



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**

Pinehurst, N.C.

October 24-25, 2015 @ 8:00AM

Attending: Tom Brown

Amy Britt

Mark Matheny

Les Everett

Carl Martin

Jason Ruff

Jeff Griffin

Michael Rettie

Jim Roberson

Reggie Hucks

Chris Noles

Dan Dockery

Jeff Britt

~~Glenn Batten~~

~~Steve Sudderth~~

~~Harry Van Wagenen~~

1. Call to order – The meeting was called to order at 8:00am October 24th and again on October 25th.

2. Invocation – The meeting was opened in prayer by Les Everett on October 24th and Tom Brown on October 25th.

3. Adjustments to the Agenda – None.

4. Secretary Report –

Amy Britt/Jeff Britt (motion/second/passed) Approve the July 29, 2015 Minutes with deletion of duplicated items 1 thru 4. The minutes will be corrected before posting on the web.

5. Treasurer Report –

The PNC account has \$9037.00 on hand for credit card receipts as of October 7, 2015. The SECU account has \$54,148 on hand plus \$36,000 in Certificate of Deposit and \$165 in Shares as of October 7, 2015. 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 \$10,524 on hand plus \$40,000 in Certificate of Deposit. (\$149,874 total).

Amy Britt/Jeff Britt (motion/second/passed) Approve the treasurer's report as submitted.

6. Old Business

- A. **Application progress for Les Everett (NCCQB)** – Existing member was reappointed.
- B. **NCBIA referral letter for Michael Rettie** – Position has not yet been addressed by the Governor’s office.
- C. **Complaint letter to the Board by former Board member** – After research and consideration the determination was made that the complaint was unfounded.

7. Committee Reports

- A. **Awards & Scholarships (Jim)** – Recipients of the Barry Gupton scholarship and second construction scholarship are not likely to be construction oriented students this year because of a lack of such applicants.

Dan Dockery/Jeff Griffin (motion/second/passed) Beginning in 2017 the two above scholarships will be offered as an endowment to NCSU and the VANCE/Granville School System respectively.

Dan Dockery/Les Everett (motion/second/passed) Awards & Scholarships Committee will issue letters of acknowledgement and appreciation upon receipt of a scholarship application. The letter will also identify any deficiencies in an application so that the applicant may correct the deficiency in the current or future applications.

- B. **COCO (Chris)**

- 1) Chris provided a summary of the last COCO meeting:
 - a) Last meeting focused on location of next quadrennial meeting.
 - b) Chris will be providing training class related to professionalism. Receipts from the class will be used toward the COCO quadrennial meeting.
 - c) By-Laws were thought to be lost and Chris Noles began writing new ones, but the existing By-Laws were found.
- 2) Education across inspector association boundaries was discussed.

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

- 1) A couple of applications for the committee were received.
- 2) Code change regarding “doughnut” (building built around a parking structure) construction presented by Mecklenburg County will be presented as a “D” item at the December BCC meeting. The item is a good example of how a code change can be submitted and then reviewed and modified by interested parties to be an effective code.
- 3) Recapped ICC annual meeting that was held in Long Beach, California.
- 4) Provided CDP Access overview and assets to code development.
- 5) Looking at statewide code information database to increase communication across jurisdictions.

- D. **DCERT (Amy)**

- 1) Trailer keys will be distributed to DoI employees Rob Roegner and Carl Martin.
- 2) Committee chairman, Russel Reeves is contacting South Carolina to see what they learned about emergency response from their recent large scale flood event.

- E. **Education (Jim)**

- 1) NCBIA is an ICC preferred provider.
- 2) Winter seminar update provided.
- 3) NC Permit Technicians organization wishes to use NCBIA’s ICC preferred provider status to provide ICC certified courses to their members for a course that Chris is providing.

- 4) May want to have Engineering Board attorney, David Tuttle provide a 2-hour presentation on engineer seal requirements and electronic seals.

