



[www.ncbia.org](http://www.ncbia.org)

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**2015-2016 Officers**

**President**  
Tom Brown  
Monroe

**President-Elect**  
Amy Britt  
Rowland

**Vice-President**  
Mark Matheny  
Asheville

**Treasurer**  
Les Everett  
Greenville

**Secretary**  
Carl Martin  
NC Department of Insurance

**Directors**

**Area 1**  
Jason Ruff (2016)  
Rutherford County

**Area 2**  
Jeff Griffin (2017)  
Mecklenburg County

**Area 3**  
Michael Rettie (2016)  
Orange County

**Area 4**  
Jim Roberson (2017)  
Wake County

**Area 5**  
Reggie Hucks (2016)  
Brunswick County

**At-Large**  
Chris Noles (2016)  
NC Department of Insurance

**Ex-Officio**  
Dan Dockery (2020)  
Winston-Salem/Forsyth

Jeff Britt (2019)  
Robeson County

Glenn Batten (2018)  
Kernersville

Steve Sudderth (2017)  
Watauga County

Harry Van Wagenen (2016)  
Cary

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

**Aberdeen, N.C.**

**February 21, 2016 @ 10:00AM**

<b>Attending:</b> Tom Brown	Jeff Griffin	Dan Dockery
Amy Britt	Michael Rettie	Jeff Britt
Mark Matheny	Jim Roberson	<del>Glenn Batten</del>
Les Everett	Reggie Hucks	<del>Steve Sudderth</del>
Carl Martin	Chris Noles	<del>Harry Van Wagenen</del>

- 1. Call to order** – The meeting was called to order at 10:00am.
- 2. Invocation** – The meeting was opened in prayer by Les Everett.
- 3. Adjustments to the Agenda** – None.
- 4. Secretary Report** –  
Les Everett/Mark Matheny (motion/second/passed) Approve the October 24-25, 2015 Minutes.
- 5. Treasurer Report** –  
The PNC account has \$2337.59 on hand for credit card receipts as of February 2, 2016. The SECU account has \$60,299.89 on hand plus \$36,000 in Certificate of Deposit and \$166 in Shares as of February 2, 2016. Certificates of Deposit in the amount of \$3,000 automatically renew monthly with interest to revert to the SECU Scholarship account annually. The Scholarship account at SECU has \$10,755 on hand plus \$40,000 in Certificate of Deposit. (\$149,558 total).  
Amy Britt/Jim Roberson (motion/second/passed) Approve the treasurer's report as submitted.

## 6. Old Business

- A. Chapter review questions for Building Inspector Classes** (Chris Noles) – There is a password protected database with sample test questions available.

**Less Everett/Jeff Griffin (motion/second/passed)** Task Code Development–Code Resources Committee with developing code review questions that will be available to students of level 1, 2 & 3 standard inspection courses in all trades

Tom Brown suggested that these questions be posted on the NCBIA web site.

- B. 2017 Annual Conference Site (blast email)** – Amy Britt volunteered to develop and make available at tomorrow’s winter code conference a survey requesting member input regarding locations for the 2017 annual conference. After the Aberdeen conference Les Everett will prepare an NCBIA email blast to the entire membership requesting the same input.
- C. NCBIA table skirts and banners** – Jeff Griffin indicated that the requested products should arrive about the end of next month.

## 7. Committee Reports

- A. Awards & Scholarships** (Jim Roberson) – Nothing to report.

**B. COCO** (Dan Dockery)

- 1) Dan provided a summary of the recent COCO meeting held in Winston-Salem. Jeff Griffin recorded minutes for the meeting and distributed them to the COCO Board.
- 2) COCO was unable to find a copy of their by-laws so new by-laws were written and approved. After the new by-laws were approved the original by-laws were found. Now it is uncertain as to whether newly written and approved by-laws or the older by-laws are in effect.

**C. Code Development and Resources** (Mark Matheny)

- 1) Provided overview of the associations work in this area.
- 2) The association may want to consider posting issues before the Building Code Council on the NCBIA web site.
- 3) Mark is planning to attend the ICC code development committee hearings in Kentucky later this year.

- D. DCERT** (Amy Britt) – Nothing to report.

**E. Education** (Jim Roberson)

- 1) **Jim Roberson/Michael Rettie (motion/second/passed)** The NCBIA will provide free admission to the inspector of the year for the Winter Code Conference the following year. The inspector has the choice of which conference site he or she wishes to attend.
- 2) **Dan Dockery/Jim Roberson (motion/second/passed)** Authorize at the discretion of the Education Committee Chairman the purchase of a new laptop and printer for use at the NCBIA conferences.
- 3) The Education Committee is discussing ideas for next year’s Winter Code Conference, including the possibility of adding a day of “Building” at Aberdeen, to alleviate the overcrowding of the Monday conference at Aberdeen.

