VPMIA Board of Directors Meeting 09_18_2026

Attendees: James Anjam, jimmy Hesbach, Dave hall, Chris Martin, Chris Hickey, TJ Reed, Steve Smith, Avi Smith-Rose, Anthony McMahan, Joshua Rolfe

1. Call to Order and Quorum made by President Josh Rolfe 10:17AM

- Quorum was established.

2. Approval of Previous Meeting Minutes

- A motion was made and seconded to approve the previous meeting minutes.
- The motion passed unanimously by voice vote.

3. Officer Reports

Vice President – Chris Hickey

- No formal report.
- Indicated that he would have additional items to address later.

Secretary – T.J. Reed

- No report.

Treasurer – Robert Nick (report presented by Chris Hickey)

Financial balances reported:

- Checking account: $95,826.97
- PayPal account: $323.57
- Outstanding credit card balance: $2,033.61

Additional financial updates:

- Promotional items have been received and paid for.
- New VPMIA logo lapel pins have been delivered and paid for.
- The checking account balance reflects receipt and deposit of the organization's stipend check.
- The credit card balance primarily reflects promotional items and lapel pins.
- The credit card payment is scheduled for automatic payment the following week.
- It was confirmed that the balance would be paid without carrying charges or incurring interest or fees.

4. Executive Secretary Report – Skip Harper report presented by Chris Hickey

- The report began with discussion of the ICC preferred provider account through Bluehost.
- The account supports VPMIA's website domain and five email accounts.

- The Constant Contact account has been set up for automatic annual payments using the Executive Secretary's credit card.
- The ICC preferred provider account through Bluehost supports the organization's domain and five email accounts.
- The Executive Secretary contacted the Virginia State Corporation Commission and was advised that the annual billing notice would be issued around mid-September.
- The State Corporation Commission annual payment is due by November 30.
- The Executive Secretary is monitoring for the billing notice and will coordinate with the appropriate individuals to ensure payment is completed on time.

5. ICC Report – Mr. Avi

Annual Business Meeting (ABM)

- The ICC Annual Business Meeting is scheduled for October 18–21 in Nashville, Tennessee.
- Full-access passes are sold out. Limited-access passes remain available.
- Limited-access passes provide entry to most ABM activities but exclude:
    - Educational sessions.
    - Annual banquet.
- These events are excluded due to attendance and seating limitations.

Governmental Voting Validation

- The deadline to complete governmental voter validation is September 19.
- Validation is required for participation in:
    - ICC Board elections.
    - Proposed ICC bylaw amendments.
    - Member resolutions.
    - Other ICC business requiring voting.

- Dan serves as the group's voting representative and was being contacted to ensure the required validation was completed.
- Particular emphasis was placed on ensuring VPMIA could participate in the upcoming bylaw amendment votes and board elections.

ICC Region VII Meeting

- Region VII President Mike Italia distributed an invitation for an upcoming meeting scheduled for September 24.
- Attendees were asked to confirm whether they had received the invitation.

ICC Region VII Meeting

- The Region VII meeting is scheduled for September 24, from 9:00 a.m. to 12:00 p.m.
- The meeting will be held virtually.
- The anticipated discussion topics include ICC Board elections and related organizational matters.
- Additional details regarding the meeting agenda and participation will be provided as they become available.

ICC Code Development Activities

- The Plumbing, Mechanical, Fuel Gas, Fire, and Building Code Action Committees recently met in Rosemont, Illinois.
- Committees are reviewing proposed code changes and evaluating public comments.
- Hearing testimony is being developed in preparation for future updates to the International Codes (I-Codes).

Exam Development Committees

- ICC is accepting applications for individuals interested in participating in the development of ICC examinations.
- The application deadline is November 1.
- Interested individuals can access the application through the ICC website under the Committee Membership section, using the Call for Committees process.
- The application information will be shared with interested members.

