBA offers many opportunities for developing contacts and fostering long-lasting business relationships and friendships.

WHBA encourages members not only to actively associate with their industry colleagues, but more importantly, support their fellow member businesses!

Government Affairs Representation

Sensible government relations and reasonable legislation can work for the benefit of the building industry. Staying involved in the legislative process ensures that the voice of the building industry is heard at all levels of government.

At each level, the Government Affairs committee works hard to:

- Monitor governmental rules and regulations that affect the shelter industry, and consequently, the ability of members to do business.
- Take action to defend the housing industry against the cost of over-regulation.
- Help elect representatives who stand strong for housing.
- Raise funds to help elect pro-housing candidates.

NAHB Government Affairs Services

Any member is eligible to be part of NAHB Congressional Contact Program, a powerful grassroots Congressional lobbying effort. NAHB provides information to all Congressional Contacts about pending legislation that affects the building industry. Call NAHB at 800.368-5242 or sign-up online at www.nahb.org.

Wisconsin Builders Association Government Affairs Services

WBA employs two Government Affairs legislative staff members to help ensure that the voice of the building industry is heard at the State Capitol.

WHBA members are able to support local candidates for elective office through the WBA's political action committee, Building A Better Wisconsin. Contributions may be made to specific candidates through the Builders Direct Fund (conduit). Both funds give the building industry a strong voice in the political process.

WBA also sponsors an annual Capitol Conference Day when members from throughout the state gather to talk face-to face with state legislators.

“Do Business with a Member” is a motto WHBA members take seriously!

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WBA Insurance Services

Who is WBA Insurance Services?

WBA Insurance Services is a wholly OWNED subsidiary of the Wisconsin Builders Association®. WBA Insurance is **YOUR** insurance agency!

Why should I as a member of the Wisconsin Builders Association® fill my company's insurance needs by using a WBA Insurance Services endorsed plan?

WBA Insurance was created by members of your association to be used in the following ways:

- Provide WBA members with affordable Health Plan options.
- Generate non-dues revenue to help fund different programs within the WBA all the way down to the local level. This helps keep state membership dues down.
- You strengthen your association by filling your insurance needs through WBA Insurance Services!

Who can buy insurance products from WBA Insurance?

Any Wisconsin Builders Association® member, their employees and extended family members (some restrictions apply, call for details).

What types of insurance plans are available?

Health Insurance - WPS Health Insurance is the endorsed health plan for the association.

- The plan is exclusively designed for the WBA. We offer PPO Health Plans with deductibles as low as \$250 and as high as \$5,000.
- We also offer a variety of Health Savings Accounts
- We offer all of these benefit plans to groups of 1 employee and up.
- Optional 24-hour coverage is available for owners
- Retiree coverage to age 65.

Life Insurance - EPIC Life Insurance is the endorsed group life insurance carrier for the Wisconsin Builders Association® .

- Whole life and term life are available to groups of 1 employee and up.

Disability - Short-term and Long-term with group or individual option offered through EPIC Life Insurance among other endorsed carriers.

Dental Plans - Many options through both Delta Dental and Anthem Blue Cross are available.

Other Services

- Vision Plans
- Annuities
- Fee Only Financial Planning
- Business Succession Planning
- Estate Planning

For more information on these plans, please contact Karl Johnson, Agency Manager at WBA Insurance Services at 888.678.3015, ext. 23.

Visit www.wbainsuranceservices.org

Paying too much for insurance? Give WBA Insurance Services a call for a free quote!

*Take advantage of
your member benefits!
You'll have your
membership
investment paid for in
no time!*

NAHB Member Advantage Program

Reduce your day-to-day business costs with these member-only discounts. NAHB's purchasing power means big savings! Your membership entitles you to discounts on car rentals, office products, PCs, payroll services, overnight delivery, and more.

Participating, nationally known companies include Dell Computers, Pitney Bowes, Williams Scotsman, and Hertz, to name a few.

