



Board of Directors Meeting Minutes

February 20, 2017

8:00 a.m. – 12:30 p.m.

Double Tree by Hilton, Houston

Presiding: Selso Mata, President

Call to Order

Meeting opened at 8:05am and Secretary verified that a quorum was present.

Board Members Present

Mike Olson, Scott McDonald, Lawrence Crow, Kurt Kasson, Sean Smith, Glenn Barnhill, Brett King, Jeffrey Widmer.

Presidents Opening Remarks

Selso welcomed everyone and asked Board Members to provide brief updates for activities within their Cities.

1. Approval of Agenda

Selso asked for suggestions on any items that should be added to the agenda. No suggestions were given.

2. Approval of Minutes

Mike made the motion to approve the August 2, 2016 meeting minutes, Scott seconded the motion and the vote carried unanimously. Mike made the motion to approve the August 4, 2016 meeting minutes, Scott seconded the motion and the vote carried unanimously. Scott made the motion to approve the August 5, 2015 Cracker Barrel meeting minutes, Mike seconded the motion and the vote carried unanimously.

3. Financial Report:

Mike gave a brief financial report stating that assets ending January 31, 2017 were \$244,641.50. Lawrence stated that BPI reserve funds balance was \$128,000.00, that 700 students will attend the Houston BPI and an additional \$20,000.00 will be added in 2017 to the BPI line item.

4. BOAT Manual – Board Duties – Committees

Lauren and Selso provided the new Board Members (Brett and Glenn) with a BOAT Board Manual. Selso made a general appeal, for all members to be involved serving on committees. Mike stated he has reached out to individuals that expressed at the Sugarland Cracker Barrel meeting, an interest in serving on a BOAT Committee and that he will email board members a document that lists committee assignments, with two

members per committee. Mike stated that the expectation is for each committee to update the Board via email in April and then again at the board meeting scheduled during BPI Arlington in May.

5. BPI-CRC-BOAT

Future discussions for BPI arrangement: Selso stated that he, Lawrence and Charles Clawson were scheduled to meet following the conclusion of the board meeting, to discuss the future of BPI and how it will be structured. Lawrence stated that this is a critical year for BOAT, partially due to the pending changes needed to keep BPI running smoothly in the future.

6. 2018 Conference

Amarillo proposal - Discuss Future Conference theme/agenda: Board discussed the 2018 conference to be held in Amarillo and the need to form a committee to begin working on conference plans.

7. 2017 Conference

Training (open discussion) committees needed. Review of Rockwall Meeting comments and ideas. Career Development Day and Internship update: The draft schedule/agenda for the 2017 conference was discussed, including specific training tracks. Selso distributed the Career Development Day application and briefed the Board regarding the upcoming Career Development Day. Scott asked what Cities currently have an intern program. Selso stated that Plano has an intern program that is funded by corporate sponsors and that Plano is prepared to host the first BOAT intern during summer 2017. Selso stated that Bureau Veritas (BV) has agreed to fund one half (\$3300.00) of an intern for 2017. Scott asked Shaun to work on sponsorship for the other half. Lawrence made a motion to add an annual line item to the BOAT budget in the amount of \$6600.00 to fund the intern program on an ongoing basis. Mike seconded the motion and the vote carried unanimously. The Board agreed to pay one half of the cost for two 2017 interns, with BV funding half of the cost for one of them and Shaun working to secure one half of the cost for the second intern for 2017. Lauren discussed some conference planning items including boat rides. It was decided that a back pack similar to last years, will be given to all participants. Shaun briefed the board on conference sponsorships and that he and Glenn form the sponsorship committee.

8. Trade Shows and Banners

Selso presented three banner designs for new banners to be produced for use at future trade shows and other events (BPI, TML, annual conference). Selso stated he would email the three designs to the Board for feedback/comments. Selso distributed a document prepared by Jim Olk that listed the trade shows and presentations where BOAT has been present to represent the association. If the Board agreed that the association should continue to participate in the listed events, three of the events would require funding. Those events are TML at \$3200, The Texas Emergency Management Conference at \$3100 and the Sunbelt Builders Show at \$2000. The Board agreed that the association should plan to participate in the events. Scott made a motion to add a line item in the budget to fund these events with the total being \$8300. Lawrence seconded the motion and the vote carried unanimously.

