

February 19, 2020 Board of Directors Meeting Minutes

WHERE: City of Reno Corp Yard, Building Inspectors Trailer/Corp Yard Learning Center

Meeting was first called to order at 10:45 am by President Paul Gordon.

- 1) Roll Call of Officers. Quorum established. All present except Ron Bodner (vacation – excused) Dan West will be a little late. President Gordon introduced Ken Andrews, Rob Rice and Dan Warrell and thanked them for stepping up into Board member positions.
- 2) Previous Meeting Minutes. November 20th, 2019 Board meeting minutes were distributed, a motion to accept the minutes was made by Mark Meranda and 2nd by Rob Rice, and approved by the Board.
- 3) Treasurer’s Report. Teresa Parkhurst reported that our current balance is approximately \$21,886. Teresa indicated that she had not yet selected the cloud based accounting system. (Board approved this expenditure at our November 2019 Board meeting for up to \$180 a year.) Teresa received our Articles of Incorporation requested from the Secretary of State required for our non-profit filing. She indicated she looked at them and they don’t need an update. Teresa indicated that the Annual Audit required by our By-Laws is on hold. She is hopeful that the COR will pay their invoice for the Grounding Class in August 2019 and the WC3 Legal Aspects Class in October 2019. She has spoken with Chris Pingree. Teresa distributed a report requested last Board Meeting showing a break down of class expenses and revenue. Teresa also indicated that she sent out \$5100 in membership invoices for 2020 and has received back thus far \$1329. Teresa indicated she still needs the mission statement approved and the remaining questions answered for the questionnaire for our non-profit status. Teresa also mentioned that we have not yet paid Ralph Hartmann, our accountant, for services rendered, although \$ _____ was approved by the Board in _____, 2019 for updating our non-profit status and our prior tax liability (if any)
- 4) Old Business.
CALENDAR: The Board reviewed the proposed 2020 NNICC calendar.
Monthly meetings: No changes
Board meetings: (new dates) March 17th, Tuesday at 11:30 at Famous Dave’s BarBQ
June 17th, Wednesday at 10:30 at the Reno Corp Yard Learning Center
September 16th, Wednesday at 10:30 at the Reno Corp Yard learning Center
November 18th, Wednesday, at 10:30 at the Reno Corp Yard Learning Center

MONTHLY TRAINING:

President Gordon proposed that the monthly training include the following:

- (1) One more mechanical class, preferably on pre-manufactured hood vents
- (2) Two framing classes, one preferably on fire blocking
- (2) Two Plumbing sessions, (2) electrical sessions and some Active Shooter and/or situational awareness training for inspectors

President Gordon will contact our ICC rep Dave Nichols to obtain the exact information on possibly obtaining .1 CEUs for our lunch training seminars since we are a preferred provider. We will have to issue certificates.

WEBSITE: Paul read his drafted President’s message for our website:

"The past few years have been exciting and busy! In 2018, our member jurisdictions all adopted the 2018 Building Codes. Our commitment to training our members has been evident through courses taught almost monthly. These classes will continue through this spring 2020. This year our monthly luncheons will consist of subject matter exports on specific topics related to Code interpretation and application. We look forward to seeing you at our luncheons and training."

Cindi will make sure she gets a photo of President Gordon for the website.

NON-PROFIT requirements: We then discussed the non-profit questionnaire.

President Gordon read a draft of the mission statement –

"Promoting building safety standards through a uniform code development process and providing education and training to code professionals and industry partners."

1st Vice President Mark Meranda made a motion to approve the mission statement as read and 2nd Vice-President Dan West 2nd the motion and the Board voted unanimously to approve the mission statement.

Question # 1: Copies of the following documents:

Articles of Incorporation (State of NV)
Charter (State of NV)
Mission Statement

Additionally, for each of the following, verify and add more details as necessary

1. Provide a detailed narrative description of all the activities of the organization—past, present, and planned. Do not merely refer to or repeat the language in the organizational document. List each activity separately in the order of importance based on the relative time and other resources devoted to the activity. Indicate the percentage of time for each activity. Each description should include, as a minimum, the following:
 - (a) a detailed description of the activity including its purpose and how each activity furthers your exempt purpose;
 - (b) when the activity was or will be initiated; and
 - (c) where and by whom the activity will be conducted.

