



# The Tool Box

Serving the Electrical, HVAC & Plumbing Industries Since 1912

Volume 4, Issue 78 January 1, 2007

## C.H.A.N.G.E. To Deal With Stress! - by Jim Mathis

No one will argue that we live in a stress-filled society. Is it more stressful on this generation than any before? Hard to tell, but each individual thinks their problems are worse than most others'. Studies have always indicated that Air Traffic Controllers have the most stressful jobs, but many people feel their situation is the worst. So what do you do under stress? How do you deal with tense situations? How is your coping ability?

To deal with stress we need to focus on four areas: Problem Solving, Communication, Closeness and Flexibility. Then take six steps to make the CHANGE.

How is your problem solving ability? Do you put things off, separate people from the problem, separate out emotions, have a desired outcome?

How well do you communicate under stress? Do you actively listen, blame others, focus on the message received, speak with a purpose?

The amount of closeness we feel with others greatly affects our ability to cope. Do you make relationships a priority? Do you find quality time with others, share your personal feelings, and give praise?

How flexible are you? Are you open to diverse ideas? These four areas will help you deal with stress you are under, but what can you do to prepare for the future? Is there a key to dealing with stress that you can use effectively to consider making new goals and positive changes in your life?

Below is an acrostic using the word "CHANGE" to help you develop an action plan to deal with stress. The six letters in CHANGE anchor six important steps for making and maintaining positive movement in your life.

**Commit yourself to a specific goal.** Set an attainable goal that helps you deal regularly with the stressors of life that lead to tension and anxiety. For instance, you might want to improve your communication skills at work by using reflective listening. This involves paraphrasing the speaker's ideas to the speaker's satisfaction. (I hear you saying that)

**Habits: break old and start new.** Decide today that the habits of the past are just that; the past. For instance, focus on future goals instead of dwelling in the past. Often we are diverted from our goals by problems in the present. Keep both eyes on your personal, work and family goals. Don't let anything deter you from focusing on them.

**Action...take one step at a time.** Do something - today! Take "baby steps" with your actions but start your new action plan right away. For instance, read a book on self improvement, start your new habits now, take a friend, colleague or family member out to eat and practice your new plan.

**Never give up: lapses might occur.** Every book I've ever read about marketing says to never quit on your marketing plan. When we back off from our direction or goals, we forget and apathy sets in. If you don't succeed today, try again tomorrow. Winston Churchill gave a speech at a commencement exercise that is widely quoted: Never, never, never, never give up.

**Goal-oriented: focus on the positive.** Look at ways you have advanced your plan, not the ways you have failed. For instance, get a close friend to affirm your actions. Keep the eventual goal in sight. Start praising yourself for what you can do, not what you can't. Mary Kay Ash, founder of Mary Kay Cosmetics said, "If you think you can, you can. If you think you can't, your right."

**Evaluate and reward yourself.** Once a week, do something for yourself to mark the progress you've made. Treat yourself to something that is special. Do an activity that brings you great feelings for the goals you have accomplished. Give yourself a "bonus" for a job well done.

The **CHANGE** model format is appropriate for developing Action Plans in each area of life. Refer to it as an on-going guide for creating positive change, and keep looking up!

*Jim Mathis is an International Speaking Professional and Trainer. To subscribe to his FREE personal and professional development newsletter, please send an email to [subscribe@jimmathis.com](mailto:subscribe@jimmathis.com) with the word SUBSCRIBE. An electronic copy will be sent out to you every month. For more information on how JIM and his programs can benefit your organization or group, please call 888-688-0220, or visit his website: [www.jimmathis.com](http://www.jimmathis.com)*

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**2007  
MCASC  
WINTER RETREAT  
LAKE  
BLACKSHEAR  
RESORT  
& GOLF CLUB  
MARCH 15-18, 2007  
MAKE YOUR  
HOTEL  
RESERVATIONS  
TODAY!  
See Pages 5 & 6  
For Details**



