

Virginia Plumbing & Mechanical Inspectors Association

May 24th 2013 BOD meeting

Chesterfield County Government Complex

President Rimel called meeting to order at 10:00 am

In attendance: William Aldridge, David Beahm Curtis Campbell, Ron Clements, Richard Grace, Skip Harper, Dustin McLehaney, Jay Otto, Randy Pearce, Paul Rimel III, John Seay, Shawn Strausbaugh, Rick Witt

Quorum: There were enough members present to have a quorum.

Agenda: Approved by the Board.

Reports of Officers

Secretaries Report: Minutes from the February 15th 2013 BOD meeting were approved. Received a letter of appreciation from the Sanderson family for the Resolution of Respect that VPMIA had sent.

Treasurer's Report: See attached report. Received scholarship funds from DHCD for the New Jersey hearings in the amount of \$ 7,500.00. Skip gave Richard a check from DHCD in the amount of \$ 4,500.00 of scholarship funding for the Dallas hearings.

Executive Secretary: See attached report

Vice President Report: Skip Harper thanked all who attended the Dallas hearings. Skip thanked Paul Rimel for all the work he did on the Building Safety Month project especially the news paper ads

President Report: Paul Rimel appointed Shawn Strausbaugh as the VBCOA liaison. Paul wanted to know who would maintain the Association awards plaques. Skip Harper has all the plaques except for the Chapter of the Year award which Bane Compton has at his office. John Seay made a motion to get the information as to the location of the award and to get a picture of the plaques and have them put on VPMIA's web page, which was approved by the Board. The plaques will remain where they are now. Paul will call Bane and have him take a picture of the award to be placed on the web page.

Old Business

Paul Rimel has worked on getting a CPA to take care of our tax exempt status. Dustin made a motion for Paul to proceed with his efforts in hiring a CPA. Ron Clements made a motion to amend this, to have a CPA chosen at the Presidents discretion be retained to investigate our tax exempt status and to do a financial audit of our records as well as retaining him as an on going advisor. This motion was approved by the Board. Paul will give a report on his findings at our BOD meeting in September.

The Time & Place committee is to make recommendations to the General Membership at the Summer School of Instruction to consider a location for the next years Summer School of Instruction.

New Business

Paul Rimel had appointed Richard the Interim Finance Director. According to the By-Laws this should be a Board appointed position. There was a motion made to have the Treasurer appointed the Finance Director which was approved by the Board. Rick Witt made a motion to send a letter of support for the ICC candidates Steven Jones, Guy Tomberlin and Rob Drexler, which was approved by the Board. VPMIA will wait until the SOI in July before sending any other letters of support. Bill Aldridge asks for a donation from VPMIA for the Oklahoma relief fund Rick Witt made a motion that VPMIA donate \$ 500.00 to the fund. Skip made a motion to amend this to donate \$ 1,000.00, which was approved by the Board. John Seay made a

motion to submit an application for Chapter of the Year, Which was approved by the Board. A motion was made to have a free day of education at Graves Mountain this year, which was approved by the Board. There will be a free lunch for those that attend the morning meetings. Anyone coming in after 9:30am will be purchasing their own lunch. The scholarship funding will be recommended by Shawn Strausbaugh the PMG code committee chairman. The application dead line is July 26th. There was a discussion about raising the current line item from \$ 5,000.00 to \$ 7,500.00. This idea was rejected by the Board. There were discussions about purchasing Tee Shirts. Dustin made a motion to purchase Tee Shirts if 20 or more are ordered prior to July 15th. There is a minimum of 36 shirts that must be ordered. This motion was approved by the Board.

Ex-Officio Reports

ICC: See attached report. Guy suggested we partially fund Sean Reid from Johnson County Kansas to attend the DPOR public hearings. The Board voted to postpone this request until further information can be presented. Guy suggested the Board consider buying Bill Dupler a gift for his service to the ICC, Bill will be leaving the Board this year. Verify that you are a voting member prior to attending the New Jersey hearings.

ICC Region VII Report: No report

DHCD Report: See attached report

DPOR Report: No report

Ad Hoc Committees

BCAAC Representative: Randy Pearce was appointed VPMIA BCAAC Representative

Building Safety Month: See attached report

Joint Conference: No report next meeting set for June 7th in Louisa

VBCOA Liaison: See attached report

Standing Committees

Advertising/Yearbook: No report

Auditing: No report

Awards: No report

Bylaws: See attached report

Certification/Education/Training: See attached report

Finance: No report

Legislative: No report

Membership/Website: No report

Nominating: No report

PMG Code Committee: See attached report There will be a Code Committee meeting in Louisa on June 14th

School of Instruction: No report

Time & Place: See attached report

Adjourn: 2:45pm



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Treasurer Report May 22, 2013

See attached checking register from 03/01/2013 through 05/21/2013

To the best of my knowledge, based on the detailed information contained within the attached register, the following is a summary of the expenses associated with the 2013 VPMIA Annual School of Instruction held at the Holiday Inn in Sandston, Virginia between the dates of April 3, 2013 through April 5, 2013. If there were other costs associated with this event prior to the 03/01/2013 register, I was unable to locate such information.

Income consisting of registration, yearbook advertising, and tabletop vendors;

\$15,570.00

Expense consisting of plaques, gift cards, casino vendor, hotel and ball room, yearbook printing, and postage and supplies;

\$19,446.87

Balance – (\$3,876.87)

VPMIA provided scholarship funds to seven individual members to attend the ICC Committee Action Hearings held in Dallas, Texas between the dates of April 21, 2013 through April 30, 2013. The Department of Housing and Community Development (DHCD) pledged to match funding for these individuals, up to a total of \$4,500.00. The total cost for these scholarships (air fare/vehicle, shuttle, hotel, meals) equaled \$8,048.50. At present, VPMIA is awaiting processing of matching funds from DHCD.

Respectfully submitted,

Richard Grace

Register 03_01_2013 to 05_18_2013

VPMIA5/21/2013 9:05 PM

Register: Checking

From 03/01/2013 through 05/21/2013

Sorted by: Date, Type, Number/Ref

Date	Number Payment C	Payee Deposit	Balance	Account	Memo
03/01...	dpor tr...	contractor training		Chesterfield Co. ...	deposit
		100.00	33,373.22		
03/01...	paypal	robert morris		Membership	deposit
		28.83	33,402.05		
03/01...	void1404	Jane Fitzg return check		Other Types of Ex...	Deposit
		500.00	33,902.05		
03/01...	2013soi	registration&AD's		2013soi&AD's	deposit
		2,555.00	36,457.05		
03/01...	1405	VPMIA Ladies Auxiliary		Other Types of Ex...	expense
		500.00	35,957.05		
03/12...	advertise	2013 SOI advertise		2013soi&AD's	deposit
		785.00	36,742.05		
03/12...	pay-pal	Membership Dues		ron bladen/david ...	deposit
		86.49	36,828.54		
03/12...	2013SOI	registration 2013 SOI		2013 SOI	deposit
		1,200.00	38,028.54		
03/12...	fee	BB&T		service fee	expense
		2.00	38,026.54		
03/18...	DPOR	Training Proceeds		Chesterfield Co. ...	deposit
		450.00	38,476.54		
03/18...	2013 add	Yearbook advertising		plumbing doc	deposit
		200.00	38,676.54		
03/18...	2013SOI	registration 2013 SOI		prince william&va...	deposit
		375.00	39,051.54		
03/22...	ICC	Yearbook Ads		advertisement	Deposit
		200.00	39,251.54		
03/22...	shirt sale	old style shirts		bob and tom	deposit
		20.00	39,271.54		
03/22...	SOI 2013	registration 2013 SOI		SOI Attendees	Deposit
		2,740.00	42,011.54		
03/25...	1407	Jefferson Engraving		2013 SOI plaques	expense
		1,118.04	40,893.50		
03/27...	1406	Dominoes Pizza		Code Committee Me...	expense
		62.94	40,830.56		
03/27...	1408	Dominoes Pizza		Code Committee Me...	expense
		49.81	40,780.75		
04/01...	SOI2013	registration 2013 SOI		SOI Attendees	deposit
		1,750.00	42,530.75		
04/01...	SOI2013	Yearbook Ads		sheltoncartwright...	deposit
		600.00	43,130.75		

