

MINUTES

Virginia Plumbing & Mechanical Inspectors Association

Board Meeting #2

Louisa County

October 30, 2015

President Harper called the meeting to order at 10:00 a.m.

In attendance:

Robert Adkins, James Anjam, Thomas Clark, Ron Craddock, Richard Grace, Skip Harper, Brian Helms, Vic Hines, Wayne Kushner, Dustin McLehaney, Sandi Morris, Jay Otto, Jon Sargeant, Shawn Strausbaugh, Richard Witt

Meeting was started with the Pledge of Allegiance

Quorum was not met but later established

Agenda items were approved, unchanged

Report of Officers:

President: No report

Vice President: No report

Secretary: Approval of June 12, 2015 Board of Directors meeting minutes was done through email. Quorum was established after secretary's report and was not revisited for approval. Email concerning approval of minutes went out to all voting members that were present at the meeting and approval was agreed upon.

Treasurer: See attached. There was discussion concerning the change from calendar year to our fiscal year and how that change has created confusion with some of the budget numbers. The check for Ann Cousins will be mailed back to the Ladies Auxiliary with a letter from VPMIA explaining that the money is for the Ladies Auxiliary and that VPMIA has forgiven the 2015 SOI debt for Ann Cousins.

Executive Secretary: See attached. Geary also mailed the VPMIA 2016 Commonwealth of Virginia State Corporation Commission Statement of Annual Registration and the \$25.00 Fee Assessment.

Ex-Officio Committees:

ICC: Candidates that VPMIA supported were re-elected. Group B hearings will be in Louisville in lieu of Memphis.

ICC Region VII: Last meeting was in August. There were Skype interviews with interested candidates and code change discussion. Rick encouraged everyone to attend the next meeting

explaining it is a great networking opportunity and an opportunity to gain support for code changes. The next meeting will be in Hagerstown, Maryland on January 21-22 2016.

DHCD: Code Academy 2016 schedule will be released on November 2nd and should be able to register by November 6th. There will be four core classes and at least two of every other class. They will be introducing a Virginia Rehab code technical program. This will be a multiday class. It looks like this class will be three days long with the possibility of being four days long. Dress rehearsal for this class will begin early 2016 and class will be available around May of 2016. They are also working on an Elevator Inspection class. The initial teleconference for the Virginia CDP access went very well. Sandi also informed the group about the safety alert that was sent out in regards to escalators. It was also announced that Cindy Davis former State Building Code Administrator has been appointed to the position of Deputy Director for the Division of Building and Fire Regulations.

DPOR: See attached

Standing Committees:

Advertising/Yearbook: No report

Auditing: No report

Awards: No report

Bylaws: No report

Certification/Education/Training: See attached. President Harper informed Secretary Mclehaney of this cancellation at the November 3rd Wiced Meeting. The November 4th update training for the City of Alexandria was canceled due to only 28 attendees.

Legislative: See attached

IT/Website: See attached

Nominating: No report

PMG Code Change Committee: See attached

School of Instruction: No report

Time and Place: No report

Ad Hoc Committees:

BCAAC: No report

Building Safety Month: No report

Virginia Code Education Conference: See attached

VBCOA Liaison: See Attached

Old Business:

Discussion on criteria for writing resolutions took place. Bob Adkins stated that he wouldn't want to have to choose when we do or do not write a resolution for a deceased member. Rick Witt suggested we form a committee to develop the policy, criteria and procedure for resolutions. This would then become a Board policy. All future resolutions would be reviewed by the Board to determine that all criteria have been met and resolutions would be written based on that determination.

Board discussed ways to limit losing monies at the 2016 SOI. Biggest expense at the 2015 SOI was casino night and the hour long open bars for the presidents welcome and the banquet. Rick Witt suggested issuing drink tickets to all attending members. After further discussion a motion was made to provide each attending member two drink tickets for the Presidents welcome and the banquet. James Anjam seconds the motion, vote was taken and approved.

