

**Building Officials Association of Texas**

**Board of Directors Meeting Minutes**

**Hilton Inn – Hobby, Houston, Texas**

**January 31, 2012**

**10:00 am**

**I. Call To Order**

The meeting was called to order by President Lawrence Crow.

**II. Board Members Present**

Lawrence Crow, Irving

Steven Draper, Corpus Christi

Earl Abbott, Killeen

Bruce Braley, Hewitt

Chris Haver, College Station

Van Tran, Bureau Veritas

John Brown, West University Place

**III. Board Members Attending Via Telephone**

Scott McDonald, Amarillo

Randy Childers, Waco

Jim Olk, Farmers Branch

**IV. Other Members Present**

TML Representative Lauren Crawford

Construction Research Center: Charles Clawson, Dr. John Matthys

**V. Reports of Officers**:

1. Approval of Minutes from October 31, 2011, Board Meeting in Phoenix, Arizona.

Randy Childers moved to accept the minutes as presented. Stephen Draper. The motion carried by a unanimous vote.

1. Financial Report

President Lawrence Crow discussed the current financial status of BOAT. He discussed how our current balance is much lower than in the previous years. The main reason was the decision to host a second “Annual Conference” in Irving, producing a loss of approximately $26,000.00. Additionally, the travel expenses of the Board members to the meeting, the ICC Annual Code hearings in Phoenix, and the payment of stipends to Clawson & Matthys for the past three years—with no increase in the fees for BPIs, sponsorships, and little increase in membership—have all contributed to a lower bottom line.

Lawrence had previously asked Van Tran to review the BOAT financial status and offer suggestions, with options for increasing the number of sponsors, a fee schedule, and considering advertising and recognitions for each level of sponsorships. Van presented a three-page document that outlined options for sponsorships, recognitions, fees, etc. The documentation was well received.

1. TML Report and Update

Lauren Crawford informed the Board of the changes in TML support personnel for BOAT. She and Cheryl Ribich will be supporting BOAT until a new hire is assigned to represent BOAT. The new department is named Affiliate Services.

1. Committee Updates and Assignments

A new committee (John Brown, Stephen Draper, and Chris Haver) has been formed by Lawrence Crow to develop strategies for increasing HBPI attendance to 400. The City of Houston has an approximate 200 members that attend the HBPI. The committee will also look at promoting HBPI to South Texas cities and to increase BOAT memberships by 50 in 2012. The committee will investigate the South Texas Chapter Permit Tech Chapter for new members.

Another discussion was to offer ICC testing at the end of BPIs and provide advanced notices on BPIs and tracts.

Another new committee (Bruce Braley and Earl Abbott) was asked to identify the small towns for BOAT membership and training opportunities. Charles Clawson and Dr. John Matthys were asked to provide the committee with the demographics of the HBPI, and they agreed to do so.

1. Fall Conference

The Annual Fall Conference will be planned by Scott McDonald, Chris Haver, and Stephen Draper. They will review the funds for HBPI at 16K and 50K for ABPI and propose increases to fees. Jim Olk stated that the annual meeting should break even, at a minimum. He asked President Crow if there is access to contingency funds. President Crow stated there is a possibility, but there may not be a need if the costs are cut and memberships and sponsorships are increased. Jim Olk, Van Tran, and Lawrence Crow will look at the costs for the San Antonio meeting. Scott McDonald suggested that BOAT keep the meeting the same size and work on higher attendance while lowering costs. Van Tran discussed sponsorships and how to improve them. President Crow suggested monthly conference calls to update on progress.

1. TML Annual Conference 100-Year Anniversary

TML requests that affiliates make presentations as host classes at the upcoming annual conference in Grapevine celebrating the 100-year anniversary of TML. There will be a BOAT booth and tag with ICC. An information packet could advertise BOAT, as well as classes that are offered at the ABPI, HBPI, and annual conference. Jim Olk stated that BOAT needs to take advantage of the large attendance at TML to stress the importance of what codes and their enforcement can provide. Lauren Crawford suggested that BOAT either prepare a program geared toward city managers on damage assessment or improve on last year’s TML program. Most sessions will last approximately 1.75 hours.

**Building Officials Association of Texas**

**Board of Directors Meeting Minutes**

**Grand Hyatt – San Antonio**

**August 8, 2012**

**7:12 pm**

Members present: Lawrence Crow - President, Kurt Kasson – Vice President, John Brown – Secretary, Earl Abbot, Van Tran, Chris Haver, Selso Mata, Jim Olk, Randy Childers, Scott McDonald

TML Staff: Hillery Stephens and Cheryl Ribich.