Register 03_01_2013 to 05_18_2013

04/08... 2013dues	Membership Dues	membership renewal	deposit
	300.00 43,430.75		
04/08... SOI 2013	tabletop and Ad's	vendors	deposit
	1,450.00 44,880.75		
04/08... SOI 2013	registration 2013 SOI	registration fee ...	deposit
	2,440.00 47,320.75		
04/08... SOI 2013	shirt&umbrella sales	shirt&umbrella sales	deposit
	372.50 47,693.25		
04/08... checkdebit	envelopes-officemax	debitcard	expense
	21.61 47,671.64		
04/08... checkdebt	envelopes-officemax	debitcard	expense
	32.62 47,639.02		
04/08... 1409	bb&t gift cards	2013 GIFT CARDS	expense
	140.80 47,498.22		
04/08... 1410	casinos by delvecchios	2013 SOI	expense
	1,050.00 46,448.22		
04/08... 1411	hilton garden hotel	2013 SOI	expense
	5,010.00 41,438.22		
04/08... 1412	Holiday Inn Sandston Va	2013 SOI	exense
	8,156.25 33,281.97		
04/11... checkcard	Holiday Inn Sandston Va	2013 SOI	expense
	400.02 32,881.95		
04/11... checkcard	norton software	anti virus	expense
	29.99 32,851.96		
04/11... fee	BB&T	service fee	expense
	2.00 32,849.96		
04/17... 1413	Richard Grace	Portland expense	Portland
Expense ...	95.00 32,754.96		
04/17... 1414	Taylor Sanderson Memor...	memorial contibution John	
Sanderson VP...	100.00 32,654.96		
04/19... PayPal	membership renewal	Membership:Member...	Transfer
from PayPal	57.66 32,712.62		
04/19... 2122	Yearbook Ads & Reimbur...	Program Income:Ye...	Construction
Trad...	200.00 32,912.62		
04/19... 44264	Yearbook Ads/Reimburse...	Program Income:Ye...	L. A. Lacy,
Inc	200.00 33,112.62		
04/19... 321152	2013 SOI Registration	2013 Registration	County of
Spotsyl...	250.00 33,362.62		
04/19... 381050	2013 SOI Registration	2013 Registration	Culpeper
County	425.00 33,787.62		
04/19... 1415	Ron Bladen	2013 SOI	Postage and
Supplies	316.76 33,470.86		
04/19... 1415	Ron Bladen	Dallas Trip	Air Fare
	219.75 33,251.11		
04/22... FEE	BB&T	service fee	Service Fee
	2.00 33,249.11		
04/29... Visa	Richmond Times	advertisement	Building
Safety M...	763.00 32,486.11		
05/02... 1416	PMPV/VAPHCC	Associate members...	Associate
Members...	100.00 32,386.11		
05/02... 1417	Curtis Campbell	Dallas Trip	

		Register 03_01_2013 to 05_18_2013			
Food/Hotel/Fuel		746.90		31,639.21	
05/02... 1417	Curtis Campbell				memorial contibution John
Sanderson Ph...	10.46		31,628.75		
05/02... 1418	robert morris				Dallas Trip
Food/Hotel/Flight	1,578.21		30,050.54		
05/02... 1419	Lynn Underwood				Dallas Trip
VBCOA... 390.75		29,659.79			1/2 Hotel -
05/02... 1420	Bob Adkins				Dallas Trip
Food/Hotel/Flight	1,237.76		28,422.03		
05/02... 1421	Bob Adkins				Dallas Trip
Total fo...	80.56		28,341.47		Error in
05/02... 1422	Ron Bladen				Dallas Trip
	861.16		27,480.31		Food/Hotel
05/02... 1422	Ron Bladen				Operations:Postag...
Memb... 55.12		27,425.19			Yearbooks to
05/09... 1423	david beahm				Dallas Trip
Food/Hotel/Flight	1,500.00		25,925.19		
05/09... 1424	Doyle Printing & Offse...				SOI Expense:Books
Printing 3,255.00		22,670.19			Yearbook
05/10...	Ferguson Enterprises				Program Income:Ye...
	200.00	22,870.19			Yearbook Ad
05/10...	DHCD				Matching Scholars...
Action ...	7,500.00	30,370.19			For Final
05/13... Bank Card	Staples				Office Supplies
and Stamps 22.34		30,347.85			Envelopes
05/18...	2013 SOI 50/50 Donatio...				Cheritable Donation
Woun... 115.00		30,462.85			To go to the
05/18...	Richard Grace				Dallas Trip
Balance fr...	66.59	30,529.44			Return
05/18...	Membership Dues				membership renewal
2 As... 220.00		30,749.44			5 Active and
05/18... Bank Card	Wounded Warrior Fund				Cheritable Donation
ID 5... 115.00		30,634.44			Internet Ref
05/18... 1425	Geary Showman				mail/USPS
Packets 32.48		30,601.96			New Member

From: Executive Secretary's Report
Date: May 14, 2013
Reference: BOD Meeting
To: Curtis Campbell , VPMIA Secretary

The following is a report of membership after the second mailing for 2013 dues.

Active Membership List-----317
Life Time Members-----18
Retired Members Paid Dues----- 1
Members Not Paid 2013 Dues-----56
Members Not Paid for Two Years-11

Total 2013 Dues Paid-----231 x \$30 = \$6,930

Associate Membership List-----59
Life Time Members----- 8
Members Not Paid 2013 Dues-----12
Members Not Paid for Two Years--14

Total 2013 Dues Paid ----- 25 x \$35 = \$875

Total 2013 Paid Dues \$7,805

New Active Members: Keith Johnson, Building Inspector for the County of Warren
William Miller, Building Inspector for the County of Warren
Edward Armel, Building Inspector for the County of Warren
Charles Lichliter, Building Inspector for the County of Warren
Gary Stump, Building Inspector II for the Town of Herndon

New Associate Member: Robert "Bob" Radford, with VIEGA, LLC from Annapolis, MD.

NOTE: Mailed out 14 New Member Packets, including the six above.

If anyone needs additional information, please contact me at 540-459-2789, c/phone 540-975-0782, or e-mail gshowman@shentel.net.

Thank You!