Women in Code Enforcement and Development (WICED)

The first meeting is on November 3rd at Chesterfield County. This will be a meeting of potential members to give their approval of the selected board to complete the membership process. This will be the first state chapter for women in the country to gain chapter status through ICC. The by-laws have been approved by the national organization. This state chapter will provide leadership, professional development activities for women and promote their presence in the industry. Bob Adkins made a motion that VPMIA donate \$500.00 to WICED. Richard Grace seconds the motion, vote was taken and motion approved. VPMIA will also provide a letter of support to WICED.

Current Officers are:

President- Paula Johnson

Vice President- Elaine Gall

Treasurer/Secretary- Christina Jackson

New Business:

None

Other Business:

None

Adjourn: 1:30 p.m.

VPMIA - VBCOA Plumbing, Mechanical, and Fuel Gas (PMG) Board Report

October, 2015

- The ICC Group A code change cycle is almost complete. The public comment hearing results are posted and available by following this link - <http://www.iccsafe.org/wp-content/uploads/2015PCH-Results.pdf> The online governmental consensus vote was originally posted to open on October 21st however has been delayed due to voting problems encountered at the hearings.
- The VPMIA/VBCOA PMG committee has also been asked to start thinking about any proposals for the creation of the 2015 VUSBC as development of this next version of the VUSBC is just around the corner.
- A draft of the ICC/CSA B805-201x Rainwater harvesting System standard has been posted and is open for public comments. Public comments must be submitted via the CSA Group public review site at - <http://publicreview.csa.ca/Home/Details/1773>

VBCOA report for the VPMIA meeting October 30th, 2015

- The last VBCOA BOD meeting was held on Sunday September 13th in VA Beach, VA as part of the 2015 Annual Conference. The next VBCOA meeting date and time is to be announced. The VBCOA mid-year meeting will be held in Charlottesville, VA on April 10th and 11th, 2016.

Sincerely,

Shawn Strausbaugh

Chairman VPMIA-VBCOA Plumbing, Mechanical, and Fuel Gas Committee & VBCOA-VPMIA Liaison

sstrausbaugh@arlingtonva.us

Earlier in the year we purchased a new laptop to replace our original laptop used by the webmaster and while I hoped this new computer would run the software I have used for the site since 2009 it was not compatible. We have had much discussion about the Secretary having a laptop and I would like to suggest this computer be given over to the Secretary at our February meeting.

I had to contact the time clock plus support team to assist with installing that old software onto this new computer and it is up and running. The difference in the computers is that nowadays computers run on 64 bit system and the website software is only compatible on a 32 bit system. The organization has been paying for 1 ½ years now roughly 800.00 a year for internet access in my home to maintain the website. A trip down memory lane reveals prior to my going to work for the State Louisa County provided me with the internet access because we did inspections from our vehicles and needed the hot spot which was a flat fee for unlimited data usage, hence, it was a free service provided by the County.

The organization has a decision to make and that is do you want to invest in a rebuilt dell 32 bit computer that will hopefully work the old software and continue to use the hot spot provided to me and I will continue to maintain the website?

Other options are someone take the site over and rebuild it using todays free web design tools; or find a company to maintain the site for a fee. Our contract with Verizon renews in February so we should make this decision by then.

Whatever is decided I am fine with but please know that at the end of the 2016 SOI my website duties will be like it was when I started which was send me stuff to post and I will post it.

Also please note the pay pal account has been closed which was under VPMIA but in my name and once the tax exempt status is resolved the account can be created new and I suggest it be in the name of the Executive Secretary. I have copies of every transaction that was made while VPMIA had the pay pal account.

On October 9th we were scheduled to use our 2015 chapter education voucher with the Region 1 membership and the class was 2012 IBC Building Classification Presentation held in Abingdon, VA. We had 35 attendees in the group however the instructor had to cancel the class at that last minute due to a sudden illness. The ICC has assured me that this class will be made up (Nov 12) and have also offered another training day session to be used next April, also in Region 1. I went down the day before and originally planned on staying two nights however I came back home the following day and am requesting a reimbursement for the one night hotel stay.