**F. Grants** (Chris Noles)

- 1) No available grants at this time.
- 2) Chris requested permission of the Board to commit the Board where necessary to apply for grants. The board recommended that Chris send an email to the Board members when necessary with a 3 work day window for response either confirming approval of denial of such commitment.

**G. Historian** (Glen Batten) – No report.

**H. Legislative** (Chris Noles) – Chris provided an overview of current activity.

**I. Media & Publishing** (Jeff Griffin)

- 1) E-Host transfer is complete.
- 2) Jeff provided a handout indicating what is currently available on the NCBIA web site for the various committees. Some pages do not have current information. Jeff is requesting that the committees review their respective web page and provide updated information to him.
- 3) NCBIA.org web name is reserved for the next 10 years.
- 4) The quantity of NCBIA web site job postings is increasing.
- 5) Past Board meeting minutes are loaded on the NCBIA web site.
- 6) “Best Practice” information will be posted on the NCBIA web site soon.
- 7) Board members are to provide inspector success stories to Jeff for publishing on the NCBIA web site.

**J. Nominating** (Les Everett)

- 1) Nominations for the open Area 1 Director position are needed. See item 8B below.

**K. Program & Site Selection** (Amy Britt)

- 1) The 2016 NCBIA Annual Conference will be held July 24<sup>th</sup> thru July 27<sup>th</sup> at Atlantic Beach as it was last year. Hotel room rates are approximately \$159 per night instead of the \$150 that was published in the October 2015 meeting minutes. Next year the room rates are expected to increase. Amy will develop a survey to distribute at the remaining winter code seminars to gather input from the membership regarding possible 2017 site locations.
- 2) There will be a board meeting before and after the annual conference. Amy will reserve a room for the board meetings, and Amy will be reserving rooms for the board members.

**L. Region 8** (Mark Matheny) – At the March 2016 meeting there will be training on Friday (3/18) and a conference on Saturday (3/19).

**M. Raise the Profile Committee** (Dan Dockery)

- 1) Development of an “Inspector Skills” course is underway.
- 2) Working on developing an outreach to schools for development of future inspectors.
- 3) **Dan Dockery/Jeff Britt (motion/second/passed)** Move the NCBIA scholarship application deadline to an earlier date to allow for the selection of scholarship winners so that the scholarships can be presented at the recipient’s school. The Award Committee will identify the new submission date and the new committee meeting date required for this item.
- 4) Looking into developing partnerships for funding inspector development programs.
- 5) Building Safety Month Promotion:
  - Recognition of jurisdictions on the ICC National Raise the profile web site that issue a Building Safety Month proclamation.
  - Mark Matheny and Dan Dockery are providing numerous presentations to organizations outside the NCBIA.
  - Vaughn Wicker of ICC sent Tom Brown a Building Safety Month proclamation that Tom signed.

## **8. New Business**

**A. 2016 NCBIA Annual Meeting:** –

- 1) Carl Martin is to locate and provide a master copy of the annual meeting bulletin to Amy Britt, if one exists along with the vender registration form and a the list of venders from the 2015 annual conference.

- 2) **Dan Dockery/Mark Matheny (motion/second/passed)** On the Monday of both the Aberdeen and Hickory 2016 Winter Conferences 4 door prize tickets will be drawn during the day for free admission to the 2016 NCBIA Annual Conference. These prizes will be nontransferable. A letter will be sent to the jurisdiction where each recipient works notifying the director of the recipient's prize.
- 3) Carl Martin to Get a list of past vendors from Barry Gupton and forward that information to Amy Britt; so, that letters can be sent out to those vendors regarding this years conference.

**B. Jason Riff Resignation:** Jason relocated to Raleigh and is no longer in Area 1. A new candidate will be sought by the board. An announcement will be made at the remaining 2016 Winter Code Conferences to this effect.

**C. Strategic Planning Items Prioritized:**

- 1) Only one list was returned to Tom; so, Tom will resend the list for everyone's attention.
- 2) It was suggested that an associate membership be established if one does not already exist. If one does already exist then the board would like Carl to get a list of those members from Rebecca Latham.
- 3) It was suggested that NCBIA in conjunction with the AIA advertise that the NCBIA continuing education can be used for NC Architectural Registration continuing education.

**D. Building Safety Month** – Vaughn Wicker of ICC sent a Building Safety proclamation to Tom which he signed.

- 1) Vaughn Wicker of ICC sent a Building Safety proclamation to Tom which he signed.
- 2) It is suggested that the local jurisdictions be reminded and encouraged to have a Building Safety Month proclamation.

**9. Other Business**

A. None.

**10. Adjournment** – The Board adjourned the meeting for the day at 5:00pm.

Respectfully submitted by,



Carl Martin  
NCBIA Secretary