9. Website

Selso stated that the BOAT website has been updated, to include the newsletter/bulletin.

10. BOAT Hall of Fame

The Board discussed potential nominees to be recognized at this year's conference.

11. Other Business:

A suggestion was made for BOAT to set up an online resource where BOAT shirts could be purchased. Scott and Lawrence suggested BOAT just order some extra (possibly a dozen) shirts that the President could give away as he chooses. Board discussed giving BOAT t-shirts away to the 2017 conference attendees. Mike will get a price from a vendor and will email the info to the Board for consideration and possible approval. Shaun promoted an educational event that Huber will be conducting on March 23rd at the Embassy Suites Hotel Grapevine and invited everyone to attend.

12. Next Meeting:

The next BOAT Executive Board meeting will be held on Tuesday May 23, 2017 from 9-11am at the Arlington BPI and an open meeting will also be held that same day at noon.

13. Adjournment:

The meeting was adjourned at 12:30pm.

14. Pictures:

Board Members proceeded to the hotel lobby, where group pictures were taken.

Submitted by Jeffrey Widmer, CBO BOAT Secretary

Board of Directors Meeting Minutes

May 23, 2017

9:03 – 11:08 a.m.

6th floor Nedderman Hall UTA, Arlington Texas

Presiding: Selso Mata, President

Call to Order

Meeting opened at 9:03 am and Secretary verified that a quorum was present.

Roll Call

Board Members Present: Selso Mata, Mike Olson, Scott McDonald, Lawrence Crow, Kurt Kasson, Sean Smith, Glenn Barnhill, Brett King, Jeffrey Widmer.

Presidents Opening Remarks

Selso welcomed everyone and asked Board Members to provide brief updates for activities within their Cities.

1. Approval of Agenda:

Selso asked for suggestions on any items that should be added to the agenda. No suggestions were given.

2. Approval of Minutes:

Mike made a motion to approve the February 20, 2017 meeting minutes, Scott seconded the motion and the vote carried unanimously.

3) Financial Report:

Mike gave a brief financial report stating that assets ending March 31, 2017 were \$228,889.10. Lawrence stated that the balance includes reserve funds balance of \$128,000.00, that 1600 students are attending BPI Arlington and that the attendance has been around 1200 historically. Lawrence also briefed the Board that a Committee was working on entering an agreement with ICC to perform BPI registrations in the future.

- 4) Membership Committee: Mike recognized Brett, Sean and Glenn as leading the membership committee.
- 5) Code Review Committee: Selso spoke about Charles Clawson briefing the Board during the Houston Board meeting regarding regulations and potential support from the Board for drilling piers. Selso talked about ICC code voting assignments used during the latest code cycle and thanked everyone for participating.
- 6) Legislative Committee: Jim briefed the Board on bills passed this session, commenting on HB 3329 which will impact electrical permits and specifically City's ability to collect fees associated with electricians registrations. Jim also spoke about HB 3506 regarding prohibitions for remodels or construction of a commercial building. Selso asked Jim and Scott to put a briefing together, for the rest of the Board to review.
- 7) Program and Education Committee: Mike discussed the conference agenda, training topics, and that the schedule was complete. Selso mentioned the Hotel Occupancy Tax money in the amount of \$25,575.00 that was awarded from the City of Rockwall, and that the check had been cut and mailed to Lauren.
- 8) Building Professional Institute Committee: Lawrence briefed the Board on upcoming changes regarding BPI registrations and that ICC would be performing that task in the future.
- 9) Awards and Scholarship Committee: Jeffrey briefed the Board on nominations that had been submitted thus far.
- 10) Disaster Response Team: Jim and Jeffrey briefed the Board about the Van Zandt County response and asked the Board to consider funding /purchasing some tablets/iPads for future use and to secure a cell service contract that could be turned on and used only when needed. Selso asked that we recognize those who responded for the first time, by inviting them to our 2017 conference banquet and present them with a BOAT hard hat. Jim stated he would work on that effort. Jim stated how beneficial it was, having EGRT assist us in Van Zandt County and that he was planning to schedule a meeting with them (David) to discuss working with them to develop our response inspection tools.
- 11) Trade Shows and Banners: Selso commented that the new banners were on display currently at BPI Arlington.
- 12) Internship and Career Day Status: Selso briefed the Board regarding the City of Plano intern program, stating the City recently kicked off the program, that a Plano Senior High junior had been selected and that interviews will be conducted soon for the Bureau Veritas intern. The Board briefly discussed the status of the Career Development Day program.
- 13) Training Code Books: This item was not discussed.
- 14) Support Letter for ICC Candidates: Selso and Jim suggested BOAT write a standard letters that could be used by the Board, and that questions should also be developed, that could be sent to candidates. Selso stated that he would send three letters that BOAT has received from candidates, so the Board can provide feedback.
- 15) BOAT Bulletin – summer: Selso asked the Board Members to write an article to be used in the upcoming summer newsletter.
- 16) Other Business: No discussion.

