



# The Tool Box

Serving the Electrical, HVAC & Plumbing Industries Since 1912

Volume 7, Issue 117 April 1, 2010

## Organize or Agonize The Four "D's" of Decision Making By Al Walker, CSP, CPAE

Your desk is covered with information: *mail, notes from phone calls, a UPS package, printed out copies of e-mails, faxes, slips of paper left by others, thoughts you've written or typed, to-do lists, meeting records, articles to read; not to mention there are 162 emails you aren't sure what to do with, the phones ringing and you have another meeting in thirty minutes.....and on and on and on.*

Feeling a little overwhelmed? Right now, let's just deal with the desk. In order for you to handle all of this data effectively, you **must** decide **quickly** what to do with each piece of information. There are **only** four valid options to choose from regarding the items on your desk. Limit yourself to these four options and your effectiveness will increase greatly.

**Dump it/Delete it...**Say NO! Throw it away! This is inconsequential information, junk. Don't waste your time nor that of others. Get a larger trashcan or a bigger delete button and use both liberally.

**Do it now...**Take action now! This is your stuff! It is important data, which requires your urgent attention. Do this activity right now.

**Delegate it...**This is important but it is not your stuff! It is something which someone else can do better or is supposed be handling. **Delegate** this work to the proper person promptly. And, if it is work for which you are responsible, follow up to assure that it is done on time and properly.

**Date-activate it...**Plan to do this work at a specific date in the future. This is your stuff; it is important but not urgent. Write the reminder on a daily activity page as far into the future as you can stand. Then trust your follow up system to remind you to do this task in a timely fashion.

**Note:** Some people try adding a fifth D. They let stuff pile up, covering their work surfaces and eventually the floor. Some of this will be junk, some will be important, some will be urgent, some will not. Your productivity will suffer as you repeatedly search through this stuff deciding what to do next. This choice, not acceptable in a professional work environment, is called **Dumb**.

*To learn how you can become more organized and productive, contact Al Walker and Associates, Inc. for information on Priority Management training and other programs. Call (803) 772-1982 or visit our website at [www.alwalker.com](http://www.alwalker.com).*

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**MCASC  
19th Annual  
Santee  
Scholarship  
Tournament  
June 11-13, 2010  
See Page 6  
To Register  
Deadline  
May 14th**



**Mechanical Member:  
G-M MECHANICAL CORPORATION**

G-M Mechanical Corporation was started by Mr. John Raymond Minor, Jr. and a partner in October 1969. Mr. Minor worked for an engineering firm from 1961-1969 before starting G-M Mechanical Corporation. From 1969-1974, G-M Mechanical was primarily conducting business in the textile industry. In 1974, due to textile slow down, the company started diversifying into the plan and specification market and other industrial markets. In the early 1980's, Mr. Minor bought his partner out to become sole proprietor. In 1985, his oldest son, John Raymond Minor, III, joined the company and in 1989 his youngest son, Thomas B. Minor, joined the company. Both sons graduated from Southern Tech with Mechanical Engineering degrees, just as their father had.

In 1988, G-M Mechanical diversified even further by expanding operations to include plumbing in order to package jobs in the design/build market as well as the plan and specification sector. In addition to the contracting side of the construction industry, G-M Mechanical has a 60,000 square foot metal fabrication plant that builds ductwork (rectangle & spiral) and sells to many Mechanical Contractors in the upstate of North and South Carolina. Also, fabricating many specialty steel items such as cyclones, tanks, etc.

In November 1997, Mr. Minor became ill and later passed away on February 22, 1999 after declining health. G-M Mechanical Corporation is now owned and operated by John and Tom Minor. They are continuing with the business under the same philosophy and determination for a successful business.

