

**PENNSYLVANIA BUILDING OFFICIALS CONFERENCE  
STATE EXECUTIVE BOARD MEETING  
JANUARY 13, 2005  
HOLIDAY INN, CARLISLE, PA**

**Call to Order**

James E. Matscherz, President, called the PENNBOC State Executive Board Meeting to order at 10:40 A.M.

**Pledge of Allegiance and Invocation**

After the Pledge of Allegiance, Richard Barton gave the Invocation.

**Roll Call**

James E. Matscherz, President; Richard D. Barton, First Vice President; Eric D. Weiss, Second Vice President; Robert John Smith, Corresponding Secretary; Paul Purtell, Recording Secretary; Janet Hardman, Treasurer; Craig B. Hynes, Past President; Cindy Cawley, Region II Representative; Shawn Forrest, James Scheifley and Adrian B. Brodish, Region IV Representatives; Dave Milletics and John Eby, Region V Representatives; David Mario Ross and David A. Knox, Region VI Representatives. A quorum was declared.

**Guests**

Roseann Cordelli, *Meeting with Success*.

**Minutes**

A motion was made by Craig Hynes and seconded by Dave Ross to approve the minutes of the October 20, 2004 meeting as presented. Voice vote, all ayes.

A motion was made by John Eby and seconded by Dave Ross to approve the minutes of the December 16, 2004 Special Meeting with all references to LANDCO being changed to LanCode. Voice vote, all ayes.

**Treasurer's Report – Janet Hardman**

Janet submitted a written report dated January 12, 2005.

Janet reviewed the report for the Board. A motion was made by Dave Ross and seconded by Dave Milletics to accept the Treasurer's Report. Voice vote, all ayes. Janet will turn over her records to Roseann Cordelli and work with her to ensure a smooth transition to the "treasurer support administration" to be provided by *Meeting with Success*.

**PennBOC**  
**State Executive Board Meeting**  
**Minutes – January 13, 2005**

**Committee Reports**

*ICC Relations* – David Ross reported that he will be attending the ICC Region VII organizational meeting on February 11, 2005. Richard Barton will also try to make the meeting.

*Government Relations* – Craig Hynes will work with Bob Smith to have legislative alerts and information placed on the PENNBOC website. He will provide brief summaries of the proposed legislation.

*Community Relations/Newsletter/Website* – John Eby reminded all regions that they should be submitting written reports for the meeting, newsletter and website. It was emphasized that any useful information that was being developed should be made available to both the newsletter and website.

*Membership* – Paul Purtell distributed the regional membership lists and a written report dated January 10, 2005 showing a total membership of 97 members (attached). Paul explained that this number is relatively low because it is the start of the year and the number will certainly improve. Paul also reported that they had revised the membership/renewal form.

*30th Annual Conference* – Janet Hardman reported that the accounting was not yet 100% complete but it looks like we made money on the conference.

*31<sup>st</sup> Annual Conference* – Jim Matscherz reported that the conference is scheduled for October 11 – 14, 2005 at the Harrisburg East Holiday Inn.

*Education*- Jim Matscherz reported that Harry Krot from the Governor's Center for Local Government Services and Michelle M. Simmons of the Pennsylvania State Association of Township Supervisors had attended the Education Committee meeting earlier today. They reviewed proposed training and were fostering a good working relationship with PENNBOC. Jim also reminded all regions to get him their training desires as soon as possible.

*Constitution and By-laws* – John Eby reported that his Committee has been gathering information and are ready to go to work. PENNBOC must determine its structure and tax status. The Committee is also looking at the membership categories, fee structure and revenue sharing. His Committee will continue to meet and push for the completed revision to the By-laws.

**Region Reports**

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

**Old Business**

Jim Matscherz reported that he had sent letters to PACO and LanCode and had not yet received their response.

Jim Matscherz also reported that he has been working with attorney Kevin Smith to determine the proper structure and tax status for PENNBOC. Attorney Smith is waiting for PENNBOC's financial information.

**PennBOC  
State Executive Board Meeting  
Minutes – January 13, 2005**

**New Business**

President Matscherz appointed the following committee chairpersons:

ICC Relations	David Ross
Government Relations	Craig Hynes
Community Relations/Newsletter/Website	John Eby
Membership	Paul Purtell
31 <sup>st</sup> Annual Conference	Gil Longwell and Standing Committee
Constitution and By-laws	John Eby
Education	Jim Matscherz
ICC Endorsement	Jim Matscherz
PENNBOC Nominating	Craig Hynes

A motion was made by Craig Hynes and seconded by Paul Purtell to reimburse travel expenses for the PENNBOC representatives to the ICC Region VII meetings. Mileage rate to be the established Federal Mileage rate. Voice vote, all ayes.

A motion was made by Craig Hynes and seconded by David Knox to appoint the following people to the Standing Conference Committee. Voice vote, all ayes.

Lee Jennings	Region I
Cindy Cawley	Region II
Adrian Brodish	Region IV
Gary Turnbaugh	Region V
Fred Kinder	Region VI

A motion was made by Craig Hynes and seconded by Eric Weiss to provide Region IV with \$400.00 start up money. Voice vote, all ayes.

**Correspondence**

Nothing to report.

**Good of the Order**

Roseann Cordelli's new email address is: c.communications1@verizon.net.

**Adjournment**

A motion was made by Paul Purtell and seconded by Dave Ross to adjourn the meeting at 1:30 P.M. Voice vote, all ayes.

Respectfully submitted,

ROBERT JOHN SMITH  
Corresponding Secretary

RJS:bdj