Additional ICC Updates

- ICC is working with the Department of Energy (DOE) to develop a roadmap for building department digitalization.
    - The roadmap will serve as a companion guide to assist building departments with implementing digital processes.
    - Release is anticipated in the near future.
- ICC has several wind disaster response training sessions scheduled.

    - Positive feedback was reported regarding the training held at the ICC Washington, D.C. office.
- ICC is highlighting backflow prevention requirements contained in the 2024 International Plumbing Code (IPC).
- ICC is also working on revisions to Chapter 4 of the International Mechanical Code (IMC) to provide guidance related to closed parking garages and isolation systems.

Important ICC Dates

Date	Event
September 19, 2026	Governmental voter validation deadline
September 24, 2026	Virtual ICC Region VII meeting, 9:00 a.m.–12:00 p.m.
October 18–21, 2026	ICC Annual Business Meeting
October 19, 2026	ICC Annual Business Meeting official business session
November 1, 2026	Exam Development Committee application deadline
April 12–22, 2027	ICC Leadership Meeting and Group A Committee Action Hearings, Bristow, Texas

- Two proposed ICC bylaw amendments will be presented for consideration and voting at the upcoming Annual Business Meeting.

6. ICC Region VII Report

- Region VII President Mike Italia has offered to assist VPMIA with promoting its upcoming School of Instruction (SOI).
- Region VII is willing to distribute SOI registration information through its email distribution list and website.
- This outreach will help expand awareness of the SOI beyond Virginia and potentially increase participation from surrounding states.
- It was acknowledged that out-of-state participation may be limited due to individual state travel restrictions and the fact that this is the first time VPMIA has used this expanded communication approach.
- The Board hopes this effort will establish a foundation for increased participation in future SOI events.
- Additional information is anticipated following the September 24 Region VII meeting.

7. DHCD Report – Jeff Brown

- Report Attached
- An update was shared regarding the anticipated adoption timeline for the 2024 Virginia building codes.

- Based on comments made at the recent VBCOA conference, adoption is expected to occur closer to the end of 2027, potentially November or December.
- The final adoption timeline remains subject to change.

8. Treasurer / Organizational Financial Discussion

Stipend and Organizational Fund Balance

- The Board confirmed that VPMIA has already received its stipend, which is reflected in the previously reported checking account balance.
- Discussion took place regarding the possibility of receiving an additional portion of the stipend associated with the same event.
- The additional funds could potentially bring the organization's balance to approximately $120,000.

Fund Balance and SOI Expenses

- Concern was raised regarding the organization's fund balance exceeding the $50,000 threshold.
- Discussion focused on managing the organization's balance while ensuring adequate funds remain available to cover upcoming expenses.
- The upcoming School of Instruction (SOI) represents a significant anticipated expense.
- It was noted that funds allocated for a specific event, supported by documentation and an existing signed contract, may provide justification for carrying those funds into the next fiscal period.
- The Board acknowledged that this approach is not guaranteed protection from any applicable fund balance restrictions.
- The importance of maintaining sufficient funds to meet the SOI financial obligations while responsibly managing the organization's overall balance was emphasized.

- The Board discussed the importance of documenting the intended use of funds and maintaining records supporting any carryover balance.
- No final decision regarding the timing of the additional stipend or specific fund allocation was captured in this portion of the recording.

Fund Balance and Financial Planning

- The Board discussed the organization's current fund balance of approximately $64,000, which exceeds the referenced $50,000 threshold.
- It was noted that the upcoming School of Instruction (SOI) expenses, including an existing signed contract allocating funds for the event, may help justify carrying funds above that threshold.
- The Board discussed the possibility of using organizational funds for additional member benefits and educational opportunities.
- Suggestions included:

    - Offering scholarships to members from each district to help offset SOI attendance costs.
    - Considering two scholarships of $500 each.
    - Allocating additional funds toward future training opportunities, particularly in preparation for the anticipated 2024 Virginia Code adoption.
- The Board recognized that smaller departments, particularly in southwestern Virginia, may have limited budgets for travel and training.
- The scholarship proposal was received favorably and was identified for further discussion under future business.
- It was also suggested that additional training opportunities could attract contractors and increase participation in VPMIA programs.
- The Board discussed the importance of balancing SOI expenses, regular operational costs, training allocations, and the organization's overall financial position.

