



## **Board of Directors Meeting Minutes**

**February 20, 2017**

**8:00 a.m. – 12:30 p.m.**

**Double Tree by Hilton, Houston**

Presiding: Selso Mata, President

Call to Order

Meeting opened at 8:05am and Secretary verified that a quorum was present.

Board Members Present

Mike Olson, Scott McDonald, Lawrence Crow, Kurt Kasson, Sean Smith, Glenn Barnhill, Brett King, Jeffrey Widmer.

Presidents Opening Remarks

Selso welcomed everyone and asked Board Members to provide brief updates for activities within their Cities.

### **1. Approval of Agenda**

Selso asked for suggestions on any items that should be added to the agenda. No suggestions were given.

### **2. Approval of Minutes**

Mike made the motion to approve the August 2, 2016 meeting minutes, Scott seconded the motion and the vote carried unanimously. Mike made the motion to approve the August 4, 2016 meeting minutes, Scott seconded the motion and the vote carried unanimously. Scott made the motion to approve the August 5, 2015 Cracker Barrel meeting minutes, Mike seconded the motion and the vote carried unanimously.

### **3. Financial Report:**

Mike gave a brief financial report stating that assets ending January 31, 2017 were \$244,641.50. Lawrence stated that BPI reserve funds balance was \$128,000.00, that 700 students will attend the Houston BPI and an additional \$20,000.00 will be added in 2017 to the BPI line item.

### **4. BOAT Manual – Board Duties – Committees**

Lauren and Selso provided the new Board Members (Brett and Glenn) with a BOAT Board Manual. Selso made a general appeal, for all members to be involved serving on committees. Mike stated he has reached out to individuals that expressed at the Sugarland Cracker Barrel meeting, an interest in serving on a BOAT Committee and that

he will email board members a document that lists committee assignments, with two members per committee. Mike stated that the expectation is for each committee to update the Board via email in April and then again at the board meeting scheduled during BPI Arlington in May.

#### **5. BPI-CRC-BOAT**

Future discussions for BPI arrangement: Selso stated that he, Lawrence and Charles Clawson were scheduled to meet following the conclusion of the board meeting, to discuss the future of BPI and how it will be structured. Lawrence stated that this is a critical year for BOAT, partially due to the pending changes needed to keep BPI running smoothly in the future.

#### **6. 2018 Conference**

Amarillo proposal - Discuss Future Conference theme/agenda: Board discussed the 2018 conference to be held in Amarillo and the need to form a committee to begin working on conference plans.

#### **7. 2017 Conference**

Training (open discussion) committees needed. Review of Rockwall Meeting comments and ideas. Career Development Day and Internship update: The draft schedule/agenda for the 2017 conference was discussed, including specific training tracks. Selso distributed the Career Development Day application and briefed the Board regarding the upcoming Career Development Day. Scott asked what Cities currently have an intern program. Selso stated that Plano has an intern program that is funded by corporate sponsors and that Plano is prepared to host the first BOAT intern during summer 2017. Selso stated that Bureau Veritas (BV) has agreed to fund one half (\$3300.00) of an intern for 2017. Scott asked Shaun to work on sponsorship for the other half. Lawrence made a motion to add an annual line item to the BOAT budget in the amount of \$6600.00 to fund the intern program on an ongoing basis. Mike seconded the motion and the vote carried unanimously. The Board agreed to pay one half of the cost for two 2017 interns, with BV funding half of the cost for one of them and Shaun working to secure one half of the cost for the second intern for 2017. Lauren discussed some conference planning items including boat rides. It was decided that a back pack similar to last years, will be given to all participants. Shaun briefed the board on conference sponsorships and that he and Glenn form the sponsorship committee.

#### **8. Trade Shows and Banners**

Selso presented three banner designs for new banners to be produced for use at future trade shows and other events (BPI, TML, annual conference). Selso stated he would email the three designs to the Board for feedback/comments. Selso distributed a document prepared by Jim Olk that listed the trade shows and presentations where BOAT has been present to represent the association. If the Board agreed that the association should continue to participate in the listed events, three of the events would require funding. Those events are TML at \$3200, The Texas Emergency Management Conference at \$3100 and the Sunbelt Builders Show at \$2000. The Board agreed that the association should plan to participate in the events. Scott made a motion to add a line item in the budget to fund these events with the total being \$8300. Lawrence seconded the motion and the vote carried unanimously.