**G-M Mechanical Corporation  
P. O. Box 5047  
Greenville, SC 29606-5047  
Phone: (864) 277-1161; Fax: (864) 277-9647**

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***APRIL BIRTHDAYS***

<b>Benny Waldrop</b>	<b>4/2</b>	<b>Waldrop, Inc.</b>	
<b>Tom Minor</b>	<b>4/9</b>	<b>G-M Mechanical Corporation</b>	
<b>Jean Roth</b>	<b>4/9</b>	<b>Freeman Mechanical, Inc.</b>	
<b>Bill Caldwell</b>	<b>4/10</b>	<b>Waldrop, Inc.</b>	
<b>Fred Gibbs</b>	<b>4/22</b>	<b>Bear Mechanical Services, LLC</b>	
<b>Sylvia Jacobs</b>	<b>4/22</b>	<b>R. C. Jacobs, Inc.</b>	<b>Wife of Duwayne</b>
<b>Bucky Cole</b>	<b>4/23</b>	<b>AAA Supply, Inc.</b>	
<b>Joe Clarey</b>	<b>4/29</b>	<b>Zurn Industries</b>	

*Happy Birthday Members!  
We Would Like To Announce Yours. If you would like to be listed,  
please call the Birthday Hotline at 803-772-7834 or Email to [mflowers@mcasc.com](mailto:mflowers@mcasc.com)*

**“Tool Box Talks” - Safety Tip**  
**DON'T NEGLECT CUTS**

Infection is often called “Blood Poisoning”. It might be of interest to know exactly what is meant by “Blood Poisoning”. The term itself indicates that it is a poisoning directly related to blood.

There are two ways in which a poison can attack our bodies. It may be taken in through the mouth and enter the body by way of the digestive organs, or it may enter directly into the blood stream through an abrasion or cut in the skin. In any event, every poison eventually works through the blood and the poison of infections works into the blood stream directly.

The smallest cut, abrasion or scratch is large enough for germs to enter. If they are not washed off they will cause an infection which could lead to blood poisoning. If left untreated, a hand or arm could become so infected that it might possibly have to be amputated.

Should you find yourself with a small scratch or cut, be sure to get it washed out and properly covered with a clean bandage. “An ounce of prevention is worth a pound of cure.” Serious cuts and lacerations need to be treated by professional medical personnel.

Most often you'll run up against smaller injuries - burns, nicks, scratches and cuts. The danger here is that most workers don't bother to get first aid for these minor injuries. The bottom line is - DON'T NEGLECT CUTS. Do your part by trying to prevent them from happening in the first place, but when any injury occurs - serious or minor - be sure that it receives the right kind of treatment, as quickly as possible.

First aid kits must be checked frequently to be sure they are clean and fully stocked. This applies to your home and car or boat as well as on the job.

**KEEP MINOR INJURIES MINOR! FIRST AID TREATMENT IS IMPORTANT TO PREVENT INFECTION.**

**PinPoint Safety, LLC - Mel Rosas, formerly, RSSSafety, LLC**  
**1122 Industrial Drive, Suite 113**  
**Matthews, NC 28105**  
**Telephone (704) 277-5673 Fax (704) 900-8241**

**Concerns**

**Richard Miller, Sr., City Plumbing Co., Florence**  
**Montez Self, Self's Heating & A/C, Camden**

**Welcome New Members**

**Russell Ivanko - Innovative Solutions**  
**Irmo**  
**Ivory Tisdale - Kings Plumbing**  
**Kingstree**  
**Lodema Adams - Adams Insurance Company**  
**Sullivan's Island**  
**Scott Davis - Hagemeyer NA**  
**West Columbia**

**Save These Dates For Upcoming Events!!!**

**4th Annual Piedmont Area Clays for College**  
**Friday, April 23, 2010**  
**Harris Springs Sportsman's Preserve, Waterloo, SC**  
**22nd Annual George W. Bryce, Jr.**  
**Memorial Golf Tournament**  
**Friday, May 7, 2010**  
**Oakdale Country Club, Florence, SC**  
**2nd Annual Coastal Area**  
**Scholarship Fishing Tournament**  
**Friday, May 21, 2010 - Captain's Dinner**  
**Saturday, May 22, 2010 - Tournament**  
**19th Annual MCASC**  
**Santee Scholarship Tournament**  
**June 11-13, 2010**  
**Quality Inn & Suites, Santee, SC**  
**MCASC Summer Convention**  
**August 5-8, 2010**  
**The Ritz-Carlton Amelia Island**  
**Amelia Island, Florida**