Adjournment: The meeting was adjourned at 11:08 pm.

Submitted by Jeffrey Widmer, CBO BOAT Secretary

Open Meeting Minutes

May 23, 2017

11:34 a.m. – 12:20 p.m.

6th floor Nedderman Hall UTA, Arlington Texas

Presiding: Selso Mata, President

Call to Order:

Meeting opened at 11:34 am.

Board Members Present:

Selso Mata, Mike Olson, Scott McDonald, Lawrence

Crow, Kurt Kasson, Sean Smith, Glenn Barnhill, Brett King, Jeffrey Widmer.

1. Financial Report

Mike gave a brief financial report stating that assets ending March 31, 2017 were \$228,889.10.

2. General Discussion:

Selso welcomed everyone and briefly covered the agenda.

Lawrence stated there were 1150 registrations for Arlington BPI, with an additional 200 registrants through ICC, and commented that those registered through ICC, will have an opportunity to test and earn an ICC certification. Lawrence also mentioned the other BPI's and that BOAT will educate roughly 2600-2700 students this year.

Selso briefed everyone on the Van Zandt County disaster. Jim stated that BOAT utilizes some revenue, to fund disaster response efforts. Jeffrey thanked everyone who responded and assisted in Van Zandt County and also asked those that have not responded to assist in the past, to plan to do so in the future.

Selso promoted the upcoming annual conference in Rockwall and briefed everyone on the BOAT Intern Program, stating that Plano's intern begins June 12th. Selso asked Van to give an overview of the Intern Program. Van provided the overview and asked anyone who knew someone seeking an internship, to please have them contact BOAT to apply. Van stated that BV will also host an intern beginning in June.

Selso spoke about the upcoming Career Development Day, which will take place during the 2017 Annual Conference in Rockwall, with participants taking classes in the am and then going to Rockwall City Hall for the afternoon session with the Building Inspections Department.

Selso mentioned the upcoming BOAT newsletter, and asked those in attendance to consider writing and submitting an article.

Selso asked Scott to cover legislative items. Scott briefed everyone on HB 3329 and that beginning September 1, 2017 Cities will not be able to charge an electrician for a

registration. Selso and Jim stated that BOAT will write a paper to brief everyone on bills passed by the State and offer suggestions on how Cities could handle the changes.

Shirley Ellis gave an overview of the ICC Board Members, ICC Committee's, and the Emerging Leaders Shadowing Program. Shirley commented on how excited the ICC Board is, to partner with BOAT for BPI training.

Selso opened the floor for comments or questions.

Mike promoted the upcoming annual conference.

3. Adjournment:

The meeting was adjourned at 12:20 pm.