F. Grants (Chris) – No available grants at this time.

G. Historian – No report.

H. Legislative (Tom) – Tom requested the committee be more proactive.

I. Media & Publishing (Jeff G.)

- 1) The NCBIA existing web site hosting vender is retiring and a new vender is needed. A new vender has been found for \$142 for 2-year contract.
 - Jim Roberson/Michael Rettie (motion/second/passed) Committee is authorized to spend up to \$142.00 to secure a new web site hosting vender for the next 2 years.
- 2) 11/15/2015 the new web site will be up and running.
- 3) Each committee chair is to send Jeff Griffin a list of their committee members and any other committee information they wish to have placed on the NCBIA web site.
- 4) New photos for the NCBIA web site were taken of the Board members during the retreat.
- 5) A new Media & Publishing committee member has a newspaper background and can write articles for NCBIA.
- 6) Jeff Griffin circulated a sheet during the retreat to obtain the name, address and contact information for each board member so that he can produce a laminated card for each board member that contains all the requested information.
- 7) As requested at the previous meeting, Jeff Griffin provided a flyer to the Board of possible floor stand, mini-stand, and table cover that NCBIA can purchase for use at conferences and similar events. These items display the NCBIA logo. It was determined that table skirts instead of covers would be more logical as they would require less cleaning.
 - Jeff Griffin/Jim Roberson (motion/second/passed) Allocate up to \$600 to purchase 2 table skirts, 2 mini-stand banners, and 1 floor stand banner.
- 8) Additional items need to be purchased for “giveaways” at conferences.
- 9) Committee requests copies of Board meeting minutes for the past two years that are currently missing from the web site. Carl will locate the documents and provide them to the committee.

J. Nominating (Les)

- 1) Assigned all applications for service that have been received except for one. One applicant will need to be contacted as the committee(s) for which they applied is full.
- 2) A member had been asked why board positions that become vacant as the result of an unfulfilled term is filled by a person selected by the Board instead of elected by the membership. As elections are held at the annual meeting it is usually impractical to leave the position open until the annual meeting. The By-Laws, therefore, indicate that the remainder of an unfulfilled term be filled by a member selected by the Board.
- 3) Need to clarify that nomination time at the annual conference is the time to make nominations.
- 4) Need to clarify that the President’s breakfast at the annual conference is by invitation only. Consideration will be given to removing it from the printed agenda that is distributed to the general membership in an effort to avoid confusion about who should/can attend the breakfast.

K. Program & Site Selection (Amy) – Annual Conference

- 1) Same location as 2015.
- 2) Hospitality guest room will be provided at no additional charge.
- 3) Room rate - \$150 a night.

- 4) Board members are encouraged to make reservations as soon as the contract is signed to ensure availability of the special room rate.
- 5) Entertainment is not determined.
- 6) Hotdogs and Hamburger dinner was agreeable to everyone and will be considered again for 2016.
- 7) Extra effort will be made to keep the banquet events on schedule.
- 8) Committee wishes to email membership for suggested 2017 site.

8. New Business

A. 2016 NCBIA Annual Meeting Location: See item 7K1 above.

B. Winter Code Seminars:

- 1) Leaders for all of seminars have not yet been finalized.
- 2) Rick Zamani is taking care of all QA sessions for all three conferences.

C. Past Codes Online: A link will be provided.

D. Post Nomination Process on the Web Site: In progress.

E. Board Gmail Accounts: Establish as soon as possible.

F. Blue Beam Project Tracking Capability in the Cloud: Tom emailed a trial version to all Board members.

G. Building Inspector Practice Exams and Questions: The sample code exam test questions on the DoI web site are not from the 2012 edition. Chris Noles will investigate as to why the questions are not reflective of the 2012 code edition.

H. NCBIA Building and Residential Code Flash Cards: Not discussed.

I. Inspector Apprenticeship Program: Chelsea Laws, Supervisor, Chapel Hill Code Enforcement Department, at the request of the Board presented information regarding NC apprenticeship programs for students wishing to pursue a profession in code enforcement. Through one of the State's apprenticeship programs Chelsea was able to work toward and receive her Level 3 Building Certificate. Chelsea also indicated that a similar program exists for veterans. The importance of this item is that the Board is looking at possible ways to prepare future code enforcement (building safety) officials.

9. Other Business

A. ICC Region 8

- 1) 2015 December meeting will be in Gatlinburg, Tn.
- 2) Officers currently change annually. This has become a problem for the Regions bank. The bank is no longer willing to have a different contact annually.
- 3) There currently 2 vacant Region 8 positions.

