

# Meeting Minutes

## **Virginia Plumbing & Mechanical Inspectors Association**

Board of Directors Meeting #2

Louisa, Va.

February 23, 2018

President McLehane called the meeting to order at 10:00 a.m.

**In attendance:** Thomas Clark, Jay Otto, Chett Reynolds, Johnny Vannoy, Chris Martin, Jonathan Sargent, Richard Grace, Ship Harper, Randy Bowman, Jane Kim, Dustin McLehane, Donald Mimms, Anthony McMahan, Ellis McKinney, Ron Clements, Vic Hines, Bob Adkins, John Seay, Rick Witt and Jeff Brown

## **Meeting was started with the Pledge of Allegiance**

### **Agenda Approval:**

- *Scrape books* (Scrape books needs a new home. Skip has been storing them for years. Scrape Books contains history of VPMIA)(Dustin took books after the meeting)
- *DHCD Essay*

Agenda Approved as modified.

**Determination of Quorum:** Quorum was established.

## **Report of Officers:**

**Secretary:** Approval of last meeting minutes (November 2017) - Approved

**Treasurer:** See Attached Treasurer's Report

Accounts: Checking – 62,853.11 / 2018 Richmond Fund – 9,008.71

Visas: Zero Balances

Pay Pal:

Yearbooks:

ICC Region VII: Paid 100.00 (Shared Amount)

Governors' Conference check

Randy Pearce - Career Day: VPMIA is providing trinkets

DHCD Stipend (25,000.00 coming) Need to deposit into the ICC 2018 – Richmond Fund (10,000.00 was funded last year)

- April 2018 (Needs to deposit another 10,000.00 into fund)
- 10,000.00 will be submitted now **(BOARD APPROVED TO SUBMIT TODAY)**
- 40,000.00 Meet? **(Please provide account overview)**

**Executive Secretary:** See attached Report

- Can we get a list of who has not paid by localities?
- Chris will break out members by locality who hasn't paid

**Ex-Officio Committees:**

**ICC:**

- Group A is scheduled for April 2018
- ICC Conference in Richmond 2018
- New Changes – Table Changes. Review ICC Webpage for new changes
- Building Safety Month Banners available through ICC
- Verify your Voter Validation with your Building Official

**ICC Region VII: Rick Witt See (Attached Report for more information)**

**DHCD: Jeff Brown (See attached report for more information)**

- Building Safety Month (Three Prizes – Small, Medium & Large Localities)
- Code Adoption – New Governor – Waiting on Signature
- Fire Committee is delaying Adoption
- **Bill Shelton has retired – Motion to submit 500.0.0 toward his retirement \*\*\*Motion Approved\*\*\*** Ellis to write check today and give to Skip. Write check for Governors Housing also and give to Skip
- Rick Witt Cautioned on Posting Unsafe Structures Procedure (Check TRB Meeting Minutes in April 2018)
- Partnering with DHCD Essay Program
  - VBCOA has Pledged 1500.00
  - **Motion for VPMIA to also Pledge 1500.00 – \*\*\*Motion Approve\*\*\***
- Proposed September Adoption
- cdpVA – Updated with current approved changes
- Vernon may retire this year
- Governors Convention 2018 is going to be in Northern Virginia (Arlington/November)
- Legacy Reports will be available on DHCD Webpage soon (Model Codes)
- Building Code Academy – (Code Update Training in Progress. Summer Rollout)
  - Core Modules being updated to the 2015 Code

**DPOR: Michael Redifer (See Attached Report)**

**Standing Committees:**

**Advertising/Yearbook: Anthony McMahan**

- Discussion on Process
- More work than anticipated by Anthony
- Confusion on sending checks to appropriate people
- Received approximately 6 checks to date
- UL is receiving a complimentary table top (Providing Training)
- Ron and Jane may be removing themselves from the Yearbook process (Out of State issues)
- Discussions on a local company to provide service
- Printing cost is similar to Ron and Janes cost
- Last year's Cost approx. 2200.00
- Anthony's involvement with the yearbook has reduced the cost
- The organization should not take on the responsibility of the yearbook design
- Need to revisit this again over the summer for next year's yearbook
- Jane's challenges is getting good pictures (jpg.) from advertisers
- Dustin to reach out to the person taking pictures over the last several years at the SOI for his files

**Auditing: No Report****Bylaws: Proposed Change of Executive Secretary Duties**

- Discovered a discrepancy in the job duties of the Executive Secretary. The State Corporation Commission dues need to be filed by the end of November each year. Under the current duties, we have this to be completed each January under the current duties.
- Changed approved in Bylaws

**Awards:** Received Nominees. Reviewing submissions. Sent information to Vender for pricing

**Certification/Education: Skip Harper**

- SOI Classes
  - Medical Gas – Excellent Class
  - Swimming Pool Code
  - Fuel Gas
  - Commercial Cooking
  - NEC Classes
  - This is Skips final year on the Committee
  - New President will be Chairman of this Committee
  - Good Training is out there for the asking

**Nominating: Richard Grace**

- Looking to fill Positions during the SOI Meeting
- District Directors Position (Bill Al... Old Position) Dustin working on this
- District 1 – Looking to fill

- New Officers

**Legislative: Ron Clements (See attached report)**

**Information Technology: Skip Harper**

- Jane Kim will be the new Web Master. **Welcome Aboard!**

**PMG Code Change Committee: Tom Clark**

- Waiting on the publications of code changes on the ICC Webpage. Proposals to be posted on the VPMIA Webpage for review and comments

