



"Leading the way to excellence in building and life safety"

Annual Business Meeting

July 12-13, 2018

Ocean Shores, Washington

Agenda

Thursday, July 12

- 7:30 a.m. Coffee service and Registration – *Pacific/Rainier Room*
First Timer's Orientation – *Olympia Room*
- 8:00 a.m. Business Meeting Call to Order
Pledge of Allegiance to the Flag
Introductions
Welcome and Announcements
Agenda Approval:
July 12-13, 2018 – Annual Business Meeting
Minutes Approval:
May 3-4, 2018 - Spring Business Meeting
Recognitions, Relocations, Memorials
President's Report
Executive Board Report
Officers' Reports
Bylaw Committee Report
Nominating Committee Report
Executive Director's Report
- 9:00 a.m. Committee Meetings
- Technical Code Development – *Pacific/Rainier Room*
 - Review remaining Group A Public Comments that TCD will be submitting by the July 16, 2018 deadline.
 - Status of Group 1 State Amendments & TAG reports.
 - Confirm your Governmental Member Voting Representative Status with ICC at [GMVR STATUS](#) by September 24, 2018.
 - CdpACCESS - Get out the vote campaign for this fall. TCD will create a Group A Public Comment Hearing Voter's Guide for WABO members.
 - Review parking lot for Group B Cycle proposals.
 - TCD Scholarship funds are available to attend the ICC Public Comment Hearings in Richmond, VA October 24-31, 2018.
 - Funding for administrative and technical advisory services for TCD.
 - Other items

- 9:00 a.m. Committee Meetings
- C & R – *Olympia Room*
 - CLT/Mass Timber
- 10:30 a.m. Committee Meetings
- Government Relations – *Pacific/Rainier Room*
 - Legislative Priorities – changes or additions
 - Proposed WABO legislation for future sessions
 - Legislative concerns – what do we know is likely to be proposed in 2019
 - Succession plan for Legislative Committee Chair
 - Emergency Management – *Olympia Room (45 minutes)*
 - WASafe - Regional Coordinators,
 - WA SAFE – SEOC – Training
 - WASafe – operating manual
 - Emergency Management Council - update
 - Education – *Olympia Room (45 minutes)*
 - Fall Seminars
 - 2019 AEI
- 12:00 p.m. Luncheon – *St. Helens Room*
Guest Speaker: David Spencer, ICC Director
- 1:00 p.m. Election of WABO Board of Directors
- 1:30 p.m. Guest Reports
- International Code Council
 - ICC Region II
 - IABO
 - WPLBO
 - State Agencies
 - State Building Code Council
 - MyBuildingPermit.com
 - Liaison Reports
 - Other
- 3:00 p.m. Code Forum – *Pacific/Rainier Room*
- Please put forum topics for discussion on White Board
- 6:00 p.m. WABO Annual Awards Reception and Banquet – *Olympia/St Helens*
Guest Speaker & Board of Directors Installation - Jay Elbettar, ICC President

Friday, July 13

- 7:30 a.m. Coffee service – *Pacific/Rainier Room*
- 8:00 a.m. Business Meeting Reconvenes
Motions and Action Items
- WABO Budget Approval 2018/2019 – Chair Angela Haupt
 - WABO Bylaws Changes – Tom Phillips
 - Other Motions
- Unfinished Business
New Business
Announcements
- 8:30 a.m. BIAW – Presentation on WA Certified Builders Program
- 9:00 a.m. Professional Development – Kurt Latimore
“Eight Essentials for Successful Change” ICC PP#16226
- 10:30 a.m. Professional Development – Steph Collier, Brian Smith, Michele Miller
“Paperless Permitting” ICC PP#16224
- 12:00 p.m. Adjourn

Mark Your Calendar!
October 11-12, 2018 – WABO Fall Business Meeting at Marcus Whitman
Walla Walla, Washington



WASHINGTON ASSOCIATION OF BUILDING OFFICIALS

"Leading the way to excellence in building and life safety"

Proposed MINUTES – 2018 Spring Business Meeting

Leavenworth, Washington

May 3-4, 2018

Call to Order

The spring business meeting of the voting representatives was called to order by President Tom Phillips on May 3, 2018 at 8:05 a.m.

Roll Call

The following executive board officers were present:

Tom Phillips	-	President
C. Ray Allshouse	-	1 st Vice President
Kurt Aldworth	-	2 nd Vice President
Jon Siu	-	Immediate Past President

The following executive board directors were present:

Pete Rambow	-	Certification & Registration
Lee Kranz	-	Technical Code Development
Angela Haupt	-	Finance
Rick Prosser	-	Education
Todd Blevins	-	Outreach
Ray Cockerham	-	Emergency Management
John Brickey	-	Government Relations
Andy Higgins	-	Accreditation
Trace Justice	-	Past President
Gary Schenk	-	Past President

The following management personnel were present:

Tara Jenkins	-	Executive Director
Troy Jenkins	-	Jenkins Management Solutions, LLC

Introductions

The active member voting representatives, associate members and guests introduced themselves. (Registration list on file at WABO office).

Agenda

The President presented the proposed Agenda for the May 3-4, 2018, Spring Business Meeting.

MOTION: It was moved and seconded that the Agenda be approved as amended. The motion carried.

Minutes

The President presented the proposed Minutes for the WABO Winter Meeting on January 25, 2018.

MOTION: It was moved and seconded that the Minutes be approved.
The motion carried.

President's Report

President Tom Phillips reported that John Brickey, Amy Brackenbury and himself met with Matthew Hepner from the International Brotherhood of Electrical Workers (IBEW) to discuss electrical code issues. WABO and IBEW both share concerns with the underground economy.

Executive Board Report

Tom Phillips shared highlights from the Executive Board meeting held on March 6, 2018.

- ICC President Jay Elbettar requested to hold the ICC Summer Board meeting at Semiahmoo in Blaine, WA and invited the WABO Executive Board to attend.
- Jim Sayers e-mailed Tom Phillips announcing his candidacy for the ICC Board.
- WABO strategic plan will be updated in 2019.
- WAsafe (WABO, AIA – WA, SEAW) Memorandum of Understanding (MOU) was established with WA State Military Department – Emergency Management Division (EMD).
- Several WABO members applied for the TCD scholarship to attend the ICC Committee Action Hearings (for Group A) in Columbus, OH.

1st Vice President's Report

Ray Allshouse expressed how impressed he was with the meeting attendance. It is not easy to be away from the jurisdiction, but much can be gained with talking to other code officials. The intent of the organization is to provide resources to help you. Ray also encouraged the mother organization to provide necessary resources as well.

2nd Vice President's Report

Kurt Aldworth reported that the strategic plan will be updated in 2019 and requested member input to fulfill the changes. At the Fall 2018 meeting Kurt Latimore will revisit WABO's prioritized initiatives. At the 2018 Annual Business Meeting two professional development seminars will be held. Kurt Latimore will kick off the strategic planning session with "8 Essentials to Lead to a Successful Change" and MyBuildingPermit will present "Electronic Permitting Process" geared toward the building official. The professional development for this meeting is "Force Transfer Around Openings Design" which will be presented by Jared Hensley, P.E. from APA. He encouraged members to stay for the presentation.

Immediate Past President

Jon Siu informed members of the Awards Program Nomination Form that is included in the meeting packet. Four awards will be granted at the upcoming Annual Business meeting and nominations are needed. The Executive Board appreciates the membership input on award nominations.

Election of Board of Directors Nominations

Jon Siu announced that the WABO Board of Director elections will be held at the Annual Business Meeting in July. There are three chair positions that will be open, Technical Code, Government Relations, and Certification & Registration. Members can also run against incumbents, you must be one of two voting representatives for the jurisdiction and obtain management approval for involvement. Jon encouraged members to get involved. If interested in running, please fill out a Nomination for WABO Leadership Form. For more information on serving and time commitments please contact any of the Officers.

Meeting recessed for committee meetings at 8:45 a.m.

Meeting reconvened at 1:05 p.m.

GUEST REPORTS:

SBCC

Jim Tinner reported that HB 1622 passed legislation and effective July 1, 2018 the fee for residential permits will increase from \$4.50 to \$6.50 and commercial permits will be \$25. The SBCC has not seen an increase in fees since 1989. Legislation is looking at the SBCC incorporating CLT into the codes; SBCC will look at incorporating into the 2018 codes. The Technical Advisory Groups (TAG's) have completed their work on group 1 which include the International Building Code, International Existing Building Code, International Fire Code, and the Commercial Energy Code. WA State Department of Natural Resources (DNR) will create all IWUIC maps for the state. No extra funding was provided so timeline is not known for completion.

International Code Council

Kraig Stevenson was not available for a report.

ICC Region II

Trace Justice reported that Region II meets monthly and is the most active region. Many ICC Board members are involved in the monthly teleconferences. Region II is focused on raising the profiles of Building Officials and also involved in Permit Tech Nation. Region II nominating committee has partnered with WPLBO's candidate forum, and have already endorsed Jim Sayers, Jim Brown and Greg Wheeler. Region II will wait until WPLBO's candidate forum for the rest of their candidate nominations.

IABO

Gary Schenk announced that IABO is currently improving their website and reviewing their bylaws. Two new members have been added to the Board and they are considering becoming an ICC Preferred Provider. IABO is currently looking for a funding source to provide scholarships for code officials to attend the code hearings.

Western Pacific League of Building Officials (WPLBO)

Gary Schenk announced the candidate forum will be held August 23-24, 2018 in San Francisco, CA. The ICC nominating committee has asked in the past to sit in on the WPBLO candidate forum, if asked again WPLBO will decline the request. OBOA has notified WPLBO that they will no longer be able to keep their commitment in the organization.

Labor & Industries

Stephen Thornton, Chief Electrical Inspector, announced that he is conducting stakeholder meetings regarding new rules and laws around the state and encouraged members to attend. If a jurisdiction is experiencing any issues please contact your local L & I office and they will come and help.

Kelly Mayo, Factory Assembled Structures, reported that jurisdictions will receive an L & I notification on any modular unit that will be arriving which will include a list of items that need to be completed on site. He encouraged members to send any questions on Factory Assembled Structures to fas1@lni.wa.gov. Kelly mentioned that county fair season is coming up and food trucks will increase. All L & I approved food trucks will have an insignia near the front door.

State Electrical Board

John Brickey encouraged members to attend the electrical board meetings to gain a better understanding of what L & I is doing. L & I has a pilot program on remote inspections and have found that some homeowners do not want their home captured on film. John informed the membership that cities can establish their own electrical program.

MyBuildingPermit.com

Michele Miller reported that King County is officially on board with MyBuildingPermit. The Annual Business meeting is scheduled for June 7, 2018 and encouraged members to attend to learn about their improved status site.

Liaison Reports

WABO/SEAW

Lee Kranz announced that the purpose of the WABO/SEAW committee is to build dialogue between engineers and building officials to create consistency. The committee is working on a questions and answer forum. Individuals will be able to submit a question to the forum which will be reviewed by the committee who will come up with a consensus on an answer. Lee reminded members that White Paper # 1 is available on the WABO website for review and encouraged members to volunteer for the committee.

A117.1 Committee

Ray Allshouse reported on behalf of Stephen McGlocklin that the Access Board has launched a YouTube channel for design.

American Institute of Architects (AIA)

Ray Allshouse announced that he is involved with multiple chapters of AIA: the WA Council where he focuses on legislative issues that affect architects; and the Seattle Chapter where he is active with the codes committee.

Cross Connection Control Advisory Committee

Dave Cantrell reported the WA State Department of Health (DOH) Cross Connection Control Committee is developing a guidance manual for water purveyors and local jurisdictions. Water purveyors and jurisdictions will work together.

Meeting recessed for Committee meetings and Cracker Barrel Discussions at 2:25 p.m.

Friday, May 4, 2018 8:05 a.m. – Meeting reconvened

Outreach

Todd Blevins provided a small recap of the mentor program. Todd asked all the mentors of the first time attendees to provide a small introduction and the first timers to speak on their meeting experience.

New Business

Tim Bardell, P.E. from B7 Engineering led a discussion on the roles of an architect and an engineer in buildings exceeding 4,000 square feet.

Unfinished Business

None

Announcements

Lee Kranz announced that WABO, ICC and the SBCC will be working together to create the WA State Custom Codes for the 2018 code cycle. The WA State amendments will be incorporated into the model codes (with the exception of the UPC) and the anticipated release date will be in March of 2020. Lee asked jurisdictions to hold off purchasing the 2018 model codes until the WA Custom Codes are released. ICC will have to wait for the release of the amendments from the SBCC before collaboration can begin. Group 1 is anticipated to be released to ICC December of 2018 and Group 2 is anticipated to be released December of 2019. Group 2 release date will make the March 2020 publication date very tight. ICC has purchased General Codes which has better software which may speed up the formatting process.

Meeting adjourned at 9:00 a.m. for Professional Development.

WABO Annual Business Meeting
July 12-13, 2018
Attendee List

C. RAY ALLSHOUSE AIA, CBO, ACO
CITY OF SHORELINE

STEVEN BLAKE
CITY OF BURien

JOHN BRICKEY CBO
CITY OF LONGVIEW

CLIFF BURDICK
CITY OF WENATCHEE

SEAN CARLSTROM CBO
CITY OF SHELTON

AL CHRISTENSEN
ICC RAINIER CHAPTER

RAY COCKERHAM
CITY OF PUYALLUP

STEPH COLLIER
CITY OF BELLEVUE

STEPHANIE DAY
CITY OF KIRKLAND

JAY ELBETTAR
ICC PRESIDENT

MARTY GILLIS CBO
WEST COAST CODE CONSULTANTS, INC.

ANGELA HAUPT
CITY OF KIRKLAND

MARK HESS
CLARK COUNTY COMMUNITY DEV.

ARDEL JALA
CITY OF SEATTLE

TROY JENKINS
JENKINS MANAGEMENT SOLUTIONS, LLC

TRACE JUSTICE CBO, ACO
CITY OF STANWOOD

JACK APPLGATE
NW CODE PROFESSIONALS

R. TODD BLEVINS CBO
WALLA WALLA COUNTY

RICHARD BROWN
STATE BUILDING CODE COUNCIL

CHERYL BURWELL
CITY OF SEATTLE DEPT OF CONSTRUCTION AND
INSPECTIONS

MICAH CHAPPELL
CITY OF SEATTLE, DEPT OF CONSTRUCTION AND
INSPECTIONS

LEE CLIFTON
SENIOR DIRECTOR PMG RESOURCES OF ICC

SUE COFFMAN CBO, P.E., CFM
CITY OF TACOMA

JOHN DARNALL CBO
RETIRED

ROBERT DOBOVSKY
CITY OF ELLENSBURG

KEVIN "KC" ELLIS
PORT OF SEATTLE AIRPORT BUILDING

DIANE GLENN
CONSTRUCTION CONSULTANTS OF WA, LLC

DANA HERRON CBO
CITY OF MILTON

ORLANDO HOWELL CBO
CITY OF HOQUIAM

TARA JENKINS
WABO

HOYT JETER PE
CITY OF TACOMA

LEE KRANZ CBO, ACO
CITY OF BELLEVUE DSD

GARY LAMPELLA
NW CODE PROFESSIONALS

RAVI MAHAJAN
CLARK COUNTY COMMUNITY DEV.

S. KELLY MAYO CBO, ACO
LABOR & INDUSTRIES

MICHELE MILLER
MYBUILDINGPERMIT/ CITY OF BELLEVUE

THOMAS PHILLIPS CBO, ACO
CITY OF KIRKLAND

PETE RAMBOW CBO, ACO
CITY OF TACOMA

GARY SCHENK CBO, ACO
CITY OF SEATAC

GREGG SCHRADER
CITY OF BELLEVUE

JONATHAN SIU PE, SE, ACO
CITY OF SEATTLE, DEPT OF CONSTRUCTION AND
INSPECTIONS

DAVID SPENCER CBO, ACO
SAFEBUILT / CITY OF WEST RICHLAND

MARC STRAUB
CITY OF WINTHROP

SREE THIRUNAGARI
CITY OF VANCOUVER

JAMES WEAVER CBO, AICP
CITY OF BAINBRIDGE ISLAND

TIM WOODARD
CITY OF BLAINE

KURT LATIMORE
THE LATIMORE COMPANY

JIM MATTISON
SIMPSON STRONG-TIE COMPANY, INC

MICHAEL MCGIVNEY CBO, CASP
CITY OF OCEAN SHORES

DERMOTT MURPHY
CITY OF SPOKANE

RICK PROSSER CBO
CITY OF MOUNT VERNON

JIM SAYERS
CLACKAMAS COUNTY

MARC SCHOENBERG
CITY OF PACIFIC

CRAIG SEDLACEK
WA DEPARTMENT OF LABOR & INDUSTRIES

BRIAN SMITH
CITY OF BELLEVUE

KRAIG STEVENSON CBO
ICC GOVERNMENT RELATIONS

TERRY TACKETT
PORT OF SEATTLE, AIRPORT BUILDING
DEPARTMENT

JAMES TUMELSON
CITY OF KIRKLAND

STEVE WILSON
CITY OF KENT

CAMIE ZIMMERMAN
WABO MEMBER SERVICES

=RELOCATIONS **==RECOGNITIONS** **==MEMORIALS**



WASHINGTON ASSOCIATION OF BUILDING OFFICIALS

"Leading the way to excellence in building and life safety"

Steven Blake - City of Burien - New Building Official

Steve Wilson - City of Kent - New Building Official

Tim Lincoln - City of Orting - New Building Official

Pete Rambow - City of Tacoma - Retired

Ken Wolfe - City of Orting - Passed Away June 2018

Please let us know when you learn of code official relocations, recognitions, or memorials.



Platinum Sponsors

CWA Consultants, PS
Interior Tech

Diamond Sponsors

BHC Consultants

Gold Sponsors

Simpson Strong-Tie, Inc.
SAFEbuilt

Silver Sponsors

4Leaf, Inc

Bronze Sponsors

IAPMO
LP Corp
Superion
Viega, LLC
Tyler Technologies
Mistras Group Inc.
My Building Permit.com
Day & Nite Plumbing & Heating, Inc.
Townzen & Associates, Inc.
Interra USA / The Joto Vent System
West Coast Code Consultants, Inc.
NW Code Professionals, LLC
Clarity Consulting Engineers, PLLC
National Fire Sprinkler Association



SCHEDULE OF EVENTS

YEAR 2018

July 12-13	Annual Business Meeting	Shilo Inn, Ocean Shores
October 11-12	Fall Business Meeting	Marcus Whitman, Walla Walla

YEAR 2019

January	Winter Committee Meeting	Lacey/Olympia/Tumwater
March 25-28	Annual Education Institute	Lynnwood Convention Center
April 25-26	Spring Business Meeting	Enzian Inn, Leavenworth
July 18-19	Annual Business Meeting	Semiahmoo, Blaine
October 17-18	Fall Business Meeting	Heathman Lodge, Vancouver

YEAR 2020

January	Winter Committee Meeting	Lacey/Olympia/Tumwater
March 23-27	Annual Education Institute	Lynnwood Convention Center
April 23-24	Spring Business Meeting	Enzian Inn, Leavenworth



Fall Business Meeting

Where:

Marcus Whitman, Walla Walla, WA

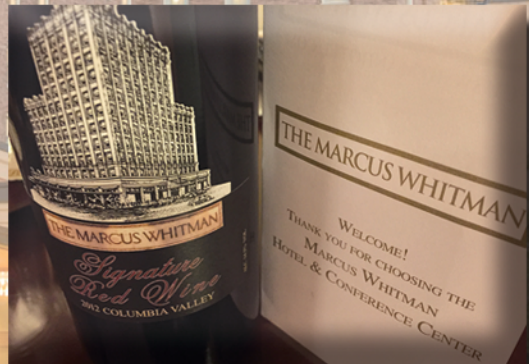
6 W Rose St, Walla Walla, WA 99362

When:

October 11-12, 2018

Thursday 8am - 5pm (lunch 12pm)

Friday 8am - 12pm



Washington Association of Building Officials Fall Meeting Registration Form

October 11-12, 2018

Registration Fee: \$60 (lunch included)

Name: _____

Title: _____

Organization: _____

Address: _____

City, State, Zip: _____

Phone: _____ Fax: _____

Email: _____

Payment Method: ☐ Check ☐ Visa ☐ MC ☐ PO

CC#: _____ Exp Date: _____ CVV: _____

Signature: _____

Return this form with your check or credit card information to:

WABO

P.O. Box 7310

Olympia, WA 98507

Or register online at www.wabo.org

Call 360-628-8669 for more information



ACCREDITED CODE OFFICIAL

Join your colleagues and become a  Accredited Code Official.

Application forms available on our website at www.wabo.org

Congratulations to the following **A**ccredited **C**ode **O**fficials

Gary Schenk, CBO, ACO

Willie Hill, CBO, ACO

Michael Barth, MCP, ACO

Trace Justice, CBO, ACO

Gregory Colvig, CBO, ACO

Mary Kate McGee, CBO, ACO

LG Nelson, CBO, ACO

Dave Cantrell, ACO

Peter Rambow, CBO, ACO

Randy Vissia, CBO, ACO

Dean Giles, AIA, ACO

S. Kelly Mayo, CBO, ACO

C. Andrew Higgins, MCP, CBO, ACO

C. Ray Allshouse, CBO, AIA, ACO

Tim Nordtvedt, CBO, ACO

Kurt Aldworth, CBO, ACO

David Spencer, CBO, ACO

Jon Siu, PE, SE, ACO

Sheila Roark Miller, CBO, CFCO, ACO

Lee Kranz, CBO, ACO

Thomas Phillips, CBO, ACO

Dean Giles, AIA, ACO

Gary Lampella, ACO

WABO
Budget Comparison
07/01/2017 to 06/30/2018

		This Period	Budgeted	Percentage
Member Services				
	Income	\$ 79,295	\$ 73,500	107.9%
	Expense	\$ 225,767	\$ 238,130	94.8%
Bookstore				
	Income	\$ 106,003	\$ 65,678	161.4%
	Expense	\$ 114,146	\$ 78,587	145.2%
Welder Program				
	Income	\$ 468,911	\$ 457,700	102.4%
	Expense	\$ 169,317	\$ 185,412	91.3%
Special Inspection Program				
	Income	\$ 192,719	\$ 127,900	150.7%
	Expense	\$ 125,138	\$ 85,564	146.3%
Education Institute				
	Income	\$ 164,450	\$ 173,250	94.9%
	Expense	\$ 150,866	\$ 142,228	106.1%
Seminars				
	Income	\$ -	\$ 15,000	0.0%
	Expense	\$ 20	\$ 12,199	0.2%
Finance				
	Income	\$ -	\$ -	
	Expense	\$ 22,907	\$ 20,495	111.8%
Government Relations				
	Income	\$ -	\$ -	
	Expense	\$ 31,123	\$ 32,403	96.0%
Outreach				
	Income	\$ 200	\$ 250	80.0%
	Expense	\$ 4,882	\$ 48,227	10.1%
Technical Code Development				
	Income	\$ -	\$ -	
	Expense	\$ 8,987	\$ 29,750	30.2%
Emergency Management				
	Income	\$ -	\$ -	
	Expense	\$ 539	\$ 21,425	2.5%
Administration				
	Income	\$ 10,933	\$ 12,000	91.1%
	Expense	\$ 37,289	\$ 45,553	81.9%
Total				
	Income	\$ 1,022,511	\$ 925,278	110.5%
	Expense	\$ 890,979	\$ 939,973	94.8%

WABO - Summary
Profit & Loss
July 2017 through June 2018

	<u>Jul '17 - Jun 18</u>
Ordinary Income/Expense	
Income	
Accredited Code Official Progra	200.00
Bookstore	
Book Sales	100,974.92
Book Sales - ICC Sales	611.00
Shipping & Handling Income	4,416.60
	<hr/>
Total Bookstore	106,002.52
Education Institute Income	
Registrations -AEI	157,700.00
Sponsor -AEI	6,500.00
	<hr/>
Total Education Institute Income	164,200.00
Interest	
Money Market	75.49
	<hr/>
Total Interest	75.49
Investment Income	
Dividends	10,857.80
	<hr/>
Total Investment Income	10,857.80
Job Postings on Web Page	12,400.00
Membership Dues	46,930.00
Registrations	
Registrations	250.00
Registrations - Other	12,565.00
	<hr/>
Total Registrations	12,815.00
Returned Check Fee	240.00
Special Inspection	
Agency Applications	5,385.00
Agency Audits	19,263.08
Fabricators	
Fabricator Initial Application	2,525.00
Fabricator Renewals	1,050.00
Fabricators - Other	11,267.89
	<hr/>
Total Fabricators	14,842.89
Key Personnel	15,335.00
Special Inspect -Other Income	35,695.00
Special Inspectors	102,173.49
Special Inspection - Other	0.00
	<hr/>
Total Special Inspection	192,694.46
Sponsors Income	7,400.00
Welder Certification	
Weld Agency Apps & Renewals	12,007.37
Weld Agency Audit	3,450.00
Weld Applications and Renewals	448,088.50
Weld Examiner Apps & Renewals	5,070.00
Welder Income - Other	80.00
	<hr/>
Total Welder Certification	468,695.87

WABO - Summary
Profit & Loss
July 2017 through June 2018

	<u>Jul '17 - Jun 18</u>
Total Income	1,022,511.14
Gross Profit	1,022,511.14
Expense	
Apprenticeship Program	0.00
Awards	610.42
B&O Taxes	10,677.64
Bank Charges	0.50
Bookstore Purch - COGS	
Amendments / Codes	484.41
Bookstore Purch - COGS - Other	78,343.31
Total Bookstore Purch - COGS	78,827.72
Computer Expenses	
Web Page Fees	3,593.28
Computer Expenses - Other	2,625.52
Total Computer Expenses	6,218.80
Credit Card Fees	15,184.41
Dues & Fees	
Membership Fees	1,120.00
Registration Fees	225.00
Transaction Fees	3,246.65
Total Dues & Fees	4,591.65
Equipment & Software	
Equipment Rental	20,306.84
Total Equipment & Software	20,306.84
Executive Board	
Donations/ Other Agency Support	1,000.00
Meetings	11,125.84
Other	25.52
Travel	17,571.58
Total Executive Board	29,722.94
Insurance/Licenses	2,675.00
Legal	550.00
Lobbyist	30,501.45
Management Fees	433,126.00
Marketing/ Advertising	
Scholarships	14,893.93
Total Marketing/ Advertising	14,893.93
Meals	63,713.57
Meeting Expenses	
Quarterly Meeting Expenses	
Meeting Scholarships	6,024.90
Member Promotions	6,371.31
Social Events	3,123.34
Quarterly Meeting Expenses - Ot...	24,917.18
Total Quarterly Meeting Expenses	40,436.73
Meeting Expenses - Other	2,342.24

WABO - Summary
Profit & Loss
Accrual Basis **July 2017 through June 2018**

	<u>Jul '17 - Jun 18</u>
Total Meeting Expenses	42,778.97
Meeting Room Rental	10,450.00
Postage and Shipping Expense	18,311.31
Printing	8,406.62
Publication Expense	326.86
Speaker/Presenters	26,225.56
Supplies	5,206.95
Tech Consultant Services	
Consultant Travel Fee & Expense	20,291.07
Fabricator Consultant	6,115.00
SIRP Consultant	29,817.50
Welder Consultant	3,445.00
Total Tech Consultant Services	59,668.57
Telephone and Internet	3,930.26
Travel Expense	4,073.16
Uncategorized Expenses	0.00
Total Expense	890,979.13
Net Ordinary Income	131,532.01
Net Income	<u><u>131,532.01</u></u>

WABO
Balance Sheet
As of June 30, 2018

	Jun 30, 18
ASSETS	
Current Assets	
Checking/Savings	
First Citizens Bank Chg	350,931.37
First Citizens Bank MM	151,013.73
Petty Cash	200.00
Total Equity Market-TRowe Price	251,864.75
US Treasury Int- TRowe Price	379,355.94
Total Checking/Savings	<u>1,133,365.79</u>
Accounts Receivable	
Accounts Receivable	7,818.60
Total Accounts Receivable	<u>7,818.60</u>
Other Current Assets	
Conference Deposit	7,690.00
Inventory	34,793.82
Undeposited Funds	28.94
Total Other Current Assets	<u>42,512.76</u>
Total Current Assets	<u>1,183,697.15</u>
Fixed Assets	
Accumulated Depreciation	-3,217.57
Office Furniture & Equipment	3,217.57
Total Fixed Assets	<u>0.00</u>
TOTAL ASSETS	<u>1,183,697.15</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	3,661.06
Total Accounts Payable	<u>3,661.06</u>
Other Current Liabilities	
Sales Tax Payable	1,930.55
Unclaimed Property Payable	115.00
Total Other Current Liabilities	<u>2,045.55</u>
Total Current Liabilities	<u>5,706.61</u>
Total Liabilities	<u>5,706.61</u>
Equity	
Reserve for Apprenticeship Prog	18,170.62
Reserve for WABO ICC Board Cand	9,328.63
Retained Earnings	1,018,959.28
Net Income	131,532.01
Total Equity	<u>1,177,990.54</u>
TOTAL LIABILITIES & EQUITY	<u>1,183,697.15</u>

WABO - Member Services
Profit & Loss
July 2017 through June 2018

	<u>Jul '17 - Jun 18</u>
Ordinary Income/Expense	
Income	
Job Postings on Web Page	12,400.00
Membership Dues	46,930.00
Registrations	12,565.00
Sponsors Income	7,400.00
Total Income	<u>79,295.00</u>
Gross Profit	79,295.00
Expense	
Awards	610.42
B&O Taxes	300.58
Computer Expenses	
Web Page Fees	765.00
Total Computer Expenses	765.00
Credit Card Fees	935.72
Dues & Fees	
Membership Fees	445.00
Transaction Fees	302.35
Total Dues & Fees	747.35
Executive Board	
Donations/ Other Agency Support	1,000.00
Meetings	11,125.84
Other	25.52
Travel	17,571.58
Total Executive Board	29,722.94
Management Fees	149,225.73
Meeting Expenses	
Quarterly Meeting Expenses	
Meeting Scholarships	6,024.90
Member Promotions	6,371.31
Social Events	3,123.34
Quarterly Meeting Expenses - Ot...	24,917.18
Total Quarterly Meeting Expenses	40,436.73
Meeting Expenses - Other	359.93
Total Meeting Expenses	40,796.66
Postage and Shipping Expense	954.70
Printing	1,383.13
Supplies	324.32
Total Expense	<u>225,766.55</u>
Net Ordinary Income	<u>-146,471.55</u>
Net Income	<u><u>-146,471.55</u></u>

WABO - Bookstore
Profit & Loss
July 2017 through June 2018

	<u>Jul '17 - Jun 18</u>
Ordinary Income/Expense	
Income	
Bookstore	
Book Sales	100,974.92
Book Sales - ICC Sales	611.00
Shipping & Handling Income	4,416.60
	<u>106,002.52</u>
Total Bookstore	106,002.52
Total Income	<u>106,002.52</u>
Gross Profit	106,002.52
Expense	
B&O Taxes	458.00
Bookstore Purch - COGS	
Amendments / Codes	484.41
Bookstore Purch - COGS - Other	78,343.31
	<u>78,827.72</u>
Total Bookstore Purch - COGS	78,827.72
Computer Expenses	
Web Page Fees	533.28
	<u>533.28</u>
Total Computer Expenses	533.28
Credit Card Fees	2,864.81
Dues & Fees	
Membership Fees	350.00
	<u>350.00</u>
Total Dues & Fees	350.00
Management Fees	25,590.44
Postage and Shipping Expense	4,649.20
Printing	55.02
Supplies	616.93
Travel Expense	200.56
	<u>114,145.96</u>
Total Expense	114,145.96
Net Ordinary Income	<u>-8,143.44</u>
Net Income	<u><u>-8,143.44</u></u>

WABO- Welder Program
Profit & Loss
July 2017 through June 2018

	<u>Jul '17 - Jun 18</u>
Ordinary Income/Expense	
Income	
Returned Check Fee	215.00
Welder Certification	
Weld Agency Apps & Renewals	11,917.37
Weld Agency Audit	3,450.00
Weld Applications and Renewals	448,178.50
Weld Examiner Apps & Renewals	5,070.00
Welder Income - Other	80.00
Total Welder Certification	<u>468,695.87</u>
Total Income	<u>468,910.87</u>
Gross Profit	468,910.87
Expense	
B&O Taxes	7,030.45
Credit Card Fees	6,814.52
Dues & Fees	
Transaction Fees	1,656.80
Total Dues & Fees	1,656.80
Management Fees	123,379.64
Marketing/ Advertising	
Scholarships	8,500.00
Total Marketing/ Advertising	8,500.00
Meeting Expenses	187.12
Postage and Shipping Expense	7,489.32
Printing	4,381.31
Supplies	1,414.29
Tech Consultant Services	
Consultant Travel Fee & Expense	4,335.50
Welder Consultant	3,445.00
Total Tech Consultant Services	7,780.50
Travel Expense	683.19
Total Expense	<u>169,317.14</u>
Net Ordinary Income	<u>299,593.73</u>
Net Income	<u><u>299,593.73</u></u>

**WABO- Special Inspection
Profit & Loss
July 2017 through June 2018**

	<u>Jul '17 - Jun 18</u>
Ordinary Income/Expense	
Income	
Returned Check Fee	25.00
Special Inspection	
Agency Applications	5,385.00
Agency Audits	19,263.08
Fabricators	
Fabricator Initial Application	2,525.00
Fabricator Renewals	1,050.00
Fabricators - Other	11,267.89
Total Fabricators	14,842.89
Key Personnel	15,335.00
Special Inspect -Other Income	35,695.00
Special Inspectors	102,173.49
Total Special Inspection	192,694.46
Welder Certification	
Weld Applications and Renewals	0.00
Weld Examiner Apps & Renewals	0.00
Total Welder Certification	0.00
Total Income	192,719.46
Gross Profit	192,719.46
Expense	
B&O Taxes	2,885.61
Credit Card Fees	1,546.74
Management Fees	66,086.30
Meeting Expenses	183.66
Postage and Shipping Expense	1,165.61
Printing	794.28
Supplies	399.78
Tech Consultant Services	
Consultant Travel Fee & Expense	15,955.57
Fabricator Consultant	6,115.00
SIRP Consultant	29,817.50
Total Tech Consultant Services	51,888.07
Travel Expense	187.70
Total Expense	125,137.75
Net Ordinary Income	67,581.71
Net Income	<u><u>67,581.71</u></u>

WABO- Education Institute
Profit & Loss
July 2017 through June 2018

	<u>Jul '17 - Jun 18</u>
Ordinary Income/Expense	
Income	
Education Institute Income	
Registrations -AEI	157,700.00
Sponsor -AEI	6,500.00
	<u> </u>
Total Education Institute Income	164,200.00
Registrations	
Registrations	250.00
	<u> </u>
Total Registrations	250.00
Total Income	<u>164,450.00</u>
Gross Profit	164,450.00
Expense	
Credit Card Fees	3,019.32
Dues & Fees	
Registration Fees	180.00
Transaction Fees	1,287.50
	<u> </u>
Total Dues & Fees	1,467.50
Equipment & Software	
Equipment Rental	20,306.84
	<u> </u>
Total Equipment & Software	20,306.84
Management Fees	20,672.61
Meals	63,713.57
Meeting Room Rental	10,450.00
Postage and Shipping Expense	1,970.84
Printing	1,360.35
Speaker/Presenters	26,225.56
Supplies	120.93
Travel Expense	1,558.08
	<u> </u>
Total Expense	150,865.60
Net Ordinary Income	<u>13,584.40</u>
Net Income	<u><u>13,584.40</u></u>

WABO - Seminars

Profit & Loss

Accrual Basis

July 2017 through June 2018

	Jul '17 - Jun 18
Ordinary Income/Expense	
Expense	
Dues & Fees	
Registration Fees	20.00
Total Dues & Fees	20.00
Printing	0.25
Total Expense	20.25
Net Ordinary Income	-20.25
Net Income	-20.25

WABO - Finance
Profit & Loss
Accrual Basis July 2017 through June 2018

	Jul '17 - Jun 18
Ordinary Income/Expense	
Expense	
Management Fees	22,717.96
Meeting Expenses	168.22
Printing	20.57
Total Expense	22,906.75
Net Ordinary Income	-22,906.75
Net Income	-22,906.75

WABO - Government Relations**Profit & Loss****Accrual Basis****July 2017 through June 2018**

	<u>Jul '17 - Jun 18</u>
Ordinary Income/Expense	
Expense	
Lobbyist	30,501.45
Management Fees	429.09
Meeting Expenses	162.68
Printing	29.66
Total Expense	<u>31,122.88</u>
Net Ordinary Income	<u>-31,122.88</u>
Net Income	<u><u>-31,122.88</u></u>

WABO - Outreach
Profit & Loss
July 2017 through June 2018

	<u>Jul '17 - Jun 18</u>
Ordinary Income/Expense	
Income	
Accredited Code Official Progra	200.00
Total Income	200.00
Gross Profit	200.00
Expense	
Apprenticeship Program	0.00
B&O Taxes	3.00
Bank Charges	0.50
Credit Card Fees	3.30
Dues & Fees	
Registration Fees	25.00
Total Dues & Fees	25.00
Management Fees	4,353.82
Meeting Expenses	127.29
Postage and Shipping Expense	36.43
Printing	5.97
Publication Expense	326.86
Speaker/Presenters	0.00
Total Expense	4,882.17
Net Ordinary Income	-4,682.17
Net Income	<u><u>-4,682.17</u></u>

WABO - Technical Code Development**Profit & Loss****Accrual Basis****July 2017 through June 2018**

	<u>Jul '17 - Jun 18</u>
Ordinary Income/Expense	
Expense	
Management Fees	245.00
Marketing/ Advertising	
Scholarships	<u>6,393.93</u>
Total Marketing/ Advertising	6,393.93
Meeting Expenses	991.26
Travel Expense	<u>1,356.65</u>
Total Expense	<u>8,986.84</u>
Net Ordinary Income	<u>-8,986.84</u>
Net Income	<u><u>-8,986.84</u></u>

WABO - Emergency Management**Profit & Loss****Accrual Basis****July 2017 through June 2018**

	<u>Jul '17 - Jun 18</u>
Ordinary Income/Expense	
Expense	
Management Fees	369.46
Meeting Expenses	162.08
Postage and Shipping Expense	6.48
Printing	0.54
Total Expense	<u>538.56</u>
Net Ordinary Income	<u>-538.56</u>
Net Income	<u><u>-538.56</u></u>

WABO - Administration
Profit & Loss
July 2017 through June 2018

	<u>Jul '17 - Jun 18</u>
Ordinary Income/Expense	
Income	
Interest	
Money Market	75.49
Total Interest	75.49
Investment Income	
Dividends	10,857.80
Total Investment Income	10,857.80
Total Income	10,933.29
Gross Profit	10,933.29
Expense	
Computer Expenses	
Web Page Fees	2,295.00
Computer Expenses - Other	2,625.52
Total Computer Expenses	4,920.52
Dues & Fees	
Membership Fees	325.00
Total Dues & Fees	325.00
Insurance/Licenses	2,675.00
Legal	550.00
Management Fees	20,055.95
Postage and Shipping Expense	2,038.73
Printing	375.54
Supplies	2,330.70
Telephone and Internet	3,930.26
Travel Expense	86.98
Total Expense	37,288.68
Net Ordinary Income	-26,355.39
Net Income	<u><u>-26,355.39</u></u>



Budget 2017-2018

July 1, 2017 to June 30, 2018

Actual 2017-2018

July 1, 2017 to June 30, 2018

Budget 2018-2019

July 1, 2018 to June 30, 2019

Budget 2019-2020

July 1, 2019 to June 30, 2020

	<u>Approved</u>	<u>Actual</u>	<u>Preliminary</u>	<u>Preliminary</u>
<u>MEMBER SERVICES</u>				
Income				
Member Dues	\$ 50,000	\$ 46,930	\$ 47,000	\$ 47,000
Sponsors	\$ 4,000	\$7,400	\$ 7,000	\$ 7,000
Quarterly Meeting Registrations	\$ 13,000	\$12,565	\$ 13,000	\$ 13,000
Job Postings Web Page	\$ 6,500	\$12,400	\$ 7,500	\$ 6,000
Total Income	\$73,500	\$79,295	\$74,500	\$73,000
Expense				
Management Fee	\$ 155,880	\$149,226	\$ 154,883	\$ 154,883
Registrations & Dues	\$ 800	\$747	\$ 800	\$ 800
Accounting Services	\$ 3,000	\$0	\$ 3,000	\$ 3,000
Credit Card Fees	\$ 800	\$936	\$ 915	\$ 915
Meetings, Quarterly Business	\$ 28,000	\$40,867	\$ 38,000	\$ 38,000
Printing	\$ 800	\$953	\$ 800	\$ 800
Postage & Mailing Services	\$ 900	\$955	\$ 935	\$ 935
Taxes, B&O	\$ 200	\$301	\$ 200	\$ 200
Web Page	\$1,000	\$765	\$1,000	\$1,000
Awards	\$750	\$610	\$750	\$750
Supplies, Technical, teleconference	\$1,000	\$684	\$1,000	\$1,000
Meetings (other), Travel, Promotion	\$ 40,000	\$28,723	\$ 45,000	\$ 35,000
Donations, Other agcy support	\$ 5,000	\$1,000	\$ 5,000	\$ 5,000
Total Expense	\$238,130	\$225,767	\$252,283	\$242,283
Net Profit (Loss)	-\$164,630	-\$146,472	-\$177,783	-\$169,283



Budget 2017-2018

July 1, 2017 to June 30, 2018

Actual 2017-2018

July 1, 2017 to June 30, 2018

Budget 2018-2019

July 1, 2018 to June 30, 2019

Budget 2019-2020

July 1, 2019 to June 30, 2020

BOOKSTORE

Income

Sales	\$ 63,000	\$101,586	\$ 168,600	\$ 390,000
Shipping & Handling	\$ 2,678	\$4,417	\$ 7,486	\$ 17,316
Total Income	\$ 65,678	\$106,003	\$ 176,086	\$ 407,316

Expense

Management Fee	\$ 23,494	\$25,590	\$ 35,401	\$ 38,401
Cost of Sales	\$ 47,250	\$78,828	\$ 130,294	\$ 301,392
Shipping & Handling	\$ 2,857	\$4,649	\$ 7,994	\$ 18,492
Credit Card Fees	\$ 1,524	\$2,865	\$ 4,085	\$ 9,450
Supplies	\$ 1,200	\$617	\$ 1,200	\$ 1,200
Technical/Web Services	\$ 600	\$533	\$ 600	\$ 600
Printing	\$ 100	\$55	\$ 100	\$ 100
Travel Expenses	\$ 250	\$201	\$ 250	\$ 250
Taxes, Income	\$ 500	\$0	\$ 500	\$ 500
Taxes, B&O	\$ 312	\$458	\$ 836	\$ 1,935
Insurance/dues & fees	\$ 500	\$350	\$ 500	\$ 500

Total Expense	\$78,587	\$114,146	\$181,761	\$372,820
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Net Profit (Loss)	-\$12,909	-\$8,143	-\$5,675	\$34,496
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Budget 2017-2018

July 1, 2017 to June 30, 2018

Actual 2017-2018

July 1, 2017 to June 30, 2018

Budget 2018-2019

July 1, 2018 to June 30, 2019

Budget 2019-2020

July 1, 2019 to June 30, 2020

	<u>Approved</u>	<u>Actual</u>	<u>Preliminary</u>	<u>Preliminary</u>
<u>WELDER PROGRAM</u>				
Income				
Weld Applications and Renewals	\$ 440,500	\$448,179	\$ 487,200	\$ 487,200
Agency Applications and Audits	\$ 12,500	\$15,367	\$ 10,500	\$ 21,000
Examiner Applications and Renewals	\$ 4,500	\$5,070	\$ 4,345	\$ 4,345
Welder Income - Other	\$ 200	\$295	\$ 200	\$ 200
Total Income	\$457,700	\$468,911	\$502,245	\$512,745
Expense				
Management Fee	\$ 130,541	\$123,380	\$ 132,757	\$ 132,757
Tech Consultants	\$ 7,500	\$7,781	\$ 5,565	\$ 11,130
Marketing & Scholarships	\$ 15,000	\$8,500	\$ 15,000	\$ 15,000
Supplies	\$ 3,000	\$1,414	\$ 3,000	\$ 3,000
Meetings, Teleconference	\$ 500	\$187	\$ 500	\$ 500
Travel	\$ 750	\$683	\$ 750	\$ 750
Mailing & Mailing Service	\$ 8,000	\$7,489	\$ 8,000	\$ 8,000
Printing	\$ 4,500	\$4,381	\$ 4,500	\$ 4,500
Taxes, B&O	\$ 6,866	\$7,030	\$ 7,534	\$ 7,691
Publications, general office	\$ 500	\$0	\$ 500	\$ 500
Credit Card Fees	\$ 6,515	\$6,815	\$ 7,405	\$ 7,206
Dues & Fees	\$ 1,740	\$1,657	\$ 1,924	\$ 1,924
Total Expense	\$185,412	\$169,317	\$187,436	\$192,958
Net Profit (Loss)	\$272,288	\$299,594	\$314,809	\$319,787



Budget 2017-2018

July 1, 2017 to June 30, 2018

Actual 2017-2018

July 1, 2017 to June 30, 2018

Budget 2018-2019

July 1, 2018 to June 30, 2019

Budget 2019-2020

July 1, 2019 to June 30, 2020

	<u>Approved</u>	<u>Actual</u>	<u>Preliminary</u>	<u>Preliminary</u>
<u>SPECIAL INSPECTION PROGRAM</u>				
Income				
Agency Applications	\$ 2,500	\$5,385	\$ 2,500	\$ 2,500
Agency Audits	\$ 10,500	\$19,263	\$ 15,000	\$ 4,500
Key Personnel	\$ 10,000	\$15,335	\$ 10,000	\$ 10,000
Special Inspectors	\$ 95,000	\$137,893	\$ 60,000	\$ 60,000
* Fabricator Applications & Audits	\$ 9,000	\$13,793	\$ 4,000	\$ 16,000
* Fabricator Renewals	\$ 900	\$1,050	\$ 1,800	\$ 500
Total Income	\$127,900	\$192,719	\$93,300	\$93,500
Expense				
Management Fee	\$ 45,893	\$66,086	\$ 39,781	\$ 39,781
Technical Consultants	\$ 32,000	\$51,888	\$ 32,000	\$ 32,000
Meetings	\$ 1,000	\$184	\$ 1,000	\$ 1,000
Postage & Mailing Services	\$ 1,000	\$1,166	\$ 1,000	\$ 1,000
Printing	\$ 1,000	\$794	\$ 1,000	\$ 1,000
Publications	\$ 1,000	\$0	\$ 1,000	\$ 1,000
Marketing	\$ 250	\$0	\$ 250	\$ 250
Supplies	\$ 600	\$400	\$ 600	\$ 600
Travel	\$ 250	\$188	\$ 250	\$ 250
Credit Card Fees	\$ 652	\$1,547	\$ 616	\$ 477
Taxes, B&O	\$1,919	\$2,886	\$1,400	\$1,403
Total Expense	\$85,564	\$125,138	\$78,897	\$78,760
Net Profit (Loss)	\$42,337	\$67,582	\$14,403	\$14,740



Budget 2017-2018

July 1, 2017 to June 30, 2018

Actual 2017-2018

July 1, 2017 to June 30, 2018

Budget 2018-2019

July 1, 2018 to June 30, 2019

Budget 2019-2020

July 1, 2019 to June 30, 2020

	<u>Approved</u>	<u>Actual</u>	<u>Preliminary</u>	<u>Preliminary</u>
EDUCATION INSTITUTE				
Income				
Registrations	\$ 167,250	\$157,950	\$ 131,250	\$ 168,750
Sponsors	\$ 6,000	\$6,500	\$ 6,500	\$ 6,500
Total Income	<u>\$173,250</u>	<u>\$164,450</u>	<u>\$137,750</u>	<u>\$175,250</u>
Expense				
Management Fee	\$ 23,056	\$20,673	\$ 23,389	\$ 24,389
Speaker/Presenter	\$ 25,000	\$26,226	\$ 26,000	\$ 32,000
Meals/ room & equip rental	\$ 74,500	\$90,960	\$ 80,100	\$ 103,000
WiFi	\$ 5,000	\$3,510	\$ -	\$ -
Printing	\$ 4,500	\$1,360	\$ 2,000	\$ 2,000
Postage, shipping & Mailing	\$ 2,500	\$1,971	\$ 2,000	\$ 2,000
Travel	\$ 2,000	\$1,558	\$ 2,000	\$ 2,000
Meetings	\$ 250	\$0	\$ 150	\$ 150
Shipping	\$ 100	\$0	\$ 100	\$ 100
Marketing	\$ 400	\$0	\$ 400	\$ 400
Supplies	\$ 500	\$121	\$ 500	\$ 500
Registration Fees	\$ 1,171	\$1,468	\$ 1,229	\$ 1,563
Bad Debts	\$ 100	\$0	\$ 100	\$ 100
Credit Card Fees	\$ 3,151	\$3,019	\$ 2,526	\$ 3,214
Total Expense	<u>\$142,228</u>	<u>\$150,866</u>	<u>\$140,494</u>	<u>\$171,416</u>
Net Profit (Loss)	\$31,022	\$13,584	-\$2,744	\$3,834



Budget 2017-2018

July 1, 2017 to June 30, 2018

Actual 2017-2018

July 1, 2017 to June 30, 2018

Budget 2018-2019

July 1, 2018 to June 30, 2019

Budget 2019-2020

July 1, 2019 to June 30, 2020

	<u>Approved</u>	<u>Actual</u>	<u>Preliminary</u>	<u>Preliminary</u>
<u>SEMINARS</u>				
Income				
Registrations	\$ 15,000	\$0	\$ 15,000	\$ 15,000
Total Income	\$15,000	\$0	\$15,000	\$15,000
Expense				
Management Fee	\$ 2,399	\$0	\$ 2,215	\$ 2,215
Credit Card Fees	\$ 300	\$0	\$ 300	\$ 300
Speaker/Presenter	\$ 4,900	\$0	\$ 4,900	\$ 4,900
Meals	\$ 1,500	\$0	\$ 1,500	\$ 1,500
Equipment Rental	\$ 500	\$0	\$ 500	\$ 500
Room Rental	\$ 750	\$0	\$ 750	\$ 750
Printing	\$ 300	\$0	\$ 300	\$ 300
Postage, mailing & shipping	\$ 250	\$0	\$ 50	\$ 50
Travel	\$ 300	\$0	\$ 300	\$ 300
Supplies	\$ 250	\$0	\$ 250	\$ 250
Dues & Fees	\$ 400	\$20	\$ 300	\$ 300
Meeting & Teleconference	\$ 100	\$0	\$ 100	\$ 100
Marketing	\$ 250	\$0	\$ 250	\$ 250
Total Expense	\$12,199	\$20	\$11,715	\$11,715
Net Profit (Loss)	\$2,801	-\$20	\$3,285	\$3,285
<u>ACCREDITATION</u>				
Income				
Accredited Code Official Program			\$ 50	\$ 800
Registrations			\$ 12,240	\$ 12,240
Total Income			\$ 12,290	\$ 13,040
Expense				
Management Fee			\$ 5,000	\$ 3,000
Speaker/Presenter			\$ 23,735	\$ 23,735
Printing & Marketing			\$ 500	\$ 500
Postage & Mailing Services			\$ 50	\$ 50
Travel			\$ 250	\$ 250
Meetings & Teleconference			\$ 200	\$ 200
Scholarships			\$ 2,000	\$ 2,000
Supplies			\$ 150	\$ 150
Credit Card Fees			\$ 332	\$ 352
Taxes, B & O			\$ 1	\$ 12
Dues & Fees			\$ 135	\$ 135
Publications			\$ 400	\$ 400
Total Expense			\$ 32,753	\$ 30,784
Net Profit (Loss)			\$ (20,463)	\$ (17,744)



Budget 2017-2018

July 1, 2017 to June 30, 2018

Actual 2017-2018

July 1, 2017 to June 30, 2018

Budget 2018-2019

July 1, 2018 to June 30, 2019

Budget 2019-2020

July 1, 2019 to June 30, 2020

	<u>Approved</u>	<u>Actual</u>	<u>Preliminary</u>	<u>Preliminary</u>
<u>FINANCE</u>				
Expense				
Management Fee	\$ 20,095	\$22,718	\$ 23,447	\$ 22,447
Meeting & Teleconference	\$ 250	\$168	\$ 250	\$ 250
Printing	\$ 150	\$21	\$ 150	\$ 150
Total Expense	\$20,495	\$22,907	\$23,847	\$22,847
<u>GOVERNMENT RELATIONS</u>				
Expense				
Management Fee	\$ 653	\$429	\$ 500	\$ 500
Contract Lobbyist (Moved from Member Svc.)	\$ 30,000	\$30,000	\$ 36,000	\$ 36,000
Travel	\$ 650	\$501	\$ 650	\$ 650
Meeting & Teleconference	\$ 750	\$163	\$ 500	\$ 500
Printing	\$ 350	\$30	\$ 350	\$ 350
Total Expense	\$32,403	\$31,123	\$38,000	\$38,000
<u>OUTREACH</u>				
Income				
Accredited Code Official Program - FY 18/19 moving to Accreditation	\$ 250	\$200		
Expense				
Management Fee	\$ 1,212	\$0	\$ 500	\$ 500
HS Technical Training	\$ 2,500	\$0	\$ 2,500	\$ 2,500
Code Official Accreditation Program - FY 18/19 moving to Accreditation	\$ 25,000	\$4,850		
Plumbing Demonstration Project	\$ 17,500	\$0	\$ 17,500	\$ 17,500
Marketing	\$ 1,000	\$0	\$ 1,000	\$ 1,000
Credit Card Fees	\$ 10	\$4	\$ -	\$ -
B & O Taxes	\$ 5	\$3	\$ -	\$ -
Travel	\$ 500	\$0	\$ 500	\$ 500
Teleconference, Supplies, Postage	\$ 500	\$25	\$ 500	\$ 500
Total Expense	\$48,227	\$4,882	\$22,500	\$22,500
<u>EMERGENCY MANAGEMENT</u>				
Expense				
Management Fee	\$ 4,675	\$369	\$ 3,450	\$ 3,450
Other NGO, Non WABO Credentialling	\$ 15,000	\$0	\$ 15,000	\$ 15,000
Travel	\$ 500	\$0	\$ 500	\$ 500
Meetings & Teleconference	\$ 1,000	\$162	\$ 1,000	\$ 1,000
Supplies, postage, printing	\$ 250	\$7	\$ 250	\$ 250
Total Expense	\$21,425	\$539	\$20,200	\$20,200



Budget 2017-2018

July 1, 2017 to June 30, 2018

Actual 2017-2018

July 1, 2017 to June 30, 2018

Budget 2018-2019

July 1, 2018 to June 30, 2019

Budget 2019-2020

July 1, 2019 to June 30, 2020

	<u>Approved</u>	<u>Actual</u>	<u>Preliminary</u>	<u>Preliminary</u>
<u>TECHNICAL CODE DEVELOPMENT</u>				
Expense				
Management Fee	\$ 500	\$245	\$ 500	\$ 500
Technical Code Consultant			\$ 50,000	\$ 50,000
Travel	\$ 10,000	\$1,357	\$ 10,000	\$ 10,000
Meetings & Teleconference	\$ 1,250	\$991	\$ 1,250	\$ 1,250
TAG travel reimbursement	\$ 3,000	\$0	\$ 3,000	\$ 3,000
Marketing/Scholarships	\$ 15,000	\$6,394	\$ 15,000	\$ 15,000
Total Expense	\$29,750	\$8,987	\$79,750	\$79,750
<u>ADMINISTRATION</u>				
Income				
Interest & Investment Income	\$ 12,000	\$10,933	\$ 12,000	\$ 12,000
Total Income	\$12,000	\$10,933	\$12,000	\$12,000
Expenses				
Management Fee	\$ 20,028	\$20,056	\$ 20,699	\$ 19,700
Registrations & Dues	\$ 775	\$325	\$ 775	\$ 775
Travel	\$ 250	\$87	\$ 250	\$ 250
Legal Fees	\$ 3,500	\$550	\$ 3,500	\$ 3,500
General Office				
Equipment and postage	\$ 5,000	\$2,039	\$ 3,500	\$ 3,500
Computer Expenses	\$ 3,500	\$4,921	\$ 4,000	\$ 4,000
Printing	\$ 1,800	\$376	\$ 1,000	\$ 1,000
Telephone and Internet	\$ 5,000	\$3,930	\$ 4,200	\$ 4,200
Insurance	\$ 2,700	\$2,675	\$ 2,700	\$ 2,700
Office Supplies	\$ 3,000	\$2,331	\$ 3,000	\$ 3,000
Total General Office	\$21,000	\$16,271	\$18,400	\$18,400
Total Expense	\$45,553	\$37,289	\$43,624	\$42,625
Net Profit (Loss)	-\$33,553	-\$26,355	-\$31,624	-\$30,625
TOTAL INCOME	\$925,278	\$1,022,511	\$1,023,171	\$1,301,851
TOTAL EXPENSE	\$939,972	\$890,979	\$1,080,506	\$1,295,875
Net Profit/Loss	-\$14,694	\$131,532	-\$57,336	\$5,976



Washington Association of Building Officials Bylaws

ARTICLE I NAME AND OBJECTIVES

Section 1 Name

The organization shall be known as the Washington Association of Building Officials (WABO).

Section 2 Objectives

The association declares that the interest of all the people in the state is paramount in the promulgation and development of building and construction regulations and therefore adopts the following objectives:

1. To promote the health, safety and welfare of the general public with regard to buildings and construction;
2. To formulate building and construction standards and requirements, in terms of performance and nationally accepted standards;
3. To decrease the potentially adverse environmental effects and the development of public nuisances resulting from premature deterioration of new buildings;
4. To advise and inform the association's members in regard to legislative programs relative to these objectives;
5. To advise and assist in the development, and administration of state and model building regulations;
6. To research, develop, and publish educational materials and establish standards of performance of personnel engaged in the administration and enforcement of building regulations;
7. To preserve self-determination by local government consistent with these objectives; and
8. To do such other things as are incidental to or desirable for the attainment of these objectives.

ARTICLE II MEMBERSHIP

Section 1 Active Membership

Active membership shall be restricted to a governmental jurisdiction, or departments thereof, located within the geographic limits of the state of Washington engaged in the administration or formulation of laws or ordinances related to building construction.

Section 2 Associate Membership

Associate membership is available to individuals, firms, associations, or others interested in the objectives of the association.

Section 3 Honorary Membership

Honorary membership may be bestowed, by vote of the voting representatives, upon individuals who have exhibited outstanding service to the association.

Section 4 Forfeiture of Membership

The executive board may declare a membership forfeited for either or both of the following reasons:

1. nonpayment of dues, after a six (6) month period of delinquency; and,
2. conduct, by a member, determined by the executive board to be adverse to the best interests of the association.

ARTICLE III
ACTIVE MEMBER VOTING REPRESENTATIVES

Section 1 Corporate Powers

All corporate powers shall be exercised by or under the authority of, and the business and affairs of the corporation shall be managed under the direction of a quorum of the voting representatives and a quorum of the Executive Board except as otherwise provided by the laws under which this corporation is formed or in the Articles of Incorporation.

Section 2 Voting Representatives

Each jurisdiction is entitled to have up to two active voting representatives.

An active member shall designate the individual(s) who will act as its voting representative(s) for the purpose of voting, other participatory activities and for committee membership. If the designated individual is not a jurisdictional employee, such designation shall be in writing. Each individual shall have one vote, regardless of the number of jurisdictions they represent.

Voting representative(s) from the jurisdiction, or department thereof, shall be an administrative official engaged in the enforcement of building code regulations. Only active voting representatives may vote on association matters.

Section 3 Rules of Operation

The voting representatives and the officers shall, from time to time, at regular or special meetings, adopt rules for the operation of the association.

ARTICLE IV EXECUTIVE BOARD

Section 1 Corporate Powers

The executive board shall exercise all corporate powers subject to the limitations of the laws of the state of Washington, the association articles of incorporation, bylaws and rules of operation between the regular or special meetings of the voting representatives.

Section 2 Composition

The executive board shall be composed of the officers and standing committee chairs. The WABO appointee to the Washington State Building Code Council (SBCC) shall be an ex-officio, non-voting member of the executive board. If the SBCC appointee is already an officer or standing committee chair, ~~her/his~~ their standing on the Board will be determined by the elected position held.

Up to three past presidents in addition to the Immediate Past President may serve as ex-officio voting members of the executive board as approved by the executive board. The additional past presidents need not be active voting representatives. However, in no case shall any jurisdiction be entitled to more than two executive board voting members.

Section 3 Management and Program Contracts

The executive board shall have the authority to enter into contracts for the management and program services of an executive director. Contracts shall be reviewed annually by the executive board.

Comment [JS1]: Editorial

Comment [JS2]: Current language can be interpreted this way, since the Immediate Past President is not an ex-officio member, but this makes it clearer.

Comment [JS3]: Clarification that this provision is about voting on the executive board, not necessarily about WABO active voting membership.

Comment [JS4]: The additional past presidents shouldn't need approval from the rest of the Executive Board to be members. However, there are two additional options to be considered:

1. The additional past presidents are appointed to the Board by the president.
2. The additional past presidents would be the most recent past presidents that are available to fulfill the duties of the position.

Comment [JS5]: Allows past presidents to give up voting representation to allow other employees to participate, but still be involved on the Executive Board. Provides continuity on Executive Board while allowing for succession.

Comment [JS6]: Limits voting power of any one jurisdiction on the Executive Board, in the event both voting representatives for the jurisdiction have been elected to the Executive Board and another voting representative is one of the past presidents.

ARTICLE V OFFICERS

Section 1 Officers

The officers of the association shall be the president, first vice president, second vice president and the immediate past president.

Terms of office for the president, first vice president, and second vice president shall be for one year. ~~(Officers, with the exception of the immediate past president,~~ These officers ~~may be re-elected for one additional year.)~~

The term of office for the immediate past president shall be from the time their term of office as president ends until the next president's term of office ends.

Any officer's term of office will end immediately if they forfeit their membership.

Comment [JS7]: Editorial. Term of office for immediate past president moved to separate paragraph.

Comment [JS8]: Editorial. Term of office for immediate past president moved to separate paragraph.

Comment [JS9]: Clarifies when the term of the immediate past president starts and ends, since they are not elected.

Comment [JS10]: "Misconduct" or failure to pay dues => end of term. See Article II, Section 4.

Section 2 Duties of President

The president shall serve as the chief elected officer of the association and shall preside at all meetings of the voting representatives and the executive board and shall be an ex-officio voting member of all committees.

The president shall serve as the chief spokesperson for the association.

The president shall serve as official liaison to the Association of Washington Cities (AWC) and the Washington State Association of Counties (WSAC), delegating duties to members and staff as appropriate. The president shall assign liaisons to other associations and groups as deemed necessary.

The president shall review agendas and minutes from previous meetings prior to distribution.

Section 3 Duties of the First Vice President

The first vice president shall preside at all meetings of the voting representatives and the executive board in the event that the president is unable to attend.

The first vice president shall be responsible for monitoring and revision of the current adopted annual budget and preparation of the proposed annual budget for the following year.

Section 4 Duties of the Second Vice President

The second vice president shall preside at all meetings of the voting representative and the executive board in the event that the president and first vice president are unable to attend.

The second vice president shall serve as coordinator of professional development and related activities in conjunction with meetings.

The second vice president shall be responsible for the strategic plan.

Section 5 Duties of the Immediate Past President

The immediate past president shall serve as chair of committees created to prepare proposed bylaws amendments.

The immediate past president shall provide new member orientations at regular meetings of the voting representatives.

The immediate past president shall serve as the nominating committee chair.

The immediate past president shall serve as a resource to officers and committee chairs.

~~If the immediate past president is unable to perform the duties of the office, the president may assign any of these duties to the most recent previous past president who is still a voting representative until the new President is elected. If no previous past president is available the President may assign these duties to a voting representative.~~

Comment [JS11]: Concept covered by new text in Article VI, Section 4.

ARTICLE VI NOMINATIONS AND ELECTIONS

Section 1 Nominations

Nominations for president, first vice president, second vice president and standing committee chairs shall be accepted in writing or from the floor during the regular meeting of the voting representatives preceding the annual business meeting of the voting representatives.

Nominations will be held open until the annual business meeting, at which time a final call for nominations will be held. Nominations will be closed following the final call for nominations.

Section 2 Elections

The election of the president, first vice president, second vice president and standing committee chairs shall be conducted during the annual business meeting of the voting representatives. A simple majority of the voting representatives present at the annual business meeting of voting representatives will be required for a candidate to be elected to office.

The newly elected officers, the immediate past president and the standing committee chairs shall take office before the conclusion of an annual business meeting of the voting representatives. With the election of a new president, the incumbent president will assume the position of immediate past president.

Section 3 Holding Office and Chairs, and Participation

The right to vote, hold office, or hold a committee chair shall be reserved to voting representatives.

Voting representatives, associate members, or their representatives; and honorary members are entitled to participate in association activities at regular or special meetings of the voting representatives and committees.

Section 4 Vacancies

Any vacancy occurring in the office of president, first vice president or second vice president shall be filled by nominations and special election at the next announced regular or special meeting of the voting representatives.

Any vacancy occurring in the position of immediate past president shall be filled by appointment by the president. ~~the most recent previous past president who is still a voting representative.~~ The president may appoint the most recent previous past president who is still an active voting representative until the new President is elected. If no previous past president is available, the President may appoint an active voting representative.

Comment [JS12]: More logical place for the concept formerly covered in Article V, Section 5. The president appoints a replacement if the immediate past president is unavailable.

Any vacancy in standing committee chairs shall be filled by nominations and special election at the next announced regular or special meeting of the voting representatives.

Section 5 Removal of Officers and Committee Chairs

The president, first vice president and second vice president may be removed from office at any regular meeting by petition of a majority of the voting representatives present at two of the last three regular meetings. Nominations and a special election to fill any such vacancy shall occur at the same regular meeting as any removal occurs.

A standing committee chair may be removed from a chair by petition of a majority of the committee members present, if presented to the president and ratified by the voting representatives. Nominations and a special election to fill any such vacancy shall occur at the same regular meeting as any removal occurs.

ARTICLE VII COMMITTEES

Section 1 Standing Committees

The standing committees are: certification and registration; technical code development; outreach services; government relations; finance, emergency management, education, and accreditation.

Terms of office for standing committee chairs shall be for one year. There are no limits on how many terms may be served by an individual chairperson.

Comment [JS13]: Reflects current practice, but not previously stated anywhere.

A standing committee chair's term will end immediately if they forfeit their membership.

Comment [JS14]: "Misconduct" or failure to pay dues => end of term. See Article II, Section 4.

Section 2 Standing Committee Organization

At the annual business meeting of the voting representatives, immediately following the election of the officers, the meeting may be recessed for the organizational meeting of the standing committees which shall be conducted in accordance with rules established by the executive board.

The standing committee chairs shall appoint one or more vice-chairs for their committee. The vice-chair may be any member of the committee. The vice-chair will assume the duties of the chair in the absence of the chair in all committee activities. The vice-chair will not act on behalf of the chair on the Executive Board.

Section 3 Standing Committee Participation

Participation on standing committees may be by appointment. Appointment shall be open to any voting representative, associate member, or their representative, honorary member or jurisdictional employee authorized to serve by the jurisdiction.

Only voting representatives, or jurisdictional employees authorized to serve by the jurisdiction, or associate members, who are members of a standing committee may vote on standing committees.

Section 4 Special Committee Organization

The president may establish special committees, designate the chairperson, appoint the members and assign the committee its charges. Such special committees shall be ratified by the voting representatives or the executive board.

ARTICLE VIII MEETINGS

Section 1 Open and Executive Sessions

All regular or special meetings of the voting representatives, executive board and committees shall be open sessions except that the president may call for an executive session of the executive board to discuss management and/or contract matters. Any action by the executive board, resulting from any discussion during any executive session, shall be taken in open session.

Section 2 Annual Business Meeting of the Voting Representatives

One of the regular meetings of the voting representatives each year shall be known as the annual business meeting. The annual business meeting shall be held at a time and place fixed by the executive board.

Section 3 Regular Meetings of the Voting Representatives

Regular meetings of the voting representatives shall be held quarterly at a time and place fixed by the executive board.

Section 4 Special Meetings of the Voting Representatives

Special meetings of the voting representatives shall be held at the call of the president or upon the petition of twenty-five (25) percent of the voting representatives.

Section 5 Meetings of the Executive Board

Regular or special meetings of the executive board shall be held at the call of the president or upon the petition of a simple majority of the executive board.

Section 6 Standing and Special Committee Meetings

Meetings of standing and special committees shall be held at the call of their respective chair who shall submit reports after each meeting of the voting representatives and at executive board meetings.

ARTICLE IX FINANCES AND DUES

Section 1 Fiscal Year

The association fiscal year shall be July 1 to June 30.

Section 2 Accounting

The executive board shall, through management contracts, provide for accounting, in conformance with generally accepted accounting principles, of all funds of the association.

The executive director shall provide an annual report of accounting showing total association receipts and disbursements and the total cash and securities on hand for the fiscal year. The annual report of accounting is to be presented at the regular meeting following the end of the fiscal year or as otherwise requested after review by the finance committee. A copy of the annual report of accounting will be furnished to any member upon written request.

The executive director shall make detailed expenditure and revenue reports of all financial transactions to the finance committee prior to executive board meetings.

Section 3 Dues Year

The association dues year shall be determined by the executive board.

Section 4 Active Member Dues

Active member (governmental jurisdiction or department thereof) annual dues shall be based on the population of the member's jurisdiction (state, county, city or town) population in accordance with Appendix A, "Annual Membership Dues Structure and Fee Schedule." The dues and fees shall be based on a recommendation of the finance committee and approved by the executive board. County population shall be at the unincorporated population.

Section 5 Benefits to Members

All members shall be eligible to receive all association services.

**ARTICLE X
QUORUM, PROXIES AND RULES**

Section 1 Voting Representatives Meeting Quorum

A quorum to conduct business at a regular or special meeting of the voting representatives shall be a simple majority of the members registered for the meeting.

Section 2 Executive Board Meeting Quorum

A quorum to conduct business at a regular or special meeting of the executive board shall be a simple majority of all executive board members.

Section 3 Active Members Voting Representative Proxies

Voting representatives may designate in writing to the president an individual from the same jurisdiction or department involved in enforcement of building regulations to act as their proxy.

Section 4 Officers and Executive Board Members Proxies

Officers or executive board members may not be represented by proxies.

Section 5 Rules of Order

The rules for the conduct of association meetings and activities, not otherwise provided for herein, shall be Robert's Rules of Order-Revised.

ARTICLE XI AMENDMENTS

Section 1 Amendments

Proposed amendments to the bylaws must be submitted in writing to the chair of the bylaws committee. Proposed amendments will then be presented at the next regular meeting of the voting representatives for discussion and amendment. The resulting bylaws amendments and a written or electronic ballot shall be sent to all active member voting representatives within thirty (30) days of the regular meeting at which the amendments were considered; completed ballots must be returned to the bylaws committee chair through the association office within the time noted on the ballot.

Comment [JS15]: Reflects current practice but preserves option of written ballots.

A two-thirds majority of voting representatives voting shall be required for adoption of amendments. Adopted amendments shall take effect at the next regular meeting of the voting representatives.

ARTICLE XII INDIVIDUAL BENEFIT

Section 1 Individual Benefit

No part of the net earnings, if any, of this association shall inure to the benefit of any member, representative or other individual; and no gain, profit or dividends shall ever be distributed to any member, representative or other individual of this association to inure to the benefit of any private person.

(Revised 01/21/72, 04/11/75, 06/09/78, 03/05/82, 01/15/84, 09/11/84, 09/12/85, 05/14/87, 06/16/94, 10/22/98, 06/22/01, 01/11/02, 10/17/02, 09/23/10, 02/27/12, 07/17/15, 1/25/18, XX/XX/2018)

APPENDIX A

Washington Association of Building Officials

Annual Membership Dues Structure and Fee Schedule

Effective date: January 1, 2011

WABO Voting Member

Building Official (or designee) from governmental jurisdictions in Washington State.
Fees are based on population (county fees based on unincorporated population).

Population under 50,000	\$ 95.00
Population 50,000 - 100,000	\$185.00
Population over 100,000	\$275.00
Government Employee (working for a member jurisdiction)	\$ 45.00

Associate Member

Individuals, firms, associations, nonprofits, fire departments, fire districts, and state agencies or others that are interested in the mission and goals of WABO.

Associate Member	\$195.00
Active Students	\$ 45.00



2018 WABO Legislative Positions

10/19/17

- **Funding for State Building Code Council:** The Washington State Building Code Council is mandated by state law to develop the building codes used in Washington and requires an increase in funding to accomplish their mission.
- **Protect Local Authority:** WABO supports local authority of building code issues especially flexibility to implement the state building code in a way that supports local and regional circumstances without jeopardizing minimum fire and life safety requirements.
- **Code Cycle:** WABO supports keeping Washington consistent with the national model code adoption cycle.
- **Underground Economy:** WABO supports measures to protect the public from illegal contractors.
- **Electrical Code:** WABO supports legislation that gives cities an equal voice in the development and adoption of the Washington State Electrical Code.
- **Unfunded Mandates:** WABO recognizes that jurisdictions have limited fiscal capacity and opposes unfunded and under-funded mandates.

- **Seismic Retrofit:** WABO supports legislation to assist building owners to retrofit existing seismically vulnerable buildings, in order to protect the public during an earthquake from collapsing structures, and to reduce the impact of seismic events by focusing on promoting economic resiliency of our communities.
- **IPC (International Plumbing Code):** WABO supports legislation to reduce barriers for jurisdictions to use the International Plumbing Code.



The Latimore Company, LLC

The Latimore Company, LLC

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- Try these for yourself this summer.
- Share your Experiences
 - klatimore@latimorecompany.com
 - Kurt (360) 805-2999
- Follow along: latimorecompany.com/WABO
- We can talk over what you see as you go.
- I'll offer you tips and suggestions.
- WABO Fall Quarterly Business Meeting
 - Walla Walla **Oct 11-12, 2018**
 - Share highlights with the group.
 - Apply our learning to build and strengthen our 2019 WABO Strategic Plan together.

Eight Ingredients in Successful Initiatives

1. Create a sense of urgency (around the Big Opportunity)
2. Create an effective guiding coalition (who enable and keep cohesion across the org)
3. Create a compelling change vision
4. Preach this vision everywhere, all the time
5. Clear obstacles
6. Create short-term wins
7. Drive all the way to the finish line
8. This is the way we do things around here (and how we implement change here)

For Further Reading (Harvard Business Review Press):
Leading Change and *Accelerate* by John Kotter.

Toward the Big Opportunity

"Urgency, in the sense I am using the word here, means that significant numbers of people wake up each morning and have, somewhere in their heads and hearts, a compelling desire to do something to move the organization toward a big strategic opportunity." - John Kotter
Accelerate

Kurt Latimore

- Specializing in Washington jurisdictions since 2003.
- Structures Engineering Manager - Boeing 767, KC-46 Tanker, 747, 777, Loaned Executive.
 - WABO Support: Spokane, Ocean Shores, Yakima, Semiahmoo, Walla Walla.
 - Permit review, land use, Council facilitation, tracking systems, electronic review.
 - *Best Practices for Local Government Permitting* - Office of Regulatory Assistance.
 - Successful Change Initiatives for my clients. Achieving Big Opportunities.





Agenda

Paperless Permitting Basics ...
in less than 90 minutes!

- Welcome & Introductions
- Why go paperless?
- Building a Business Case
- Q&A

think
outside
the box

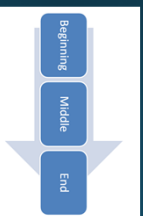
thinkoutside

Michelle Miller
Sr. Technology Business Analyst
eCityGov Alliance

Steph Collier
Public Information Officer
Sr. Business Analyst
City of Bellevue
Development Services

Brian Smith, CBO
Building Supervisor
City of Bellevue
Development Services

Paperless Permitting



Beginning-to-end permit processing, from initial project review, through plan review, to permitting and construction, using hardware and software that enables customers and jurisdictions to process permits electronically.

Electronic Plan Review



A portion of the paperless-permitting process is the review of details and 3D models of project plans using markup software like Bluebeam Revu extreme or Adobe Acrobat.



Why go paperless?

Benefits

- | Happier Customers |
|--|
| <ul style="list-style-type: none">• Customers expect online services• Save Time• Save Money• Apply 24/7 Online• Submit Plans Electronically• Better Customer Service• Fewer Trips to City Hall |

- | Happier Employees & Workplace |
|--|
| <ul style="list-style-type: none">• Improved, Streamlined Processes• Easier Access to Project Plans• Faster Reviews• Telecommuting• Fewer walk-in Customers• More Office Space• More Time for Staff Training |

\$63,000

Printing cost savings
for Swedish Hospital
in Issaquah

or

**5,000
pounds**

of paper saved



\$400

Estimated savings
for new
single-family home



**Apply
Online**



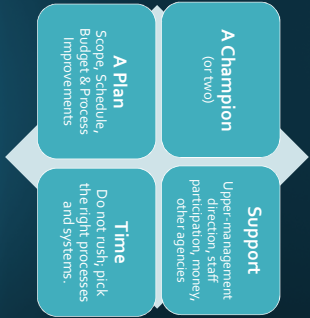
Building A Business Case

Understand the Basic Paperless Permitting Process

In less than 60 seconds!



A successful paperless permitting project needs:



Get Support & Communicate

- Find your champions!
- Get buy-in and financial support from upper management.
- Involve your customers and staff early and often! Their feedback is critical.
- Start small—Most jurisdictions phased paperless permitting.
- Communicate! Paperless permitting is a big change.



Develop a Plan!



- Agree on a timeline.
- Have measurable goals.
- Document new processes.
- Don't be afraid to fail.
 - Recognize when something isn't working.
 - Try something new.
 - Give processes ample time to work.
 - Recognize barriers. (Ex: Staff don't want to change; one naysayer can derail the entire project)

DO NOT ASSUME YOU CAN REPLICATE YOUR PAPER PROCESS; SOME PROCESSES MAY BE SIMILAR, BUT NOT ALL

Identify Hardware & Software Needs

In a nutshell, you will need:

1. Electronic Mailbox or Portal
2. Permit Tracking System
3. Document Management System
4. PDF Markup Software
5. Hardware





Train Staff

Staff will need time to learn how to:

1. Use the PDF markup software
2. Process and review electronic plans

Set the PDF markup software as the default PDF viewer for all staff.

Many jurisdictions adopted the JPM the-trainer approach



Test Your New Paperless Process

- Find a few customers who are eager to try paperless permitting.
- Ask them to apply for a permit using your new paperless process.
- Capture feedback from the customers and staff.
- Adjust your paperless processes based on their feedback.

Set a Go-Live Date!

Set a go-live date and inform your stakeholders.

One building department set a go-live date at which time they "ripped off the proverbial bandage."



WARNING: You will have days like this!



Advice From Our Colleagues

- Do not underestimate the importance of document management.
- Take small steps to reach long-term goals.
- Don't look at paperless permitting piecemeal.
- Get management support.
- Get staff buy-in and ownership in the process changes.
- Apply decisions consistently. (Where one will go, all will go)
- Pick your battles.
- Monitor envy happens.



Questions?

Contact Us!



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CODE FORUM

Code Forum is a standing agenda item where participants discuss technical, process, administrative & other issues pertaining to the building code enforcement profession. We encourage you to share all of your ideas for Code Forum topics before you get to the quarterly meetings via WABO's interactive email server - designed specifically to let you write down your Code Forum ideas before you forget them.

Building Officials are problem-solvers by nature and we want to help our communities by providing the best services possible. To do that we need to learn from each other which is what the Code Forum is designed to do. So, next time you have an issue that you think would be good to discuss with your peers, e-mail us at wabo@wabo.org and we'll be sure to add it to the Code Forum topic's list.