Join over 235,000 industry professionals who are dedicated to the housing industry. Whether you're a multifamily or custom builder, a remodeler or a supplier, NAHB membership provides the tools you need to succeed! Discounts include:

- **General Motors** — \$500 off most vehicles, including new 2007 or 2008 model year Chevrolets, Buicks, Pontiacs, GMCs, Saturns, HUMMERs, Saabs or Cadillac passenger cars, light-duty trucks, vans or SUVs
- **Dell Computers** — Up to 20% off essential small business technology, including business-class desktops, cutting-edge notebooks and a complete range of reliable and affordable software and peripherals like printers, camera, projectors and TV's!
- **Office Depot** — Save 10% on delivery orders and receive 5% back with the Worklife rewards program.
- **UPS** — Take advantage of exclusive discounts on shipping. Whether it's overnight letters across the country or international shipping around the world, you'll start saving with the first package you send. After that, the more you ship, the more you save.
- **Paychex** — Paychex makes automated payroll efficient and cost effective for any size organization. Save 15% off payroll processing and select human resource services.

Please visit www.nahb.org/ma and view the "Pocket the Savings" flyer to learn about the member discounts available to you.

Discount Entry Fees

WHBA members who qualify enjoy the benefits of lower entry fees for the Parade of Homes and Home Show.

Please note that there are specific eligibility requirements, separate from membership, for each of these events. Call the WHBA office for more information.

Arbitration Services

WHBA has an Arbitration Board dedicated to assisting members and consumers in resolving construction disputes.

This members-only means of dispute resolution is an inexpensive and effective alternative to pursuing conflict resolution through the court system.

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WHBA, WBA and NAHB team up to provide members with vital information about the housing industry

Housing Industry Publications

Knowledge is your best defense in this rapidly-changing industry. All three Associations produce periodic publications to keep members informed about issues that impact your business.

WHBA Newsletter

The WHBA newsletter is published 12 times a year. The newsletter alerts members to WHBA projects, meetings and social events and provides a capsule view of activities at the state and national levels. As an added membership benefit, WHBA office publishes monthly building permit information in the newsletter to help members gage local housing activity.

Annual or periodic newsletter advertising is available to members. See the Advertising and Sponsorship section for more details.

Wisconsin Building Newsletter

This monthly newsletter published by the WBA focuses on state-level industry and association activities ranging from legislative news to convention information. All members throughout the state receive this publication.

Wisconsin Badger Builder

Also published by the WBA, the Wisconsin Badger Builder is a bi-monthly magazine, which contains articles and special features of statewide appeal including economic forecasts for the building industry and a summary of activities from local associations throughout the state.

Nation's Building News

NAHB's comprehensive newspaper, The Nation's Building News, is published 16 times a year and is sent to all NAHB members. The newspaper addresses current issues and provides timely information regarding legislative developments at the national level.

BUILDER Magazine

The official magazine of NAHB, BUILDER magazine contains in-depth articles and information about the latest technological products. It also spotlights building projects around the country. Builder members automatically receive this publication; Associate members may receive this publication by completing a form on the NAHB web site.

Other Publications

A variety of other magazines and electronic newsletters are available from NAHB that cover specific industry segments and interests, such as Professional Remodeler, Land Development Magazine, and Building Safely Quarterly, Commercial Builder, Seniors' Housing News.

NAHB Chief Economist David Seiders keeps tabs on the state of the housing economy in *Eye on the Economy*, and *The Monday Morning Briefing Letter* is a weekly update report chronicling NAHB legislative action and issues such as housing finance, the environment, land development, federal tax and trade policy, legal and labor topics, and more. Subscribe to these newsletters online at www.nahb.org.

WHBA Membership Directory

The Association annually produces a WHBA Membership Directory to inform members and the public of your membership in the organization.

Each member receives one complimentary copy of the WHBA Membership Directory, and additional directory copies are available to members at the WHBA office. Complimentary copies are also provided to members of the public who are seeking a contractor or service provider.

The Directory includes a “Classified Buyer’s Guide” which breaks down the membership by specialty (roofing, siding, interior design, etc.).

