

Inside:

- 2025 Meets Update to come
- Strategies for Retirement
- Keeping Business Doc. Safe

2024 Meeting Dates

December – 2024
No Meetings

2025

January 8th (Wednesday)

Board Meeting ONLY
Preparing Meeting
Topics / Plan for 2025

February 12th (Wed.)

Board Meeting &
General Meeting
Topic: Tool Time
Meeting Place: TBD



The mission of the Air Conditioning Contractors of Western PA is to assist its members in managing their companies more efficiently, therefore becoming more profitable, together with increasing their exposure and credibility within the community.



ACCWPA WISHES YOU. . .

Happy
Holidays



7 STRATEGIES FOR EARLY RETIREMENT

1. Set Clear Retirement Goals
2. Evaluate Your Finances
3. Create Retirement Savings Plan
4. Maximize Soc. Security Benefits
5. Eliminate Debt
6. Explore Health Care Options
7. Plan For Meaningful Retirement



Not a Contractor or Associate member?

We'd love to serve you, too.

For additional information visit

www.accwpa.org

or call 724-687-7860

Email: pforker@accwpa.org

Additional reasons for membership are:

- Company membership applies to all employees of your firm.
- **NEW!! Contractors Free Associate Membership in Service RoundTable!!**
- Networking!!!
- Monthly meetings with informative presentations that benefit both the Contractor and Supplier.
- Relevant technical training and educational classes.
- 4-year Apprenticeship School with curriculum that is focused only on the HVAC industry!
- Monthly newsletters and email communications filled with industry information and updates.
- Insurance for member's company discount.
- Social Outings that everyone can participate
- And much more to come!



Join today!

ACCWPA is the Professional Alliance designed exclusively for today's HVAC/R Contractor!

2024

ASSOCIATE MEMBERS

BEAVER STEEL SERVICES, INC.

Kurt Treser, 412-429-8860

CARRIER ENTERPRISE BRYANT PGH.

Mike Marhefky, 412-568-3404

COMFORT SUPPLY

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Kevin Sundberg – 559-547-9694

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Russ Murphy – 412-713-0823

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STANDARD AIR & LITE CORP.

Tom Baney – 412-920-6505



Membership Benefits...

Air Conditioning of Western PA

will continue to be your local industry partner,
as we have been since 1950.

Annual Membership Brings You the Following Benefits:

- Networking events
- Discounts on seminar
- Current info from local suppliers
- Legislative efforts
- Local website
- Technical training courses
- Apprenticeship program
State recognized
- Monthly newsletter
- Information of industry news
changes within the industry
- Insurance for member's company discount
- Code enforcement updates
- ACCWPA Apprenticeship School
- Voice for the local contractors
- Golf Outing
- Education opportunities for your technicians
office staff
- Advocacy agenda promote contractor interest.
- Labor and HR legal advice before utilities
- Helping members to stay ahead of the curve
- 8 Monthly informative meetings



CONGRATULATIONS TO OUR 2025 ACCWPA OFFICERS

PRESIDENT:

John Wilcox, SUREWAY Htg. - Clg. - Plbg.

VICE PRESIDENT:

Steve Boehmer, Boehmer Htg. and Clg.

TREASURER:

Chuck Rauch, Valley Heating and A/C

SECRETARY:

Dave Williams, A-Air, Inc.



Upcoming Meetings!

2025 General Meetings Schedule!

January 8th (Wednesday)
Board Meeting Only
Preparing Meeting Topics

February 12th (Wed.)
Board Meeting & General Meeting
Topic: Tool Time
Meeting Place: TBD



**Work Hard in
Silence, Let
Success makes
the Noise!**



**MERRY
CHRISTMAS!
&
HAPPY NEW
YEAR!!!**



Keeping Business Documents Secure

– Rochelle Robinson

No matter how big or small your company may be, there are critical documents that all business owners need to secure ... such as internal documents, financial records, and any other documents with personally identifiable information.

No matter how big or small your small business may be, there are critical documents that all business owners need to secure. Internal documents, financial records, or any documents with personally identifiable information should be secured.

Depending on your industry, securing important documents is regulated and mandated by law.

1. Password protect important files

It amazes me how many small business owners keep important documents on their laptops, potentially exposing sensitive business data if lost or stolen. You can password protect your documents as an extra level of security. Use the password protection feature in Microsoft Word and Excel to restrict an unauthorized user from opening or making changes. In Adobe Acrobat, you can protect PDF files to prevent opening, printing, editing, and copying files. Protecting a PDF document from edits should become standard when sending out contracts.

2. Make digital copies

You need more than a locked filing cabinet to protect important documents. Paper documents, or hard copies, are great for easy access, but having a digital backup is essential. Invest in a good scanner, and scan your important documents into digital files. Scan all important documents, and save them to a cloud-based storage service like [Dropbox](#), [JustCloud](#), and [SugarSync](#). Cloud-based storage enables files to be saved on remote servers accessible from the internet. You don't have to worry about the files in the event of a natural disaster, fire, break-in, or if your computer's hard drive crashes. Most cloud-based business storage services also allow you to track who accessed files and if the information was shared.

