

REPORTER MBP

QUARTERLY PUBLICATION OF THE MONUMENT BUILDERS OF PENNSYLVANIA

FALL 2014



DAKOTA GRANITE™
THE DAKOTA MAHOGANY™ PEOPLE
1-800-843-3333
WWW.DAKOTAGRANITE.COM

Dakota Granite® is a proud partner of retail memorial companies. We are excited to announce our upcoming 90th anniversary celebration during 2015. It continues to be an honor to work with our customers, for without you we would not be able to celebrate. We are thankful for your patronage throughout the years and we look forward to working with you in the future. Thank you for all the hard work you do servicing the families in your area.

Dakota Granite® established itself as an American manufacturer of quality memorial granite products in 1925. We are infamously known as the "mahogany" people because of our Dakota Mahogany®, which is quarried right behind our headquarters in South Dakota. In order for us to provide the best overall customer support we import seven different colors fabricated in China and continue to fabricate fifteen different granite colors that are Proudly Made in the U.S.A. Our company is focused on quality craftsmanship. We are dedicated to supplying the memorial industry with quality products and excellent customer service during the order process. You will always receive our Satisfaction Guarantee on every order. Along with great service and quality products, we offer our customers a generous trade discount, pre-payment discounts, inventory size discounts, and the Dakota Rewards Program – the industry's only loyalty program. Dakota Granite® is a wholesale partner you can rely on for generations.

Photo below: Sunset Quarry

We extend a cordial invitation to visit our office, quarries and manufacturing plant near Milbank, South Dakota. We are proud of our facilities and welcome the opportunity to introduce you to our craftsmen and learn how they make your memorials.



Not just any granite. Dakota Granite®.

How can we help? Contact sales representative Trevor Forest for a free quote at 800-843-3333 or trevor@dakgran.com.

Log onto dakotagranite.com to view inventory and order status. Like us on Facebook.

Would you like to be featured in our 2015 90th Anniversary Calendar? Send us a photo of a memorial we helped you with, dakota@dakgran.com.

MONUMENT BUILDERS OF PA BOARD OF DIRECTORS

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GEALY MEMORIALS

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PHILLIPS MONUMENT CO.

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ANDY GINGRICH
GINGRICH MEMORIALS

DICK STEVER
MAYES MEMORIALS



2014 FALL CONVENTION

PLEASE JOIN US! September 19th & 20th, 2014 Events

Friday, September 19th

Mack Truck Museum Tour	2:00 PM
Cocktails/Networking	6:00 PM – 7:00 PM (Cash bar) Holiday Inn Conference Center
Dinner	7:00 PM

Saturday, September 20th

Displays/demonstrations (Lunch is provided.)	11:00 AM—4:00 PM Earl Wenz Monuments 9038 Breinigsville Road, Breinigsville, PA, 18031
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Dinner on Saturday evening is on your own.

MBP Board Meeting

Our next board meeting is scheduled for Saturday, September 20th at 9:30 AM. We will be meeting at the Holiday Inn; room details to be announced next week.

Accommodations:

Holiday Inn Conference Center of Lehigh Valley
7736 Adrienne Drive
Breinigsville, PA 18031
Book online or call:
1 888 HOLIDAY
(1 888 465 4329)



A great big
THANK YOU
to the Wenz
family for
agreeing to
host our
convention!

Employee Handbooks

An employee handbook is an important communication tool between you and your employees. A well-written handbook sets forth your expectations for your employees, and describes what they can expect from your company. It also should describe your legal obligations as an employer, and your employees' rights. This guide will help you write an employee handbook, which typically includes the topics below.

Non-Disclosure Agreements (NDAs) and Conflict of Interest Statements

Although NDAs are not legally required, having employees sign NDAs and conflict of interest statements helps to protect your trade secrets and company proprietary information.

Anti-Discrimination Policies

As a business owner, you must comply with the equal employment opportunity laws prohibiting discrimination and harassment, including the Americans with Disabilities Act. Employee handbooks should include a section about these laws, and how your employees are expected to comply. Visit the [Employment Discrimination and Harassment](#) page for more information

Compensation

Clearly explain to your employees that your company will make required deductions for federal and state taxes, as well as voluntary deductions for the company's benefits programs. In addition, you should outline your legal obligations regarding overtime pay, pay schedules, performance reviews, salary increases, time keeping records, breaks and bonuses.

Work Schedules

Describe your company's policies regarding work hours and schedules, attendance, punctuality and reporting absences, along with guidelines for flexible schedules and telecommuting.

Standards of Conduct

Document your expectations of how you want your employees to conduct themselves including dress code and ethics. In addition, remind your employees of their legal obligations, especially if your business is engaged in an activity that is regulated by the government.

General Employment Information

Your employee handbook should include an overview of your business and general employment policies covering employment eligibility, job classifications, employee referrals, employee records, job postings, probationary periods, termination and resignation procedures, transfers and relocation, and union information, if applicable.