Submitted by Jeffrey Widmer, CBO BOAT Secretary

Board of Directors Meeting Minutes August 8, 2017 1:00am – 4:00 pm Hilton Rockwall Lakefront, Rockwall, Texas

Presiding: Selso Mata, President

- 1) Call to Order: President Mata called the meeting to order at 1:05 pm.
- 2) Roll Call: Jeffrey took the roll call, stating that all members were present except Keith Smith and announced that a quorum was met.
- 3) Presidents Opening Remarks: Selso briefly discussed conference activities and specifically the Career Development Day program.
- 4) Approval of Agenda: Agenda was unanimously approved.
- 5) Approval of Minutes: Scott made a motion to approve the Arlington Board Meeting, Arlington Open Meeting minutes and suggested the Open Meeting minutes be retitled as General Membership Meeting. Shaun seconded. All approved.
- 6) Financial Report: Mike gave a brief financial report stating that assets beginning June 30, 2017 were \$228,889.10 and currently at \$286,313.94. Lawrence stated that he would like an explanation from TML about the BPI reserve fund and commented that the fund is a rainy day fund for the future. Scott suggested the Board either establish a finance committee, or hire an accountant.
- 7) BOAT Committees Report: Mike stated that Brett will serve as the Membership Committee Chairman and Brett responded saying he is excited to serve in that capacity. Selso stated the Code Review Committee will soon begin to work on the 2018 Codes and that they are watching to see what the State Legislature does regarding Cities ability to make code amendments. Selso also mentioned the fact that COG and the RCCC is requesting funds from Cities, in order to facilitate the RCCC's work program agenda. Mike discussed the education program pamphlet. Jeffrey touched on this year's awards and scholarships and provided some info regarding BOAT's Disaster Response Team efforts recently in Van Zandt County. Jeffrey also stated that team members, who

responded over the last year, will be recognized during the annual banquet event. Glenn stated his desire to see a second trailer built and stationed for use in South Texas. Selso asked Jim and Mike to write up the goals (specifications) for response trailers, so the Board could use it as a templet to build a second trailer and other future trailers. Selso stated the specs should include a location on the trailers for sponsorship information. Selso suggested that Jim teach the assessment app during an upcoming NTCICC lunch meeting. Brett suggested magnetic signs be provided for response teams. Lawrence said a BPI Committee had been formed with Selso, Charles Clawson, Johnny Mathis and himself serving to discuss the future of BPI and that a process began 4-5 years ago, to improve how the BPI program is managed and run. Lawrence stated that registration funds have historically gone to UTA, but a change has been implemented and those funds will go to TML. In addition, the relationship between BPI and CRC will be discontinued now and that a contract has been signed with ICC, who will begin to conduct BPI registrations moving forward. Lawrence announced that BPI Arlington is moving beginning in 2018 to the Irving Convention Center, which includes a parking garage and banquet hall for all meals, will allow for a 50% in growth and suggested everyone review the updated and improved BPI website. Lawrence stated that the key to the best schools is having the best Instructors. Lawrence proposed a motion that the Board raise the current \$10k annual funding level for Charles Clawson to \$35k effective 1/1/18. Scott seconded the motion asking Lawrence to draft a contract and job description for Charles to sign and all approved. Selso talked about the City of Plano and BV's Intern Program and also Career Development Day to be kicked off during this year's conference and with Rockwall Building Inspections hosting the event. Selso also commented that the BOAT newsletter went out today, which includes info regarding legislation and house bills. Lauren announced that 72 individuals had registered for the conference and discussed conference details.

8) Support Letter for ICC Candidates: Scott suggested the Board provide a letter of support for Jay Elbettar and Lawrence suggested the Board wait until the application cutoff date, then review all candidates.

9) 2018 Conference: Board Members had a brief discussion regarding the 2018 Amarillo conference theme and possible agenda. Mike announced that he and Lauren will be traveling to Amarillo on November 17th, to look at the conference center and hotel space. Mike stated that the Board will need to come up with a 2018 conference theme, commenting that gaining the edge has been used the last two years. Scott suggested a trip to the Canyon and the A&M University Natural Science Museum. Glenn suggested a cowboy morning breakfast and Scott stated that the School District can provide buses for \$75 per hour.

10) BOAT Bulletin: Selso announced that the BOAT bulletin was sent out recently.

11) Trade Shows and Banners: Selso stated that new banners had been made, will be displayed at the conference and ready for future use.