If your contact information changes, please contact the WHBA Office immediately to ensure your directory listing is accurate.

WHBA Online Directory

A newer member benefit is an online membership directory on the Association’s web site, WHBA.net.

The online directory features a searchable directory by company or member name and includes a complimentary link to members’ website and email address.

The online directory is updated monthly by staff to account for changes in membership contact information.

Sample Construction Documents

WHBA and WBA offer sample construction documents – including a construction contract, change order, subcontractor agreement – as well as the WBA Construction Industry Quality Standards handbook on our web site as a member service.

These documents are posted on the Members’ Section of the WHBA web site.

Educational Seminars

WHBA offers numerous educational seminars to members for a nominal fee as they come to our attention. Upcoming seminar information is previewed in the newsletter. Topics are selected by the Education Chair which considers member feedback from member surveys.

Professional Designation Programs

Certified Graduate Builder (CGB) is a continuing education program for residential building professional administered through the Home Builders Institute of NAHB.

WBA periodically holds CGB courses throughout the state. The program offers a nationally recognized Graduate Builder certificate, as well as Certified Graduate Remodeler (CGR) credentials. Certification helps show customers that a builder or remodeler is knowledgeable about the latest developments in the industry.

The WHBA website contains an online membership directory that the public can access when seeking professional services

**Leadership and
Committee
Information**

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Executive Committee

President

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*The Board of Directors
are your elected
leaders. Share your
thoughts, ideas and
concerns with them.*

Board of Directors

Builder Director

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Board of Directors (Continued)

Associate Director

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All Builder and Associate Members are eligible to seek election to the Board of Directors. Elections are held each May.

WBA Directors

WBA Directors

Jason Henderson
New York Life
Barb Schlieve
Assurance Title Services
Phil Baeten
Baeten Building and Remodeling, LLC
Keith Decker
Fox Cities Construction
Brenda Kubasta
Oshkosh Designs
Jim Kubasta*
Classic Homes By Kuba

WBA Life Directors

John Anderson
First National Bank – Fox Valley
Garry Decker
Decker Homes
Dave Downs*
Dream Homes by David Downs
Paul Groskreutz
J&P Excavating, Inc.
Bob Hernke
Wisconsin Public Service

* Denotes NAHB Director

**Leadership and
Committee
Information**

Committee Information 16-19

Committees

More than one dozen volunteer committees act as the workhorse of the Association. Committees are chiefly responsible for creating and organizing member programs and events.

Committee Chairpersons and co-chairs are volunteers asked by the President to serve. Co-chairs are encouraged to serve as chairperson the following year or when the committee chair decides to step down.

Committees welcome new members throughout the year and new members are especially encouraged to get involved!

Joining a committee is the best way to contribute your skills and knowledge to the Association. Committee meetings are also ideal venues to build rapport with fellow members and generate additional business for you and your company.

*The more volunteers
serve on committees,
the more the
Association can
accomplish. Donate
your time and talents
today!*

<p>Home Show Committee <i>Purpose:</i></p> <ul style="list-style-type: none"> • Enables builders and associates to showcase products and services. • Oversees the plans for the event. from reviewing the contract, to set-up and take down. • Generates publicity for the event through local media outlooks. <p><i>Meeting Dates:</i> September - February</p> <p><i>Committee Chair:</i> Scott Waterworth, Associated Bank</p>	<p>Parade of Homes Committee <i>Purpose:</i></p> <ul style="list-style-type: none"> • Creates meaningful marketing opportunities for builders and associates to showcase their products and services. • Establishes event rules and fees. • Publicizes the event through a variety of local media outlooks. <p><i>Meeting Dates:</i> September - May</p> <p><i>Committee Chair:</i> Jim and Brenda Kubasta Classic Homes by Kuba Oshkosh Designs</p>
<p>Associate Advisory <i>Purpose:</i></p> <ul style="list-style-type: none"> • Serves as the spokesperson for associate members. • Committee members attend WBA quarterly Board Day meetings. • Coordinates promotional displays at General Membership meetings. <p><i>Meeting Date:</i> On an as needed basis.</p> <p><i>Committee Chair:</i> Barb Schlieve Assurance Title Services</p>	<p>Auction Committee <i>Purpose:</i></p> <ul style="list-style-type: none"> • Preserves and protect the home building industry by raising funds for the <i>Building a Better Wisconsin</i> fund. • Solicits donations for the event, held in October of each year. • Organizes and display auction items. <p><i>Meeting Date:</i> August - October</p> <p><i>Committee Chair:</i> Brian Kutz and Megan Lindsey Cutter Vac Oshkosh Northwestern</p>