# PROJECTS FOR BID & BID FORECAST

**MECHANICAL CONTRACTORS ASSOCIATION OF SOUTH CAROLINA**  
 P.O. Box 384, Columbia, South Carolina 29202 · 1504 Morninghill Drive, Columbia, South Carolina 29210  
 PHONE (803)772-7834 · FAX (803)731-0390 · E-MAIL: mflowers@mcasc.com WEBSITE: www.mcasc.com

JOBS TO BE BID THROUGH THE MCASC BID PROCEDURE.  
 ALL MECHANICAL CONTRACTORS WHO ARE NOT MEMBERS OF THIS ASSOCIATION BIDDING ON THESE ADVERTISED JOBS ARE  
 INVITED AND URGED TO UTILIZE THE MCASC BID PROCEDURE PUBLISHED HEREIN.  
 INFORMATION PUBLISHED BY THE MECHANICAL CONTRACTORS ASSOCIATION OF SOUTH CAROLINA

NOTES:

1. ALL JOBS LISTED WITHOUT REFERENCE TO THE MCASC FOUR-HOUR DESIGNATION ARE EITHER ZERO OR TWO-HOUR BID JOBS.
2. ALL ASPECTS OF THE MCASC FOUR-HOUR BID PLAN APPLY TO JOBS DESIGNATED AS EITHER ZERO OR TWO-HOUR JOBS WITH THE EXCEPTION OF TIME & BID PROCEDURE OFFICE/SIGNATORY GENERAL CONTRACTOR INTERFACING.  
 \*MCASC BID PROCEDURE SIGNATORY GC'S INDICATED WITH "O"

<b>PIEDMONT AREA</b>	<b>NO JOBS LISTED</b>	CHAIRMAN DESIGNATING COMMITTEE DAVID BISHOP TEL: (864) 578-7252 FAX: 578-3419
<b>MIDLANDS AREA</b>	<b>NO JOBS LISTED</b>	CHAIRMAN DESIGNATING COMMITTEE
<b>PEE DEE AREA</b>	WILLIAM L. SELF TEL: (803) 432-8519 FAX: 432-3845	CHAIRMEN DESIGNATING COMMITTEE PAUL PREVATTE JIMMY LEE TEL: (843) 272-4915 FAX: 272-6071 TEL: (843) 669-8243 FAX: 673-0826
<b>COASTAL AREA</b>	<b>NO JOBS LISTED</b>	CHAIRMAN DESIGNATING COMMITTEE RON RUNYON TEL: (843) 556-5636 FAX: 763-3091

## Press Release - December 31, 2006

In order to better serve the needs of its varied clientele, Waldrop Heating & Air Conditioning, Inc. will be restructured to focus its sales and operational activities on key, specific industry markets, effective January 1, 2007. The new holding company, Waldrop, Inc. will have two distinct, operating divisions, Waldrop Heating & Air Conditioning and Waldrop Mechanical Services. Waldrop Heating & Air Conditioning will continue to provide new equipment/HVAC system installation and maintenance services to individual homeowner and homebuilder customers. Waldrop Mechanical Services will provide the full array of mechanical, HVAC, plumbing, sheet metal, piping, building automation and maintenance services to its commercial, industrial, institutional, and health care clients. The Spartanburg, SC based firm has been in business since 1970.

### Congratulations

**Anne Kay Hall & William Reece McWilliams  
on their Marriage December 2**

### Happy Anniversary

**Mr. & Mrs. Frank Hill - January 14**

### Birth Announcement

**Brittany Marie Branham  
Born December 5, 2006 - 7 lbs 8 ozs  
Proud Great-Grandparents Bill & Montez Self**

### Condolences

**Donnie & Susan Smith - Easley Mechanical**

### Welcome New Members

- Donn E. Duncan, Sr. - Johnstone Supply  
Greenville, SC**
- Elmer Rogers - Watson Electrical Construction Co.  
Charleston, SC**
- Ann Fesperman - Upstate Workforce Invest. Brd.  
Spartanburg, SC**
- Matt Patterson - Turbeville Insurance Agency  
Columbia, SC**
- Terry Walkup - Walkup Electrical Construction  
Florence, SC**
- Jared Firestine - Strategic Outsourcing, Inc.  
Charlotte, NC**
- Glenn A. Croteau - Wall Street Capitol  
Greenville, SC**

