

WWMA Board of Directors Meeting 9/8/19

Call to order 3:30 p.m. by Steven Harrington

In attendance:

OR Steven Harrington
WY Bob Weidler
UT Brett Gurney
CO Mahesh Albuquerque
WA Tim Elliott
ID Kevin Merritt
AZ Michelle Wilson
CA Clark Cooney
MT Tim Lloyd
NV Cadence Matijevich
AK Garret Brown
City/County Kurt Floren LA County

Others in attendance:

Doug Olson NIST
Tahis McQueen WA
Scott Simmons CO
Mike Brooks AZ

Review of previous meeting minutes

Welcome message from Brett Gurney – review of meeting agenda and committee/event locations.

New board members nominations:

Ray Johnson NM
Garret Brown AK
Tim Elliott WA
Clark Cooney CA

Motion by Steven to elect new members, seconded and passed by voice vote.

Treasurer's report – Mahesh Albuquerque:

Review of accounts. Added Brett Gurney to accounts in order to conduct business for this meeting.
Remove Kevin

WWMA in good financial condition going into meeting.

Discussion of transfer all accounts to Wells Fargo?

Brett Gurney Recommend that host has access to a debit card for certain purchases. Cash card from Wells Fargo?

As they mature transfer to BOA check. As this conference expenses are completed switch to Wells Fargo, maybe January.

Motion by Kurt F to execute plan to move money to Wells Fargo, seconded, and voice vote passed.

Old business:

Next conferences:

2020 - Colorado-Breckenridge, Downtown Denver, Estes Park, Boulder? – Tour of NIST? Very expensive. Other venues around Boulder? CU Boulder conference center? Broomfield?

2021 – NV Cadence M Reno? CA county prohibited from travel to Reno...Looks like potentially only one CA County that is a problem. Other CA Counties seem to be OK, and State is OK. Moving forward with NV.

2022 – Orange County

Committee Chair training event hosted by NCWM went over process and procedures for committees, all participants felt it was valuable and successful. Should all committee members participate? 2 meetings, one with Committee chair's and national members, and follow-up meeting with all members? First hosted by Don O, and second hosted by committee chairs?

Cadence M - Change agenda reviews – 1:00 joint review (logistics, process, final report, presentation from NCWM, etc.), 2:00 individual committee reviews?

Website updates, lost documents, etc.

New Business:

Craig Leisy, City of Seattle – Should he/they be continued on the BOD as we are unable to contact? Discussion on. They are not members of the Western, and therefore cannot sit on the BOD – Tahis will contact to see if they are interested in becoming members again and having a boardmember.

Form 15 deadlines – discussion:

Tim Lloyd - hold deadline, causes confusion and extra work for the host

Clark Cooney - problems when they come in at the last minute. Criteria/guidelines for accepting late submittals. Person submitting should be aware of deadlines

Steven H – they do not get the vetting or review others would

Mahesh – supports deadline, NCWM has set a deadline because of problems with late submittals

Kurt F – Don't make absolute deadline because there are items that come up at the last minute.

Members may have valid reason for submitting them late. Deadlines are important with urgent, emergency or priority items. Who makes the decision on acceptance?

Clark – NCWM has a protocol for this

Mahesh – NCWM chair pushes it to BOD and BOD makes decision.
Michelle – whole committee should decide, whole other year don't get the benefit of hearing item when other regions might.
Tim Lloyd – Host should be involved in decision.
Michelle – list them as late submittals
Cadence – might not be properly prepared
Clark – end up being developmental anyway. Justification
Kurt – No item after deadline unless demonstrable that the item is emergency in nature. Committee chair first decision with full committee, then to BOD. All by email
Steve H – Policy statement?
Kurt – should be in bylaws
Mahesh - volunteer to first draft to get things started

Comments on informational and developing items:

Mahesh – in favor of hearing, up to the chair
Tim E – Only place to hear because NCWM does not allow
Cadence – Hear, but limit time. Developer may waste their time by coming and not getting to comment.
Kurt – Informational Should take comments, developing maybe not
Steven – how do they get it passed if no comments taken
Kurt – hear them if they attend and have new information on new developments
Kevin – committee chair to determine?
Tim E – if significant changes as submitted by developer, comments on request
Kurt – grant Chairs to make decisions with information from developer that there are changes in item
Steven – add to committee guidebook – Michelle volunteered to work on this

Transparency statement in open hearings:

Who are consultants representing
Steven – Guidebook item
Clark – Who are you, who do you represent, what do you want?

Committee Reports Signatures:

Steven – no signatures
Mahesh – email from chair to NCWM – this constitutes e signature
Tim E – email to committee from chair soliciting agreement
Chair to sign

Remote testimony:

Steven – No, written is the appropriate approach
Kurt – No, open hearings give ability to debate and discuss item
Clark – People should be present to give testimony – face to face can open to new viewpoints
Tim L – Where do you cut it off
Steven – Registration is the funding for the organization
Cadence – Limited travel budgets can prevent a submitter from giving testimony at each association meeting
Kurt – Developer has other opportunities to reach out through phone, email, etc.
Brett – Must be present
Clark – Letter is good information and provides a reference
Consensus of no

Basic accounting software:

Steven – Reports etc.

Mahesh – Quickbooks \$7.00/month, others are inexpensive as well

Kurt – Quickbooks everyone in their organization very satisfied with product.

Mahesh – Steven and Mahesh will continue looking into it

Consensus of yes

Guidance on meeting costs for host:

Michelle – Accounting software may resolve issue

Mahesh – Conference Planning Guidebook already exists, appendix that includes actual costs of previous meetings – Mahesh volunteered to do this

Inspector Training at WWMA:

Brett – Not getting what we hoped for because participants are tied up in class and can't participate in conference. After this meeting experience, he does not think it is as good idea. Adds extra level of complexity for host and NIST.

Consensus discontinue this practice, no in Colorado

Regularly scheduled training each year separate from the annual meeting?

2023 Meeting Volunteer – NM?

Active Task Forces – None

New Task Forces:

Update Conference Planning Guide – 2016 most recent – needs to be posted to website.

Finances – standard report and budget for meeting (Steven, Mahesh, Kevin)

Brett Gurney – Job Change in a couple of weeks, not WM

Adjourn – 6:03 p.m.

WWMA Annual Business Meeting 9/12/19

Call to order by Steven Harrington Approx 8:45 a.m.

Roll Call by Mahesh Albuquerque:

AK - Garret Brown
AZ - Michelle Wilson
CA - Clark Cooney
CO - Mahesh Albuquerque
HI - **Absent**
ID - Kevin Merritt
MT - Tim Lloyd
NV - Cadence Matijevich
NM - **Absent**
OR - Steven Harrington
UT - Brett Gurney
WA - Tim Elliott
WY - Bob Weidler

Treasurer's Report by Mahesh Albuquerque

Board of Directors Report by Stephen Harrington:

- Committee chair training
- NIST training - Hold annual training separate from annual meeting so inspectors/other staff are free to attend meeting instead of training
- New software for accounting
- Bylaw change - Late form 15 need a cut off in order for the host to be able to have time to print meeting book and other documents. If late approval to be obtained in the following order:
 - Committee Chair
 - WWMA President
 - Board of Directors

Nominating Committee Report by Kurt Floren:

- Secretary/Treasurer - Mahesh Albuquerque
- President Elect - Scott Simmons

Motion to accept nominations, seconded and passed.

Passing of the Gavel to incoming President Michelle Wilson by Stephen Harrington

Recognition of outgoing President Steven Harrington by Michelle Wilson

Closing remarks by President Michelle Wilson

Adjournment 9:04 a.m.