Geary W. Showman, CBO.
VPMIA Executive Secretary

**Virginia Plumbing and Mechanical Inspector's
Association Fiscal Year Budget**

REVENUE:	2005 History	2006 Proposed	2006 Actual	2007 Actual	2008 Actual	2009 Actual	2010 Proposed	2011 Actual	2012 Actual	2013 Proposed
Active Membership	\$7,260	\$7,260	\$8,285	\$6,900	\$6,150	\$10,260	\$10,000	\$11,691	\$6,887	\$8,000
Associate Membership	\$945	\$945	\$2,000	\$1,435	\$1,015	\$1,190	\$1,500	\$1,295	\$1,190	\$1,500
Spring SOI	\$17,890	\$17,890	\$13,319	\$18,290	\$20,000	\$13,995	\$20,000	\$13,842	\$14,615	15,000
Graves Mountain Lodge	\$4,650	\$4,650	\$2,030	\$1,200	\$2,000	\$921	\$0	\$0	\$0	\$0
Winter Meeting	\$300	\$300	\$345	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Promotional Items	\$750	\$750	\$0	\$970	\$1,300	1,913	\$2,000	\$515	\$1,890	1,500
Contractor Training	\$1,500	\$1,000	\$0	\$0	\$0	\$565	\$800	\$17,765	\$0	\$1,000
DHCD SCHOLARSHIP	\$6,600	\$1,000	\$12,000	\$0	\$7,000	\$6,500	\$6,500	\$14,500	\$8,500	\$10,000
Year Book Ads								\$3,589	\$3,007	\$3,000
TOTAL	\$39,895	\$33,795	\$37,979	\$33,409	\$37,465	\$37,522	\$40,800	\$63,197	\$36,089	\$40,000
EXPENDITURES	History	Proposed	Actual	Actual	Actual	Actual	Proposed	Actual	Actual	Proposed
Spring SOI	\$12,658	\$12,900	\$15,327	\$12,816	\$21,021	\$11,793	\$15,000	\$12,410	\$19,298	\$15,000
Year Book	\$0	\$0	\$2,720	\$2,894	\$3,948	\$3,675	\$4,000	\$3,340	\$3,843	4,000
Graves Mountain Lodge	\$2,567	\$2,600	\$2,363	\$2,335	\$4,211	\$1,533	\$2,000	\$1,146	\$1,697	\$2,000
Winter Meeting	\$0	\$600	\$562	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Promotional Items, Pins	\$1,610	\$1,600	\$3,409	\$3,075	\$3,438	\$2,193	\$2,000	\$3,669	\$5,106	\$2,000
Plaques, Flowers, Memorials	\$1,288	\$1,500	\$898	\$902	\$1,062	\$1,302	\$1,000	\$906	\$1,206	\$1,000
Board Meetings	\$800	\$750	\$576	\$657	\$691	\$669	\$700	\$568	\$393	\$700
Office Supplies and Postage	\$200	\$200	\$470	\$1,622	\$676	\$804	\$800	\$295	\$288	\$400
Historian	\$0	\$100	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Training Materials and Books	\$1,200	\$1,000	\$806	\$500	\$360	\$216	\$500	\$2,999	\$0	\$500
Misc.	\$80	\$50	\$230	\$158	\$133	\$78	\$150	\$96	\$178	\$150
Advertisement (Joint Conference)	\$500	\$500	\$1,000	\$0	\$0	\$0	\$500	\$0	\$0	\$500
ICC Scholarship	\$2,000	\$5,000	\$3,238		\$6,177	\$6,926	\$5,000	\$4,788	12,743	\$10,000
VBCOA Lobbyist	\$500	\$1,500	\$1,000	\$1,500	\$1,500	\$0	\$1,000	\$1,000	\$1,000	\$1,000
VICA Scholarship	\$300	\$300	\$105	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Treasurer's Bond	\$300	\$300	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
State Corp. Comm.	\$25	\$25	\$0	\$25	\$25	\$25	\$25	\$25	\$25	\$25
President's Discretion	\$67	\$500	\$0	\$500	\$0	\$0	\$500	\$0	\$48	\$500
Executive Secretary	\$456	\$200	\$282	\$240	\$300	\$333	\$500	\$201	\$154	\$500

Web Master	\$129	\$200	\$250	\$110	\$100	\$281	\$250	\$200	\$252	\$250
Ladies Auxiliary	\$500	\$500	\$500	\$500	\$500	\$500	\$500	\$500	\$0	\$500
Bank Services	\$0	\$50	\$0	\$0	\$0	\$13	\$0	\$16	\$16	\$0
ICC RegionVII						\$365	\$500	\$500	\$200	\$500
Lap-Top and Programs						\$2,157			\$789	
TOTAL	\$25,180	\$30,375	\$33,736	\$28,491	\$45,803	\$47,863	\$34,925	\$32,659	\$47,234	\$39,525

International Code Council Government Relations Update May 2013

President Obama Proclaims May 2013 National Building Safety Month

We at the GR department would just like to extend a special thank-you to everyone who helped our Building Safety Month be nationally recognized for the second year in a row! You can see the official proclamation here: <http://www.whitehouse.gov/the-press-office/2013/04/30/presidential-proclamation-national-building-safety-month-2013> You can help expand recognition for 2013 Building Safety Month with an official proclamation from your local, state and national leaders. Download the 2013 Building Safety Month Model Proclamation in PDF: http://www.iccsafe.org/BSM/Documents/2013/BSM_Proclamation.pdf.

ICC Launches "Get Everyone Certified" Campaign Together with Target

In its ongoing commitment to education and safe communities, Target will be awarding three code enforcement departments with a \$1,100 credit for ICC educational offerings, such as training and training materials. All departments with 100% newly certified staff will be entered into a drawing by population size. Winning departments will be recognized by Target at the ICC Annual Conference in Atlantic City, NJ, September 29-October 2. To be eligible for the drawing, building departments must submit the form by August 16. Get more information about the campaign here: <http://www.iccsafe.org/Accreditation/Pages/GetEveryoneCertified.aspx> and submit your 100% certified department for your chance to win here: <http://www.iccsafe.org/Accreditation/Pages/Isyourtechnicalstaff100certified.aspx>

ICC National Certification Exams—2012 Version Available Soon

Exams based on the 2012 codes will be administered via computer-based testing beginning July 1. [Register today](#) and be among the first to get your 2012 International Code certification. Computer-based testing for the 2009 codes is still available and will be offered through at least December 2013. Register soon to ensure your seat in the remaining 2009 computer-based exams. View the [computer-based testing exam bulletin](#). To see a full list of national certification exams, [click here](#). ICC also offers training materials that can help you prepare for your exam. [Click here](#) to view the 2012 materials in the ICC Store.

Code Council Seeks Nominations for 2013 Awards

If you know an exemplary individual or group whose contributions to building safety, code compliance, fire prevention, sustainability, public service or community service are commendable, nominate that person or group for an International Code Council award. Award recipients will be honored and recognized publicly for their accomplishments during the 2013 ICC Annual Conference in Atlantic City, N.J.

Nominations for the Bobby J. Fowler, Gerald H. Jones Code Official of the Year, Fire Service, Community Service, Affiliate and Raising the Profile awards will be accepted until July 1. Applications and details are available at

<http://www.iccsafe.org/newsroom/annual/Documents/2013AtlanticCity/2013AwardsNominationForm.pdf?r=2013Awards>.

Nominations for the ICC National Leadership in Sustainability Award must be submitted by June 1. Applications and details are available

<http://www.iccsafe.org/Membership/Councils/Documents/Sustainability/NationalLeadershipSustainabilityAwardApp.pdf?r=GreenAward>.

The Global Membership Award nomination deadline is July 15. Applications and details are available at <http://www.iccsafe.org/Membership/Councils/Pages/2013Call.aspx>.

Updated HUD Form Allows New Homes to Meet IECC Energy Requirements to Qualify for FHA Financing

The U.S. Department of Housing and Urban Development has updated its Builder's Certification of Plans, Specifications and Site form to require home builders to certify that a new home complies with the 2006 International Energy Conservation Code or a newer edition of the code. Homes not in compliance with the IECC will not qualify for Federal Housing Administration loan financing. While this is not a federal requirement for all new homes, it is a requirement for any home a builder wants to be eligible for FHA financing. You can view the updated form here:

http://portal.hud.gov/hudportal/documents/huddoc?id=92541.pdf&mkt_tok=3RkMMJWWfF9wsRonuK%2FIZKXonjHpfsX76OovT%2Frn28M3109ad%2BrmPBy%2B2YYFWp8na%2BqWCgseOrQ8IUPV9SxS80Vo60%3D

EPA Grant Competition Forecast for Calendar Year 2013

The U.S. Environmental Protection Agency (EPA) is committed to making it easier for communities to access our grant resources. Below is a link to the calendar of expected 2013 competitive grant opportunities that may be of particular interest to communities. These opportunities, as well as other EPA grant opportunities, will be posted on <http://www.grants.gov>. In addition, the EPA offers a Grants 101 Tutorial (http://www.epa.gov/ogd/training/resources_for_communities/epa_grants_101.htm) to assist communities in understanding the grants process.

