



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

Greensboro, N.C.

May 24, 2017

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

- 1. Call to order** – The meeting was called to order at 9:00am.
- 2. Invocation** – The meeting was opened in prayer by Les Everett.
- 3. Adjustments to the Agenda** – New business – NC Building Code Council, Building Code Summary Ad-Hoc committee report.
- 4. Secretary Report** –  
**Les Everett/Don Sheffield (motion/second/passed)** Approve the February 2017 Minutes without modification.
- 5. Treasurer Report** –  
The SECU checking account has **\$73,970.16** on hand as of May 9 2017. In addition, at the SECU, we have **\$11,901.35** in Money Market Shares and **\$167.86** in regular Shares and **\$76,000** in Certificates of Deposit as of May 9, 2017. The PNC Account has **\$31,532.82**. 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. (**\$193,572.19** total).  
**Don Sheffield/Michael Rettie (motion/second/passed)** Approve the treasurer's report as submitted.

## 6. Old Business

**A. New Board Member Packet** (Jeff Griffin) – The packet is 80% complete. Expect distribution at the NCBIA Annual Conference.

**B. Communication/Membership/Benefits Committee, Communication between Associations Shared Resources.** – No Report

**C. Building North Carolina.** (Jeff Griffin) – Ready to begin editing some videos that have been shot of residential inspections.

**D. Years of Service Pins.** (Jeff Griffin)

- 1) Updated the Annual Conference registration form to include years of service.
- 2) Carl is to send copies completed registration forms to Jeff so that he can track the quantities of pins required for each service level.
- 3) Pins will be presented for the first time at the during the Awards portion of the 2017 Annual Conference.
- 4) Distributed board pins to board members that were present.
- 5) Expects to project names of persons receiving pins at each service level on screen during the award presentation at the Annual Conference.

**E. Q Board.** (Jeff Griffin)

- 1) Approved extension of probationary certificates from 2 years to 3 years.
- 2) Approved issuance of certificates for persons passing the required State exam without waiting for further approval by the Board.

**F. 7 C's.** (Mark Matheny)

- 1) Need to establish a start date.
- 2) Need access to low or no cost classroom space.
- 3) Probable registration cost will be \$60 per participant.

**G. Handouts with contact information.** (Jeff Griffin) - Distributed to legislators.

**H. Finalize details of computer/software purchase for Website Committee** (Jeff Griffin)

- 1) 10-12 year old laptop used for website work needs to be replaced. Cost will be probably be less than \$1,000.
- 2) **Don Sheffield/Jim Roberson (motion/second/passed)** Motion to authorize Jeff Griffin to spend a maximum of \$1200 to replace the website laptop and to cover related unforeseen costs.

## 7. Committee Reports

**A. Awards & Scholarships** (Mark Matheny)

- 1) Scholarship recipients have been selected and will be notified shortly by letter.
- 2) Provided an overview of the scholarship recipient selection process.
- 3) Reminded the Board that the date for submission of scholarship applications will be changed to February 1<sup>st</sup> for the 2018 year.
- 4) The suggestion was made by the Board that the application form indicate that the applicant must be an undergraduate to apply to be eligible for a scholarship.

**B. COCO** (Mark Matheny/Michael Rettie)

- 1) A quorum was not present at the last meeting.
- 2) The next meeting is June 66, 2017.

**C. Code Development and Resources** (Michael Rettie)

- 1) The next NC Building Code Council meeting is June 13, 2017.
- 2) The proposed code amendment to transfer authority of Chapter 9 of NC Building Code and NC Fire Code to the building official is a major item for final vote by the NC Building Code Council in June.

**D. DCERT** (Don Sheffield)

- 1) Amy will provide a list of members to Don.
- 2) Andy Miller of DoI has become the backup to Rob Roegner.

**E. Education** (Jim Roberson)

- 1) An additional venue at Cary was added for the Building CE. The conference was attended by 77 participants. Although this additional venue appeared to reduce the number of persons at the Hickory conference, there were about 90 additional participants above the numbers recorded in 2016.
- 2) The new laptop will not easily interface with one of the projectors. Also, the projectors are aging. **Don Sheffield/Mark Matheny (motion/second/passed)** Motion to allow Jim to spend a maximum of \$1,000 to purchase 2 new projectors. Providing new projectors that readily interface with the laptop decreases the time required to set up for a conference.
- 3) Jim also reminded the Board that he will be stepping aside from the Education Committee effective August 15, 2017.