On November 4th Richard and I will be doing 2012 code update training for the City of Alexandria for a flat fee to an estimated 75-150 attendees.

The 2016 SOI training will consist of 4 classes on Wednesday with one of those slots taken (possibly 2) and Thursday we will use our 2016 chapter education voucher from ICC and the class will be 2015 PMG significant changes.

Please note at the end of the 2016 SOI I will be removing myself from this committee so Mr. Grace you will need to find a chair and I will share all the DHCD, DPCR, and ICC Preferred Provider instructions with my replacement.

From: Executive Secretary's Report
Date: October 26, 2015
Reference: BOD Meeting
To: Dustin McLehaney, VPMIA Secretary

The following is a report of Membership and 2015 dues.

Active Membership List-----333
Life Time Members-----20
Retired Members Paid Dues----- 2
Members Not Paid 2014 Dues-----14 (They Were Purged October 1, 2015)
Members Not Paid 2015 Dues-----31
Active Members Paid 2015 Dues----- 280

Associate Membership List-----49
Life Time Members----- 9
Members Not Paid 2014 Dues----- 6 (They Were Purged October 1, 2015)
Members Not Paid 2015 Dues-----20
Associate Members Paid 2015 Dues----- 20

New Active Member:
Hank Chang, Structural Engineer for Arlington County.
Veronica Ardaya, Construction Plans Examiner for Arlington County.

If anyone has any questions or needs additional information, please feel free to contact me at 540-459-2789, c/phone 540-975-0782, or e-mail gshowman@shentel.net.

Thank You!

Geary W. Showman, CBO.
VPMIA Executive Secretary

Virginia Plumbing and Mechanical Inspector's Association

Fiscal Year Budget

Budget Item

| REVENUE: | 2011 | | 2012 | | 2013 | | 2014 | | 2015 | |
|-------------------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-------------------|
| | Proposed | Actual | Proposed | Actual | Proposed | Actual | Proposed | Actual | Proposed | Actual YTD |
| 1 Active Membership | \$10,000 | \$11,691 | \$8,000 | \$6,887 | \$8,000 | \$6,706 | \$8,000 | \$10,035 | \$8,000 | \$410.00 |
| 2 Associate Membership | \$1,500 | \$1,295 | \$1,500 | \$1,190 | \$1,500 | \$1,724 | \$1,500 | \$2,240 | \$1,500 | |
| 3 Spring SOI | \$20,000 | \$13,842 | \$15,000 | \$14,615 | \$15,000 | \$7,285 | \$15,000 | \$13,843 | \$15,000 | |
| 4 Graves Mountain Lodge | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$1,159.55 |
| 5 Winter Meeting | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | |
| 6 Promotional Items | \$2,000 | \$515 | \$1,500 | \$1,890 | \$1,500 | \$494 | \$1,500 | \$210 | \$1,500 | \$30.00 |
| 7 Contractor Training | \$800 | \$17,765 | \$1,000 | \$0 | \$1,000 | \$0 | \$1,000 | \$4,450 | \$1,000 | |
| 8 DHCD SCHOLARSHIP | \$6,500 | \$14,500 | \$10,000 | \$8,500 | \$10,000 | \$12,067 | \$10,000 | \$24,100 | \$10,000 | \$6,000.00 |
| 9 Year Book Ads | | \$3,589 | \$3,000 | \$3,007 | \$3,000 | \$200 | \$3,000 | \$3,985 | \$3,000 | \$200.00 |
| TOTAL | \$40,800 | \$63,197 | \$40,000 | \$36,089 | \$40,000 | \$28,475 | \$40,000 | \$58,863 | \$40,000 | \$7,799.55 |