Safety and Security

Describe your company's policy for creating a safe and secure workplace, including compliance with the Occupational Safety and Health Administration's laws that require employees to report all accidents, injuries, potential safety hazards, safety suggestions and health and safety related issues to management. Safety policies should also include your company's policy regarding bad weather and hazardous community conditions. Add your commitment to creating a secure work environment, and your employee's responsibility for abiding by all physical and information security policies, such as locking file cabinets or computers when not in use. The [Workplace Safety & Health](#) guide provides information on your legal requirements as an employer.

Computers and Technology

Outline policies for appropriate computer and software use, and steps employees should take to secure electronic information, especially any personal identifiable information you collect from your customers.

Visit the [Information Security](#) page related to privacy for more information on your legal requirements as a business owner.

Employee Benefits

Make sure to detail any benefit programs and eligibility requirements, including all benefits that may be required by law. This section should also outline your plans for optional benefits such as health insurance, retirement plans and wellness programs.

Leave Policies

Your company's leave policies should be carefully documented, especially those you are required to provide by law. Family medical leave, jury duty, military leave, and time off for court cases and voting should all be documented to comply with state and local laws. In addition, you should explain your policies for vacation, holiday, bereavement and sick leave.

SMALL BUSINESS, BIG IMPACT!

One thing is for sure, as a small business owner you are not alone! There are millions of small businesses across the United States traveling the same road as you each and every day. Although your business operates in its own unique fashion, the cumulative impact of the small business sector is enormous.

Small business is BIG!

- The 23 million small businesses in America account for 54% of all U.S. sales.
- Small businesses provide 55% of all jobs and 66% of all net new jobs since the 1970s.
- The 600,000 plus franchised small businesses in the U.S. account for 40% of all retail sales and provide jobs for some 8 million people.
- The small business sector in America occupies 30-50% of all commercial space, an estimated 20-34 billion square feet.

Furthermore, the small business sector is growing rapidly. While corporate America has been "downsizing", the rate of small business "start-ups" has grown, and the rate for small business failures has declined.

- The number of small businesses in the United States has increased 49% since 1982.
- Since 1990, as big business eliminated 4 million jobs, small businesses added 8 million new jobs.

For more interesting facts about the Small Businesses community visit:

- U.S. Census Bureau's Statistics of U.S. Businesses
- SBA Office of Advocacy's Firm Size Data
- DOE's Energy Information Administration
- National Small Business Association

Credit: <http://www.sba.gov/offices/headquarters/ocpl/resources/13493>

MBP NEWS

TICKETS ANYONE???

MBP is raffling off a RC Setting Truck at our Fall Convention! Tickets are \$1.00 each or 6 for \$5 and are available through Dawn Dempsey or Larry Gealy. You may purchase tickets at the convention or by phone at 570-479-0346 or ddempsey922@aol.com. Send check payable to MBP, 636 Stipp Ct, Scranton, PA 18510 or bring payment to the convention.

To the right is a picture of the Savage RC setting truck made by HPI. It comes with batteries for both transmitter and truck. With the right gears and battery it can go 60 plus mph! Trudy King, Kings Monument Co., donated this to us with the request that the proceeds be donated to a cancer program of our choice. Thank you Trudy for your kind generosity!



UPCOMING BOARD OF DIRECTORS MEETING

Our next board of directors meeting will be held Saturday, September 20th at Holiday Inn Conference Center in Lehigh Valley at 9:30 AM. Room is TBA.

MEMBER SPOTLIGHT

SHINING THE LIGHT ON

OUR NEWEST MEMBERS

Please join me in welcoming our newest members Monument Builders Of PA. On the behalf of our membership, we are pleased to have you on board!

EVANS MEMORIALS

39 Porter Road
Tower City, PA 17980
Contact: Todd Evans
Phone: 717-647-2014
email: tme5904@gmail.com

LEE MONUMENT CO.

908 W. Godfrey Avenue
Philadelphia, PA 19141
Contact: Jim Lee
Phone: 215-927-9800
web: www.leemonument.com

QUAKER MONUMENTS

600A Eden Road
Lancaster, PA 17601
Contact: David Morrison
Phone: 717-560-1500

MEMBER PROJECTS

Each quarter, we will be sharing projects that our members have been working on in the past few months. If you have any projects you would like to share in an upcoming newsletter, please send your photos along with any details you would like to include to ddempsey922@aol.com. You may also send photos and description of the project to MBP, c/o Dawn Dempsey, 636 Stipp Ct., Scranton, PA 18510.

We would love to share your work with other members!

MONUMENT BUILDERS OF PA WOULD LIKE TO THANK THE FOLLOWING SPONSORS FOR THEIR CONTINUED SUPPORT:



INFO@ROCKOFAGES.COM
800.421.0166

 **HEIRLOOM MEMORIALS**
BY: BUTTURA & GHERARDI Granite Artisans



DAKOTA GRANITE™
THE DAKOTA MAHOGANY™ PEOPLE
1-800-843-3333
WWW.DAKOTAGRANITE.COM



PARADISEPICTURES.COM
(800) 960-8040

KMC
KING'S MONUMENT CO.

ELBERTON, GA

1-800-648-7471 706-283-5538 FAX: 706-213-1075

Email us at: kmc@kingsmonument.com

Visit us at: www.kingsmonument.com