2024 Virginia Code Adoption and Training

- The anticipated adoption of the 2024 Virginia Codes is closer to the end of 2027.
- Formal training is expected to begin around the middle of 2027.
- Training opportunities are expected to include both in-person and online formats.
- The Board discussed the opportunity for VPMIA to provide training on upcoming code changes and use these programs to increase membership and contractor participation.

9. Advertising / Yearbook Report – Mr. Anjam

Canva Subscription

- Discussion was held regarding obtaining a Canva subscription to support advertising and yearbook activities.
- The proposed annual subscription cost is approximately $144.
- Additional users may be added for approximately $25 per person, with the ability to add up to five additional members.
- The multi-user subscription would allow members to collaborate and share materials through the platform.
- It was noted that the subscription had not yet been established because the Board needed to make the purchasing decision.
- The matter was left for Board consideration and approval.

10. Auditing Report – Chris Hickey

- No report.

11. Awards Report

- No formal report at this time.
- An update and additional information are expected within the next couple of months.

12. Bylaws Report / Proposed Amendment

Article 10 – Amendment of Bylaws

- The Board began discussion of a proposed amendment to Section 3, Subsection A, concerning membership dues.
- The current language establishes that active, associate, retired, and student members pay annual dues covering January 1 through December 31.
- The proposal would add language addressing new memberships granted late in the calendar year.

Proposed Amendment

- Members granted new membership after October 1 would have their dues considered paid for the following calendar year.
- The intent is to prevent individuals joining late in the year from having to pay dues again shortly after obtaining membership.

Board Discussion

- The original proposal referenced August 1 as the cutoff date.
- Board members expressed concern that August 1 would provide too long a period of membership without an additional dues payment.
- October 1 was discussed as a more appropriate cutoff date, representing approximately one quarter of the calendar year.
- The Board generally supported moving forward with the October 1 date.

Motion

- A motion was made and seconded to bring the proposed bylaw amendment, using October 1 as the cutoff date, forward for consideration at the next membership meeting.
- The motion passed unanimously by voice vote.
- The amendment will follow the required bylaw submission and posting procedures before the membership meeting.

13. Certification of Education Report – Mr. McMahan

Continuing Education and Grade Submissions

- All required grade documentation has been submitted.
- No significant issues have been reported regarding members receiving their continuing education credits for grades.
- Previous difficulties experienced during SOI credit submissions appear to have improved.
- The Board noted that the VPMIA submission process differs from other organizations and that prior coordination has taken place to address those differences.

Upcoming Training

- Planning for the May training session has not yet begun.
- Members were encouraged to submit suggestions for training topics.
- Training opportunities will be considered across multiple trades to help members satisfy D-4 continuing education requirements.
- Potential topics include:
    - Plumbing.
    - Mechanical.
    - Fuel Gas.
    - Electrical.
- The possibility of offering more than one ICC training course was also discussed, with available funding being a consideration.

WCID Coordination

- A liaison has been established between WCID and the VPMIA Education Chair.
- Mariah Lackensing will serve as WCID's liaison.
- WCID will gather training suggestions from its board and coordinate with Anthony regarding potential SOI educational offerings.
- Coordination will also include arrangements for instructors who may need to travel or be flown in to provide training.
- Additional details regarding instructor accommodations and training logistics will be addressed as SOI planning progresses.

WCID Coordination and SOI Training

- WCID is a Virginia chapter and will receive the same ICC benefits and resources available to other Virginia chapters.
- WCID intends to utilize its ICC training credit and may have its own members provide some of the educational sessions.
- WCID also expressed interest in having certain training classes accredited for D-4 continuing education credits.
- WCID was advised to coordinate with the VPMIA Education Chair before arranging or submitting any training for accreditation.
- The Education Chair confirmed that he would prefer to coordinate and manage all SOI training through VPMIA to maintain consistency and ensure a unified training program.
- The possibility of using WCID's ICC training voucher while coordinating the course through VPMIA will need to be clarified with ICC's education representative.
- It was reiterated that VPMIA will take the lead in coordinating the SOI educational program, with WCID working through the designated Education Chair.