#### **9. Website**

Selso stated that the BOAT website has been updated, to include the newsletter/bulletin.

#### **10. BOAT Hall of Fame**

The Board discussed potential nominees to be recognized at this year's conference.

### **11. Other Business:**

A suggestion was made for BOAT to set up an online resource where BOAT shirts could be purchased. Scott and Lawrence suggested BOAT just order some extra (possibly a dozen) shirts that the President could give away as he chooses. Board discussed giving BOAT t-shirts away to the 2017 conference attendees. Mike will get a price from a vendor and will email the info to the Board for consideration and possible approval. Shaun promoted an educational event that Huber will be conducting on March 23rd at the Embassy Suites Hotel Grapevine and invited everyone to attend.

### **12. Next Meeting:**

The next BOAT Executive Board meeting will be held on Tuesday May 23, 2017 from 9-11am at the Arlington BPI and an open meeting will also be held that same day at noon.

### **13. Adjournment:**

The meeting was adjourned at 12:30pm.

### **14. Pictures:**

Board Members proceeded to the hotel lobby, where group pictures were taken.

Submitted by Jeffrey Widmer, CBO BOAT Secretary

## **Board of Directors Meeting Minutes May 23, 2017 9:03 – 11:08 a.m. 6th floor Nedderman Hall UTA, Arlington Texas**

Presiding: Selso Mata, President

Call to Order

Meeting opened at 9:03 am and Secretary verified that a quorum was present.

Roll Call

Board Members Present: Selso Mata, Mike Olson, Scott McDonald, Lawrence Crow, Kurt Kasson, Sean Smith, Glenn Barnhill, Brett King, Jeffrey Widmer.

Presidents Opening Remarks

Selso welcomed everyone and asked Board Members to provide brief updates for activities within their Cities.

### **1. Approval of Agenda:**

Selso asked for suggestions on any items that should be added to the agenda. No suggestions were given.

### **2. Approval of Minutes:**

Mike made a motion to approve the February 20, 2017 meeting minutes, Scott seconded the motion and the vote carried unanimously.

3) Financial Report:

Mike gave a brief financial report stating that assets ending March 31, 2017 were \$228,889.10. Lawrence stated that the balance includes reserve funds balance of \$128,000.00, that 1600 students are attending BPI Arlington and that the attendance has

been around 1200 historically. Lawrence also briefed the Board that a Committee was working on entering an agreement with ICC to perform BPI registrations in the future.

4) Membership Committee: Mike recognized Brett, Sean and Glenn as leading the membership committee.

5) Code Review Committee: Selso spoke about Charles Clawson briefing the Board during the Houston Board meeting regarding regulations and potential support from the Board for drilling piers. Selso talked about ICC code voting assignments used during the latest code cycle and thanked everyone for participating.

6) Legislative Committee: Jim briefed the Board on bills passed this session, commenting on HB 3329 which will impact electrical permits and specifically City's ability to collect fees associated with electricians registrations. Jim also spoke about HB 3506 regarding prohibitions for remodels or construction of a commercial building. Selso asked Jim and Scott to put a briefing together, for the rest of the Board to review.

7) Program and Education Committee: Mike discussed the conference agenda, training topics, and that the schedule was complete. Selso mentioned the Hotel Occupancy Tax money in the amount of \$25,575.00 that was awarded from the City of Rockwall, and that the check had been cut and mailed to Lauren.

8) Building Professional Institute Committee: Lawrence briefed the Board on upcoming changes regarding BPI registrations and that ICC would be performing that task in the future.

9) Awards and Scholarship Committee: Jeffrey briefed the Board on nominations that had been submitted thus far.

10) Disaster Response Team: Jim and Jeffrey briefed the Board about the Van Zandt County response and asked the Board to consider funding /purchasing some tablets/iPads for future use and to secure a cell service contract that could be turned on and used only when needed. Selso asked that we recognize those who responded for the first time, by inviting them to our 2017 conference banquet and present them with a BOAT hard hat. Jim stated he would work on that effort. Jim stated how beneficial it was, having EGRT assist us in Van Zandt County and that he was planning to schedule a meeting with them (David) to discuss working with them to develop our response inspection tools.

11) Trade Shows and Banners: Selso commented that the new banners were on display currently at BPI Arlington.

12) Internship and Career Day Status: Selso briefed the Board regarding the City of Plano intern program, stating the City recently kicked off the program, that a Plano Senior High junior had been selected and that interviews will be conducted soon for the Bureau Veritas intern. The Board briefly discussed the status of the Career Development Day program.

13) Training Code Books: This item was not discussed.

14) Support Letter for ICC Candidates: Selso and Jim suggested BOAT write a standard letters that could be used by the Board, and that questions should also be developed, that could be sent to candidates. Selso stated that he would send three letters that BOAT has received from candidates, so the Board can provide feedback.

15) BOAT Bulletin – summer: Selso asked the Board Members to write an article to be used in the upcoming summer newsletter.

16) Other Business: No discussion.

Adjournment: The meeting was adjourned at 11:08 pm.

Submitted by Jeffrey Widmer, CBO BOAT Secretary

## **Open Meeting Minutes**

**May 23, 2017**

**11:34 a.m. – 12:20 p.m.**

**6<sup>th</sup> floor Nedderman Hall UTA, Arlington Texas**

Presiding: Selso Mata, President

Call to Order:

Meeting opened at 11:34 am.

Board Members Present:

Selso Mata, Mike Olson, Scott McDonald, Lawrence

Crow, Kurt Kasson, Sean Smith, Glenn Barnhill, Brett King, Jeffrey Widmer.

### **1. Financial Report**

Mike gave a brief financial report stating that assets ending March 31, 2017 were \$228,889.10.

### **2. General Discussion:**

Selso welcomed everyone and briefly covered the agenda.

Lawrence stated there were 1150 registrations for Arlington BPI, with an additional 200 registrants through ICC, and commented that those registered through ICC, will have an opportunity to test and earn an ICC certification. Lawrence also mentioned the other BPI's and that BOAT will educate roughly 2600-2700 students this year.

Selso briefed everyone on the Van Zandt County disaster. Jim stated that BOAT utilizes some revenue, to fund disaster response efforts. Jeffrey thanked everyone who responded and assisted in Van Zandt County and also asked those that have not responded to assist in the past, to plan to do so in the future.

Selso promoted the upcoming annual conference in Rockwall and briefed everyone on the BOAT Intern Program, stating that Plano's intern begins June 12<sup>th</sup>. Selso asked Van to give an overview of the Intern Program. Van provided the overview and asked anyone who knew someone seeking an internship, to please have them contact BOAT to apply. Van stated that BV will also host an intern beginning in June.

Selso spoke about the upcoming Career Development Day, which will take place during the 2017 Annual Conference in Rockwall, with participants taking classes in the am and then going to Rockwall City Hall for the afternoon session with the Building Inspections Department.

Selso mentioned the upcoming BOAT newsletter, and asked those in attendance to consider writing and submitting an article.

Selso asked Scott to cover legislative items. Scott briefed everyone on HB 3329 and that beginning September 1, 2017 Cities will not be able to charge an electrician for a registration. Selso and Jim stated that BOAT will write a paper to brief everyone on bills passed by the State and offer suggestions on how Cities could handle the changes.

Shirley Ellis gave an overview of the ICC Board Members, ICC Committee's, and the Emerging Leaders Shadowing Program. Shirley commented on how excited the ICC Board is, to partner with BOAT for BPI training.

Selso opened the floor for comments or questions.

Mike promoted the upcoming annual conference.

**3. Adjournment:**

The meeting was adjourned at 12:20 pm.

Submitted by Jeffrey Widmer, CBO BOAT Secretary