**Happy Anniversary**

**Mr. & Mrs. Benny Waldrop - 4/15**  
**Mr. & Mrs. Rudy Cullum - 4/16**  
**Mr. & Mrs. Jim Haynes - 4/30**

**Condolences**

**Mr. & Mrs. Benny Waldrop & Family**  
**Waldrop, Inc., Spartanburg**  
**On the loss of his father**  
**Oriss L. Waldrop**  
  
**Mr. Jimmy Gatch & Staff**  
**Gatch Electrical Contractors, Inc., Charleston**  
**On the loss of Executive Assistant & Friend**  
**Robin Jeanette Bowers**



**LEGISLATIVE ACTION ALERT UPDATE!!**  
**LLR LICENSE RENEWALS – 2009 DELAYS**

**URGENT!**

In last month’s edition on page 5, we shared with you information about license renewal delays. Since then legislation has been introduced with regard to certain professional and occupational licensing boards. Below is a brief summary of the bill with the names of the sponsors to date. Under Section 1 (A) several agencies (7) are listed of which the Contractors Licensing Board is not included. It is imperative that everyone please call the sponsors and your local Representatives to ask that the Contractors Licensing Board be included in Section 1 (A). Please let them know you are a member of the Association as we have written each sponsor requesting this be done. Should you have any questions, need additional information, or would like a copy of the entire bill, please call or e-mail Mona.

**H 4546 Joint Resolution, By Sandifer, Harrell, Bingham, Cato, Cooper, Duncan, Harrison, Howard, Ott, White, Branham, Hardwick, Crawford, Bowen, Skelton, Sottile, Hiott and Toole.**

A joint resolution to establish the self-directed semi-independent agency pilot project so as to create certain professional and occupational licensing boards as separate and distinct individual state agencies to the extent provided for in this joint resolution as of January 1, 2011, to provide for their powers and duties with regard to their fiscal, regulatory, and operational responsibilities, and to provide that this joint resolution is repealed July 1, 2015, unless extended by the General Assembly.

**THE MIDLANDS AREA GREATLY APPRECIATES THE FOLLOWING  
COMPANIES GENEROUS SUPPORT OF THE  
1<sup>ST</sup> ANNUAL NINE AT NIGHT SCHOLARSHIP BENEFIT MARCH 4, 2010.**

**WINNERS**

- First Place: Tim Dupree & Laird Smith**
- Second Place: Terry Mullaney & Buz Teas**
- Third Place: Jonathan Lambert & Brian Roddey**

**EVENT SPONSOR**

**Ferguson Enterprises, Inc.**

**GOLD SPONSORS**

- Boykin Contracting, Inc.**
- Central Controls, Inc.**
- Control Management, Inc.**
- Hoffman & Hoffman, Inc.**
- John J. Kirlin, LLC**
- Rheem / Gateway Supply Co., Inc.**
- Trane Comfort Solutions**
- Unitherm, Inc.**
- White Crane Co.**

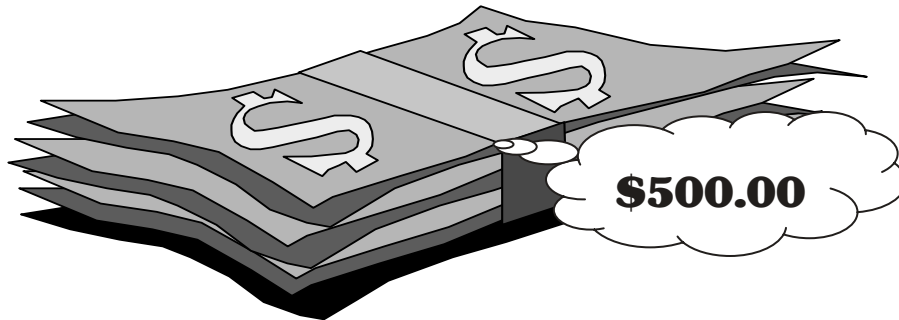
**SILVER SPONSORS**

- Carolina Classic**
- Gregory Electric Co., Inc.**
- H & H Representatives**
- Robinson McFadden**
- United Rentals, Inc.**
- Zurn Industries**