Grant programs with open solicitations or that expect to have open solicitations in 2013 are noted in the table. To learn more about each program, (e.g., details on focus areas, eligible applicants, and funding amounts), visit the specific program link.

Want To Vote in Atlantic City? Read This:

All Governmental Member Voting Representatives wishing to vote in Atlantic City must comply with the following:

- Governmental Membership must have been active on April 1 and remain active (i.e. not lapse due to nonpayment) throughout the period from April 1 until the time of the hearings.
- All Governmental Member Voting Representatives must registered and validated through the online Electronic Voter Designation located at www.iccsafe.org.
 - The link is located under “Quick Links” at the left of the home page and at MY ICC.
 - Only the Primary Representative may make designate the Voting Representatives for his/her Governmental Member.
 - The Primary Representative must log in to the web site in order to view and complete the designation form.
 - Even if the Voting Representatives were designated in 2012, they **must** be redesignated and revalidated in 2013.
 - All Primary Member Representatives must designate or revalidate their Governmental Member Voting Representatives online by *August 30, 2013* to be eligible to vote at the Annual Business Meeting or Public Comment Hearing.

Anyone having trouble with completing the form should contact ICC Member Services at x3380 or members@iccsafe.org.

DHCD report
Building and Fire Regulation Division
May 22, 2013

Building Safety Month

In recognition of Building Safety Month, Deputy Secretary of Commerce and Trade Carrie Roth presented several members of the Virginia building community and code enforcement organization with the Governor's proclamation. The event was attended by Agency Director Bill Shelton, and Deputy Director Emory Rodgers, as well as board members from VBCOA, VPMIA, and ICC.

Code Connection Blog

DHCD is proud to bring back the DHCD Code Connection as a blog. Stay updated on the latest news and information from our Building and Fire Regulations Division. Please forward any news worthy events or happenings you would like us to blog about. Here is the link: <http://dhcdcodeconnection.wordpress.com/>

DHCD staff news

We have a number of staff changes to share - Larry Brock has left DHCD to take advantage of a number of career opportunities. We wish Larry the very best and thank him for his five years of service to the Agency and BFR. In Larry's absence any of the State Building Code staff can assist members.

We are pleased to welcome Richard Potts back to BFRD. Richard is our newest Senior Construction Inspector in the State Building Codes office (SBCO). Originally from Norfolk, Richard worked for SBCO before stretching his skills with the DHCD weatherization program the past few years. Please join us in welcoming Richard starting May 28th.

This past March the Virginia Building Code Academy was sad to send Joe McCoy to Detroit as he pursues a new career opportunity with General Motors. In Joe's absence we have completed the recruitment process and expect to bring on our new Training and Development Specialist very shortly. We look forward to introducing our new staff at an upcoming meeting.

Update on the 2012 Regulatory Cycle

Please note that the updated schedule for the 2012 Regulatory Cycle is now posted on the DHCD website. Members should note a number of specific dates in the process including:

In July the regulations will be published in Virginia Register, this starts the 60 day comment period.

A tentative Workgroup meeting for discussion on all remaining items and any new changes is August 22.

Public Hearing is scheduled for September 23.

Anticipate final approval by BHCD on December 16.

From that point we will wait for Governor's signature – remembering that we will have a new governor.

For a more detailed schedule please visit the DHCD website.

VPMIA Building Safety Month Committee Report First BOD's Meeting - May 24, 2013

- April 2013 - VPMIA's Building Safety Month Committee created a 1/8 page color newspaper advertisement for publication in the Richmond Times Dispatch. The Richmond Times Dispatch is a major metropolitan newspaper which circulates to over 117,000 daily readers. The ad incorporates ICC's Building Safety Month campaign logo and directs readers to VPMIA's website to learn about plumbing and mechanical safety and maintenance tips. The ad also incorporates a QR code capable of being scanned by various mobile devices and once scanned, mobile device users are automatically directed to VPMIA's website. The ad ran once on May 1st and again on May 14th. The total cost to VPMIA for these important public service advertisements was \$763.00 which was paid in full on April 26, 2013.
- April 2013 - In preparation for ICC's May 2013 Building Safety Month, VPMIA's Building Safety Month Committee created a series of plumbing and mechanical safety and maintenance tips for posting on VPMIA's website. When viewed online, each plumbing and mechanical safety tip includes embedded links which open a web page containing videos and/or technical articles which offer additional information on the subject matter. The safety and maintenance tips were made available at <http://www.vpmia.org/bsm.htm> for viewing, downloading and printing on April 30, 2013 and are still available on the website.
- VPMIA submitted a resolution in support of Building Safety Month 2013 to ICC on April 21, 2013. The resolution was the first Chapter Resolution or Proclamation to be posted on ICC's website. The resolution may be viewed at <http://www.iccsafe.org/BSM/Pages/proclamations.aspx> under Chapter Proclamations.
- VPMIA member, Randy Pearce spent three days instructing Vo-Tech Students in his locality on various code provisions of the Virginia Uniform Statewide Building Code.
- VPMIA's President attended the Building Safety Month Proclamation ceremony held April 14, 2013 on the steps of the Capital building in Richmond. The Proclamation was signed by Virginia Governor Robert F. McDonnell and was presented to the group by Carrie Roth - Deputy Secretary of Commerce and Trade. VPMIA member Guy Tomberlin - ICC Secretary/Treasurer was in attendance as well as VPMIA Honorary member Bill Shelton - Director of the Department of Housing & Community Development. Some others in attendance were VPMIA member Emory Rodgers - Deputy Director of Building and Fire Regulations, VPMIA member Kris Bridges - President of VBCOA, and Michael Toalson - Chief Executive Officer of the Home Builders Association of Virginia.
- The Committee encourages anyone having information on additional VPMIA Building Safety Month activities to provide them to the Building Safety Month Committee chairman for inclusion in VPMIA's ICC Chapter of the Year application.

Respectfully submitted,



Paul Rimel, VPMIA – Building Safety Month Committee Chairman



By-Laws Committee Report

May 24, 2013

The committee met on May 16th 2013 and continued working on the revised draft of the by-laws. Articles 1 through 5 had previously been given to the board. The committee has revised articles 6, 8, 9 and 10 and added article 11- Code of Ethics. The committee will be working on Article 7 at our next meeting. There is also a draft of the Job Duty and Committee description policy. The committee is requesting that the Board clearly define the ending of the school of instruction. This is important based on some language that the committee has put into the rewrite of the by-laws. The committee believes that the SOI ends at the close of the membership meeting part 2.

VPMIA Board of Directors

Job Duty and Committee Description Policy

Article I. – The Policy.

Section 1. – Authorization.

In accordance with Article III. Section 12. of the Association's Constitution and Bylaws, individual duties of the officers, District Directors, Immediate Past President, Executive Secretary, Webmaster, standing committee chairperson, and the duties and descriptions of each standing committee shall be in accordance with a job duty and committee description policy approved or amended by the Board.

Section 2. – Approval.

The Board does hereby approve the duties and descriptions contained herein as the *VPMIA Board of Directors Job Duty and Committee Description Policy* (hereinafter referred to as the policy.)

Section 3. – Amendment.

The policy may be amended during any Board meeting by a majority of the Board's voting members.

Article II. – Individual Duties.

Section 1. – The President.

