



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

Minutes

WABO Executive Board Meeting – August 9, 2018

1. Call to Order

The WABO Executive Board was called to order by President Ray Allshouse at 8:00 a.m. at Sun Mountain Lodge in Winthrop, WA.

2. Roll Call

The following officers were present:

C. Ray Allshouse	-	President
Kurt Aldworth	-	1st Vice President
Lee Kranz	-	2 nd 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
Angela Haupt	-	Finance
Todd Blevins	-	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:

Rick Prosser	-	Education
Jim Tinner	-	State Building Code Council

* *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 9-10, 2018. Approved unanimously as amended.
Minutes Approval – May 29, 2018. Approved unanimously.

- 4. Report from the President.** President Ray Allshouse announced that the ICC Board Meeting in Blaine went really well. Ray believes WABO is helping ICC President Elbettar on making ICC more transparent. Ray encouraged Board members to pay attention to the Board Orientation and to actively participate to help WABO remain strong. He is pleased to start his presidency with an organization that is in such strong shape and looks forward to making it better. Ray stated he will always be looking for ways to be more efficient and encouraged Board members to follow the same path.

- 5. Executive Director Report.** Tara Jenkins reported on the liability risk that can occur with the organization when hosting social events. Tara discussed the new electronic location of the Board Handbook and provided a PowerPoint presentation to address the roles and responsibilities of Board members.

6. Business/Action Items

1. ICC Issues

- a. ICC Board Candidates** – Gary Schenk reported that WPLBO will be having their candidate forum in San Francisco on August 24, 2018. A brief overview of the WPLBO candidate forum was discussed along with the ICC Board candidates that are scheduled for interviews.
- b. Board Shadow Candidate** - WABO sent out a request to WABO members from Central and Eastern WA in response to a request received from ICC Director Mallory who offered his Board Shadow selection to a candidate from Washington. Two nominations were received - Ben Leighton from City of Spokane and Lauren Eck from the City of Bellevue. A discussion was held on both candidates.

MOTION: It was moved and seconded that the WABO Board put forward Ben Leighton as a Board Shadow Candidate for Director Mallory. Motion passed with 10 votes in favor, 1 opposed, 1 abstained.

MOTION: It was moved and seconded that the WABO Board includes Lauren Eck as an alternate Board Shadow Candidate if Ben Leighton is not able to attend. Motion passed with 8 votes in favor, 2 opposed, 2 abstained.

2. WABO Business

- a. **WABO Reserves** – A discussion was held regarding WABO reserves. An ad hoc committee was created to come up with ideas and programs that will provide benefits or services to the membership. The committee chair is Tom Phillips. Committee members are: Gary Schenk, Lee Kranz, Todd Blevins, Ray Cockerham and Angela Haupt.
- b. **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.

First Citizens Bank signature card on file needs to be updated.

MOTION: It was moved and seconded to remove Tim Nordvedt on the bank signature form and add Angela Haupt. Motion passed unanimously.

- c. **2020 WABO Meeting Locations** - The Board decided to hold the 2020 ABM in Port Townsend and the fall meeting will be held in Spokane Valley. The 2019 Executive Board Retreat will be held August 15-16, 2019 in Port Ludlow.
- d. **2019 ABM Meeting Location** – Andy Higgins led the discussion on the dissatisfaction with Semiahmoo Resort and the possibility of moving the 2019 Annual Business Meeting to another location in Bellingham or Port Townsend. If Port Townsend is a viable option then Bellingham will then be the chosen location for the 2020 Annual Business Meeting.

MOTION: It was moved and seconded to research alternative venue options for the 2019 Annual Business Meeting and bring the proposal to the Board. Motion passed with 11 votes in favor, 1 vote abstained.

e. WABO Fall Quarterly Business Meeting –

- i. **Fall Meeting Invites** - Tom Phillips led the discussion on the board continuing to personally reaching out to jurisdictions and invite them to the WABO meetings and other ways to increase participation. A call list will be sent to the Board along with a suggested script.

MOTION: It was moved and seconded in an effort to continue growing our membership and to increase participation to extend the meeting scholarship program to include the Annual Business Meeting. Motion passed unanimously.

- ii. **Professional Development** – Lee Kranz announced that he met with Kurt Latimore to begin the rough template of the strategic planning session that will take place at the Fall 2018 meeting. Lee went over WABO's current strategic plan initiatives and led a discussion on new initiatives.
- iii. **Fall Incentives** – A navy blue hooded pullover with an embroidered logo was selected for the 2018 Fall meeting incentive.
- iv. **Training Seminars** – Todd Blevins reported that he sent a seminar training request out to 50 individuals for input on training needs for the eastside. He received approximately 20 seminar suggestions for the Walla Walla seminars as well as the 2019 Annual Education Institute.
- f. **WABO/MBP E-Permit Liaison Forum** – Lee Kranz discussed the need for having a chat line for electronic plan review. MyBuildingPermit (MBP) is the leader in this area and suggested they should take the lead. MBP could possibly create a FAQ page on their website. A concern about staffing and being responsive to questions is a concern. Possibly individuals can just use the WABO All chat line. WABO currently uses Yahoo for the WABO All and the WABO Building Official chat lines.