12) Website: Selso made a call for suggestions on improving the website, however none were offered.

13) BOAT Hall of Fame: Selso and Mike spoke about this year's recipients and suggested a candidate for 2018.

14) Other Business: Selso announced that new polo shirts were available and asked everyone to grab one. Selso suggested the Board create some recognition for Charles and Johnny, and Scott suggested that info could be included on the BOAT website.

15) Next Meeting: Selso announced that the next business meeting will be held during the 2018 Houston BPI and that 2018 conference planning meeting will be scheduled for January 2018.

16) Adjournment: The meeting was adjourned at 3:53pm.

17) Pictures: Group pictures were taken of the Board.

Open Meeting Minutes
August 10, 2017
Hilton Rockwall Lakefront, Rockwall, Texas

Presiding: Selso Mata, President

Call to Order: Meeting opened at 4:15 pm.
Secretary verified that a general assembly quorum had been met.

Roll Call: Board Members present were Selso Mata, Mike Olson, Scott McDonald, Lawrence Crow, Kurt Kasson, Sean Smith, Glenn Barnhill, Brett King, Keith Smith, Jeffrey Widmer. Jeffrey announced that a quorum was met.

Approval of Agenda: The agenda was unanimously approved.

Financial Report: Mike gave a brief financial report stating that assets beginning June 30, 2017 were \$228,889.10 and currently at \$286,313.94.

BPI status report: Lawrence announced that 1600 students attended the 2017 Arlington BPI, that BOAT partnered with ICC for the conference, and that 260 attendees came to attend ICC classes. Lawrence stated that the Austin BPI will be October 30th through November 1st and that 275 attended in 2016. Also the South Texas BPI is scheduled for November 8th and 9th with 175 attending last year. Lawrence announced that the North Texas BPI has been moved to the Irving Convention Center beginning in 2018 and that it will be the largest education institute for ICC.

General Discussion: Selso recognized ICC Board Members present and introduced Mark Roberts, ICC Rep. for our area, former ICC Director Bill Duck and ICC Board President Jay Elbettar.

ICC Vice President Jay Elbetter: Jay gave a brief report and mentioned ICC's partnership with BOAT and BPI.

Resolutions: Widmer read a resolution recognizing and honoring Board Member Keith Smith for his years of service in the building inspections field and for his service on the BOAT Board. Jim Olk made a motion to approve the resolution and Shirley Ellis seconded the motion. All approved. Mike read a resolution recognizing and honoring Jim Olk for his dedication and hard work to build the BOAT Disaster Response Program, and mentioned several specific accomplishments. Shirley Ellis made a motion to approve the resolution, the motion received a second and all approved.

Election of Officers / Board: Past President Kurt Kasson announced that the Nominating Committee would like to bring forth the following nominations. For position of President Mike Olson. Jim Olk made a motion to approve, Glenn Barnhill seconded the motion and all approved. For Vice President Jeffrey Widmer. Jim Olk made a motion to approve,

Randy Childress seconded the motion and all approved. For Secretary Brett King. Jim Olk made a motion to approve, Shirley Ellis seconded the motion and all approved. For 2 yr. Director term Teresa Adrian. Jim Olk made a motion to approve, Suzanne Arnold seconded the motion and all approved. For 2 yr. Director term Sylvia Flood. Jim Olk made a motion to approve, Izzy Rivera seconded the motion and all approved. For 1 yr. Director term Virgil Gonzales. Jim Olk made a motion to approve, Jose Roig seconded the motion and all approved. For 1 yr. Director term Michael Beard. Jim Olk made a motion to approve, Randy Childress seconded the motion and all approved. For Associate Director Lee Swain. Jim Olk made a motion to approve, Cheryl McClaine seconded the motion and all approved.

Other Business: Mike announced and promoted the 2018 annual conference, scheduled to be held in Amarillo and also this year's banquet and boat cruise. Gail Lux, Assistant B.O. of Cedar Hill announced the June 10th-15th Texas Association of State Plumbing Inspectors conference in Abilene.

Adjournment: The meeting was adjourned at 4:49 pm.