



www.ncbia.org

322 Chapanoke Road
Suite 200
Raleigh, NC 27603

PO Box 17
Greenville, NC 27835

2016-2017 Officers

President
Amy Britt
Town of Clayton

President-Elect
Mark Matheny
Asheville

Vice-President
Michael Rettie (2016)
Orange County

Treasurer
Les Everett
Greenville

Secretary
Carl Martin
NC Department of Insurance

Directors
Area 1
Robby Wilkinson (2018)
Iredell County

Area 2
Jeff Griffin (2017)
Mecklenburg County

Area 3
Don Sheffield (2018)
Greensboro

Area 4
Jim Roberson (2017)
Wake County

Area 5
David Keefe (2018)
Beaufort

At-Large
Chris Noles (2017)
NC Department of Insurance

Ex-Officio
Tom Brown (2021)
Monroe

Dan Dockery (2020)
Winston-Salem/Forsyth

Jeff Britt (2019)
Robeson County

Glenn Batten (2018)
Kernersville

Steve Sudderth (2017)
Watauga County

MINUTES TO THE NC BUILDING INSPECTOR'S ASSOCIATION, INC. BOARD MEETING and RETREAT

Pinehurst, N.C.

November 19 - 20, 2016

Attending: Amy Britt	Robby Wilkinson	Chris Noles
Mark Matheny	Jeff Griffin	Tom Brown
Michael Rettie	Don Sheffield	Dan Dockery
Les Everett	Jim Roberson	Jeff Britt
Carl Martin	David Keefe	Glenn Batten
		Steve Sudderth

- 1. Call to order** – The meeting was called to order at 8:30am.
- 2. Invocation** - The meeting was opened in prayer by Les Everett
- 3. Adjustments to the Agenda** – Under New Business the following is added: a) Years of service pins, b) Christmas gifts.
- 4. Secretary Report** –
Don Sheffield/Michael Rettie (motion/second/passed) Approve the July 2016 Minutes with amendments to correct the year to 2016 where 2013 had been indicated.
- 5. Treasurer Report** –
The PNC account has **\$7,129.93** on hand as of November 4, 2016. The SECU checking account has **\$67,979.53** on hand as of November 4, 2016. In addition, at the SECU, we have **\$11,445.84** in Money Market Shares and **\$167.22** in regular Shares and **\$76,000** in Certificates of Deposit as of November 4, 2016. Certificates of Deposit in the amount of (12) \$3,000 certificates and (5) \$8000 certificates are set up to automatically renew on their respective cycle so that within any given month a Certificate could be cashed in. The interest earned from the Certificates is used toward the funding of the NCBIA Annual Scholarships. (**\$162,722** total).
Don Sheffield/Mark Matheny (motion/second/passed) Approve the treasurer's report as submitted.

6. Old Business

A. Associate Membership (Amy Britt) – See 8A3 below.

B. New Board Member Packet – Les Everett completed the document and sent a draft copy to David Keefe for review and comments. Les passed around a copy of the document for the Board to see during the meeting. Comments from the Board were favorable.

Dan Dockery/Mark Matheny (motion/second/passed) Board to budget a sum to print the packet.

C. Adding 2 Six Hour Classes Mountains and Coast. See the Education Committee report below.

D. New Member Packets. Nothing to report.

7. Committee Reports

A. Awards & Scholarships (Mark Matheny)

1) The submission date for scholarships will be revised so that the scholarships can be presented at high school award ceremonies.

2) **Dan Dockery/Don Sheffield (motion/second/passed)** Option to establish a scholarship for high school graduates in the field of building inspections or related field whose parents are not NCBA members.

B. COCO (Dan Dockery/Mark Matheny)

1) The next meeting is December 6th, 2016.

2) Summarized the last meeting and the status of COCO.

C. Code Development and Resources (Michael Rettie)

1) Provided a brief of the last Building Code Council meeting.

2) Would like for the committee to grow in number.

3) **Don Sheffield/Michael Rettie (motion/second/passed)** Each area director will provide a minimum of five names from their area that would be willing to serve on the committee.

D. DCERT (Don Sheffield)

1) Provided a summary of the support provided after hurricane Matthew.