- A. Conduct all Board and Membership meetings in accordance with the Association's Bylaws and Constitution and report any official correspondence sent or received to the members in attendance.
- B. Appoint each standing committee chairperson, not otherwise established by the policy, and forward the names to the Webmaster within thirty (30) days following the SOI. Standing committee chairpersons shall be Active or Lifetime Active members and shall not be appointed as chairperson of more than two (2) standing committees.
- C. Where the President served prior to his election as chairperson of a standing committee, other than the Audit and Budget Committee, he may continue to serve as chairperson of such committee(s) during his term(s) as President, unless otherwise approved by the Board.
- D. Appoint an adhoc committee chairperson where an adhoc committee is needed to perform a specific task. Adhoc committees shall be under the direction and authority of the Board.
- E. Appoint members to serve on local, state and national boards, committees and similar entities. Where representation is provided for by regulation or statute, the President shall appoint members to represent the Association.
- F. Establish the time and location of Board meetings in accordance with Article III. Section 10. of the Constitution and Bylaws. Regular meetings shall be scheduled within thirty (30) days following the SOI and not less than ten (10) days notice shall be given for special meetings. Once established, the time and location of all Board meetings shall be forwarded to the Webmaster.
- G. Notify the Board's voting members not less than three (3) business days prior to conducting a vote by electronic means.
- H. Prepare all Board and Membership meeting agendas and forward an agenda to the Webmaster not less than seven (7) business days prior to each meeting. The President shall list on the agenda any business of the Association specified by the policy or the Constitution and Bylaws.
- I. Submit the Association's ICC Chapter of the Year Report and provide a copy of the most recent report to the next President on or about the beginning of his term.
- J. Draft and submit other correspondence approved or requested by the Board.
- K. Serve as a non-voting, ex-officio member of all committees except the Nominations Committee or any committee of which he or she is chairperson.
- L. Perform such other duties prescribed by the Association's parliamentary authority.

Section 2. – The Vice President.

- A. Conduct Board and Membership meetings in accordance with the Association's Constitution and Bylaws in the absence of the President, and perform such other duties of the President specified by the policy or the Constitution and Bylaws.
- B. Record the meeting minutes in the absence of the Secretary.
- C. Serve as the Audit and Budget Committee chairperson.
- D. Perform such other duties prescribed by the Association's parliamentary authority.

Section 3. – The Secretary.

- A. Assist the presiding officer with the orders of business during each Board and Membership Meeting and report any official correspondence sent or received to the members in attendance.

VPMIA Board of Directors
Job Duty and Committee Description Policy

- B. Record the minutes of each Board and Membership Meeting and document all official business of the Association therein.
- C. The draft minutes of each Board and Membership meeting shall be forwarded to the Board for review within ten (10) business days following such meeting, unless otherwise stated herein. After a five (5) day review period, any necessary changes shall be made and the draft minutes shall be forwarded to the Webmaster not less than seven (7) business days prior to approval.
- D. The Secretary shall have available at each Board and Membership meeting not less than one (1) copy of any draft minutes submitted for approval, unless otherwise stated herein.
- E. Draft minutes of the Second Membership meeting Part (I) shall be submitted to the Membership for review and approval during the Second Membership meeting Part (II). The Secretary shall provide a photocopy of the approved minutes to the newly elected Treasurer.
- F. Upon approval, minutes shall be marked APPROVED. The Secretary shall sign and date the minutes and affix the secretary's title of office thereto. The Secretary shall have available during each Board and Membership meeting the Association's *Official Book of Minutes* and all approved minutes shall be retained therein. A digital copy of all approved minutes shall be forwarded to the Webmaster not less than ten (10) business days following approval.
- G. Draft and submit memorial resolutions in remembrance of past and present members and any immediate family member thereof. Memorial resolutions shall be submitted upon notification by any member. The Secretary shall forward a digital copy of each resolution to the Advertising/Yearbook Committee Chairperson.
- H. Draft and submit other correspondence approved or requested by the Board.
- I. The Secretary shall ensure his signature is assigned to the Association's financial account on or about May 1'st and shall administer the account in the absence of the Treasurer. The Secretary shall have his signature unassigned from the account on or about May 1'st following the close of his last term as Secretary.
- J. Perform such other duties prescribed by the Association's parliamentary authority.

Section 4. – The Treasurer.

- A. The Treasurer shall ensure his signature is assigned to the Association's financial account on or about May 1'st and shall administer the account until on or about May 1'st of the following year.
- B. The Treasurer shall sign and date any written contract which monetarily binds the Association and shall place the Association's copy of such contract in the Association's financial records.
- C. Serve as a member of the School of Instruction Committee.
- D. Place the original of each bank statement in the Association's financial records and accurately maintain a written financial ledger.
- E. Collect all revenue generated by the Association, including any contributions provided, and deposit such funds into the Association's account in a timely manner. Each deposit receipt shall be placed in the Association's financial records.
- F. Fund all expenditures approved by the Board and all expenses listed in the budget.
- G. Submit a written report of the Association's finances at each Board and Membership Meeting and submit any additional reports requested by the Board.
- H. Provide all financial records requested by the Audit and Budget Committee chairperson.
- I. Unless the Treasurer is serving a second term, the past Treasurer and current Treasurer shall transfer the Association's financial account, financial records and any electronic devices, storage media or financial software on or about May 1'st. Where the past Treasurer is neither the current Treasurer nor the current Secretary, his signature shall be unassigned from the account on or about May 1'st following the close of his term.
- J. Perform such other duties prescribed by the Association's parliamentary authority.

Section 5. – The District Directors.

- A. Direct the Association's activities within their respective district and report the suggestion or concern of any district member to the Board.
- B. A District Director shall be a member of the School of Instruction Committee where the upcoming SOI is to be held within his district.
- C. Serve as members of the Membership Committee.

VPMIA Board of Directors
Job Duty and Committee Description Policy

- D. Serve as members of the Public Safety Committee.
- E. Serve as members of the Training and Certification Committee.
- F. Attend each Board and Membership meeting per term of office or appoint a representative from the district to report the district's activities to the Board.

Section 6. – The Executive Secretary.

- A. Serve as chairperson of the Membership Committee.
- B. Approve all categories of membership except Active Lifetime, Associate Lifetime, and Honorary membership. The Executive Secretary shall notify each new member in writing, or by email, following approval of a membership.
- C. Send all membership renewal notices not later than December 1st.
- D. Send a second notice to all members whose dues are not received by May 1st.
- E. Maintain the Association's official membership roster in accordance with Article II. Section 2(A), Article II. Section 3, and Article III. Section 3(B). of the Constitution and Bylaws.
- F. Forward all dues, invoices, and financial documents received to the Treasurer within thirty (30) days of their receipt.
- G. Forward new memberships to the Webmaster within thirty (30) days of approval and any expired memberships within thirty (30) days of expiration.
- H. Receive any letter of resignation submitted by a Board member, and present it during the next Board meeting.

Section 7. – Webmaster

Serve as chairperson of the Information and Technology Committee.

Section 8. – The Immediate Past President.

- A. Serve as chairperson of the Public Safety Committee.
- B. Serve as chairperson of the Nominations Committee.

Section 9. – The Committee Chairperson.

- A. Appoint those committee members not established by the policy, and forward the names of all committee members to the Webmaster prior to adjournment of the First Board of Director's Meeting.
- B. Schedule and preside over all committee meetings, and advise the committee of any action recommended by the Board.
- C. Report, or cause to be reported, any committee findings or recommendations during each Board and Membership meeting except during special meetings unless listed on the agenda.

Article III. – Duties and Descriptions of the Standing Committees.

Section 1. – Standing Committees.

- A. A standing committee shall consist of the chairperson and all committee members whether appointed or established by the policy.

Section 2. – Advertising and Yearbook.