Committees (Continued)

Construction Arbitration Board

Purpose:

- Provide services to members and consumers for addressing construction related disputes.
- Members serve as impartial inspectors/arbitrators, adjudicating to Uniform Dwelling Codes.

Meeting Date:

On an as needed basis.

Committee Chair:

Phil Baeten
Baeten Building and Remodeling

Building a Better Wisconsin Committee

Purpose:

- Oversees the commitments for *Building a Better Wisconsin* (BBW) fund
- Informs members of local, state and national political platforms.
- Committee chair attends the state (WBA) quarterly Board Day meetings.

Meeting Dates:

November – May

Committee Chair:

Bob Hernke
Wisconsin Public Service

Building Codes

Purpose:

- Stays abreast of codes in the building industry.
- Conveys any pertinent information to members in a timely fashion.

Meeting Dates:

On an as needed basis.

Committee Chair:

Bob Hernke
Wisconsin Public Service

Building and Grounds

Purpose:

- Oversees the WHBA office building to protect the Association's investment
- Serves as representative on Oakwood Condominium Association

Meeting Dates:

On an as needed basis.

Committee Chair:

Phil Baeten
Baeten Building and Remodeling

Governmental Affairs

Purpose:

- Develops and coordinate local governmental goals.
- Coordinates local action on state and national issues.
- Develops and maintain relationships with local officials.
- Encourages member participation in the political process
- Raises funds for political action.

Meeting Dates:

September - May

Committee Chair:

Bob Hernke
Wisconsin Public Service

Education/Programs

Purpose:

- Assesses members' educational needs
- Inform members of state educational requirements.
- Recommends locations, speakers and entertainment for General Membership Meetings.
- Coordinates educational sessions.
- Recognizes members' educational achievements.

Meeting Dates:

September - May

Committee Chair:

Jason Henderson
New York Life

The Government Affairs Committee monitors state and local government to ensure housing remain a priority

Committees (Continued)

<p>Ethics <i>Purpose:</i></p> <ul style="list-style-type: none"> Oversees all ethical issues of the association. <p><i>Meeting Dates:</i> On an as needed basis</p> <p><i>Committee Chair:</i> Keith Decker Fox Cities Construction</p>	<p>Finance <i>Purpose:</i></p> <ul style="list-style-type: none"> Oversees the funds of the association. Guides the Board in financial matters. <p><i>Meeting Dates:</i> Quarterly</p> <p><i>Committee Chair:</i> Amy Bargaquast The Sullivan Group, LLP</p>
<p>State Involvement Committee <i>Purpose:</i></p> <ul style="list-style-type: none"> Encourages member participation on state committees and at state functions. <p><i>Meeting Dates:</i> On an as needed basis</p> <p><i>Committee Chair:</i> Jim Kubasta Classic Homes by Kuba</p>	<p>Scholarship Committee <i>Purpose:</i></p> <ul style="list-style-type: none"> Selects recipients from the scholarship applicants interested in construction-related careers. <p><i>Meeting Dates:</i> Two to three times per year.</p> <p><i>Committee Chair:</i> George Mathwig G.M. Builders</p>
<p>Website <i>Purpose:</i></p> <ul style="list-style-type: none"> Oversees the design and content of our website. <p><i>Meeting Dates:</i> September - May</p> <p><i>Committee Chair:</i> Jason Henderson New York Life</p>	<p>Whitetails Banquet <i>Purpose:</i></p> <ul style="list-style-type: none"> Coordinates ticket sales and organizes event. <p><i>Meeting Dates:</i> August - November</p> <p><i>Committee Chair:</i> Brian Malchow Fox Cities Construction</p>
<p>Strategic Planning <i>Purpose:</i></p> <ul style="list-style-type: none"> Formulates planning for the future growth of the association. <p><i>Meeting Dates:</i> On an as needed basis.</p> <p><i>Committee Chair:</i> Bob Hernke Wisconsin Public Service</p>	<p>Toys for Tots <i>Purpose:</i></p> <ul style="list-style-type: none"> Collects donations and gifts for needy families in the community. <p><i>Meeting Dates:</i> October - December</p> <p><i>Committee Chair:</i> Shellie Mathe Coldwell Banker Schwab Realty</p>