2) Have 13 or more applicants for the committee; some are engineers.

3) A current training session is needed.

E. Education (Les Everett for Jim Roberson)

1) Still have 3 courses that have not been submitted for approval.

2) Will begin in January to identify courses for the 2017 Annual Conference.

F. Grants (Chris Noles)

1) Chris would like to turn the chairmanship over to someone else.

2) No new grants at this time.

G. Historian (Mark Matheny/Glen Batten)

1) A container of information may have been misplaced at the 2016 Annual Conference.

H. Media & Publishing (Jeff Griffin)

- 1) Provided a handout of updates and status (not included with these minutes) of the web site. The Board indicated that it is well pleased with the look, function, and maintenance of the web site.

I. Nominating (Les Everett)

- 1) Planning for the 2017 Annual Conference
- 2) Has the name of a possible Area 2 Director when the position becomes open.

J. Program & Site Selection (Amy Britt)

- 1) Annual meeting will be July 16-19, 2017 with early arrival for board on July 15th at the Double Tree in Atlantic Beach. Some modifications to the meeting will be made based on comments from last year's attendees.

K. Bylaws (Jeff Britt)

- 1) Based on a letter from our registered agent, the address of such needs to be changed in our bylaws.

L. Legislative (Chris Noles)

- 1) Chris provided an overview of current activity.

M. Region 8 (Mark Matheny)

- 1) Last meeting was a non-quorum meeting.
- 2) Tennessee is currently not active in Region 8.
- 3) Next meeting is scheduled for December 9th and 10th.

N. Raise the Profile (Dan Dockery)

- 1) Concept is now injected into all NCBIA committees.
- 2) There are currently 5 inspections intern programs operating in NC.
- 3) Communications is key part of the program.
- 4) 7C's course has been approved and will roll out very soon. This course will benefit all inspectors as a source for developing professionalism.

8. New Business

A. Advertising Videos

- 1) RPD has audio/video equipment that can support the development of such media, but RPD is currently over extended.
- 2) Suggested that we begin a "Building North Carolina" campaign.
- 3) **Jeff Griffin/Tom Brown (motion/second/passed)** NCBIA is to establish a Communication/Membership/Benefits Committee.

Dan Dockery to submit direction for the Communication/Membership/ Benefits Committee to Amy Britt before the winter code conferences begin.

B. Communication Between Associations Shared Resources – See 7N and 8A above.

C. Expected Legislative issues and groups that can assist NCBIA and what NCBIA needs –

1) **Dan Dockery/Don Sheffield (motion/second/passed)** Establish a taskforce composed of 5 one person from each of the 5 NCBIA designated areas. Mark Matheny will be established as chairman of the taskforce.

2) **Don Sheffield/Jeff Britt (motion/second/passed)** Each taskforce member will be reimbursed for travel expenses at the following rate:

IRS rate for mileage.
\$38 per day for meals
\$75 per day for lodging

For a maximum of \$1500 per calendar year for each person.

3) Jeff Griffin is to prepare a pamphlet for the taskforce members to present to legislatures introducing themselves and the NCBIA Board of Directors.

D. ICC Pay It Forward

1) Les Everett/Don Sheffield (motion/second/passed) Board authorizes a \$500 payment to the Ohio chapter that is sponsoring the 2018 ICC Annual Conference to help defer the cost of the conference.

E. Q-Board's request by Mike Hejduk concerning testing and courses and any modifications based on information provided in last email.

1) The Board is extremely thankful for the opportunity to provide input related to the subject of education. Tom Brown will prepare a response for Mike.

F. Years of Service Pins.

- 1) Jeff Griffin will investigate possible designs and cost for board pin set to help identify Board members for the NCBIA membership.
- 2) Jeff Griffin will investigate possible designs and cost for inspector years of service pins. The immediate goal is to begin to provide such by the annual conference.

G. Christmas gifts. – **Tom Brown/Don Sheffield (motion/second/passed)** \$50 gift approved.

9. Other Business

A. None.

10. Adjournment – The Board suspended the meeting at 5:00pm on November 19th until 8:00am on November 20th. The Board adjourned the meeting 11:00am on November 20th.

Respectfully submitted by,



Carl Martin
NCBIA Secretary