- A. The committee shall consist of not less than three (3) members.
- B. Publish the VPMIA Annual Yearbook and provide one (1) yearbook to each member attending the SOI.
- C. The program of events shall be published in the yearbook.
- D. Publish the Constitution and Bylaws in each edition of the yearbook.
- E. Publish the names of the Charter Members, Past Presidents, serving Board members, and the previous awards recipients in each edition of the yearbook.
- F. Publish any correspondence submitted by the President.
- G. Each resolution received by the chairperson shall be published in not less than one (1) edition of the yearbook.
- H. Publish not less than one (1) code or trade related article in each edition of the yearbook. No such article shall be published without written consent of the author(s).
- I. Manage an advertising campaign and seek out sponsors to advertise in the yearbook.
- J. The committee chairperson shall collect all revenue generated through the advertising campaign and shall forward such revenue to the Treasurer within thirty (30) days following the SOI.

VPMIA Board of Directors Job Duty and Committee Description Policy

Section 3. - Audit/Budget.

- A. The committee shall consist of not less than three (3) members. Neither the Secretary nor the past or current Treasurer shall be members of the committee.
- B. The Vice President shall be chairperson of the committee.
- C. Audit the Association's financial account prior to May 30'th and report the committee's findings during the First Board of Directors Meeting.
- D. Submit a budget proposal during the First Board of Directors Meeting. The proposal shall be amended as necessary and the Board shall approve the budget.
- E. Amend the budget where such amendment is approved by a majority of the Board's voting members. The chairperson shall maintain the budget and shall forward a copy to the Treasurer not less than three (3) business days following its approval or amendment.
- F. The chairperson shall submit any financial forms or documents required by law to the appropriate institution or government agency.
- G. The chairperson shall be authorized to seek professional services to assist the committee with its duties. Any compensation rendered by the Association for such services shall require prior approval by the Board.
- H. The chairperson shall ensure his signature is not assigned to the Association's financial account prior to the first committee meeting.

Section 4. - Awards.

- A. The committee shall consist of not less than three (3) members.
- B. Following the review of all nominations received, the committee shall select the award recipients.
- C. Award categories are those listed in the Association's Bylaws and Constitution. Any award not listed shall be approved by the Board and the Board shall select the recipient.
- D. Awards shall be presented during the SOI by the Awards Committee chairperson or his designated representative.
- E. An Awards Committee member shall not receive a listed award.

Section 11. - Public Safety.

- A. The committee shall consist of not less than five (5) members.
- B. The Immediate Past President shall be chairperson of the committee.
- C. The District Directors shall be members of the committee.
- D. Organize and oversee the Association's activities in support of Building Safety Month.

Section 5. - By-laws.

- A. The committee shall consist of not less than three (3) members.
- B. Draft any proposed amendment of the Association's Bylaws and Constitution recommended by the Board, and submit a draft of such proposal to the Board for review.
- C. Where reviewed and recommended by the Board, proposed amendments shall be submitted to the Membership in accordance with Article IV. Section 2. of the Bylaws and Constitution.
- D. The committee chairperson shall maintain the Association's official copy of the Bylaws and Constitution and all official policies approved or amended by the Board.
- E. The chairperson shall serve as the Association's Parliamentarian.

Section 6. - Information/Technology.

- A. The committee shall consist of not less than three (3) members.
- B. The Webmaster shall be chairperson of the committee and the website shall be the Association's official source of information.
- C. The time and location of all meetings shall be posted on the homepage not less than thirty (30) days prior to each meeting except that special Board meetings shall be posted upon notification by the President.
- D. An agenda and any minutes to be approved shall be posted on the homepage not less than five (5) business days prior to each meeting.
- E. The Association's membership roster, all official documents and forms, and minutes approved during the past two years shall be posted. Information pertaining to upcoming ICC events and any information forwarded by DHCD shall be available on the website.
- F. The chairperson shall maintain the Association's electronic enrollment system and shall provide each

VPMA Board of Directors Job Duty and Committee Description Policy

member with an identifying code recognized by the system. The chairperson shall forward to DHCD the attendance record of any member certified to enforce the plumbing, mechanical or fuel gas provisions of the USBC provided such attendance is approved by DHCD as continuing education for code enforcement personnel.

- G. The chairperson shall maintain a distribution list of all members who provide an email account on their membership application. The Webmaster shall send all email correspondence of the Membership to each member on the list.

Section 7. - Legislative.

- A. The committee shall consist of not less than two (2) members.
- B. Attend meetings of the Virginia General Assembly when possible, and be observant of any proposed legislation which pertains to the building industry.
- C. Report to the Board, and to the Membership, any proposed legislation that may impact the Association or its members.

Section 8. Membership.

- A. The committee shall consist of not less than five (5) members.
- B. The Executive Secretary shall be chairperson of the committee.
- C. The District Directors shall be members of the committee.
- D. Organize and oversee activities focused on recruiting new members.

Section 9. - Nominating.

- A. The committee shall consist of five (5) members.
- B. The Immediate Past President shall be the chairperson.
- C. The four next most immediate past presidents willing to serve shall be the committee members.
- D. Following the review of all nominations received, the committee shall select a nominee for President, Vice President, Secretary, Treasurer and a Director from each district of the Association.
- E. The chairperson shall report the name of each nominee during the Second Membership Meeting (Part I) and shall submit the list of nominees to the President.

Section 10. - PMG Code Development.

- A. The committee shall consist of the members in attendance and the chairperson shall preside over all committee meetings.
- B. Review and discuss any proposed change to the ICC Plumbing, Mechanical or Fuel Gas Code or to any PMG provision of the IRC.
- C. The chairperson shall assign any code change recommended by the committee to a committee member and such member shall prepare and submit the proposal to ICC. No proposal shall be submitted on the Association's behalf which has not been discussed and recommended by the committee.
- D. The chairperson shall forward the Webmaster all position statements approved by the committee.

Section 12. - School of Instruction.

- A. The committee shall consist of not less than three (3) members.
- B. The Treasurer and the District Director, within whose district the upcoming SOI is to be held, shall be members of the committee.
- C. Seek out a venue to host the SOI following the upcoming SOI and negotiate a verbal agreement with the responsible party at the least possible cost to the Association.
- D. The agreement shall include the necessary meeting rooms, meals and all other accommodations and services required and shall specify a reduced rate for a minimum number of guest rooms to be occupied by the attendees at no cost to the Association. The specified rate shall not exceed the established government employee rate for the locality.
- E. The chairperson shall report the details of such agreement during the Second Board of Directors Meeting and where approved by the Board, the chairperson, Treasurer and the District Director shall visit the venue and, upon verification that the Association's needs will be met, execute a written contract with the

VPMIA Board of Directors
Job Duty and Committee Description Policy

- responsible party in accordance with Article II, Section 4 (B), of the policy. Such contract shall list all significant details of the agreement and shall include the per room rate for attendees, the deadline for registering at such rate and any special code required for reservation.
- F. Seek out a venue to host the summer conference following the upcoming summer conference. Execute any necessary contract with the responsible party in accordance with Article II, Section 4 (B), of the policy.
 - G. Develop the SOI and summer conference registration forms and forward a digital copy to the Webmaster not less than forty-five (45) days prior to the event. The name and mailing address of the chairperson shall appear on the form and the chairperson shall receive and process the registrations.
 - H. Seek out vendors to sponsor code or trade related displays during the upcoming SOI.
 - I. The chairperson shall forward all revenue collected from the reservations and provided by the sponsors to the Treasurer not less than thirty (30) days following the SOI.

Section 13. - Training/Certification.