Potential HVAC Training – Section 812

- A Board member discussed a presentation he developed regarding Section 812 and asked whether it could be used as an accredited training course through ICC.

- The Education Chair expressed interest in reviewing the presentation and indicated that the member could potentially be added as an instructor to teach the course.
- It was noted that previous Section 812 training sessions had been presented by manufacturers and technical organizations, including UL and chemical industry representatives.
- The Board discussed the value of offering a presentation from a field-inspection and HVAC technician perspective rather than focusing exclusively on scientific standards and product information.
- The proposed training could provide practical information based on actual field conditions and installation practices.

District Training Opportunities

- The Board discussed expanding district-level training opportunities, particularly in the Chesterfield/Richmond area.
- Section 812 was identified as a potential topic for a local training session.
- The possibility of presenting the course in Fairfax before the upcoming SOI was also discussed.
- The Education Chair explained that he regularly conducts approximately one-hour training sessions through Microsoft Teams on Fridays to evaluate potential courses before including them in the SOI program.
- The member expressed interest in contributing training based on his 16 years of HVAC teaching experience and his current work developing the Section 812 presentation.
- The Education Chair offered to handle the administrative requirements associated with arranging the training, allowing the instructor to focus on delivering the presentation.
- The Board discussed the potential benefit of offering this training closer to District 2 and surrounding areas to improve access to continuing education credits.

- **Trainer Travel and Expenses:** VPMIA will generally cover travel and related expenses when an instructor is traveling on behalf of the association to provide training in another district. Trainers will not receive additional compensation for teaching. A separate training fund is available to cover costs associated with training events outside of the SOI. Members were encouraged to share this information with potential instructors who may have concerns about travel expenses.
- **Virtual Training:** The current ICC account does not cover virtual training. Virtual sessions may be possible through ICC with an additional fee. Alternatively, VPMIA could use county-based Microsoft Teams meetings to review training materials and obtain feedback, although those sessions may not qualify for ICC continuing education credit.
- **District Training:** District training activity has been limited. The Education Chair acknowledged that notification for a previously proposed training was not sent out with sufficient lead time. Approximately 60 days' notice is preferred to allow adequate communication and coordination. District training is the next priority after SOI registration is opened.
- **Training Coordination:** Discussion included coordinating with John Clark regarding available training facilities and involving Anthony in scheduling and coordination. The

Education Chair indicated that additional communication would follow the meeting to establish dates and a training calendar.

- **QR Code Attendance:** A QR-code sign-in and sign-out process using Microsoft Forms was discussed. The process can collect attendee information and automatically populate an Excel spreadsheet. An existing Microsoft Forms and Power Automate workflow has been tested internally; however, there are questions about whether individuals without Microsoft accounts can access the form. A board member offered to connect the Education Chair with Jenna Goodman, who coordinated the QR-code process used at the recent BBCOA conference.
    - The group discussed using QR codes for class attendance rather than advance SOI registration.
    - Other possible QR-code options included MyQRCodeMaker.com and Canva.
    - The Education Chair will schedule a discussion for Monday and test the process with board members. Members were asked to test any emailed forms or links, particularly those outside the originating organization.
- **SOI Planning:** The 2027 SOI is scheduled for Virginia Beach in May. The Education Chair has not yet determined whether the PMG team or Lisa will be invited to participate. The Education Chair typically identifies the desired training topics, after which ICC advises which instructors are available.

14. Finance Report – Mr. Nick presented by Chris Hickey

- Mr. Nick stood on his submitted report. No additional information was presented.

