

**MINUTES TO THE
NC BUILDING INSPECTORS ASSOCIATION
BOARD RETREAT**

**Homewood Suites
Pinehurst, NC
October 24-26, 2014**

Attending: Dan Dockery, Tom Brown, Amy Clifton, Mark Matheny, Michael Rettie, Jeff Griffin, Reggie Hucks, ~~Jim Roberson~~, Chris Noles, Jeff Britt, ~~Glenn Batten~~, Steve Sudderth, ~~Harry Van Wagener~~, ~~Les Everett~~, and Barry Gupton

Visitors: None

1. **Call to Order** – The meeting was called to order at 8:00 AM on October 25.
2. **Agenda** – Dan presented the Retreat Agenda/Outline.
3. **Secretary/Treasurer Report** – There are no minutes to approve at this time.
The PNC account has \$2,745 on hand from credit card receipts as of September 30, 2014. The SECU account has \$56,300 on hand plus \$36,000 in Certificates of Deposit and \$164 in Shares as of October 7, 2014. 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 \$9,663 on hand plus \$40,000 in Certificates of Deposit. (\$144,872)

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- 4. Secretary/Treasurer Position** – NCDOI has taken the position that their Staff can no longer handle money for outside associations. Barry stated that the Secretary and Treasurer duties are closely related and should remain together. He stated that he would step down from the position at the 2015 Annual Meeting so the duties can be transferred. Barry will discuss the transfer with Carl Martin who will serve as the NCDOI Liaison to work with the appointed Secretary/Treasurer.

Jeff/Steve (motion/second/passed) – Les Everett is appointed to serve as Secretary/Treasurer effective immediately. The financial designees for bank accounts will be Les Everett, Mark Matheny and Barry Gupton.

Mark/Steve (motion/second/passed) – The Secretary/Treasurer is authorized to adjust the deposit accounts with signatory of the 3-financial designees.

Barry will obtain a PO Box to serve as the NCBIA corporate address and resolve the limit on new accounts issue with SECU by January 2015.

- 5. Area 4 Director** – Doug Maples, Fayetteville and Jim Roberson, Wake County were presented as candidates for this position.

Steve/Mark (motion/second/passed) – Jim Roberson is appointed to finish the term that expires in 2015.

- 6. 2015 Annual Conference** – There was discussion about jointly with NCMIA in 2016. NCBIA will formally invite NCFMA to participate in the 2015 conference. Michael Rettie, Site Selection Committee Chair will make the final decision for venue and dates based on proposals from Elizabeth Turner for the following.

1st Choice Venue – DoubleTree by Hilton Atlantic Beach Oceanfront (Formerly Sheraton)

2nd Choice Venue – Holiday Inn Resort Wrightsville Beach

1st Choice Dates – July 26-29 (Board may arrive on 7/25)

2nd Choice Dates – July 19-22 (Board may arrive on 7/18)

The Site Selection Committee will consider other (middle of State) venues for 2016.

Amy/Mark (motion/second/passed) – NCBIA will invite 2-COCO representatives from each Association to attend the 2015 Annual Conference for a business meeting. NCBIA will cover their registration fee plus 1-night lodging and associated meals.

- 7. Committees** –

A. Awards & Scholarships – Jim Roberson, Chair, Glenn Batten, Barry Gupton.

COCO – Current President, President-Elect, Vice-President, 1-Ex-Officio, others.

The Current President, President-Elect and Vice-President will serve on the COCO Board with 2-serving as voting members and 1-serving as an alternate.

Code Development and Resource – Tom Brown, Chair, Robbie Carlson, Jeff Griffin, Reggie Hucks, Doug Maples, Mark Matheny, Michael Rettie.

Steve/Chris (motion/second/passed) – Motion to combine the Code Development and Code Resource Committees.

DCERT – Amy Britt, Chair, East, West and Central (Mecklenburg) teams.

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Education – LesEverett, Chair 2015, Barry Gupton, Doug Maples, Rob Mileski, Jason Ruff. Dan, Chair 2016.

Grants – Chris Noles, Chair, Barry Gupton, William Whaley. Look for grants for items such as ICC instructors, laptops, projectors for presentations (Education Committee), stock items for the DCERT trailers (list from DCERT Committee) and send to Chris within 1-week of this meeting.

Historian – Glenn Batten, Chair, Amy Britt, Ed Cianfarra, Barry Gupton, Bob Harvell, Mark Matheny, Lynn Niblock.

Legislative – Lynn Niblock, Chair, Glenn Batten, Jeff Britt, Lon McSwain, Chris Noles, William Whaley. The Committee will develop a program for the 2015 Conference highlighting Association history and timeline.

Media & Publishing – Mark Matheny, Chair, Jeff Griffin, Reggie Hucks. This Committee is responsible the COCO Newsletter articles, Social Media (Facebook, Twitter, etc.) and Website content.

Steve/Tom (motion/second/passed) – The Committee will put together a plan for a new cloud-based website and report back to the Board within 30-days.