- A. Facilitate the presentation of code and trade related training during the SOI and during the summer conference. The committee shall seek out subject matter experts to provide the training.
- B. Stay apprised of DHCD's continuing education requirements and provide training opportunities which meet those requirements.
- C. Facilitate the presentation of code related training to tradesmen. Such training shall be provided in a manner that produces revenue for the Association. Stay apprised of DPOR's continuing education requirements and submit attendance records in accordance with those requirements. The chairperson shall verify the Association's status as an approved continuing education provider prior to offering code update training to tradesmen.

Virginia Plumbing and Mechanical Inspectors Association

Constitution and Bylaws

Article I. - Name, Seal and Address.

- Section 1. The name of this organization shall be the Virginia Plumbing and Mechanical Inspectors Association, herein referred to as the Association.
- Section 2. The seal shall be approved by the Board of Directors, herein referred to as the Board.
- Section 3. The address shall be that of the Executive Secretary, unless otherwise approved by the Board.

Article II. - Mission and Objectives.

- Section 1. The Association's mission shall be to promote and protect the health, safety and welfare of all Virginia citizens and of all others who may live, work, play and visit within the Commonwealth.
- Section 2. The objectives of the Association shall be to:
- A. Promote uniform application of the Virginia Uniform Statewide Building Code.
 - B. Actively participate in plumbing, mechanical and fuel gas code development at state and national levels.
 - C. Provide opportunities for professional development by sponsoring or conducting training seminars.
 - D. Partner with organizations that share the Association's mission and objectives.
 - E. Encourage unity among code officials, governmental agencies and the private sector.
 - F. Recognize members who make contributions that further the Association's mission and objectives.
 - G. Maintain an organizational environment which promotes professionalism, mutual respect, mentoring, leadership and the pursuit of common goals.

Article III. - Membership.

- Section 1. Categories of Membership.
- A. Active Membership shall be open to governmental employees actively engaged in plumbing, mechanical and fuel gas code enforcement as prescribed in the VA Uniform Statewide Building Code; herein referred to as the USBC.
 - B. Associate Members shall be non-governmental employees interested or engaged in the building industry.
 - C. Lifetime Membership is open to Active and Associate members in good standing who have made significant contributions that advanced or supported the Association's mission.
 - D. Honorary Membership is open to individuals who are not currently members, but who have made significant contributions that advanced or supported the Association's mission.
 - E. Retired membership is open to Active or Associate members who have retired.
 - F. Student Membership is open to students actively engaged in the study of engineering, building design/construction and plumbing/mechanical apprenticeship/technical programs.
- Section 2. Membership shall be granted as follows:
- A. Application for Active, Associate, Retired and Student membership shall be submitted to the Executive Secretary on the Association's membership application form. Each application shall be reviewed, approved or disapproved by the Executive Secretary.
 - B. Honorary and special-offer type memberships shall be approved by the Board.

- C. Lifetime membership nomination forms shall be submitted to the Awards Committee Chairman. The Awards Committee shall review and select the recipients.

Section 3. Dues.

- A. Active, Associate, Retired and Student members shall pay dues and such dues shall cover the period from January 1 through December 31 of each year. Dues remitted after December 31 shall only cover the period until December 31 of the current year.
- B. Lifetime and Honorary members shall not be required to pay dues.
- C. Dues shall be set by the Board of Directors and listed on the Association's membership application form.
- D. Where any Active, Associate, Retired or Student member does not remit dues for two (2) consecutive years, the membership shall have expired and the member's name shall be removed from the roster. Expired memberships may be renewed in accordance with Article III. Section 2.A.

Section 4. Membership Meeting Voting.

- A. A quorum shall consist of the voting members in attendance.
- B. Only Active members and Active Lifetime members shall have the right to vote.
- C. All members shall have the right to make and second motions and to participate in discussion of any motion before the membership.

Section 5. Conduct.

- A. All members shall be committed to the Association's mission and shall conduct themselves in accordance with the Association's Code of Ethics. ~~See appendix A~~

Article IV. - Officers and Duties.

Section 1. The officers shall be Active members and comprised of a President, Vice President, Secretary and Treasurer.

Section 2. Officers shall be elected and installed at the Annual School of Instruction meeting, herein referred to as the SOI.

Section 3. Officer's terms shall be one year and officers shall serve no more than two (2) consecutive terms in the same office. Officers shall be elected and installed at the SOI. The terms of District Directors shall begin at the close of the SOI and end at the close of the SOI in the following year.

Section 4. Duties for each office shall be as outlined in the *Board of Directors Job Description Policy*, approved by the Board.

Article V – Districts and Directors

Section 1. District Directors shall be active members and shall be comprised of one (1) director from each of the association's four (4) districts as follows:

District I: Shall be the area, including all cities and towns that lie therein, created by the counties of Augusta, Arlington, Clark,, Culpeper, Fairfax, Fauquier, Frederick, Greene, Highland, Loudoun, Madison, orange, Page, Prince William, Rappahannock, Rockingham, Shenandoah, Spotsylvania, Stafford, and Warren.

District II: Shall be the area, including all cities and towns that lie therein, created by the counties of Alleghany, Amherst, Appomattox, bath, Bedford, Bland, Botetourt, Buchanan, Campbell, Carroll, Craig, Dickenson, Floyd, Franklin, Giles, Grayson, Henry, Lee, Montgomery, Patrick, Pittsylvania, Pulaski, Roanoke, Rockbridge, Russell, Scott, Smyth, Tazewell, Washington, Wise, and Wythe.

District III: Shall be the area, including all cities and towns that lie therein, created by the counties of Albemarle, Amelia, Brunswick, Buckingham, Caroline, Charlotte, Chesterfield, Cumberland, Dinwiddie, Fluvanna,

Goochland, Greensville, Halifax, Hanover, Henrico, King George, Louisa, Lunenburg, Mecklenburg, Nelson, Nottoway, Powhatan, Prince Edward, Prince George, Surry and Sussex.

District IV: Shall be the area, including all cities and towns that lie therein, created by the counties of Accomack, Charles City, Essex, and Gloucester. Isle of Wight, James City, King and Queen, King William, Lancaster, Mathews, Middlesex, New Kent, Northampton, Northumberland, Richmond, Southampton, Suffolk, Westmoreland, and York.

Section 2. District Directors shall be elected and installed at the SOI. The terms of District Directors shall begin at the close of the SOI and end at the close of the SOI in the following year

Article VI – Board of Directors and Duties.

Section 1. A Board of Directors is hereby established to manage the policies, business, property and affairs of the Association subject to the directives of the membership.

Section 2. Voting members of the Board shall be Active members and comprised of the Officers, District Directors, Immediate Past President, Executive Secretary and Chairpersons of each standing committee.

Section 3. Non-voting, ex-officio members of the Board shall be as follows:

- A. Any Association member from Virginia serving on the International Code Council Board of Directors.
- B. The VPMIA representative currently serving on the Executive Council of the International Code Council Region VII.
- C. The Deputy Director or his or her representative of the Division of Building and Fire Regulation at the Virginia Department of Housing and Community Development.
- D. The President, or his or her representative of the Virginia Building and Code Officials Association, Virginia Fire Prevention Association, and Virginia Chapter of the International Association of Electrical Inspectors.
- E. Any member of the Association, or of the Virginia Building and Code Officials Association serving as a representative on the Board for Contractors of the Virginia Department of Professional and Occupational Regulation.

Section 4. The Board shall appoint an Executive Secretary for a maximum term of five (5) years, or as otherwise approved by the Board.

Section 5. The Board shall have the authority to require the Treasurer to be bonded. The amount, timeframe and terms of the bond shall be approved by the Board. The Association shall pay the bond premium and any other costs associated with the bond.

Section 6. The Board shall appoint members to fill unexpired terms or vacancies on the Board within forty five days.