| EXPENDITURES | 2011 | | 2012 | | 2013 | | 2014 | | 2015 | |
|--|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|--------------------|
| | Proposed | Actual | Proposed | Actual | Proposed | Actual | Proposed | Actual | Proposed | Actual YTD |
| 1 Spring SOI | \$15,000 | \$12,410 | \$15,000 | \$19,298 | \$15,000 | \$876 | \$15,000 | \$18,272.52 | \$15,000 | \$600.00 |
| 2 Year Book | \$4,000 | \$3,340 | 4,000 | \$3,843 | 4,000 | 7,696 | 4,000 | 3,864 | 4,000 | |
| 3 Graves Mountain Lodge | \$2,000 | \$1,146 | \$2,000 | \$1,697 | \$2,000 | \$1,550 | \$2,000 | \$1,275 | \$2,000 | \$991.13 |
| 4 Winter Meeting | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | |
| 5 Promotional Items, Pins | \$2,000 | \$3,669 | \$2,000 | \$5,106 | \$2,000 | \$387 | \$2,000 | \$953 | \$2,000 | \$328.46 |
| 6 Plaques, Flowers, Memorials | \$1,000 | \$906 | \$1,000 | \$1,206 | \$1,000 | \$197 | \$1,000 | \$897 | \$1,000 | |
| 7 Board Meetings | \$700 | \$568 | \$700 | \$393 | \$700 | \$578 | \$700 | \$293 | \$700 | \$128.19 |
| 8 Office Supplies and Postage | \$800 | \$295 | \$400 | \$288 | \$400 | \$353 | \$400 | \$25 | \$400 | \$9.80 |
| 9 Contractor Training Expenses | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$894 | \$0 | |
| 10 Training Materials and Books | \$500 | \$2,999 | \$500 | \$0 | \$500 | \$0 | \$500 | \$0 | \$500 | |
| 11 Misc. | \$150 | \$96 | \$150 | \$178 | \$150 | \$447 | \$150 | \$255 | \$150 | |
| 12 Advertisement | \$500 | \$0 | \$500 | \$0 | \$500 | \$109 | \$500 | \$500 | \$500 | |
| 13 ICC Scholarship | \$5,000 | \$4,788 | \$10,000 | 12,743 | \$10,000 | \$14,067 | \$10,000 | \$8,777 | \$10,000 | \$10,037.77 |
| 14 VBCCA Lobbyist | \$1,000 | \$1,000 | \$1,000 | \$1,000 | \$1,000 | \$2,000 | \$1,000 | \$0 | \$1,000 | \$1,000.00 |
| 15 Contribution to other organisations | \$0 | \$0 | \$0 | \$0 | \$0 | \$4,010 | \$0 | \$1,100 | \$0 | \$1,000.00 |
| 16 Treasurer's Bond | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$234 | \$0 | \$233.89 |
| 17 State Corp. Comm. | \$25 | \$25 | \$25 | \$25 | \$25 | \$32 | \$25 | \$25 | \$25 | \$25.00 |
| 18 President's Discretion | \$500 | \$0 | \$500 | \$48 | \$500 | \$224 | \$500 | \$0 | \$500 | |
| 19 Executive Secretary | \$500 | \$201 | \$500 | \$154 | \$500 | \$0 | \$500 | \$0 | \$500 | |
| 20 Web Master | \$250 | \$200 | \$250 | \$252 | \$250 | \$1,130 | \$250 | \$80 | \$250 | \$359.64 |
| 21 Ladies Auxiliary | \$500 | \$500 | \$500 | \$0 | \$500 | \$500 | \$500 | \$500 | \$500 | |
| 22 Bank Services | \$0 | \$16 | \$0 | \$16 | \$0 | \$32 | \$0 | \$44 | \$0 | \$12.00 |
| 23 ICC Region VII | \$500 | \$500 | \$500 | \$200 | \$500 | \$100 | \$500 | \$300 | \$500 | |
| 24 Lap-Top and Programs | | | | \$789 | | | | 0 | | |
| TOTAL | \$34,925 | \$32,659 | \$39,525 | \$47,234 | \$39,525 | \$34,288 | \$39,525 | \$38,286 | \$39,525 | \$14,725.88 |