MOTION: It was moved and seconded to research media platforms to possibly switch chat line. Motion passed unanimously.

Brian Smith and Andy Higgins will look into platforms and report back to the Board.

- g. **Commercial Kitchen Plumbing Seminar** - Gary Schenk led the discussion on a proposal received from Steve Hart on the development of a hands-on 3D scaled class on Commercial Kitchen Plumbing seminar.

MOTION: It was moved and seconded to work with Steve Hart and enter into an agreement to pay for course development and make sure WABO's brand and marketing is incorporated into the program. Motion passed unanimously.

- h. **COAP Program Update** – Andy Higgins announced the Accreditation committee is a new standing committee that combined the COAP and ACO programs. Andy discussed the upcoming changes to the program including WABO administering the program. Year 3 of the program will be finished prior to starting a new cohort and marketing efforts. Communication will be drafted and sent to existing cohorts explain the changes.

- i. **COAP Cohort Recognition** – Andy Higgins led a discussion on the first cohorts of the COAP program and providing recognition to them when they complete the 3 year course. Andy suggested that they are invited to a meeting where they will be recognized. Another suggestion was to submit the cohort graduates to the ICC Weekly News.
- j. **Job Posting Fees** – Kurt Aldworth discussed WABO's job posting fees and wanted input from the Board regarding the fees that are currently being charged. A discussion was held and the Board will leave the fees as they currently stand.
- k. **ASTM E36 Committee** – Tara Jenkins provided Jay Ponce's report regarding his attendance at the ASTM E36 Conference held on June 25-26, 2018 in San Diego CA. The Board would like to have Jay Ponce attend the next Executive Board Meeting to inform them on the value to WABO having him attend the ASTM committee meetings. Tara announced Jay Ponce would like to request travel time reimbursement for the next ASTM meeting

MOTION: It was moved and seconded to leave initial ASTM committee request of expense reimbursement only as approved by the Board and deny the additional request for travel time. Motion passed unanimously.

- l. **Government Relations Update** – Tim Woodard provided an update on a permit efficiency bill that Kraig Stevenson has presented to him. Amy Brackenbury has suggested that a work group with all stakeholders meet to voice their opinions on the bill.
- m. **Technical Code Consultant for TCD** – Lee Kranz discussed the need for additional administrative support with technical providers periodically on the TCD committee. WABO membership approved line item funding in the TCD budget for a Technical Code Consultant at the 2018 ABM. The TCD chair would make decisions on funding with collaboration from the committee. The Board would like the TCD committee to report out on the resources being spent to show value to the program.

Meeting recessed at 5:00 p.m.

WABO Executive Board Meeting – August 10, 2018

Friday, August 10, 2018 at 8:00 a.m. – Meeting reconvened

- n. **Management Review** – Tara and Troy Jenkins provided a brief overview of their commitment to WABO and the management services that they would like to continue to provide. Tara and Troy were excused from the

meeting and the Board discussed the management services being provided by Jenkins Management Solutions, LLC.

- o. Companions** – Trace Justice presented the idea of a Thursday morning meet in greet for all WABO companions that are attending the meeting.

MOTION: It was moved and seconded to support a companion program at the Spring, Annual, Fall and Executive Board Retreat. Motion passed with 11 votes in favor, 1 vote abstained.

- p. ACO Qualifications** – Trace Justice led the discussion on the need for renewal criteria for the ACO renewals. The discussion then led into the purpose of the program. Gary Schenk provided an overview of the ACO program and the requirements.

MOTION: It was moved and seconded to keep the purpose of the program as developed. Motion passed with 8 votes in favor and 3 opposed.

MOTION: It was moved and seconded to have the Accreditation committee review section 7 renewal cycle-procedures of the ACO program to develop renewal criteria. Motion passed with 11 votes in favor and 1 opposed.

- q. BIAW Certified Builders Program** – Tom Phillips led the discussion regarding BIAW’s Certified Builders Program and input WABO can provide to the program. Ray Allshouse will reach out to Jan Rohila regarding the program and our aim to support the program.

- r. ICC Ad Hoc Committee** – Micah Chappell announced that ICC has setup an Ad Hoc Committee on Building Safety and Security and would like to serve on the committee.

MOTION: It was moved and seconded to authorize Micah Chappell to represent WABO on the ICC Ad Hoc Committee on Building Safety and Security. Motion passed unanimously.

Meeting adjourned at 10:20 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.