**F. Grants** (need a chair and a committee) – This committee was rolled into Awards & Scholarship Committee.

**G. Legislative** (Mark Matheny)

- 1) Attended legislative day along with the Fire Marshals Association. This was orchestrated with the help of the League of Municipalities.
- 2) Reacted to a couple of bills.
- 3) Began the creation of a template letter for correspondence with legislatures.
- 4) Provided a brief status of a couple of current bills being considered by the NC General Assembly.
- 5) Because of the importance and amount of work required to be effective, additional members are needed.

**H. Historian** (Mark Matheny) – Nothing to report

**I. Website, Media, Publishing, and Merchandise** (Jeff Griffin)

- 1) Provided an overview of the webpage usage.
- 2) There have been some glitches with links, but Jeff is working to resolve them as they are noted.

- 3) Noted that the By-Laws need to be amended to reflect a changed address for the organization. **Jeff Britt/Jeff Griffin (motion/second/passed)** Motion to amend the By-Laws to remove the incorrect NC DoI address and to replace it with “current NC DoI/Engineering Division address”.
- 4) “Awards” page to be updated next week to include additional information.
- 5) A couple of media blasts were issued.
- 6) Jeff Griffin is willing to take over duties of email blasts from Les after the 2017 Annual Conference. Les agreed.

**J. Nominating** (Les Everett)

- 1) Will be sending email blasts notifying the membership of vacant Board positions and possible committee positions.
- 2) Area 2 director is needed.
- 3) **Mark Matheny/Don Sheffield (motion/second/passed)** Motion to contact Cliff Isaac regarding service as the Board’s “Member at Large”.

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

- 1) Commissioner, Mike Causey accepted the NCBIA invitation to attend the 2017 Annual Conference along with some other NCDOT/Engineering Division staff.
- 2) Organization of the conference is complete except for some minor details.
- 3) Safe Built will be a vendor at the Annual Conference this year.

**M. Region 8** (Mark Matheny) – Nothing to report.

**N. Raise the Profile** (Dan Dockery) – Nothing to report.

**8. New Business**

**A. Treasurer’s position** (Les Everett)

- 1) Les will be vacating the position in August or 2018. He would like to find someone by August 2017 to mentor in the position.

**B. At Large Position and New Insurance Commissioner**

- 1) **Mark Matheny/Don Sheffield (motion/second/passed)** Motion to approach Cliff Isaac to become the new member at-large to replace Chris Noles.

**C. Chapter 9 and NCFMA**

- 1) NCBIA will continue to support NCFMA in efforts to not codify the authority of Chapter 9 in the NC Building Code and Fire Prevention Code.

**D. ICC Candidate Support**

- 1) The following candidates have requested NCBIA support:  
James Morganson – At-Large Director  
Stuart Tom – Section A Director  
Donny Phipps – At-Large Director  
Greg Wheeler – Secretary/Treasurer  
**Jeff Britt/Don Sheffield (motion/second/passed)** Motion to provide letter of support.

**9. Other Business**

- A. **Jeff Britt/Don Sheffield (motion/second/passed)** Motion to provide Honorary Membership to Chris Noles in recognition of his invaluable service to the association.

**10. NC Building Code Council, Building Code Summary Ad-Hoc Committee Meeting** (Carl Martin)

The committee has met on April 27<sup>th</sup> and began a rewrite of the Building Code Summary document. The purpose of the rewrite is to develop a document that will be required to be submitted with all commercial projects across the state. The apparent expectations of this standardization is to simplify the permit submittal process for designers. The committee will meet again on May 25, 2017 and will probably complete its work. The chairman of the committee is hoping to submit the document at the June 13, 2017 Building Code Council meeting as a “B” item.

**11. Adjournment** – The Board adjourned the meeting 12:00pm.

Respectfully submitted by,



Carl Martin  
NCBIA Secretary