**BRONZE SPONSORS**

- Aggreko, LLC**
- Bear Mechanical Services, LLC**
- Bradford White Water Heaters**
- Burkett Electric & Electronic Systems, Inc.**
- Cashion Electricians, Inc.**
- Dixie Heating & Cooling Co.**
- Faulkner Haynes & Associates**
- Hill Plumbing & Electric Co., Inc.**
- Insurance Office of America**
- Seastrunk Electric Co., Inc.**
- Shealy & Sons Electric Co., Inc.**
- Total Comfort**
- Victaulic**

# How would you like to win



**IF SO, THEN MARK YOUR CALENDARS FOR THE...**

**19<sup>th</sup> Annual**  
**MCASC Scholarship Tournament**  
**Swatter-Snagger-Shagger Weekend**  
**June 11, 12, 13, 2010 - Santee - Quality Inn & Suites**

**TENTATIVE AGENDA**

**FRIDAY:**

Check In - Quality Inn & Suites	3:00 PM* - UNTIL	*Earlier If Room Is Ready
<b>GOLF: LAKE MARION</b>	10:00 AM - Tee Times Begin	(Tee Times Will Be Published)
Hospitality Suite	4:00 PM - MIDNIGHT	Room 122
Poker	IT'S YOUR DEAL	Room 124
Seafood Dinner	7:00 PM	Santee Cooper Country Club - Clubhouse

**SATURDAY:**

Buffet Breakfast	6:00 AM - 10:00 AM	Carolina Grill
<b>FISHING</b>	5:30 AM - UNTIL	Jack's Creek Marina
<b>GOLF: SANTEE COOPER COUNTRY CLUB</b>	10:00 AM - SHOTGUN START	Captain's Choice Format
Hospitality Suite	4:00 PM - MIDNIGHT	Room 122
Poker	IT'S YOUR DEAL	Room 124
Swatter-Snagger Awards	5:00 PM	Hotel Poolside
Dinner - On Your Own		

**SUNDAY:**

Buffet Breakfast	6:00 AM - 10:00 AM	Carolina Grill
Check Out - Quality Inn & Suites	12:00 NOON	Have A Safe Trip Home!!

\$500- Hole-In-One Contest

\$500 will be awarded for each hole-in-one made on Hole #15 (181 yds)

\$500 Angler Contest

\$500 will be awarded to the angler that captures the largest fish (weighed in ounces)  
IF their lucky number matches the winning number.

Tale Of The Tape

Got \$20.00??? Buy a Hole-In-One



**19<sup>th</sup> Annual  
MCASC Scholarship Tournament  
Swatter-Snagger-Shagger Weekend  
June 11, 12, 13, 2010  
Quality Inn & Suites - Santee**



**REGISTRATION FORM AND INFORMATION**

**COST:**

**Swatter/Snagger - \$250.00/person (based on double occupancy)**

**Non-Sportster - \$200.00/person (based on double occupancy)**

**NOTES:**

- Any singles add \$25.53, \$51.06 or \$76.59 Depending On Package
- If you choose to go down on Thursday, there will be an additional room cost of \$68.50
  - Please indicate below so we can make the necessary accommodations
  - Cancellations and/or Substitutions Accepted Thru May 28<sup>th</sup>

**REGISTRATION DEADLINE: MAY 14, 2010**

**Hole Sponsor - \$0.00 This Year, Just Your Participation!**

**Boat Sponsor - \$0.00 This Year, Just Your Participation!**

**\*\*Make checks payable to: MCASC Scholarship Fund\*\***

Below, indicate activities with a √ mark

Complete registration form & fax to (803) 731-0390 or email to: [mflowers@mcasc.com](mailto:mflowers@mcasc.com)

NAME:	HCP	HOTEL THURS.	GOLF FRI.	GOLF SAT.	FISH SAT.	NO SPORT	SPONSOR
1.							
2.							
3.							
4.							

**IMPORTANT NOTE: FRIDAY & SATURDAY, Pre-arranged foursomes will be accepted both days provided you have contacted the MCASC State Office & submitted your team by no later than May 14, 2010.** If you do not pre-arrange your foursome, & would like to play with a particular individual, please note on form. Otherwise, the Golf Committee will assign teams.

**Associate Member:  
SHEALY ELECTRICAL WHOLESALERS, INC.**

Shealy Electrical Wholesalers, Inc. associates take pride in delivering the highest quality and best value products and solutions to our customers. This philosophy began in 1945 when Mr. John Shealy rented a small corner warehouse on Birnie Street next to the Palmetto Box Company in Greenville, SC. He also valued each associate working for him and considered them a member of the Shealy family.