Register: Checking

From 05/01/2015 through 10/26/2015

Sorted by: Date, Type, Number/Ref

| Date | Number | Payee | Account | Memo | Payment | C | Deposit | Balance |
|------------|-----------|--------------------------|---------------------------|--------------------|-----------|---|----------|-----------|
| 05/14/2015 | Transfer | Saving account transfer | Richmond Fund | | 10,000.00 | | | 36,752.02 |
| 05/21/2015 | | service charge | service fee | BB&T | 4.00 | | | 36,748.02 |
| 05/22/2015 | DEP | Yearbook Ads | Program Income:Yearb... | 2015 Yearbook... | | | 200.00 | 36,948.02 |
| 06/03/2015 | 1497 | Holiday Inn north Be... | 2016 SOI | 2016 SOI Depo... | 600.00 | | | 36,348.02 |
| 06/09/2015 | | Membership Dues | membership renewal | Chesterfield, C... | | | 80.00 | 36,428.02 |
| 06/12/2015 | | BOD Meeting | BOD Lunch | BOD lunch | 91.84 | | | 36,336.18 |
| 06/12/2015 | 1498 | DHCD | Conference Program | Emery Rodger ... | 500.00 | | | 35,836.18 |
| 06/12/2015 | 1499 | BOD Meeting | reimbursement to Skip ... | | 36.35 | | | 35,799.83 |
| 06/12/2015 | 1500 | VA Governer Housin... | Other Types of Expens... | VAGHC | 500.00 | | | 35,299.83 |
| 06/16/2015 | 1501 | VBCOA | Other Types of Expens... | Libbyist | 1,000.00 | | | 34,299.83 |
| 06/22/2015 | | service charge | Bank Service Charge | | 4.00 | | | 34,295.83 |
| 07/06/2015 | Deposit | DHCD | stipend from DHCD | Long Beach tra... | | | 6,000.00 | 40,295.83 |
| 07/14/2015 | Deposit | transfer from PayPal ... | graves mountain SOI | Graves Reg | | | 359.55 | 40,655.38 |
| 07/17/2015 | Deposit | Graves Mountain Lo... | graves mountain SOI | Chesterfield co... | | | 75.00 | 40,730.38 |
| 07/17/2015 | 1502 | CNA Surety | Dishonesty bond | 2015 Bond | 233.89 | | | 40,496.49 |
| 07/21/2015 | | service charge | Bank Service Charge | | 4.00 | | | 40,492.49 |
| 07/22/2015 | Deposit | Graves Mountain Lo... | graves mountain SOI | Arlington, Spot... | | | 225.00 | 40,717.49 |
| 07/31/2015 | Bank Card | Graves Mountain Lo... | graves mountain SOI | Ballance Dues | 966.13 | | | 39,751.36 |
| 08/03/2015 | Deposit | Graves Mountain Lo... | graves mountain SOI | Payment for 19... | | | 475.00 | 40,226.36 |
| 08/03/2015 | Deposit | Membership Dues | Membership:Members... | new members | | | 160.00 | 40,386.36 |
| 08/03/2015 | Deposit | Merchandise Sale | Merchandise Sale | sale for 2 bags | | | 30.00 | 40,416.36 |
| 08/03/2015 | 1503 | VOIDED | Voided Check | VOID: Paul Ri... | | X | | 40,416.36 |
| 08/07/2015 | Deposit | Graves Mountain Lo... | graves mountain SOI | Robert Adkins | | | 25.00 | 40,441.36 |
| 08/07/2015 | 1504 | Refund | refund for over payment | Robert Adkins ... | 25.00 | | | 40,416.36 |
| 08/20/2015 | Bank Card | Website | Operations:Web Site | 3 years domain... | 359.64 | | | 40,056.72 |
| 08/21/2015 | | service charge | service fee | | 4.00 | | | 40,052.72 |
| 08/27/2015 | Deposit | service charge | refund for over payment | Refund for serv... | | | 4.00 | 40,056.72 |
| 08/31/2015 | 1505 | ICC Conference | ICC Conference | Advance Richa... | 1,800.00 | | | 38,256.72 |
| 09/18/2015 | 1506 | ICC Conference | ICC Conference | Airfair David B... | 350.20 | | | 37,906.52 |
| 09/21/2015 | Bank Card | USPS | stamps | Postal stamps | 9.80 | | | 37,896.72 |
| 09/26/2015 | Bank Card | ICC Conference | ICC Conference | Shuttle for Anj... | 100.00 | | | 37,796.72 |
| 10/05/2015 | 1507 | ICC Conference | ICC Conference | Emory Rodgers... | 1,000.00 | | | 36,796.72 |
| 10/05/2015 | 1508 | ICC Conference | ICC Conference | Tom Clark LBS | 2,000.00 | | | 34,796.72 |
| 10/05/2015 | 1509 | ICC Conference | ICC Conference | Bob Adkins LBS | 2,000.00 | | | 32,796.72 |
| 10/05/2015 | 1510 | ICC Conference | ICC Conference | Shawn Strausb... | 933.21 | | | 31,863.51 |
| 10/05/2015 | 1511 | ICC Conference | ICC Conference | James Anjam L... | 657.78 | | | 31,205.73 |
| 10/05/2015 | 1512 | ICC Conference | ICC Conference | Richard Grace ... | 96.78 | | | 31,108.95 |
| 10/07/2015 | DEPOSIT | membership renewal | Membership:Members... | Membership du... | | | 170.00 | 31,278.95 |
| 10/07/2015 | 1513 | State Corporation Co... | state corporation | Annual Reg | 25.00 | | | 31,253.95 |
| 10/16/2015 | Bank Card | Crestline | Promotional Items | Promotional fo... | 328.46 | | | 30,925.49 |