**School of Instruction: Skip Harper**

- Discussions on Handouts (Download from the VPMIA Webpage)
- Discussion on using a printing company to print certifications (Approx. 250.00 Certifications are needed)
- Sign in Sheet recognizes attendance of members for certifications
- Discussions on providing Thumb drives with handouts loaded on them
- Certifications (Making handouts, available on VPMIA Webpage)
- Dustin will print out Black and White Certifications for the classes **\*\*\*Approved\*\*\***
- This should be brought up again prior to next year's SOI

Trinkets for SOI (Coffee Cups, Pens, Can Coolers, and umbrella's with VPMIA Logo)

**\*\*\* Motion Approved to purchase 150 umbrella's with the VPMIA Logo\*\*\***

**Scholarships:**

- **School of Instruction** – in the past, we haven't provided scholarships for the SOI

**Time and Place: Skip Harper/Bob Adkins**

- Next SOI is proposed for Northern Virginia
- Board of Directors Meeting Location – Discussion on the possibility of relocating from the Louisa County Government Center
  - Chesterfield Government Center?
  - We still can meet at Louisa if the Board would like to
  - No decision made at this time

**Ad Hoc Committees:**

**BCAAC: Randy Pearce - No Report**

- Next Meeting is March 13, 2018

**Building Safety Month: Dustin McLehaney /James Anjam**

- ICC is offering free Posters (2 Posters) Dustin will email information

- Bill Aldridge Award
  - Discussion on how to award Award
  - By Districts?
  - Similar to DHCD Process ( Competition among the Small, Medium and large Counties)
  - Certification would be in form of a Free Lunch or Training for the winning Counties
  - Three free Certifications to a future SOI Event (Locality)
  - Locality for each District (4 Districts)(Two Certifications)
  - District Directors will decide on the locality winner
  - Possible that no one receives the Award
  - This needs to be address further for future awards
  - Building Safety Month follows the SOI. When do you give out awards?
  - Proposed a Building Safety Committee to work through the process
  - Suggested of renaming an existing award to the Bill Aldridge Award
  - **Discussion on VPMIA funding districts for Competition (Set amount of 400.00 Max/District) Total of 1600.00 for budget propose. District must apply for money. Apply to the Chair of the Building Safety Month. Set an application date for cut-off. \*\*\*Motion Approved\*\*\***

**Virginia Code Education Conference: *Dustin McLehaney***

- No Report

**VBCOA Liaison: *Skip Harper - No Report***

- Skip Harper will be stepping down form this committee
- Incoming President will Hold this Position

**New Business:**

- Dustin McLehaney - Need to have a Verbal approval for purchasing from the President of VPMIA
- **\*\*\*Motion to Approve to donate 500.00 to WICE to help with their scam issue\*\*\*Approved)**
- Scholarships - ICC Ohio CAH Hearings
  - It was voted not to provide scholarships to Ohio but to the 2018 Richmond ICC
  - Discussion if scholarship is awarded, the person would have to help at the Welcome to Virginia Table
  - VPMIA should provide the scholarships during the 2018 ICC Richmond Code Changes
  - \*\*\*Motion Approved to not provide a scholarship to Ohio, but to Richmond\*\*\***
- Dustin McLehaney - Discussion on providing some kind of a Challenge Chip (Poker Chips) Round Poker Chip with VPMIA on the outside ring and the wording 2018 Richmond, VA
- **Approximately 1000.00 Poker Chips \*\*\* Motion Approved to Provide Poker Chips for the 2018 ICC Code Hearings in Richmond, VA.**

- Trinkets for the 2018 ICC Richmond Code Hearings

### **Old Business:**

- Governor's Conference – Northern Virginia Area (November 14, 15 &16, 2018)
  - VPMIA President to attend
  - VPMIA Booth for the Conference
  - VPMIA Presidents Hotel Room to be paid by VPMIA
  - Book room early – Event fills up fast
  - VPMIA Fee to attend is 500.00
  - This event is great for Networking the VPMIA Name

### **Other Business:**

#### Presidents Welcome – SOI

- Are we having this/Bar/Hour
  - Beer and Wine will be provided by VPMIA for one hour. Dustin will review with the Event Organizer (Pat)
  - This is held during the First Day?
  - Last year was a Paid Bar after the use of two drink tickets provided by VPMIA
  - Dustin will email the Board of his findings

#### 2018 ICC Richmond Event – See attached Other Business Agenda Item (James)

- Need volunteers to help as ambassadors for the event
- Bob Adkins hasn't heard from the committee he joined (Welcome Committee)
- The Welcome Event will be at the Old Train Station
- Hired New Vender to Host the Event.

### **Overview of Motions Approved during BOD Meeting:**

1. Bill Shelton Retirement – Motion to submit 500.0.0 toward his retirement - Motion Approved
2. DHCD Building Safety Month Essay - Motion for VPMIA to Pledge 1500.00 – Motion Approved
3. SOI Trinkets - Motion Approved to purchase 150 umbrella's with the VPMIA Logo
4. Building Safety Month (Bill Aldridge Award) Discussion on VPMIA funding districts for Competition (Set amount of 400.00 Max/District) Total of 1600.00 for budget propose. District must apply for money. Apply to the Chair of the Building Safety Month. Set an application date for cut-off. Motion Approved
5. Motion to Approve to donate 500.00 to WICED to help with their scam issue
6. Motion Approved to not provide a scholarship to Ohio, but to 2018 ICC Richmond
7. Motion Approved to Provide Poker Chips for the 2018 ICC Code Hearings in Richmond, VA. (Approximately 1000.00 Poker Chips)
- 8.

**Adjourn: 2p.m.**