Section 7. Meetings of the board shall be held on the call of the President, but not less than three (3) times per year. A majority of the Board's voting members shall constitute a quorum.

Section 8. An executive session of the Board may be conducted at the request of a member of the Board with a two-thirds vote of the Board. Only voting members of the Board and those individuals deemed by the President as necessary to the purpose of the meeting are permitted to attend the executive session.

Section 9. The Board is hereby authorized to conduct business through electronic messaging, teleconference or other remote participation methods provided the quorum and voting requirements specified herein are observed. A minimum of five business days notice shall be provided prior to the meeting.

Section 10. Board members shall, upon receipt of draft Board and Membership meeting

minutes, review such minutes and advise the Secretary of any suggested modifications within five (5) business days.

Section 11. Duties and responsibilities of each Board member shall be as outlined in the *Board of Directors Job Description Policy*, approved by the Board.

Article VII – Committees

Section 1. The standing committees of the association are, but not limited to the following: Advertising/Yearbook, Auditing, Awards, Bylaws, Certification/Education, Finance, Legislative, Nominating, Plumbing/Mechanical/Fuel Gas, SOI, Time/Place, and Webmaster

Section 2: Committee chairman shall be appointed by the President, unless otherwise noted in this article, within 30 days after the close of the SOI.

Section 3:

Article VIII – Meetings

Section 1. The first membership meeting shall be held at a time, date and location as ~~determined thereof~~ **approved by the Board of Directors**. The purpose of the meeting shall be for the purpose of receiving reports from the officers and committees, and for any other business that may arise. A minimum of fifteen (15) active or active lifetime members present shall constitute a quorum.

Section 2. The second membership meeting, ~~known as~~ **to be in conjunction with** the School of Instruction (SOI), shall be held at a time, ~~and date~~ **and location approved** determined by the Board of Directors. The date and location of this meeting shall be known a minimum of one (1) year in advance of the meeting. This meeting shall be for the purpose of providing educational programs, electing officers and District Directors, receiving reports from officers and committees, and for any other business that may arise. A minimum of fifteen (15) active or active lifetime members present shall constitute a quorum.

Section 3. Special membership or Board meetings may be called by the President or the Board of Directors. Official notice of the meeting shall be sent by mail or electronically to the members a minimum of fourteen (14) days prior to the date thereof. The purpose of the meeting is to conduct business of the association. A minimum of fifteen (15) active or active lifetime members present constitute a quorum for a special membership meeting or a majority of the Boards voting member for a Board meeting. Special meetings may be conducted using electronic messaging or teleconference.

Section 4. Meetings of the Board of Directors shall be held on the call of the President, but not less than three (3) times per year. A majority of the Board's voting members shall constitute a quorum.

Section 5. A minimum of two (2) membership meetings shall be held per year

Article IX – Parliamentary Authority

The current edition of *Robert's rules of Order Newly Revised* is the Associations final Authority on all questions of procedure and parliamentary law not covered by the Constitution and By-laws or by any special rules of order adopted by the Association

Article X – Amendment of Bylaws

These bylaws can be amended at any membership meeting of the Association by a two-thirds vote of Active and Honorary members present and voting, provided that the amendment has been previously submitted in writing by any member to the Bylaws Chairman

not less than thirty (30) days in advance of a board meeting for review and recommendation of the Board; and further provided, that the amendment has been circulated to the membership not less than thirty (30) days prior to the membership meeting.

Article XI- Code of Ethics

We the members of the Virginia Plumbing and Mechanical Inspectors Association acknowledge that our profession has a direct and vital impact on the quality of life of all Virginia citizens and of all others who may live, work, play, and visit within the Commonwealth. We the members are therefore dedicated to the highest standards of professionalism, integrity, and competence, and we do pledge to adhere to the following principles of ethical behavior:

- **Recognize that the health, safety, and welfare of the public are our top priorities and acknowledge that the primary function of government is to serve the best interests of the people.**
- **Consider our profession a distinct opportunity to serve society.**
- **Demonstrate honesty, integrity, and uniformity in the discharge of our duties.**
- **Treat all persons with courtesy and respect.**
- **Conduct ourselves in a manner which creates and maintains respect for the Virginia Plumbing and Mechanical Inspectors Association and the industry it represents.**
- **Refuse to leverage our positions to secure advantage or favor for ourselves, our family, or friends.**
- **Refrain from representing private interests in any business or affairs of the Association.**
- **Remain loyal to the Virginia Plumbing and Mechanical Inspectors Association and pursue its mission and objectives in a manner consistent with the public good.**

1) The 2013-2014 committee members are: Andy Severson, Dave Maupin, Jon Sargeant, Jay Otto, and I.

2) I visited the best western in Louisa County and if we want to do training in August we can rent the room for \$650.00 plus tax-the room will comfortably hold 100 people. We would have ample time to get the word out on this training event. It needs to be done on a Saturday for the best draw.

3) The Graves agenda will be out in the next few weeks.

4) I met with Jay Otto and attended a Richmond Chapter ASPE meeting and encouraged the attendee's to join VPMIA as associate members which would then make them eligible to attend future training events and get their CEU's which are approved by ASPE. I also informed the group when 2012 plumbing code update training is ready I will contact them and see if they would be interested in a class.

5) I am going to try to meet Jon Sargeant later this year and attend the Washington DC ASPE Chapter and discuss the same things as I did with the Richmond folks.

VPMIA BOD meeting May 24th, 2014 – Chesterfield VA

VBCOA report for VPMIA

- Two members were awarded honorary membership – Rodger Robertson and Geary Showman (VPMIA member)
- There is now a fairly active permit technicians committee as part of VBCOA please advise your permit staff as they may not be aware.
- VBCOA annual conference is in Front Royal on November 3rd, 4th, and 5th. Joint VPMIA /VBCOA conference to be held April 2nd thru the 5th, 2014 in Richmond.

VPMIA PMG code committee

- Next PMG code committee meeting is being held June 14th from 10am until 2pm in Louisa. The following items are to be discussed
 - Public comments to be submitted for the Atlantic City final action hearing.
 - ACCA manual S draft for public comment
 - Start looking any changes that this committee may wish to submit for the group c code cycle (IGCC). These changes are due by January 3rd of 2014.
- I would like to rotate future PMG code committee meeting locations around the state of VA. If district director would be willing to help find for strategic locations in their relevant district that would be greatly appreciated. Staunton, Prince William, Louisa, and Charlottesville have been past meeting locations and are great locations but are there others. I remember meeting in Charlottesville at a Ponderosa (I believe this has now been razed) and a large number of attendee's was this just for lunch?
- VBCOA has asked how the committees are mentoring or looking for future leadership of the committees. One avenue they look at is having a co chair for committees. I would like to ask both organizations for a co chair to see if anyone is interested. This co chair could help in establishing meeting locations fill in for the chair if they are not available to make a meeting. Also I would like to reach out to sister states in Region VII and invite them to attend PMG committee meetings or VPMIA events. This is one idea that Guy had to reach out to these sister states to try and help them advance their organizations and get more involved as a statewide organization.
- Has any scholarship funding for VPMIA members been established for the Atlantic City hearings and if so how much?

VPMIA Time and Place Committee Report First BOD's Meeting - May 24, 2013

- The committee is looking at Northern VA (possibly Winchester) for the 2015 SOI.
- The First Membership Meeting at Graves Mountain Lodge - July 26, 2013 – has been scheduled to begin at 8 am.
 - Members must attend morning meeting to receive a free lunch otherwise they should eat before they arrive or they will need to pay for their lunch at Graves on their own.
 - The registration form will be revised to reflect the new meeting time and will also make it clear those who don't attend the meeting will not receive a free lunch.

Respectfully submitted on behalf of the Time & Place Committee,



Paul Rimel
President, VPMIA