Register: Checking

From 05/01/2015 through 10/26/2015

Sorted by: Date, Type, Number/Ref

| <u>Date</u> | <u>Number</u> | <u>Payee</u> | <u>Account</u> | <u>Memo</u> | <u>Payment</u> | <u>C</u> | <u>Deposit</u> | <u>Balance</u> |
|-------------|---------------|----------------|----------------|-----------------|----------------|----------|----------------|----------------|
| 10/19/2015 | 1514 | ICC Conference | ICC Conference | David Beahm ... | 1,099.80 | | | 29,825.69 |

Legislative Report for VPMIA

October 29, 2015

I received no response from our question circulated regarding prosecution of building code violations when the case was taken to court within the SOL but ownership changed after the SOL expired. This was the issue that Henrico has been experiencing within their courts. Based on the lack of other localities having a similar experience I don't see us moving forward with any legislative solution at this time.

It was brought to our attention from Mark Flynn with VML that there is a move to remove the protection for complainants of code violations provided in Virginia FOIA statute 2.2-3705.3. Joel and I will be working to oppose this move. At this point it is a discussion in the FOIA commission and no bill has been drafted.

Our lobbying firm Kemper has been listed as the number one small lobbying firm in Virginia.

Ron

October 30, 2015

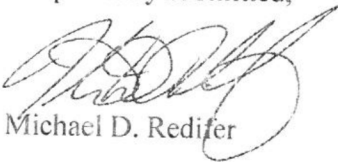
Board for Contractors Report to the VPMIA Board of Directors

Several regulatory packages were recently approved by the Governor and will become effective on January 1. Among them are revisions which serve to reaffirm existing requirements in the Individual License and Certification Regulations to maintain continuing education requirements for tradesmen. As you know, there was considerable discussion and public comment generated by this proposal which ultimately resulted in the Board for Contractors revising the previously proposed language that would have eliminated the requirement. Subsequent to the reversal, a workgroup developed recommendations to improve the program and those recommendations will be part of the Board's activity in the coming months as staff prepares and presents suggested improvements for consideration.

Additional changes approved in their final form involve licensing of Residential Building Energy Analysts (Individuals and Firms), the splitting of building contractors into residential and commercial classifications and an extension of the timeframe in which an expired license may be reinstated from one year to two years. In the proposed stage are amendments to add more specific classifications and specialties including drywall, finish carpentry, tile and underground utility contracting.

Please contact me at any time with questions, comments or concerns regarding the Board for Contractors.