January , 2007 - February, 2007

DAY      JOB NO.    4/HRLOCATION NAME      BID DATE      TIME

No Jobs Listed

**“Tool Box Talks” - Safety Tip****SLIPS AND FALLS**

There are various ways to suffer slips and falls while working. You can slip and lose your balance, you can trip over objects left improperly in your walkway, or you can simply fall from an elevated position above the ground.

To avoid slips and falls, be on the lookout for foreign substances on walk ways. Watch for deposits of water, grease, oil, sawdust, mud or debris. Even small quantities are enough to make you fall. Do not go too fast, walk safely and avoid changing directions too sharply.

Beware of tripping hazards. Trash, unused materials, and other objects left in areas designed for pedestrian traffic invites falls. Extension cords, tools, and other items should be removed or properly barricaded off. If equipment or supplies are left in walkways, remove it. Keep passageways clean of debris by using trash barrels, but if you use them and miss, **PICK IT UP!**

Walk where you are supposed to walk. Short cuts through machine areas invite accidents. Concentrate on where you are going - horseplay and inattention leave you vulnerable to unsafe conditions.

The worst falls are from elevated positions like scaffolding and ladders. They result in serious injuries and death. Learn and practice safety and the proper use of scaffolding.

When climbing, use a ladder of proper length that is in good condition. Keep it placed on a firm surface. Keep the ladder's base one foot away from the wall for every four feet of height. Do not overreach - always have control of your balance when working from a ladder. Never climb a ladder with your hands full, and always carry tools in proper carrying devices. Make sure the ladder extends three feet above the landing and is properly tied off.

When using a scaffold, be sure it is properly assembled according to the manufacturer's specifications. Check carefully for defects. Standing and working planks should be level and clean. Use toe boards to prevent tools from falling, and workers from slipping. Work only with people who practice scaffold safety.

Slips and falls occur everyday. The extent of injuries and their recurrence can be minimized through proper safety knowledge and attitudes.

Practice safety...DO NOT learn it through “Accidental Experience”.

RSS Safety now sells safety supplies and products. See our website at [www.RSSsafety.com](http://www.RSSsafety.com) for more information.

**PREVENT INJURIES BY WEARING THE APPROPRIATE PERSONAL PROTECTIVE EQUIPMENT!**

For more information, visit [www.osha.gov](http://www.osha.gov)

**Any job that you are doing becomes hazardous when you forget that SAFETY is the most important part of any job, regardless of what kind of work you do.**

**By: Mel Rosas – RSS Safety, LLC**

**1122 Industrial Drive, Suite 109, Matthews, NC 28105**

**Telephone (704) 844-2519 Fax (704) 844-0291**

**GENERAL COUNSEL, DAN BRAILSFORD, COMMENTS ON  
PROPOSED CHANGES TO THE BYLAWS**

The bylaws committee under the leadership of Jean Roth of Freeman Mechanical has submitted a set of proposed revisions to the bylaws for consideration by the board of directors. The primary and most talked-about issue is the proposal to remove from the bylaws all of the detailed provisions pertaining to the bid procedure. One school of thought was to maintain such language in the bylaws, in the hopes that the bid procedure might be reactivated. The other school of thought was to take all of those provisions out of the bylaws, since the bid procedure is no longer in use, and the detailed treatment of it in the bylaws is cumbersome and misleading.

I recommended that the bid procedure language be removed from the bylaws, but that it be specifically referred to, and required to be maintained on file at the association office, so that it is available in the event the bid procedure is reactivated. This approach is reflected in the current draft.

