



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

Minutes

WABO Executive Board Meeting – August 18, 2022

1. Call to Order

The WABO Executive Board was called to order by President Andy Higgins at 8:00 a.m. at Alderbrook Resort in Union, WA.

2. Roll Call

The following officers were present:

Andy Higgins	-	President
Ray Cockerham	-	1st Vice President
Todd Blevins	-	2 nd Vice President
Kurt Aldworth	-	Immediate Past President

The following Directors were present:

Brian Smith	-	Certification & Registration
Angela Haupt	-	Finance
Max Booth	-	Education
Stacy Criswell	-	Outreach
Ryan Mumma	-	Emergency Management
James Tumelson	-	Accreditation
C. Ray Allshouse	-	Past President

The following Directors were absent:

Micah Chappell	-	Technical Code Development
Tim Woodard	-	Government Relations
Trace Justice	-	Past President

The following management personnel were present:

Tara Jenkins	-	Executive Director
Troy Jenkins	-	Jenkins Management Solutions

3. Consent Agenda

Agenda Approval – August 18-19, 2022. Approved unanimously.
Minutes Approval – May 18, 2022. Approved unanimously.

4. **President Report.** President Andy Higgins reminded board members of the Executive Board retreat meeting format change that includes the addition of a networking brunch on Friday.
5. **Executive Director Report** – Tara Jenkins provided a presentation to address the roles and responsibilities of Board members and informed the board of their updated 2022-2023 operations manual located on the website.

6. **Business / Action Items –**

1. **ICC Issues –**

- a. **ICC Board Candidate** – A discussion was held regarding ICC Board Candidates and WABO’s letter of support. WABO members attending ICC’s ABM are encouraged to sit together so they can coordinate.
- b. **ICC Region II Military Families & Safety 2.R** – A discussion was held on the Region II Military Families and Safety 2.R programs.

MOTION: It was moved and seconded that WABO contribute up to 2K to support the ICC Region II Safety 2.R Mentorship Program as a program sponsor (if available) and step down to a Diamond Sponsor if not. Motion passed unanimously.

2. **WABO Business –**

- a. **WABO Fall QBM Incentive** – A WABO Tumbler and Koozie Cooler with WABO logo was selected for the Fall 2022 meeting.

b.2024 WABO Meeting Locations – The Board will hold the 2024 Summer Quarterly Business Meeting at Semiahmoo in Blaine and the Fall Quarterly Meeting will be held in Vancouver or Stevenson, WA.

- i. **2024 E-Board Retreat Location** – The 2024 Retreat will be held at Suncadia Resort, if able, and Skamania and Alderbrook Resort will be alternate locations. August 14-16, 2024 or August 21-23, 2024 will be acceptable retreat dates.

- c. **Finance Resolutions** – First Citizens Bank requires a new corporate banking resolution due to a change in WABO officers.

MOTION: It was moved and seconded to approve the new corporate resolution as presented. Motion passed unanimously.

T.Rowe Price requires a new permanent resolution due to a change in WABO officers.

MOTION: It was moved and seconded to approve the new permanent resolution for T.Rowe Price as presented. Motion passed unanimously.

d. WA Custom Codes/Amendments – A discussion was held on the subcommittee and the volunteers to date. Tara will speak with Micah to identify next steps and administrative needs.

e. C & R Technical Consultant Contracts –

MOTION: It was moved and seconded to move the C & R Technical Consultants Contracts discussion into Executive Session. Motion passed unanimously.

f. BeCulture – James Tumelson presented BeCulture a company that offers equity, inclusion, and diversity training. James will work with Max Booth to see if an Annual Education Institute class on written communication skills can be developed.

g. Government Relations Update – Tara Jenkins asked the board to review the draft 2023 legislative priorities that Tim Woodard was working on in the 2022 Annual Business Meeting and be ready to submit suggested changes or revisions at the Fall meeting where he will need to have them finalized.

h. Special Energy Code Plans Examiner Program – A discussion was held on the energy code plans examiner program and the concerns the membership had with some components of the commercial proposal. Brian Smith and Tara Jenkins will setup a meeting with Lisa Rosenow and report back to the board.

i. Strategic Planning – Ray Cockerham provided an update on the strategic planning subcommittee meeting that was held and the goal to bring in a 3rd party facilitator to review and see what needs to be cleaned up. Andy Higgins will act as a facilitator to ensure the meeting stays on point.

The strategic planning subcommittee members are Todd Blevins (chair), Andy Higgins, Ray Cockerham, Micah Chappell, Tim Woodard, James Tumelson, and Brian Smith.

j. Accreditation Charter – James Tumelson provided the board with an overview of the draft accreditation charter that came out of the first strategic planning subcommittee meeting. The goal of the charter is to provide

direction and resources to the chairs regarding expectations of their duties. Templates will be provided by the WABO office to all chairs prior to the Fall 2022 meeting so each chair member can fill in the appropriate sections that will need to be individualized for their committee.

k. Committee Description Review – Tara Jenkins asked committee chairs to review the committee descriptions and provide any updates / revisions to the WABO office.

n. Management Review – The Board of Directors held a discussion on the services provided by the management company.

o. Other –

Brian Smith requested that jurisdictional names be removed off of WABO letterhead when topics that may be deemed controversial be issued.

Ray Cockerham discussed an email received from Jon Siu regarding his work on the TCD Committee. Andy Higgins will respond to Jon Siu with an email regarding his work on the committee.

Andy Higgins led the discussion on the liaison list that was started with Kurt Aldworth and himself and the top 12 organizations were identified. All organizations that make proposals to the SBCC will also have special efforts made on communication between organizations. If IABO is relaunched, then the WABO President will be liaison with that organization.

Stacy Criswell mentioned that the WA Permit Tech Association is noticing a drop off in registrations and encouraged the board members to have their permit technicians join.

Andy Higgins went over the WABO Travel Reimbursement Policy for the new board members and as a refresher for current board members.

James Tumelson requested a past presidents' page be developed with images if available.

Meeting recessed at 3:10 p.m.

WABO Executive Board Meeting – August 19, 2022

Friday, August 19, 2022 at 10:15 a.m. – Meeting reconvened

O. Other –

Max Booth suggested Executive Board Orientation be done prior to the Annual Business meeting to onboard new board members and keep the executive board retreat in the August time frame. This allows new board members to get one business meeting under their belt and assimilate before heading into the retreat.

Meeting adjourned at 10:25 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.