Absent: Bruce Braley

Visitors: Wally Bailey, Tim Ryan, Mark Roberts, Wayne Jewell

At the opening of the board meeting Lawrence Crow discussed how the BOAT Board will miss Cheryl Ribich who has been the TML Representive to BOAT for eleven (11) years and who was promoted and will no longer be directly involved with BOAT. We look forward to working with Hillery Stephens our new TML Representive but all expressed their appreciation to Cheryl for her dedication and her wisdom while serving BOAT. It was also discussed the health of Cheryl’s Mother and Cheryl’s need to fly to see her regularly. Lawrence made a motion, seconded by Jim Olk for BOAT to donate a gift of $500.00 to Cheryl to help in paying for flights to see her very ill Mother where as Tim Ryan; board member of the International Association of Building Officials stated IABO would match the gift. The vote was unanimous in favor of the gift.

1. **Approval of Minutes:** From May 23, 2012 Board of Directors meeting and the BOAT Business meeting held on May 24, 2012. Both meeting were held in Arlington Texas at the University of Texas at Arlington, campus during the annual Building Professional Institute training. One correction was noted and that was on page 2 under committee assignments the last name of Chris Haver was misspelled. With this correction the motion to approve was made by Jim Olk and seconded by Randy Childers, motion passed unanimously.
2. **Financial Report:** Lawrence discussed some budget adjustment and there are still some outstanding invoices for the Arlington Building Professional Institute (ABPI) but the profit appears to be around $21,000.00. The fee schedule for future ABPI will be adjusted to cover the cost of the stipends for Mr. Clawson and Dr. Matthys. Lawrence stated the BOAT Fall Conference should break even or at worst could lose $5000.00 it all depends on the attendance which there will be an all out push for.
3. **Discuss the ICC elections and our vetting questions:** It was decided BOAT will not provide advanced support for any ICC candidate. At this time Wally Bailey addressed the board and informs us he was asked by the ICC Board to chair the committee on CDP Access, remote voting by members and remote access to the Code Hearings CADRC also Jim Olk is on the committee. In order to maintain Code Official’s control over the organization no one with any financial interest would be allowed to vote. There also be allowed to voting members a time window in which they must cast their (remote) vote, i.e. two weeks allowing for time to review all proposals. With the cost of travel and travel budgets becoming smaller ICC felt it was time to look into the remote voting option. ICC still wants to place a premium on attending the code hearings and may offer greater continuing education unit credits for actual attendees. Web sites are www.iccsafecdpaccess.org and there is a FAQ page along with www.cdpiccsafe.org website for questions. There will be a BETA test in 2013, a Real Vote in 2014 with Real Voting for all codes in 2015. Jim Olk stated this will bring ICC into the 21st century which should allow for better collaboration prior to the actual code change submittals. A motion was made by Chris Haver and seconded by Kurt Kasson for Jim Olk to prepare a letter of support from BOAT on this refinement to the code development process. Motion passed unanimously
4. **Discuss details of upcoming Business Meeting on August 9, 2012:** After some discussion the decision was made to hold the business meeting, banquet and casino night in the same room here at the hotel.
5. **Elections and Awards Banquet:** The nominating committeewill meet prior to the General Business meeting and make its recommendations to the membership at that time.Nominations from the floor will also be accepted.
6. **Discussion on educational opportunities:** Chris Haver and Bruce Braley are working with the City of Corpus Christi on hosting Codes and Standards classes again and possibly a Code Enforcement program as well.
7. **Schedule of upcoming meetings and locations:** Houston BPI 2013, Arlington BPI 2013, (NEW) Austin BPI 2013, Lawrence met with the Austin city officials and they are excited to host a Building Professional Institute. With the 100 year anniversary of TML being held in November they have asked BOAT to produce a program for City Managers and Council members, that topic to be determined later. The BOAT Fall Conference for 2013 will be held in Waco, 2014 will be bid out to Houston and Austin and San Antonio and 2015 will most likely be the same.
8. Committee Updates: Preparation for the BOAT Business Meeting on August 9, 2012:
* Program and Education by Chris Haver
* Legislative by Jim Olk
* Membership, Promotion and Development by Chris Haver
* Code Review by Jim Olk
* Awards and Scholarships by Selso Mata
* Professional Volunteer Disaster Survey Team by John Brown
* Nominations by Randy Childers
1. **Discussion of International Association of Building Officials (IABO):** Randy discussed broadening the membership by getting the word out to BOAT members to get involved with IABO. Tim Ryan is a member of the executive board for IABO and states their mission is to be a voice for building officials throughout the country as is the Fire Fighters Association is for fire fighters.
2. **Other Business:** Lawrence presented certificates of appreciation to all board members for the year 2012.
3. **Meeting adjourned approximately 10:30 PM**

**General Business Meeting Minutes for**

**August 9, 2012**

**5:00 PM Grand Hyatt - San Antonio**

Board Members present: Lawrence Crow - President, Kurt Kasson - Vice President, John Brown - Secretary, Earl Abbot, Van Tran, Chris Haver, Selso Mata, Jim Olk, Randy Childers and Scott McDonald

TML Staff: Hillery Stephens

Absent: Bruce Braley

Guest Speakers: Wally Bailey, Mark Roberts, Ravi Shah

1) Call to Order: Lawrence Crow called the meeting to order at 5:10 PM.

2) Establishment of a Quorum: Jim Olk states there is a quorum of at least 5% of the voting membership.

