

**PENNSYLVANIA BUILDING OFFICIALS CONFERENCE**  
**BOD MEETING**  
**January 10, 2008**  
**HOLIDAY INN CARLISLE**  
**CARLISLE, PA**

**Call to Order**

The meeting was called to order by President Richard Barton at 10:36 A.M.

**Pledge of Allegiance and Invocation**

After the Pledge of Allegiance, Gil Longwell gave the Invocation.

**Roll Call**

Richard Barton, President:  
Shawn D. Forrest, Corresponding Secretary  
James E. Matscherz, Past President

**Region I Representatives**

Keith Place

**Region II Representatives**

Jim Farnsworth  
Arnold Cohen

**Region V Representatives**

Jeff Shultz  
John Eby

**Region VI Representatives**

Robert John Smith  
Fred Kinder  
Michael Como

**Education**

Mike Landis  
Tim Stoudt  
Jim Matscherz

Gil Longwell, MWS  
A quorum was declared.

**Minutes**

A motion was made by Fred Kinder and seconded by Jim Matscherz to approve the minutes of the October 24, 2007 BOD meeting as presented. Voice vote, all ayes.

**Treasurer's Report – David Ross**

PennBOC has \$xxx in the checking account, \$xxxx in the savings account and \$ xxxx in a CD's. A motion was made by Jim Matscherz and seconded by Jeff Shultz to accept the Treasurer's Report as submitted. Voice vote, all ayes.

Gil Longwell presented the Profit and Loss statement and stated that we need to prepare a new budget.

Gill Longwell also stated that he received a quote of \$xxxx for the treasures bond. The last quote was \$xxxx. Jim Matscherz made a motion to pay the bond fee. There was a second to the motion by Fred Kinder. Voice vote, all ayes.

**Committee Reports**

*ICC Relations* – No report.

*Government Relations* – Keith Place stated there was nothing to report.

*Community Relations/Newsletter* – John Eby reported that he could publish a newsletter if information was received by January 31<sup>st</sup>. There was a discussion on having old information on the web site. John Eby made a motion to adopt the policy that if a link was older than 9 months and not to date that it be removed by the webmaster. There was a second to the motion by Keith Place. Voice vote, all ayes.

*Membership* – Gil Longwell reported that as of January 9, 2008 there were 424 new or renewed members in 2008 and that 229 were not yet renewed from 2007. The BOD was approached by a PE, Ken Waters, at the conferences. He is willing to serve as the PE for the Board in exchange for a membership. There was a discussion on the need for this. It was decided that there was no need or advantage of this. Gil stated there was a concern that there was a program offered by a group and they were using our logo. All requests for use of our logo shall be in writing and approved prior to use.

*34<sup>th</sup> Annual Conference* – There is a meeting scheduled with Penn College on February 7<sup>th</sup> for establishing the conference program.

*Education* –Mike Landis summarized the education committee meeting. It was decided to conduct a Mechanical program and an energy program. Details will be set in the future.

*Constitution and By-laws* – John Eby had no business to discuss.

Robert Smith opened a discussion on the dues reimbursement to the regions. The Treasure was charged to convene a finance committee and prepare budget for this year and projection for the next few years. Robert Smith made a motion to have Gil Longwell prepare this information and then have the finance committee review and send to Board. There was a second to this motion by John Eby. Voice vote, all ayes. The budget committee volunteers are Dave Ross, John Eby, & Fred Kinder.

### **Region Reports**

|            |                         |
|------------|-------------------------|
| Region I-  | Written report attached |
| Region II- | Written report attached |
| Region IV- | Written report attached |
| Region V-  | Verbal report           |
| Region VI- | Written report attached |

John Eby made a motion to accept the region reports. There was a second to the motion by Arnold Cohen. Voice vote, all ayes.

### **OLD BUSINESS**

Rick Barton stated that we need to fill the two vacant Board officers. The vacant positions are First Vice-President and Second Vice-President. Khervin Smith stated that the bylaws state that there shall be a special election at a regular meeting of the Board of Directors, provided at least five day written notice has been given. This can be done through electronic means. There was a discussion. Rick Barton will prepare a notice and conduct an electronic meeting. The following names were presented for the vacant positions, Shawn Forrest, Jeff Shultz, and Mark Richter.

John Eby opened a discussion on the ICC Contractor certification Program. Rick Barton will look into it and have information for the April meeting.

### **NEW BUSINESS**

Rick Barton stated that ICC can provide banners for chapters. There was a discussion.

Rick Barton opened a discussion on financial rebates for members certification testing. Khervin Smith stated that this could be viewed as compensation. There was a discussion on this and possibly subsidizing the seminars or provide subsidy for lodging and transportation of the president, or other, to the national conference.

Shawn Forrest opened a discussion on signing of contracts for the meeting. Gil Longwell also signs for the conference. There was a discussion. The bylaws states that the signing of contracts can be delegated. Khervin Smith stated that the Board should authorize the signing of or the delegation to sign contracts. John Eby made a motion that Rick Barton sign all contracts or delegate Shawn Forrest or Gil Longwell to sign contracts. There was a second to the motion by Fred Kinder. Voice vote, all ayes.

Shawn Forrest stated that Gil Longwell needs a list of all treasures of each region with addresses and all authorized to sign checks.

Rick Barton stated that Mark Richter will be asked to serve as the audit committee.

Gil Longwell presented a break down of his fees for services. This is for review for a new contract. There was a discussion.

**CORRESPONDENCE**

None

**GOOD OF THE ORDER**

ADJOURNMENT A motion was made by Fred Kinder and seconded by Arnold Cohen to adjourn the meeting at 1:27 A.M. Voice vote, all ayes

Respectfully submitted,

Shawn D. Forrest  
Corresponding Secretary