B. Raise the Profile – Jeff Britt/Amy Britt (motion/second/passed) Establish a 2-year committee to pursue methods of raising the profile of the NC code enforcement community. Dan Dockery is appointed chair of the committee by the Board President.

C. Gifts – The meeting minutes will be amended at a later date to document this item.

D. Les Everett shared correspondence between him and the NC Code Officials Qualifications Board regarding expectations of inspections in light of recent legislation.


- E. The last part of October 24th and the day of October 25th was spent developing goals for the organization. Jeff Griffin recorded the 16 goals and will email them to the Board members. Board members will then prioritize these goals prior to the February Board meeting in Aberdeen. The goals will then be discussed and assigned at the February meeting. See Attachment A.
- F. Dan Dockery/Les Everett (motion/second/passed) One copy of “Inspector Skills” book will be presented to each jurisdiction that sends a member(s) to all 4 days of the 2016 Winter Conferences. 100 copies plus shipping and tax is authorized. A sticker with the NCBIA logo will be placed on the book. A letter or email of thanks will be sent to the department manager for each jurisdiction that receives a book.

10. Adjournment – The Board adjourned the meeting for the day at 6:30pm on October 24th and 12:00pm on October 25th.

11. Summary of Motions:

- A. Amy Britt/Jeff Britt (motion/second/passed) The July 29, 2015 Minutes were approved with deletion of duplicated items 1 thru 4.
- B. Dan Dockery/Jeff Griffin (motion/second/passed) Beginning in 2017 the Barry Gupton scholarship and the second construction scholarship will be offered as an endowment to NCSU and the VANCE/Granville School System respectively.
- C. Dan Dockery/Les Everett (motion/second/passed) Awards & Scholarships Committee will issue letters of acknowledgement and appreciation upon receipt of a scholarship application. The letter will also identify any deficiencies in the application so that the applicant may correct the deficiency in any future applications.
- D. Jim Roberson/Michael Rettie (motion/second/passed) Committee is authorized to spend up to \$142.00 to secure a new web site hosting vender for the next 2 years.
- E. Jeff Griffin/Jim Roberson (motion/second/passed) Allocate up to \$600 to purchase 2 table skirts, 2 mini-stand banners, and 1 floor stand banner that contain the NCBIA logo.
- F. Jeff Britt/Amy Britt (motion/second/passed) Establish a 2-year committee to pursue methods of raising the profile of the NC code enforcement community. Dan Dockery has been appointed chair of the committee.
- G. Dan Dockery/Les Everett (motion/second/passed) One copy of “Inspector Skills” book will be presented to each jurisdiction that sends a member(s) to all 4 days of the 2016 Winter Conferences. 100 copies plus shipping and tax is authorized. A sticker with the NCBIA logo will be placed on the book. A letter or email of thanks will be sent to the department manager for each jurisdiction that receives a book.

Respectfully submitted by,



Carl Martin
NCBIA Secretary

ATTACHMENT A

NCBIA- Key to moving forward-Strategic Planning Session October 25th, 2015

1. New Director/Board member packet (introduction letter, responsibility and duties)
2. New Board member training session 1-2 hours (possible training at the annual meeting, maybe give to all as a refresher)
3. Correspondence (Have directors use letterhead and send out information from the Board to jurisdictions in their area including City/County Managers and elected officials).
4. Continued outreach to other organizations like AIA.
5. Survey members regularly, engage them on what they need.
6. Consistency photos (collect issues from various jurisdictions for training classes)
7. 1 hour consistency training at winter code seminars (Collect top 5 building defects)
8. Media and Publications committee-Publish an association "Best Practices" list for how inspectors, possible contractor list (Place on website).
9. Legislative Committee- Opinion letter to legislature (board photos and contact information for legislature).
10. Education committee come up with a draw for the seminars and promote/market to the entire association, try to reach smaller jurisdictions and draw in new inspectors (what brings in people like previous years such as giving an update on new amendments and interpretations keeping the membership in the loop)
11. Media and Publications committee-Produce quarterly topic e-mail blast
12. Expand the number of scholarships- possible provide a \$500 scholarship to someone in every County in NC.
13. Create an associate membership or professional member classification to reach out to design professional or suppliers/vendors
14. Create 1 more additional seminar, COCO seminar?
15. Do we want to create chapters within the association?
16. Creating a committee (1-2 year commitment) raising the profile.