15. Information Technology Report – Skip Harper presented

- Five VPMIA email accounts are being maintained through Bluehost because the organization's website is now hosted by ICC. Maintaining the accounts through Bluehost prevents the association from losing the existing email addresses and avoids the expense of moving them to another hosting provider.
- The accounts include Webmaster, Tickets, Training, Membership, and Documents.
- The new VPMIA logo has been provided to the web team but has not yet been uploaded. Website updates typically take a couple of weeks.
- Titan email has been established to consolidate the association's email accounts. Messages sent to the existing addresses will be forwarded into Titan, where users can organize and manage the different accounts.
- Board members will be provided with setup information and access instructions. Users may add multiple association email accounts and can optionally synchronize them with their work email.
- The system is intended to improve communication and reduce the likelihood of messages being missed or overlooked.
- A request was made for a shared email address for the newly established Social Media Chair position so that more than one person can access the account. The group indicated that an additional address could be established and forwarded through the existing system.

- Email forwarding through Gmail has been configured and is currently working between Skip Harper and another board member. Additional board members will receive setup information.
- Existing VPMIA email addresses will remain active. The remaining transition item is moving Constant Contact.

16. Nominating Committee – Pete Kaptain

- No report.

17. Legislative Report – Ron Clements

- Mr. Clements stood on his submitted report. No additional information was presented.

18. Membership Report – Skip Harper presented by Chris Hickey

- Total membership: 282.
- Active membership: 250.
- The report also referenced honorary, lifetime, and associate membership categories.
- 199 members have paid their 2026 dues, with 13 active members still outstanding.
- Associate membership was reported at 32, including active and lifetime members. The report referenced 13 lifetime members, all of whom have paid their dues.
- New members:
    - Matthew Mink – City of Alexandria
    - Jordan Baker – Prince William County
    - Mark Davis – Prince William County
    - Joel Oberlin – Prince William County
- Outreach has been made to the City of Chesapeake to encourage renewed participation. Bernard Boomer was identified as the only currently active VPMIA member in Chesapeake and is retired.
- Efforts are underway to re-engage Chesapeake staff, with approximately six to eight potential new memberships anticipated.

19. Plumbing, Mechanical, and Fuel Gas (PMG) Report – Mr. Hart

- Eleven proposals were submitted for the 2024 Virginia code cycle. All 11 reached consensus for approval and were recommended for approval by the Board of Housing Codes and Standards Committee.
- The proposals are expected to be placed on the Board of Housing agenda for a vote, likely in December. A 30-day public comment period and additional steps will follow. Final adoption will depend on the outcome of that process.

- The first PMG meeting in several months is scheduled for October 1, from 1:00 p.m. to 2:00 p.m.
- The development process for the 2030 I-Codes Group A cycle is beginning, with proposals expected to be accepted in November.
- Members were encouraged to participate in the upcoming process and help establish positions once the code monographs are published.

20. BCAC / BCEC Reports

- **BCAC:** Position remains vacant.
- **BCEC:** No update was available. It remains uncertain whether the committee will continue.

21. BBCOA Liaison Report – Dennis Hart

- The BBCOA annual conference held the previous week was reported as a success, with positive feedback and good participation.
- The golf tournament held the day before the conference generated approximately $4,000.
- VPMIA was thanked for its sponsorship and support. Photographs from the event will be shared with the group.
- The next BBCOA conference is scheduled for Roanoke in March; specific dates were not available during the meeting.
- The following annual conference is planned for early September 2027 at the Marriott in Virginia Beach.

22. Business Items

Old Business

- No old business was presented.

New Business

Canva Subscription

- A motion was made to purchase a Canva subscription.
- The motion was seconded.
- The motion passed unanimously by voice vote, with no opposition.
- The annual cost was identified as $144 for one user, with an additional cost of $25 per additional user.
- The discussion of additional users and associated costs was still underway when the transcript ended. The approved motion was to obtain the subscription; no separate spending limit for additional users was established in this portion of the meeting.

