Tips for New Attendees
Be sure to attend these sessions:

- Opening General Session on Monday
- Council meetings (reports from task groups and committees within the council)
- Wednesday: Industry Organizations Update (IGMA, ASHRAE, NFRC and ASTM, Fenestration Canada, CSA)
- Closing General Session

General Information
- Social events are included in the conference registration fee
- Spouses are complimentary with a paid attendee registration. All spouses must be registered to attend conference events (e.g., receptions, breakfasts etc.)
- Non-members that are eligible for AAMA membership (i.e., prospective members) may attend a maximum of two AAMA conferences (per company).
- Tickets issued for special meeting events must be presented at the time of the event in order to gain admittance.
- All attendees and guests must be registered for the meeting regardless of the number of events or committee and task group meetings in which they intend to participate.
- There are three National Conferences per year:
  - Annual (February)
  - Summer (June)
  - Fall (September/October)

Please stop by the AAMA registration desk with any questions.

Event Badges
All attendees and guests at AAMA National Conferences and Regional Meetings are required to wear their name badges during all event activities.

Badge Color Designations
Yellow: APG/RPG voting
Orange: APG voting only
Light Blue: RPG voting only
White: non-voting except at regional level
Green: Industry Organization, Prospective Member, Press
Pink: Registered Spouse

AAMA Staff Liaison Assignments
Each Council, committee and task group is assigned a Liaison from the AAMA professional staff. The Liaison’s responsibilities include:
- Support/attendance at general meetings
- Manage agendas and minutes processing
- Support and planning for interim meetings and conference calls
- Facilitate communication with members and applicable AAMA departments
- Provide guidance with respect to policies and procedures and member leadership succession planning

Accessing Conference Materials
- AAMA Website (Public)
- AAMA Website (Members Only)
  - Agendas (with links to minutes, drafts, ballots, and other related materials)
  - Presentations
- Email communications from AAMA staff sent prior to the conference
- Conference App (free download from your App/play store)

Quick Reference Guide for AAMA Conferences

AAMA Staff
Bolded individuals typically attend the conferences

Executive
- Rich Walker, President and CEO
- Diana Hanson, Regulatory Affairs Manager
- Dean Lewis, Educational & Technical Information Manager
- Jannine Klemencic, Executive Department Assistant

Association Services (Membership, Education, Mktg.)
- Janice Yglesias, Association Services Director
- Sheila Horowicz, Membership Database Coordinator
- Michelle Gaynes, Education Coordinator
- Lorraine Zimak, Association Serv. Assistant

Marketing
- Angela Dickson, Marketing Manager
- Lori Beneshof, Sr. Coordinator, Web Services
- Meryl Williams, Communications Coordinator

Meetings
- Florence Nicolici, Meetings Manager
- Kaydeen Laird, Senior Meetings Coordinator
- Florica Vlad, Sr. Coordinator, Committee Mtgs.

Technical/Certification
- Rich Rinka, Technical/Industry Affairs Manager
- Julia Carlucci, Technical Standards Assistant
- Jason Seals, Certification Manager
- Tamara Baskin, Certification Serv. Coordinator

Accounting
- Karen Allen, Accounting / Human Resource Manager
- Melissa McCord, Senior Accountant
- Emily Joswiak, Office Assistant

AAMA Legal Counsel
- Paula Goedert, Barnes & Thornburg LLP

Code Consultants
- Julie Ruth, JRuth Code Consulting (National)
- Nancy d. Stephens & Associates
Antitrust Guidelines Summary
AAMA strictly adheres to Antitrust Guidelines that disallow any activity related to product or service pricing, restriction of trade, collusion, or other activities prohibited by antitrust laws. The “Procedures and General Information” section of the AAMA electronic conference packet includes a complete explanation of these guidelines.

Organizational Structure
AAMA is organized into two divisions known as the Architectural Products Group (APG) and the Residential Products Group (RPG) - both report to the Board of Directors. Products Groups consist of several product or material-specific Councils that address technical, regulatory and marketing needs of that market segment. The Association supports Southeast and Western Regions which address issues specific to the unique environments and building code requirements in their respective geographic areas.

Board Standing Committees
The Board appoints Standing Committees to oversee specific areas of AAMA’s operation which represent the interests of both Products Groups. These groups are generally listed in the “AAMA” column on the meeting schedule. Board Committees differ from other committees in that rosters are appointed to oversee specific areas of AAMA’s operation which represent the interests of both Products Groups. These groups are generally listed in the “AAMA” column on the meeting schedule.

Conference Schedule
- Task Group and Committee meetings are listed in the column under their respective councils (see below for acronym definitions)
- Shaded meeting blocks are relevant to more than one council
- Meeting blocks outlined in bold designate marketing-related subjects
- Meeting rooms are assigned a number which is listed in parentheses in each box (e.g. (5)). A key is provided at the bottom of the schedule with the full meeting room name. (See meeting room map in the electronic conference packet.)

COMMITTEE / COUNCIL DESIGNATIONS
AMC Aluminum Material Council
AW Architectural Window Council
CW Curtain Wall/Storefront Council
DOOR Door Council
FMC Fiberglass Material Council
GMC Glass Material Council
MHC Manufactured Housing Council
RW Residential Window Council
SKY Skylight/Sloped Glazing Council
VMC Vinyl Material Council
WALL Wall Interface Council
WCCMC Wood and Cellular Composite Material Council

PRODUCT GROUP DESIGNATIONS
APG Architectural Products Group
RPG Residential Products Group

All meetings at national conferences are open to all registered attendees except Members Only sessions.

Executive Sessions are only open to the members who serve on that particular committee.

Forming Committees/Task Groups
Groups may be formed when any member or group of members prepare and present a formal motion to the Council(s) under which the group will operate. The request must include a proposed name, scope, roster and Chair.

Sign up for newly formed groups by adding your name to the yellow “Add to Roster” form in the registration area.

Chairs/Vice Chairs/Secretaries
Chairs and Vice Chairs must be representatives of Category 1-National (Full) member companies.

AAMA recommends that the Vice Chair also serve as Recording Secretary.

Committee and Task Group Member Participation
Members may join any committees or task groups (except Board Committees) by checking the “add to roster” box on the attendance form during that meeting or by notifying AAMA staff.

Ballot Voting Member
Individual receives all correspondence related to the committee/task group and is responsible for returning electronic ballots so that the required minimum number of responses is achieved.

Corresponding Member
Individual receives all correspondence related to the committee/task group with the option of commenting on electronic ballots.

NOTE: If a “ballot voting member” misses two out of three meetings, that individual will automatically become a “corresponding member.” This status can be changed by marking the attendance sheets or by contacting AAMA staff.

Procedures and Ballots
The member company’s main contact receives notification of all association and product group ballots.

During conferences, any representative from a Category 1 member company is eligible to vote (one vote per company).

Product Group Ballots
Once the committee or task group has come to a consensus on a draft of the publication or project, it will be sent out for product group ballot to the main contact of each member company supporting the product group(s) to which the committee or task group reports.
- At least 2/3 of the total of “approve,” “approve with comment,” and “disapprove with comment” ballot responses must vote “approve” or “approve with comment” in order to approve the ballot action.
- At least 60% of the ballots issued must be returned for the ballot to be valid.
- All comments and disapprovals must have an explanation and must be addressed.

Committee/Task Group Ballot Voting Eligibility
Members listed on committee and task group rosters are eligible to vote if their company is a Category 1 – National (Full) member that has elected to support the Products Group and Council under which the committee or task group operates.

Only one vote per eligible company is accepted per ballot.