The operational provisions of the bid procedure did not need to be in the bylaws anyway, since the bylaws are supposed to be a set of broad statements of purpose and policy. Since the current proposed revision refers to the bid procedure and requires that it be maintained on file, the MCASC policy of endorsing the possible future revitalization of the bid procedure is preserved.

Legal documents should be accurate and useful. The proposed provision tends to accomplish both of those objectives. There is no substantive difference between referring to the bid procedure as a separate document and having it laid out in detail in the bylaws.

Members are encouraged to provide the bylaws committee and board of directors with any comments they might have on this issue.

# MCASC WINTER RETREAT REGISTRATION

MARCH 15 - 18, 2007 - Lake Blackshear Resort & Golf Club, Cordele, GA

**PLEASE COMPLETE AND FAX THIS PAGE TO THE MCASC STATE OFFICE AT (803) 731-0390 BY NO LATER THAN FRIDAY, FEB. 16, 2007**

COMPANY NAME \_\_\_\_\_

I AM REGISTERING \_\_\_\_\_ PEOPLE FROM MY COMPANY FOR THE WINTER RETREAT SCHEDULED MARCH 15-18, 2007. PLEASE LIST ALL NAMES OF THOSE ATTENDING BELOW.

**\*REGISTRATION FEE IS ONLY \$250.00 PER PERSON - MCASC WILL BILL YOU LATER\***

*NOTE: A full refund of MCASC Winter Retreat Registration Fees will be made on cancellations received prior to Wednesday, January 31, 2007. After that date, only 50% will be refunded up until Friday, February 16, 2007. Substitutions will be allowed.*

PLEASE INDICATE IF YOU PLAN TO FISH (F), GOLF (G) OR HUNT (H) ON SATURDAY

	F G H		F G H
	F G H		F G H
	F G H		F G H
	F G H		F G H

**NOTE:** Five (5) 1-Hour Massages Will Be Available On Friday & Saturday At A Rate of \$60.00 First Come First Serve. If Interested Contact Mona To Get Your Name On The List.

## TENTATIVE AGENDA

**Thursday, March 15<sup>th</sup>, 2007**

4:00 PM - Until	Hotel Check In	Lake Blackshear Resort
4:00 PM - Until	Hospitality Suite Open (Heavy Hors D'oeuvres)	Lodge Rooms 223 & 224

**Friday, March 16<sup>th</sup>, 2007**

8:30 AM - 9:00 AM	Breakfast	Conference Center Lobby
9:00 AM - 2:00 PM	“A Collaboration Of Industry Leaders To Identify Common Issues and an Action Plan To Prompt Positive Change” The Participants To Include Representatives From: ABC, ASAC, SCAHACC, & MCASC	Ballroom C
11:00 AM - 1:00 PM	Spouse / Guest Lunch Cruise On “The Liberty Lady”	Marina At Lake Blackshear
12:00 Noon - 1:00 PM	Lunch	Private Dining Room
2:00 PM - 3:00 PM	Keynote Speaker: Sue-Ann Gerald Shannon Director of Research Palmetto Institute	Ballroom C
3:00 PM - 3:30 PM	Open Business Meeting	Ballroom C
3:30 PM - 4:00 PM	Past Presidents’ Meeting	Lodge Rooms 223 & 224
4:00 PM - 6:30 PM	Hospitality Suite Open	West Lawn Lakeside
7:00 PM - Until	Cocktails & Lake Blackshear Seafood Boil	Lodge Rooms 223 & 224
After Dinner Until	Hospitality Suite Open	

**Saturday, March 17<sup>th</sup>, 2007**

9:00 AM - 11:00 AM	Board of Directors Meeting	Ballroom C
12:00 Noon	Golf Tournament: \$48.93 Per Person Includes Box Lunch	Lake Blackshear Golf Club
9:00 AM - 5:00 PM	Hunting (Options: Quail & Skeet ½ day or full day) (Prices Vary)	Turkey Creek Outfitters
9:00 AM - 5:00 PM	Fishing (Options: ½ day or full day) (Prices Vary Call Mona) All Others On Your Own!!	Turkey Creek or Lake Blackshear
4:00 PM - 6:30 PM	Hospitality Suite Open	Lodge Rooms 223 & 224
7:00 PM - Until	Cocktails, Dinner, Raffle & Sporting Awards	Ballroom C
After Dinner Until	Hospitality Suite Open	Lodge Rooms 223 & 224