. Canva Subscription

- The board discussed setting up the Canva subscription for four users, allowing the officers to collaborate on materials and share work for review and feedback.
- The annual subscription cost is $144 for one user, with an additional $25 per additional user.
- It was agreed that the subscription would be established for the officers. Setup information would be distributed by email.

2. Spring SOI Membership Gift

- The board discussed selecting a membership gift for the upcoming spring SOI in Virginia Beach.
- Options included jackets, backpacks, and other promotional items.
- The group favored purchasing a quality backpack with the VPMIA logo. Members noted that backpacks would be practical for carrying laptops, code books, and conference materials.
- A member agreed to research pricing and provide examples of available backpacks and logo placement.
- The board discussed collecting member sizes if a gift requiring specific sizing were selected. Because the SOI registration is shared with WCID, the group wanted to avoid creating an expectation that WCID members would receive a gift funded by VPMIA.
- It was clarified that the gift would be for VPMIA members only. WCID would be responsible for providing a separate gift to its own membership.
- Additional discussion included the possibility of offering VPMIA-branded shirts for sale at a reasonable price. A member volunteered to look into shirt options and pricing.
- **Motion:** A motion was made and seconded to purchase backpacks as the spring SOI membership gift. The motion passed unanimously by voice vote.

3. Water Works Advisory Committee

- The board discussed a request previously brought forward by Skip Harper regarding participation in the Water Works Advisory Committee.
- It was noted that a representative would ideally be located near Richmond to attend meetings and provide continued participation as Skip eventually steps away from the role.
- The item was tabled for a future discussion because Skip was unable to attend the meeting.
- **Motion:** A motion was made and seconded to table the Water Works Advisory Committee item. The motion passed by voice vote.

4. Meal Count / Email Organization

- The board briefly revisited the meal-count discussion.
- It was determined that the matter was informational and would be addressed as part of the ongoing email organization and communication process.

5. Spring SOI Registration Fee and Financial Planning

- The board discussed the proposed registration fee for the spring SOI.
- An initial calculation presented an estimated per-person cost of approximately $429.87, prompting a proposal to consider setting the registration fee at $435.
- Members expressed concern that increasing the fee from the previous year's $375 could discourage attendance and create an additional financial burden for local jurisdictions.
- The board discussed the financial arrangement with WCID, including the agreement to share any event profit or loss equally. Members noted that WCID's available funds are limited and that a significant event loss could create financial challenges.
- The group also discussed attendance projections, meal commitments, exhibitor revenue, yearbook revenue, and the hotel's room-block attrition requirements. It was noted that the hotel room block was based on 100 attendees, while the meal commitment was based on 175.
- Members discussed the importance of avoiding a substantial financial loss while also recognizing that VPMIA has available funds to support training and membership activities.
- During the discussion, the projected per-person cost was recalculated at approximately $368.71, correcting the earlier $429.87 estimate.
- The board discussed maintaining the previous year's registration fee of $375 to help encourage attendance.
- The board also discussed the importance of retaining sufficient funds for future district training, outreach, and educational opportunities rather than spending excessively on promotional items.
- **Motion:** A motion was made and seconded to maintain the spring SOI registration fee at $375. The motion passed unanimously by voice vote.

6. SOI Scholarships

- The board discussed using available funds to provide scholarships for members attending the spring SOI.
- Members considered offering scholarships through each district to help cover registration costs and encourage participation, particularly for members whose jurisdictions may have limited training budgets.
- The group discussed the number of scholarships to offer and the process for reviewing applications.
- It was proposed that three scholarships be made available per district, with each scholarship covering the SOI registration fee.
- The discussion referenced the Executive Secretary and the membership leadership as part of the application and coordination process.
- **Motion:** A motion was made and seconded to approve three SOI registration scholarships for each district. The motion passed unanimously by voice vote.

Adjournment

- With no further business brought forward, a motion was made and seconded to adjourn.
- The motion was approved, and the meeting was adjourned.

Approved at BOD meeting held on 11_13_2026

Respectfully Submitted by T.J. Reed on 11_17_2026

T.J. Reed
VPMIA Secretary

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