Mark/Michael (motion/second/passed) – Motion to combine the Website Committee with Media & Publishing.

Merchandise – Amy/Mark (motion/second/passed) – Motion to eliminate this committee.

Nominating – No action.

Program & Site Selection – Michael Rettie, Chair, Glenn Batten, Amy Britt.

Website – Combined the Website Committee with Media & Publishing.

- B. Board Liaison** – Current President, President-Elect, Vice-President, 1-Ex-Officio, others. Michael/Steve (motion/second/passed) – Jeff Britt will serve as Board Liaison for a 2-year pilot program to represent NCBIA (and other COCO member associations) on legislative matters. Expense reimbursement will be at usual State rates. The Board will follow-up with COCO for joint participation.

Mark/Amy (motion/second/passed) – The Board Liaison Committee will consist of the President (Chair), President-Elect, Vice-President and others appointed by the Chair.

NCBIA will cover their registration fee plus 1–night lodging and associated meals.

Jeff/Tom (motion/second/passed) – NCBIA will contribute \$1500 to COCO to go towards Incorporation, Membership and future liaison efforts. (estimated at 5% of \$24000 CE net)

- C. Region 8** – Mark Matheny, Amy Britt. The combined NCBIA reimbursement allowance to attend quarterly meetings is \$1500 annually.

- 8. Lunch** – Sandwiches, fruit and chips were provided.

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9. **Association Partners** – The Board members need to communicate regularly with each other and customers. Dan asked each Board member to come up with 5-contacts immediately and 10-contacts within the next 2-weeks. The goal is to develop a database of contact information to share information expeditiously. (blog, e-mail, phone, social media, website)
10. **ICC Annual Conference** –Dan noted that the 2015 ICC Annual Conference is in Long Beach, CA and the current \$1500 allowance to attend will not be adequate.
Mark/Amy (motion/second/passed) – The ICC Annual Conference allowance for the President and Secretary/Treasurer is increased to \$2500 each.
11. **Annual Retreat** – Jeff.G/Steve (motion/second/passed) – The Board will hold an annual retreat for the first quarterly Board meeting following the Annual Conference.
12. **Raising the Profile** – Dan discussed the need for Code Officials to “put a face on inspections” and “toot your own horn.” This is especially true for the recognition from CBO’s, Directors, Managers, Politicians and the Public.
13. **NCBIA Bylaws Amendments** – Mark/Amy (motion/second/passed) – The Board discussed the amendments that were presented at the 2014 Annual Conference and subsequent clarifications dealing with Membership classes and the Secretary and Treasurer roles.
Mark/Amy (motion/second/passed) – Amendments to the Bylaws are preliminarily approved and receive final approval by e-mail vote within 5-days.
14. **Recess** – The meeting was recessed for the evening, dinner and reconvened at 9:00 AM on October 26.
15. **Invocation** – The meeting was opened in prayer by Barry.
16. **COCO Bylaws Review** – Review the Bylaws that Jeff Griffin e-mailed on 8/25 and respond to Chris by Friday. The Board recommends 5-Officer positions for rotation (Ex-Officio, President, 1st Vice-President, 2nd Vice-President, Secretary-Treasurer). Goals: 2015-Incorporation, 2016-ICC Membership, 2017-Joint Board Liaison.
17. **cdpAccess** – ICC has this program in place for voting in the 2014 and for Code Development in 2015. NCBIA will arrange to hold a seminar in each Area for training.
18. **Career Track Programs** – Steve Sudderth will head up this effort with assistance from Amy Britt and others. ICC has a High School Technical Training Program (Jim Elwood jellwood@iccsafe.org) and there are local groups that are willing to participate.
Jeff.B/Mark (motion/second/passed) – Add 2-annual, \$500 scholarships to award to rising 2nd year community college (AS degree) or rising 4th year university (BS degree) in a technical field related to building inspections or construction. The Committee will name the scholarship.

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- 19. Demographics** – Dan discussed the demographics of Code Officials in the Fall COCO Newsletter article. Dan will forward a copy of the ICC survey to Board members to begin to gather NC specific information.

- 20. NC BCC & COQB Appointments** – There are 3-positions that NCBIA should be involved in nominating for appointment in 2015 with interest shown by the following people.
BCC Building Inspector – Dan Dockery
BCC Fire Services – Wayne Hamilton
COQB – Les Everett

- 21. Next Meetings** – The Board adjourned the meeting at 11:00 AM.
February 22, 2015 – Aberdeen prior to the seminar
May 13, 2015 - Greensboro

- 22. Adjournment** – The Board adjourned the meeting at 11:00 AM.

Respectfully submitted by,
Barry Gupton, NCBIA Secretary/Treasurer

NCBIA BOARD of DIRECTORS
October 24 - 26, 2014
Homewood Suites, 250 Central Park Avenue, Pinehurst
www.ncbia.org

ATTACHMENTS

Item 1: Agenda

Item 2: NCBIA Bylaws

Item 3: COCO Bylaws

Item 4: