



WASHINGTON ASSOCIATION OF BUILDING OFFICIALS  
"Leading the way to excellence in building and life safety"

## Minutes

### WABO Executive Board Meeting – August 15, 2019

#### 1. Call to Order

The WABO Executive Board was called to order by President Ray Allshouse at 8:00 a.m. at The Resort at Port Ludlow in Port Ludlow, WA.

#### 2. Roll Call

The following officers were present:

C. Ray Allshouse	-	President
Kurt Aldworth	-	1st Vice President
Lee Kranz	-	2 <sup>nd</sup> Vice President
Tom Phillips	-	Immediate Past President

The following Directors were present:

Brian Smith	-	Certification & Registration
Micah Chappell	-	Technical Code Development
Tim Woodard	-	Government Relations
Todd Blevins	-	Education
Stacy Criswell	-	Outreach
Ray Cockerham	-	Emergency Management
Andy Higgins	-	Accreditation
Jon Siu	-	Past President*
Trace Justice	-	Past President
Gary Schenk	-	Past President

The following Directors were absent:

Angela Haupt	-	Finance
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\* *Non-voting member*

The following management personnel were present:

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

**3. Consent Agenda**

Agenda Approval – August 15-16, 2019. Approved unanimously.  
Minutes Approval – May 17, 2019. Approved unanimously.

- 4. Report from the President.** President Ray Allshouse announced that Cheryl Burwell suffered a stroke and is in recovery. Ray spoke of the many contributions that Cheryl provides to the City of Seattle and WABO's Technical Code Committee and asked for a moment of silence. Ray reported that he and Kurt Aldworth attended OBOA's Annual Business Meeting and WABO was well received. Ray encouraged OBOA to look at the many benefits WPLBO provides with the West Coast common interests and encouraged them to take an active role. Ray reported the ICC Board of Directors discussed the proposed ICC Bylaw changes that deals with Board member representation by region at their last Board meeting and could not come to an agreement. The ICC Board will not recommend approving the proposed Bylaw changes at the October 2019 ABM. Ray notified the Board that he has been in contact with BIAW's President and they will be scheduling a meeting this fall to discuss areas that both organizations have a common interest in for collaboration.

- 5. Executive Director Report.** Tara Jenkins discussed the electronic location of the Board Handbook and provided a PowerPoint presentation to address the roles and responsibilities of Board members. Tara provided an update on the CPA firm that will be reviewing WABO's financial transactions and procedures for FY 2018-2019.

**6. Business/Action Items**

**1. ICC Issues**

- a. ICC Local Chapter Outreach –** Brian Smith discussed outreach opportunities with WABO and local ICC Chapters. ICC Chapter reports will be added back to quarterly agenda to provide chapters an opportunity to report on their activities. Stacy Criswell and Brian Smith will work on outreach to local ICC Chapters.
- b. ICC Board Outreach –** Gary Schenk reported on the importance of ICC Board members that are member driven. Gary announced the individuals that will be interviewing with WPLBO at the upcoming candidate's forum and stressed the importance of attending the ICC Annual Business Meeting and voting for member driven representatives.
- c. Region II Safety 2.R -** Gary Schenk reported that WABO agreed to sponsor 2 individuals for Safety 2.R and to date we have no one interested. Gary would like to support Region II and suggested supporting their military program.

**MOTION: It was moved and seconded to purchase ICC Region II military shirts in the amount of \$5K for Region II to distribute at the ICC 2019 ABM. Motion passed unanimously.**

## **2. WABO Business**

- a. **2021 WABO Meeting Locations** - The Board decided to hold the 2021 ABM at Tulalip Resort and the fall meeting will be held in Chelan.
  - i. **2020 E-Board Retreat Location** – The 2020 Executive Board Retreat will be held August 13-14, 2020 at Rosario Resort on Orcas Island if the facility has availability.
- b. **Bylaw Section XII Article 1** – A discussion was held regarding WABO Bylaws Section XII Article 1 that deals with net earnings. If WABO would like to use portions of net earnings for scholarship programs the section will need to be re-worded and presented to membership for approval. Tom Phillips will chair the Bylaw Subcommittee. Bylaw subcommittee members are Gary Schenk, Trace Justice, Lee Kranz, Angela Haupt, Micah Chappell, Ray Cockerham and Andy Higgins.
- c. **Ad Hoc Reserves Committee** – Tom Phillips led the discussion on the Ad Hoc Reserves committee brainstorming ways to spend reserves to help benefit the membership. Criteria will need to be developed to ensure reserves are being used on programs/projects that reflect WABO values. Board members provided several ideas for the committee to consider such as: research and expanding WABO's Code Official Accreditation Program. Committee members are Gary Schenk, Trace Justice, Lee Kranz, Todd Blevins, Micah Chappell, Ray Cockerham and Angela Haupt.
- d. **WABO Fall QBM Incentives** - A long-sleeved casual dress shirt with an embroidered logo was selected for the 2019 Fall meeting incentive.
- e. **Government Relations Update** – Tim Woodard provided an overview of an affordable housing meeting that was held in Bellevue. Tim reported that ESSB 5383 on Tiny Homes did not include the language that WABO had agreed upon and government relations committee will work on fixing language next session. Gary Schenk and Andy Higgins provided a report on the legislative work session on local permitting procedures they attended in Federal Way.
- f. **EMC Alternate** – Ray Cockerham reported several members have expressed interest in the EMC Alternate position. Ray will follow-up with the individuals and will make a recommendation to Ray Allshouse for appointment.

- g. SFR/Cover Sheet/Best Practices** – Ray Cockerham brought up the subject of best practices submittal sheets that can be made available to the membership. WABO has created a resource page on the website where tips, checklist and best practices already created by jurisdictions can be shared.
- h. 2018 WA Custom Codes** – Lee Kranz provided an update on the 2018 WA Custom codes. The 2018 International Fire Code is currently being proofed and group 2 will be submitted to ICC at the end of October of this year. Lee announced that he was trying to find a way to insert the local amendments into the codes.
- i. BIAW Code Update Classes** – Tara Jenkins stated that BIAW has reached out to get building official involvement in their 2020 update classes and will be meeting with them on September 18, 2019 to discuss details.
- j. Committee Descriptions Review** – Tara Jenkins tasked the committee chairs to review the committee descriptions and provide any updates/revisions to the WABO office.
- k. Management Review** - The Board of Directors held a discussion on the services provided by the management company.
- l. Other –**

  - a. COAP Update** – Andy Higgins reported that a 4-hour instructor retreat was held to reset the program. The curriculum will be reviewed and refined and consistency in instructor processes will be implemented.
  - b. Executive Board Minutes** - Jon Siu stated that the Executive Board minutes should reflect his non-voting status on all minutes after the 2018 Annual Business Meeting.
  - c. ICC Proposed Bylaw Changes** - Gary Schenk led a discussion regarding the proposed ICC Bylaw changes that deal with geographical locations that will be presented to the membership at the 2019 ICC ABM.
  - d. Travel Reimbursement Policy** - Brian Smith discussed the WABO travel reimbursement policy.

Meeting recessed at 4:15 p.m.

**WABO Executive Board Meeting – August 16, 2019**

**Friday, August 16, 2019 at 8:00 a.m. – Meeting reconvened**

- e. **ICC Leadership Academy** – Ray Cockerham, Brian Smith and Tim Woodard provided an overview of the ICC Leadership Academy that they attended in June 2019 in Denver, CO.
- f. **WAsafe** – Jon Siu and Ray Cockerham requested Board input regarding the emergency responder application question regarding felonies. Legal counsel will be sought to discuss any possible association liabilities.
- g. **Committee Participation** – Micah Chappell led the discussion on getting more participation in committee work. An outreach letter will be drafted to building officials and a follow-up letter to local leaders will follow. Scheduled committee meetings will be added to the WABO calendar. Committee reports will be added back to the Quarterly Business meeting agendas on Friday morning.
- h. **2020 AEI Classes** – Micah Chappell asked for an overview of 2020 AEI classes that the education committee has already selected for course offerings.
- i. **Professional Development** – Lee Kranz updated members on upcoming professional development classes and asked for recommendations for Fall 2020 that still needs to be filled.

Meeting adjourned at 10:10 a.m.

*The Executive Director prepared the proposed Minutes. Written documents or reports referred to in the Minutes are on file in the association office.*