(****pulled from the website****:)

- *Promoting the principles underlying safety in the construction, occupancy, and location of buildings and structures. (1)*
- *To support and enforce all applicable codes and ordinances relating to public safety and promote public welfare. (2)*
- *To investigate, discuss and accomplish public safety objectives. (3)*
- *To promote and develop the uniformity of codes, ordinances and legislation throughout the northern portion of the state including local entities. (4)*
- *To promote a better understanding of the codes and ordinances to the public and advance professional skills of code enforcement officials, designers and contractors through educational seminars. (5)*
- *To maintain the prestige of the code enforcement official, to promote education through training, to promote and maintain the code enforcement official as a highly qualified, technical professional, ethical, capable and dedicated individual. (6)*
- *To encourage the symbiotic relationship between code officials, designers, contractors and industry. (7)*
- *To do all other things permitted to be done by a charitable organization exempt from taxation under Internal Revenue Code Section 501 (c) (3) and the State of Nevada as are incidental to or desirable for the attainment of the above objectives. (8)*

As the Board, we agreed that bullet # 6 was our primary purpose. The Board agreed to add "property owner" to bullet # 7 and then to add fundraising efforts and scholarships at the end.

The Board agreed to add:

"every six years we compile technical committees in each Code book – review the new code and write proposed amendments for our area. This information is forwarded to steering committees for review and write proposed amendments for Northern Nevada jurisdictions to adopt."

Question # 2:

2. State the qualifications necessary for membership in the organization; the classes of membership (with the number of members in each class); and the voting rights and privileges received. If any group or class of persons is required to join, describe the requirement and explain the relationship between those members and members who join voluntarily. Submit copies of any membership solicitation material. Attach sample copies of all types of membership certificates issued.

Since it is not mandatory to qualify as a non-profit, the Board agreed to NOT issue certificates of membership.

Membership (*****from the Bylaws*****.)

- *Governmental members which consist of government employees who belong to State and local jurisdictions such as Building Departments and Fire Departments, and other governmental officials involved with the review and inspection of plans for compliance with State, Local and adopted Building Codes. \$40.00 each person*
- *Associate members who are individuals or firms, engaged in the practice of architecture, engineering, construction, inspection, research and/or testing. \$40.00 each person*
- *Honorary members who have rendered outstanding and meritorious services in the furthering of the objectives of the chapter and who shall be proposed by the officers and confirmed by the vote of the chapter. No Fee*

The Board agreed that we needed to add the words "per year" to membership fee language.

Question # 3. Does the organization publish pamphlets, brochures, newsletters, journals, or similar printed material? Yes No If "Yes," attach a recent copy of each.

- Code Amendments
- Website
- Meeting Agendas and Meeting Minutes
- By-Laws
- Training Course Announcements/Certificates of Completion

5) Communications and Reports

NOBO: 1st Vice President Mark Meranda updated the Board on the latest NOBO activity – NOBO is working with the State Contractors Board to update the Blue Book.

The Board meeting was postponed at 11:29 until after our General Meeting concludes this afternoon.

The Board meeting began again at 12:45.

6) Committee Reports

The following committees were formed for 2020:

Scholarship: Chair Ken Andrews, Co-Chair Peter Jordon. Primary task – Administration of the Scholarship Program
Events: Chair Arthur Leon, Co-Chair Ron Bodner Primary Task – Summer get Together and Holiday Fundraiser
Training Logistics: Chair Dan Warrell Co Chair Arthur Leon – Location, lunches, snacks, instructor coordination
Training Events: Chair Aaron (1st VP Mark Meranda will check to see if Jon Pennington will help out)

We did not assign anyone to an OutReach Committee (HS Recruiting Events, Womens Career Day)

Events Committee Chair Arthur Leon was asked to get two separate costs for the Summer get Together, one for "member +1," and one for "member + family." He will report back in March.

7) New Business.

The Board discussed succession. President Paul Gordon would like to step down, and stay on the Board as Immediate Past President. Mark indicated he would be willing to step up as President possibly next year. Cindi indicated that she would be willing to stay on the Board but would like a break from Secretary.

8) Adjournment: President Gordon made a motion to close the meeting, Arthur Leon 1st, 2nd by Ken Andrews, motion carried. Meeting ended at 1:05

Next meeting: Tuesday, March 17, 2020 at 11:30 at Famous Dave's BarBQue

Respectfully submitted,

C Gil-Blanco

DRAFT