The Whitetails Banquet is a key source of revenue for the WBA Foundation, WHBA Scholarship Fund

Committees (Continued)

Membership

Purpose:

- Reviews membership applications and make recommendations of applicants for board approval.
- Develops and implement programs to recruit and retain members.
- Plans and conducts new member orientation sessions.
- Coordinates membership drives.
- Coordinates Spike Club recognition.

Meeting Dates:

Second Monday of each month.

Committee Chair:

Amy Montgomery
Assurance Title Services

Public Relations

Purpose:

- Promotes, enhances, and cultivates the overall image of WHBA.
- Acts as an advocate for safe, quality and affordable housing.
- Acts as a resource for housing information.
- Plans the advertising of the Home and Garden Show and the Parade of Homes.

Meeting Dates:

September - May

Committee Chair:

Jason Henderson
New York Life

Holiday Party Committee

Purpose:

- Plans the annual holiday party.
- Coordinates the Associate and Builder of the Year awards.

Meeting Dates:

September - January

Committee Chair:

Stephanie Kamrath-Wright
Assurance Title Services

Golf Outing

Purpose:

- Finds a course for the event, collects donations, and sets up foursomes.
- Event held in June or July of each year.

Meeting Dates:

April - July

Committee Chair:

Chris Leitch
Choice Bank

The Holiday Party in January serves as the Association's annual Awards Banquet

Holiday Party — Awards Banquet

WHBA annually awards members who go above and beyond the call of duty to preserve, protect and promote the housing industry.

Our annual awards banquet takes place each year in January at the Association's Holiday Party and includes the following categories:

- Builder Member of the Year
- Associate of the Year
- Spike of the Year
- President's Award

Builder and Associate of the Year winners nominate and select award winners. The Association announces winners in the local newspaper and WHBA Newsletter.

Community Involvement

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Giving Back to the Community

Those who join WHBA recognize that true professionals give back to the community where they do business. Over the years, WHBA members have donated considerable time, materials and money to projects that benefit the community.

Scholarships

Each year WHBA awards \$5,000 in scholarships to deserving students pursuing careers in the home building industry. The scholarship funds are raised primarily from three events – the Annual Auction, Clay Shoot and Whitetails Banquet.

Proceeds from these events are deposited in the WHBA account of the Wisconsin Builders Association Foundation, a 501(c)(3) non-profit, philanthropic organization that benefits a variety of charitable causes related to the housing industry.

YMCA

WHBA donated \$50,000 in labor and materials in February 2000 to purchase and construct the equipment at the Oshkosh Community YMCA.

WHBA's annual \$5,000 commitment to this cause was financed through fundraising efforts at the Annual Auction, Clay Shoot, Whitetails Banquet and Golf Outing.

Toys for Tots Program

WHBA annually collects new, unwrapped toys during October, November and December each year, and distribute those toys as Christmas gifts to needy children through the Toys for Tots program.

The primary goal of Toys for Tots is to deliver, through a shiny new toy at Christmas, a message of hope to needy youngsters that will motivate them to grow into responsible, productive, patriotic citizens and community leaders.