Respectfully submitted,



Michael D. Redifer

VA Code Education Conference Committee Meeting

October 10, 2015 Minutes

In attendance:

| | | | |
|--------------------------|-------|----------------------------|---------|
| Gregg Fields, Alexandria | VBOCA | Casey Littlefield, Hanover | VA IAEI |
| James Anjam, Arlington | VPMIA | Haywood Kines, PWC | VA IAEI |
| Dale Powers, Henrico | VAESA | Sandi Morris, DHCD | VBCA |
| Paula Johnson, PWC | VAESA | | |

Treasurer Report

A second discussion was held regarding treasurer positions. Sandi indicated that she, as DHCD, would not serve as the treasurer and it would be better for the committee to have the second treasurer be from one of the organizations. Gregg Fields from VBCOA agreed to serve as treasurer along with Casey Littlefield from IAEI who volunteered at the last meeting.

The committee agreed to allow all committee members to have read only access to the account and receive electronic statements until such time the committee decides otherwise.

Gregg and Casey will meet with the former treasurers (Curt Campbell and John Walsh) on November 6th to change over the account. This will include the new name of the committee, email address, and contact info as well as signing authority.

Conference Name

After reviewing the committee name choices from the last meeting it was decided that the committee would rename itself the 'VA Code Education Conference' or VCEC for short. The committee felt that this name conveyed the purpose of the committee as well as removed the appearance of ownership by any one organization.

With the new name the committee also established an email account VACodeEC@gmail.com password: VACodeEC5

Conference Logo

Committee is in agreement that the VCEC should have a brand new logo not necessarily tied to or reminiscent of previous joint conferences or any specific organization. Gregg offered to contact someone he knows to ask if they would be interested in drafting a couple of ideas for the committee to look at. Gregg will provide an update at the committee meeting.

VA Code Education Conference Committee Meeting

October 10, 2015 Minutes

Tax Exempt and non-profit status

The committee agreed to obtain tax exempt status however would look into the feasibility of obtaining non-profit status. The idea of non-profit status was not immediately considered as all that is involved in obtaining and maintaining.

Conference Logistics

The committee continued to work on logistics associated with the conference.

- Location

Although the committee agreed to the Charlottesville area they agreed that the facility would have to have ample parking and meeting space as well as dining options as necessary.

- Registration

Both VBCOA and VPMIA offered to explore the feasibility of dedicating a secure page on their websites to house the VCEC event information and registration. Gregg Fields is looking into this with VBCOA web person. Gregg will provide committee with information on costs and related.

- Meeting Planner

The committee invited Book It Now to its next meeting to discuss the benefits of using a meeting planner as well as the event specifics. Book It Now has accepted the invitation.

Committee chair will forward logistic specifics in advance of the next meeting.

- Logistics (to this point)

July/August 2017 - Three-day event

200-250 people based on past attendance

Lodging for 60-80% of attendees based on past lodging needs and location

Breakfast for 3 mornings

Morning beverage set up and afternoon beverage/snack set up each day

Presidents' reception one evening

Full banquet or something similar with entertainment a second evening

One large meeting space

3-5 break-out meeting spaces for classes

Registration area

Vendor area in a common space adequate to hold tables or booths for 15-20 vendors

VA Code Education Conference Committee Meeting

October 10, 2015 Minutes

Vendor

Discussion continued regarding vendor area. Currently organizations charge \$300-\$400 per table or booth.

Organizations thought they each could attract 3-5 vendors to set up a booth or table. It was also felt that a few of the larger vendors would be willing to sponsor a break or meal or something similar.

Subcommittees

The group agreed that even with a meeting planner there are a number of tasks that must still be managed and to do so we form sub committees.

Registration

Vendors

Education

Next meeting:

December 4, 2015

10:00a.m. - 2:00p.m.

DCHD will provide lunch

Fredericksburg - To be determined

Agenda items for next meeting:

Meeting planner

Logo

Registration fee/Vendor fees

Sign-in/attendance scanner

Subcommittees

Banking update