**Sunday, March 18<sup>th</sup>, 2007**

11:00 AM	Hotel Check-Out	Have a Safe Trip Home
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Check In time is 4:00 pm, prior to this time accommodations cannot be assured. Check Out time is 11:00 AM.

**Group Name: Mechanical Contractors Association Of SC**

Winter Retreat Meeting Dates: March 15 – 18, 2007

Rate: \$99.00 per room, single/double occupancy (subject to 10% sales tax)

Name (s): \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Daytime Phone: \_\_\_\_\_

Accommodations: Number of Occupants: \_\_\_\_\_ Number of Rooms: \_\_\_\_\_

(Type of Accommodations Requested – room type not guaranteed):

I will arrive on: \_\_\_\_\_ I will depart on: \_\_\_\_\_

Reservations must be received by **February 16, 2007**. After this date, rooms will be confirmed on a space available basis. The above rate will be extended (upon availability) three (3) days prior to your conference and three (3) days after your conference.

***Please guarantee your reservation(s) in the following manner:***

**Advanced Deposit** – Please enclose one night’s room plus 7% state sales tax and 3% local tax. Deposits are refundable if canceled within seven (7) days prior to arrival.

**Assured by Credit Card** – Please fill in an American Express, VISA, Master Card, Discover Card, or Diner’s Club Number, Name of Cardholder and Expiration Date in the spaces provided below.

**RESERVATIONS MUST BE CANCELLED ONE WEEK PRIOR TO ARRIVAL DATE**

**Please Mail Reservations To:**

Lake Blackshear Resort & Golf Club, 2459-H US Highway 280 West, Cordele, GA 31015

**-Call Or Fax To:-**

Telephone (800) 459-1230 or Fax: 229-271-7400

**CREDIT CARD AUTHORIZATION FORM**

*This is an authorization for the above-identified hotel to apply the guest charges to the credit card listed below. After signing, the cardholder assumes the total financial liability, as described for all applicable charges.*

**CREDIT CARD INFORMATION**

(Please attach a photocopy of the front and back of the credit card when returning the completed authorization form)

AMERICAN EXPRESS      DISCOVER      MASTERCARD      VISA

CARD NUMBER: \_\_\_\_\_ EXP DATE: \_\_\_\_\_

**CARD HOLDER AND AUTHORIZED SIGNATURE**

PRINTED NAME: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

CARD HOLDER PHONE #: \_\_\_\_\_

BILLING ADDRESS: \_\_\_\_\_

**Associate Member:  
ELLIOTT DAVIS, LLC**

Since 1925, Elliott Davis has been the accounting and business advisor that improves the financial management of emerging and middle market clients by personally applying national-caliber resources to a broad range of business services. From strategic planning, tax preparation and auditing to wealth management, retirement plan administration and technology solutions – our people help you achieve professional goals in personal ways.

Today, Elliott Davis is one of the largest regional CPA firms in the Southeast with 37 shareholders, 300 employees and eight offices in South Carolina, Georgia and Virginia.

While we serve clients in a wide variety of industries, Elliott Davis delivers broader and deeper resources through groups that focus on specific industries. We leverage our information, people and experience to deliver services in ways only a specialized team can. Our Construction Group specializes in the unique requirements of the building industry. With extensive experience and state-of-the-art resources, our team delivers accounting and advisory service and practical solutions to contractors, subcontractors, developers, and industry professionals. From strategic business planning, business insurance analysis, succession planning and multi-state taxation to accounting system design, financial management reporting, forecasting and budgeting – our professionals have the tools you need to build your business better. To further support our client needs, Elliott Davis has groups focused on banking, government & not-for-profit, manufacturing, medical and real estate industries.