Home Show

Beginning in 2008, WHBA offered Home Show attendees free admission with a suggested donation to benefit Habitat for Humanity and The Salvation Army.

WHBA also showcases the craftsmanship of area high school students at the Home Show. Items such as chairs, tables and patio furniture are raffled off via silent auction. Additionally, a local Boy Scout troop is recruited each year to vacuum the booths. WHBA donates vacuum service proceeds to the troop.

Menominee Park Playground

WHBA members donated their time and materials to construct the Menominee Park Playground in Oshkosh. The project, which took 10 days to complete, relied on a members' generous power tool donation and hours of donated labor.

WHBA's Scholarship Fund provided four \$1,000 scholarships to local students pursuing careers in the building industry in 2007

Sponsorship Opportunities

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*Promote your business
— sponsor the
Whitetails Banquet,
Golf Outing, Clay
Shoot, Parade of
Homes and Home and
Garden Show!*

Advertising & Sponsorship Opportunities

One of the best ways to promote your business to your colleagues in the home building industry is to sponsor an Association event or advertise in a WHBA publication.

The Association offers members a variety of affordable advertising and sponsorship opportunities each year. Please view the advertising rate sheet on page 23 to learn about monthly and yearly advertising opportunities in the WHBA monthly newsletter.

Parade of Homes Book

The annual Parade of Homes Book is an ideal place to promote your products and services to fellow members and area homeowners.

The book contains detailed information about each parade home and event attendees oftentimes keep the book for months – if not years – after the event ends.

New Member Spotlight

New members can gain free exposure in the newsletter by completing and submitting the Member Spotlight form to WHBA.

The Association prints profiles – a short summary of your company’s products and services – in the newsletter on a space-available basis.

Table Top Sponsors

Two members at each General Membership Meeting will have the opportunity to sponsor the evening and showcase their products and services to fellow WHBA members.

All you have to do to sign up for the “Table Top” sponsorship is contact WHBA staff at 235-2962.

Sponsorships are available on a first-come, first-served basis for the September, November, December, March, April and May meetings.

Sponsors are encouraged to hold a business card drawing for a gift valued at \$50.00 or more that highlights their business or services.

Mailing Labels

Looking for a way to send promotional information to fellow members? WHBA offers members the opportunity to purchase pre-printed mailing labels for all members for \$40.

Members can also receive a list of Builder members for \$25 or a list of Association members for \$20.

Tips To Get The Most Out of Association Meetings

Take advantage of the wonderful networking and professional development opportunities awaiting you at association general membership meetings, educational seminars and committee meetings. Here are ten ways you can maximize your involvement.

1. **Arrive early.** This gives you the information and control to make the meeting or seminar work for you. Arriving early gets you “in the mood” for networking and learning, and avoids the stress of rushing.
2. **Remove yourself from office pressures.** Nothing’s worse than taking the office with you every-where you go. Let the office function without you for one day. If possible, ask your assistant or co-workers to leave messages or make an appointment at a set time to check in with the office.
3. **Bring business cards.** Attending association meetings and seminars gives you the edge, both intellectually and professionally. It’s a great place for net working and you’ll want to have business cards ready for those people with whom you’d like to keep in touch.
4. **Introduce yourself to at least three people sitting near you.** You obviously have something in common with them: they are probably fellow association members, they want to learn or network, and they chose a seat in the same vicinity you did! Break the ice and say, “hello.”
5. **Take notes.** It helps your comprehension and memory to make a few notes. Write down questions as they pop up, so you’ll remember to ask them later.
6. **Participate in the discussion.** You’ll remember more of the people you meet and the seminar materials if you participate in the discussion. If you have a suggestion that works or you had a similar problem and solved it, share that information so others can learn from your experience.
7. **If you have a question or need further clarification, just ask!** Chances are if you have questions or something isn’t clear, you’re not the only one puzzled. This is your opportunity to get your questions answered.
8. **Keep an “action items” list.** Throughout the seminar or meeting, jot down ideas you can implement immediately when you return to the office. Share the ideas you’ve gleaned and notes with our co-workers, Think about what you’ll do next to reinforce what you learned.
9. **Have lunch with someone you don’t know.** Take an opportunity to flush out ideas with some-one you meet.
10. **What’s next?** Find out what you can do to become more involved in your association. As your involvement increases, so do your contacts with other members, making your membership more satisfying and enjoyable.