Since that time, Shealy Electrical Wholesalers has grown into the largest independently owned Electrical material supplier in SC with seven locations in the state. Shealy provides products and services for industrial/OEM, contractor, automation, residential and utility markets throughout South & North Carolina and Georgia. Shealy also services the overseas market with international divisions in Columbia and Charleston.

Last year, we opened our new Columbia branch and corporate office buildings on Saxe Gotha Road in West Columbia. The new location off I-77 just two miles from I-26 puts our largest branch inventory at the center point of the state. This location and our Shealy owned 18-wheeler gives our customers even greater access to all branch inventories with inter-branch deliveries to each location twice weekly.

The Shealy family has grown also and the value that Mr. Shealy placed on his associates is still alive and well today. As a third generation family-owned electrical distributor, we continue to apply "Mr. Shealy's three rules of customer service", quoted below:

1. We need to treat each customer as if they are our only customer.
2. We should treat every sale we make, every order we take, every quote we make, every order we pull, every order we ship or deliver, and all the paperwork we handle as if they were the last one we will make and our reputation depends on it.
3. We must not be concerned with the good quality of our work and giving service to our customers, we must be obsessed with it.

Thank you to the MCA for this opportunity to tell you about us. We look forward to an excellent relationship with all of the members of the Mechanical Contractors Association.

***Shealy Electrical Wholesalers, Inc.***  
***3240 Benchmark Drive***  
***Ladson, SC 29456-3861***  
***Phone: (843) 763-6525; Fax: (843) 763-0889***

**Congratulations to our next Associate & Mechanical Members who will be  
highlighted in the upcoming issue of "The Tool Box":  
Adams Insurance Company, Sullivans Island - Associate Member  
Innovative Solutions, Irmo - Mechanical Member**

**APRIL 2010 MONTHLY AREA MEETINGS**

**MIDLANDS AREA**

Thursday, April 1, 2010 @ 6:00 pm  
 Location: MCASC State Office, 1504 Morninghill Dr., Columbia  
 Sponsored By: Burkett Systems

**Topic: "Central SC Economic Development Update"**

**Speakers:** Mike Briggs & Stephanie Scholler  
 Central SC Alliance  
**Election of 2010-2011 Officers & Board**

**PIEDMONT AREA**

Tuesday, April 13, 2010 @ 6:00 PM  
 Location: 720 Mauldin Road, Greenville  
 Sponsored By: G-M Mechanical Corporation

**Topic: "Grow Your Own Workforce"**  
**Speaker:** Brad Neese, Apprenticeship Carolina  
**Joint Meeting With ASHRAE**  
**Election of 2010-2011 Officers & Board**

**PEE DEE AREA**

Thursday, April 15, 2010 @ 6:30 PM  
 Location: 1550 Highway #501, Myrtle Beach  
 Sponsored By: Longley Supply Company

**Topic: "Virtual Job Shadowing Programs"**  
**Speakers:** Ann Brown & Jordy Johnson  
 Microburst Learning  
**Election of 2010-2011 Officers & Board**

**COASTAL AREA**

Tuesday, April 27, 2010 @ 6:00 PM  
 Location: 3350 Meeting Street Road, Charleston  
 Sponsored By: Metro Electric Company, Inc.

**Topic: "Health Care Reform: What It May Mean For You"**  
**Speakers:** John Creech & Brian Black, Esquires  
 Ogletree, Deakins, Nash, Smoak & Stewart  
**Election of 2010-2011 Officers & Board**



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1504 Morninghill Drive  
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*Serving mechanical contractors in  
South Carolina since 1912.*

**MCASC Executive Board & Staff**

Richard Miller, Jr., President  
Jim Brewer, Vice-President  
Dennis Brunink, Treasurer  
Chris Cullum, Secretary  
Jim Maguire, Associate President  
Mona Flowers, Managing Director

Mechanicals make it happen -  
Be part of the best!

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**MCASC Vision Statement**

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

**MCASC Mission Statement**

The Mechanical Contractors Association of South Carolina (MCASC) 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.