 New Business

1) Approval of the minutes of the May 24, 2012 business meeting held in Arlington: Motion to approve Jim Olk, seconded by Shirley Muns, motion passed unanimously.

2) Financial Report/Budget Committee Report: Lawrence reported that BOAT is in good financial shape and has $114,000.00 in deposits from the Arlington Building Professional Institute. Motion to accept the financial report Scott McDonald and seconded by Mike Olsen, motion passed unanimously.

3) Committee Reports:

a) Awards and scholarships: Selso Mata stated he will be presenting the awards at the banquet tonight.

b) Building Professional Institute (BPI): Kurt Kasson stated the BPI has had a good year of attendance in 2012 with over 400 attending the Houston BPI and 1400 attending the Arlington BPI. In 2013 there will be an additional BPI held in the city of Austin.

c) Code Development: Chris Haver stated that with city budgets getting cut and ICC having to roll back the onsite chapter training courses BOAT has stepped up and held several training classes in various parts of the state, i.e. Amarillo and Corpus Christi and planning to hold one in El Paso as well as the Valley.

d) Membership, Promotion and Development: Earl Abbot and Bruce Braley have contacted local cities and smaller cities to inform them of what BOAT can offer regarding training and support with a goal of greater participations in training event and increasing the BOAT membership by 25 new members.

e) Legislative: Jim Olk stated the legislature has been busy even in a off year for the State legislature. In 2010 there were over 6000 bills proposed. This coming year he anticipates bills looking at permit and impact fees, affordable housing issues, State energy requirements, possibly the State wide registration of Roofing Contractors.

4) Nominating Committee Report: Randy Childers stated the committee met and interviewed all candidates from 11AM to 4PM. He wanted to thank the members, Keith Smith, Cliff Borman and Dennis Pitts for their hard work.

5) Officer Election: Randy Childers proposed the names the nominating committee recommended to the general membership and also asked if there were any nominations from the floor, after hearing none he asked for a motion to accept the nominating committee’s recommendation and Shirley Muns made the motion and James Stewart seconded where as Randy asked for show of hands in favor of the motion, the motion passed.

6) Installation of Officers: Ravi Shah, a member of the ICC Board of Directors called up to the podium Randy Childers and Scott McDonald and presented each man with a lapel pin for being past presidents of BOAT, Randy’s pin had 4 P’s and Scott’s 3 P’s. After this presentation Mr. Shah announced the new and re-elected Board of Directors; Re-elected; Lawrence Crow as President and Kurt Kasson as Vice-President both positions are a one year term. Elected for a one year term as Secretary, Chris Haver. Selso Mata was newly elected for a two year term as a director at large and Mike Olsen was newly elected for a one year term, which completes the balance of Chris Haver’s two year term as a director at large and re-elected Bruce Braley for a second two year term as director at large. Jim Olk was also elected as the BOAT TML Representive. Mr. Shah administered the Oath of Office and then congratulated each person for their dedication and willingness to serve the BOAT board and its member’s state wide.

7) ICC Update: Mark Roberts the Texas – Louisiana ICC Representive made a short presentation on what ICC is looking at to increase the awareness of and participation in Code Enforcement. Stating ICC was looking into working with High Schools and Technical Schools on offering Code Enforcement classes and when a test is passed the student could receive an ICC certification. He also acknowledged Jim Olk as being the chairman of the Plumbing-Mechanical-Gas council then reminded everyone the Annual Business Meeting will be held in Portland, Oregon October 24-28, 2012. ICC has also set aside matching funds to help individuals whose city budgets are lacking, in their effort to make it possible for members to attend, the deadline is the end of August.

8) Future Annual Meeting Sites: Randy Childers stated the board had selected the city of Waco the site for the 2013 Annual Conference with the possibility of the 2014 conference being held in Houston, Austin or San Antonio.

9) Other Business: Wally Bailey, past president of ICC addressed the members in an effort to bring attention to what ICC has commissioned him and a group of others to do which is bringing ICC into the 21st century. ICC wants to look into expanding the Code Development Process where all members can participate even when they are unable to actually attend the ABM. For more information members can go to the website iccsafecdpaccess.org. On the website there are FAQ’s, previous meetings and links to previous webinars with two additional webinars being hosted on September 5th & 11th. Two of the items they are working towards now are being able to watch the Final Action Hearings on line, live and looking to allow members to vote on line with possibly up to a flex voting period of two week for that vote. Schedule for the CDP Access is as follows: BETA test during 2013, 2014 voting on the Green Code and in 2015 going live for all codes. The e-mail address for the committee is cdpaccess@iccsafe.org Scott McDonald addressed the members and discussed the importance of volunteers for all the committees BOAT has. These volunteers are very important to reaching out to the state as a whole. Randy Childers discussed the 100th year anniversary of TML and that they will be having large celebration in Grapevine, Texas in November. BOAT has been asked to make a presentation to city managers. Jim Olk will probably discuss code enforcement for cities similar to what he did in Houston last year, which was very successful.

10) Adjournment: 6:15 PM