WHBA Code of Ethics

As members in good standing of the Winnebago Home Builders Association, we believe in, and accept, the responsibilities and obligations inherent in providing housing and its related infrastructure. Basic to these ethical beliefs, we support the following objectives:

- To conduct business affairs with professionalism a skill.
- To provide the best housing value possible
- To protect the consumer through the use of quality materials and construction practices backed by integrity and service.
- To provide housing and high standards of safety, sanitation and liability.
- To meet all financial obligations in a responsible manner.
- To comply with the spirit and letter of business contracts and manage employees, subcontractors and suppliers with fairness and honor.
- To keep informed regarding public policies and other essential information which affect our business interests and those of the building industry as a whole.
- To comply with the rules and regulations prescribed by law and government agencies faor the health, safety and welfare of the community.
- To keep honesty as our guiding business policy.
- To provide timely response to items covered under warranty.
- To seek to resolve controversies through the WHBA Arbitration Board.
- To support and abide by the decisions of the Association in promoting and enforcing this Code of Ethics.

Members assume the responsibilities in this Code of Ethics freely and solemnly, and are mindful that these responsibilities are a part of their obligation as members of the Winnebago Home Builders Association.

We also believe that home ownership should be within the reach of all Americans.

Finally, because we hold inviolate the free enterprise system and American way of life, we pledge our support to our associates, our state and national associations, and all related industries concerned with the preservation of inalienable rights and freedoms.

New Member Spotlight Profile

Welcome to the Winnebago Home Builders Association. To help introduce yourself to other members of the Association, simply write a few paragraphs on this sheet about your company.

Please include information such as your name, address, years in business, products and services, reason you joined WHBA and any other information you want fellow members to know about yourself or your company.

Your article will be published in the WHBA newsletter on a space-available basis. Please limit your response to 200 words.

For questions, call Mike or Stephanie in the WHBA office at 235.2962.

_____	_____
Company Name	Telephone
_____	_____
First Name	Last Name

Spotlight Profile

Fax completed form to WHBA at: (920) 235-1461 or mail to:
Winnebago Home Builders Association
4041 State Road 91, Suite A
Oshkosh, WI 54904
E-mail: mike@whba.net

WHBA Newsletter Advertising Rate Sheet

Are you looking for an affordable, effective way to promote your business to 250 local businesses involved in the home building industry?

Winnebago Home Builders Association is now accepting 2008-2009 advertisers for the WHBA Monthly Newsletter, the official publication of the association.

Ads are available in a variety of sizes and are contracted on a yearly or month-to-month basis. WHBA also offers members the opportunity to purchase flyer inserts to promote products, services and special events.

The WHBA Newsletter is a great opportunity to promote your business and support your association. Reserve your company's spot in the 2008-2009 newsletter today!

2007-2008 Newsletter Advertising Rate Chart

Size	Yearly	Monthly
Full page (7" X 9")	\$2,000	\$170
1/2 page (7" X 4.5")	\$1,000	\$85
1/4 page (3.5" X 4.5")	\$500	\$45
1/8 page (3.5" X 2")	\$250	\$25
Flyer Inserts (8.5" x 11")	N/A	\$75
Pre-printed Flyer Inserts	N/A	\$50

Company : _____

Name: _____

Contact Person Name: _____

Phone Number: _____

Ad Size: _____ Amount Enclosed: _____

Fax completed form to WHBA at: (920) 235-1461 or mail to:

Winnebago Home Builders Association

4041 State Road 91, Suite A

Oshkosh, WI 54904

E-mail: mike@whba.net

Phone: (920) 235-2962 Fax: (920) 235-1461