3. Use eSignatures

Remember when you needed to get a signature from a client and you'd have to scan, print, and email a document then they'd have to print, sign, and email? This process allowed sensitive data to be sent via email which is a security risk. Those days are gone thanks to electronic Signatures, eSignatures, that allow documents to be legally signed digitally. With tools like [DocuSign](#) and [AdobeSign](#), your small business can have documents signed immediately without all the printing.

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ACCWPA

Corner



*Integrity is the
essence of
everything
successful.*

**PEACE, LOVE
and JOY
thru out 2024!**

SmartWords
One Kind
Word can
change
someone's
entire day!

Inspiration



ACCWPA

Air Conditioning Contractors Western Pennsylvania



WE'VE GOT YOU COVERED...

PRODUCTS • KNOWLEDGE • SERVICE

Now with 7 locations in the Pittsburgh area stocking Heating, Ventilation, Air Conditioning and Refrigeration equipment.

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GREENSBURG.....	990 Broad St.....	724-836-6319
MONROEVILLE.....	1616 McClure Rd.....	724-733-7577
PITTSBURGH.....	952 Noblestown Rd.....	412-922-0500
WHEATLAND.....	10 Mill St.....	724-347-3774
WASHINGTON.....	84 Stewart Ave.....	724-222-6720

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Service Roundtable Affiliate Association



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Mike Angela, 412-529-8680

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& TECHNOLOGY CENTER
Rob Rossell - 724-809-4047

Be There Fund™

(Must be an ACCWPA member to Win!)

Next General Meeting - \$90.00

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4. Put your smartphone to work

Get rid of the clutter of keeping paper receipts. Use your smartphone to take pictures of your business-related purchases. Services like Shoeboxed or Expensify can help make tracking expenses easier. When shopping at stores like Staples or Office Depot, get your receipts emailed to your business account. You should get an alert on your smartphone confirming that you've received your receipt.

5. Create better internal policies

Implement policies that will become best practices for your small business. Share your internal policies with your staff to make sure that everyone is well aware of the expectations.

- Don't leave sensitive data on the printer for anyone to pick up. If you print to a shared printer, immediately retrieve your document. If you scan and email sensitive documents, talk to your IT professional to ensure data is encrypted and that the printer removed archived files on a regular basis.
- Use your best judgment on what files you need to retain, and create policies for how long you should keep the documents.
- Shred unnecessary documents, like employee records from ten years ago, that may contain their social security numbers. If you need to retain a copy, for some reason, save the document in a password-protected file in your cloud-based storage.
- Invest in a good shredder. Make sure important paper documents are not tossed into the recycling bin but shredded instead. Using a cross-cut shredding instead of a strip-cut to prevent the possibility of documents being put back together.
- If an employee leaves, revoke their access to your network immediately to prevent the download of sensitive business documents.

About the author: Rochelle Robinson

Rochelle Robinson is the President of Wealthidian, a business & financial management agency offering strategic business growth, tax, and financial consulting services. Rochelle is an advocate of promoting economic empowerment through the improved leveraging of technology.



Every Job is a
**SELF-
PORTRAIT**
Of the Person
who does it.
Autograph your
work
with
Excellence!

AUTHOR UNKNOWN



ACCWPA Newsletter and all notices:

If you like to get our
ACCWPA Newsletter
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Happy Holidays Everyone!!!!



126 Resolution Drive • Mars, PA 16046-3719

ACCWPA is the Professional Alliance designed exclusively for today's HVAC/R Contractor!

Membership Advantages:

Networking with other contractors. This source of information is invaluable in handling problems within your own company. ACCWPA members help fellow members to be successful!



ACCWPA distributes ACCWPA Newsletters monthly to members and selected non-members, so that all those in the HVAC/R industry can keep informed of issues regarding our trade, and Chapter activities. We hope the non-members will see this newsletter as an example of the quality services that ACCWPA provide.

Contributions or suggestions can be emailed to pforker@accwpa.org

ACCWPA is proud to be a Service Roundtable Affiliate Associate.



ACCWPA Upcoming Events

December – No Meetings

January 8th, 2025 (Wednesday)

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Preparing Meeting Topics
Planning for 2025

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Topic: Tool Time
Meeting Place: TBD



2025 Officers and Directors



PRESIDENT: John Wilcox, SUREWAY Htg. & Clg. & Plbg.	412-706-2477
VICE PRESIDENT: Steve Boehmer, Boehmer HVAC	412-381-4100
TREASURER: Chuck Rauch, Shearer Heating & Cooling	724-222-1830
SECRETARY: Dave Williams, A-Air Company	412-728-5148
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ASSOCIATE DIRECTORS: Mike Marhefky, Carrier Enterprise Keith McCann, Habegger Corp.	724-989-9555 412-913-5815
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