Our service mix is designed to meet the needs of our diverse client base and includes: accounting resources, assurance & advisory, business advisory, business valuation, employee benefits, industry specialties, litigation support, retirement plan administration, strategic advisory, tax planning & preparation, technology solutions and wealth management.

**For a free, no obligation consultation, contact Jeff Greenway at 800-503-4721.**

**ElliottDavis**

Accountants and Business Advisors

[www.elliottdavis.com](http://www.elliottdavis.com)

*Member: The Leading Edge Alliance*

**Congratulations to our next Associate & Mechanical Members who will be highlighted in the upcoming issue of “The Tool Box”:  
Simpsonville Chevrolet - Associate Member      Jennings-Dill, Inc. - Mechanical Member**

**JANUARY 2007 MONTHLY AREA MEETINGS**

**MIDLANDS AREA**

Thursday, January 4, 2007

Location: MCASC State Office, 1504 Morninghill Dr., Columbia

Sponsored By: Tradesmen International

**Topic:** “Technology Trends for Automating Our Industry”

**Speaker:** Steve Maddox  
Sunrise Technology Group

**PIEDMONT AREA**

Tuesday, January 9, 2007

Location: 3431 Industrial Drive, Simpsonville

Sponsored By: Simpsonville Chevrolet

**Topic:** “Technology Trends for Automating Our Industry”

**Speaker:** Steve Maddox  
Sunrise Technology Group

**PEE DEE AREA**

Thursday, January 18, 2007

Location: 933 Santiago Drive, Florence

Sponsored By: City Plumbing Company

**Topic:** “Technology Trends for Automating Our Industry”

**Speaker:** Steve Maddox  
Sunrise Technology Group

**COASTAL AREA**

Tuesday, January 23, 2007

Location: 4989 Dorchester Road, Charleston

Sponsored By: C. R. Hipp Construction, Inc.

**Topic:** “2007 Priorities Of The Charleston Metro Chamber Of Commerce”

**Speaker:** Charles Van Rysselberge, CEO  
Charleston Metro Chamber of Commerce



P.O. Box 384, 29202  
1504 Morninghill Drive  
Columbia, SC 29210  
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Fax: (803) 731-0390  
E-mail: mflowers@mcasc.com  
www.mcasc.com

***Serving mechanical contractors in  
South Carolina since 1912.***

**MCASC Executive Board & Staff**

**Steve Brewer, President**  
**Henry Poplin, Vice-President**  
**Chris Cullum, Treasurer**  
**Darlene McGee, Secretary**  
**Mike Hough, Associate President**  
**Mona Flowers, Managing Director**

**Mechanicals make it happen -  
Be part of the best!**

FIRST CLASS  
MAIL  
U.S. POSTAGE  
PAID  
COLUMBIA, SC  
PERMIT NO 750

**NEW MCASC HONORARY LIFE MEMBERS**

**Congratulations to Forney Lowe, John Mills and Jim Sanders for being named  
MCASC Honorary Life Members by the Board of Directors for their  
longtime dedication and service to MCASC.**

**Vision Statement**

**The Mechanical Contractors Association of South Carolina will be the leading construction  
association in South Carolina for specialty contractors and suppliers in the mechanical,  
electrical, and plumbing fields by serving its membership, the industry, and the community  
in a vibrant and harmonious fashion.**

**Mission Statement**

**The Mechanical Contractors Association of South Carolina will provide its membership with:**

- current business/technical information and support**
  - a proactive political/legislative agenda**
- a joint industry collaboration to improve relative business practices**
- an ongoing effort to offer training opportunities for both professional and craft personnel**
  - educational scholarships for deserving students**
- the development of industry related career opportunities**

**The association's objective for this mission is to enhance the future of the  
construction industry in South Carolina.**

***MCASC Would Like To Extend Our Warmest Wishes To Each Of You For  
A Happy & Prosperous New Year!***