



MEETING MINUTES

DATE: Friday, May 12, 2017

TIME: 10:00 AM

LOCATION: Greater Dickson Gas Authority

Call to Order

- **Tennessee Building Officials Association**
- **Meeting to Discuss**
 - Closing out 2017 Conference
 - Appoint new Associate Board Member (Mark Richardson resignation)
 - Take inventory of TBOA trailer
 - Round table discussion
- **Attendee Names**
 - TBOA Board Members - Lessie Fisher, Shane Chandler, Michael Rinehart, Tim Pendleton & Rick Meister
 - TPMIA Board Members – Josh Lewis, Boomer Millen, Cliff Swoape & Patti Meadows

President Lessie Fisher called the meeting to order at 10:17 am. President Fisher thanked everyone for making the trip to Dickson, TN.

New Business

Item #1 – 2nd VP Michael Rinehart provided a report on the total cost of the conference. Discussion ensued between all members on the emphasis to pay all bills related to the 2017 conference. Some rooms were paid for by the association. The Board was waiting for member reimbursement before final bills were paid. 1st VP Shane Chandler brought up the concern that not paying bills promptly could result in the inability to return to the location. The decision was made to pay all bills and take care of lingering finances in house.

Item #2 – President Fisher discussed the need to fill Associate Mark Richardson's position on the Board. The Board received a letter of resignation from Associate Richardson the week prior. Associate Richardson recommended Jaime Wiley (Simpson Strong-tie) as his replacement to the board.

Motion: To accept Mark Richardson's recommendation on his replacement to the Board (Jaime Wiley).

Motion By: President Lessie Fisher

Seconded By: 1st VP Shane Chandler

Motion was carried unanimously

Item #3 – Secretary Meister offered to put together the asset list for items in the trailer. President Fisher made the suggestion that inventory be taken at the end of the meeting to prevent disruption and allow TPMIA members to head back home.

Item #4 – Round Table Discussion

- **Conference Fees** – 1st VP Chandler conversed on rising cost and the need to look at conference registration fees. Members deliberated on the pros and cons for increasing the cost and its effect on its members.

Motion: to increase the fees as follows:

<u>Attendee Type</u>	<u>2017 Rate</u>	<u>New Rate (2018)</u>
Full Delegate Registration - Member	\$150.00	\$175.00
Late Registration (after February 18, 2017) – Member	\$175.00	\$225.00
Non-TBOA Member	\$200.00	\$225.00
Non-TBOA Member Late Registration	\$225.00	\$275.00
Honorary Member Full Registration		Complimentary

Day Education - Member	\$45.00 per day	\$55.00
Day Education - Non-Member	\$60.00 per day	\$70.00
Extra Banquet Ticket	\$35.00	\$40.00

Motion By: TPMIA 2nd VP Cliff Swoape

Second By: 1st VP Shane Chandler

Motion was carried unanimously

Secretary Meister is to send out correspondence to members as soon as possible. The Board wants to help members budget for the change in conference registration fees.

- **Membership** – Secretary Meister discussed the need to push membership in the upcoming year. He also went over membership benefits, method of payments for dues, tracking membership and the benchmarking of membership over the last 15 years. The membership application is being revised to incorporate more information.
- **TBOA & TPMIA relationship** – Many board members were confused about the relationship between organizations. Conversation involved the role each organization plays, the annual conference and the potential for consolidation. After much deliberation it was decided that both organizations will remain separate entities and continue partnership for the annual conference.
- **2018 Conference** – President Fisher began dialogue with time tables and negotiations for the 2018 conference in Kingsport. President Fisher wanted to ensure cost did not overrun and spoke of a strict need to follow a budget. Many items were address from door prizes, to equipment, to hospitality. A do not exceed price was set for conference souvenirs at \$20. Secretary Meister mentioned the sale of TBOA merchandise to try to help recoup cost from past years. During this discussion it was brought up by multiple members for the need to expand the conference. Board members delineated an all-encompassing approach for Code Officials. The board felt Code Officials outside Building & Plumbing/Mechanical/Gas may feel left out or worse unable to justify attending the conference if they did not fit in this category (Fire, Property Maintenance, and Electrical). Many Code Officials serve multiple roles and titles, especially in smaller jurisdictions. A motion was made for the rebranding of the annual conference.

Motion: To change the annual conference name to "Tennessee Codes Official Conference"

Motion By: TPMIA 2nd VP Cliff Swoape

Seconded By: 1st VP Chandler

Motion was carried unanimously

- **Other Conferences** – 1st VP Chandler encourage the Board for the need to have a presence at other conferences. Not only to support those conference (Fire, ICC, etc.) but also to set up a booth to increase exposure of the Associations.
- **Set Committees** – President Fisher asked the Board to assist her in setting committees and their chairs for the upcoming year. She also brought up the need to document each committee's involvement and duties. Concern arose over new members serving committees with no guidance. President Fisher was going to reach out to each committee member for acceptance and ask they document involvement and provide a description/duties.
- **Financials** – TBOA board members signed financial documents updating the current board members. Conversation over the need for a permanent Treasurer occurred.

Adjournment

President Fisher adjourned the meeting at 3:07pm. TPMIA members left while TBOA members took inventory of trailer.

SECRETARY APPROVAL:
(Signature & Date)

 11/6/2017