

Officer Meeting Minutes

March 12, 2019

I. Call to order-

Meeting started at 0911 by President John Nath

Attendance: John Nath, Scott Chermak, ~~Norm George~~, Jason Smith (via phone), Jeff Frazier, & Dan Hankins.

Location: PCS Office

II. Approval of minutes

Minutes from the previous meetings were distributed via email, a motion to approve the minutes from the February 2, 2019 membership meeting. ***Motion by Jeff, 2nd by Dan.***

III. Finance

Current region 6 balance of **\$12,712.22**

IV. Board of Directors Report

No further update since the February R6 Membership meeting. ICC Regional meeting scheduled for later this week.

V. Old Business –

➤ **Membership Committee:**

No one from the membership committee was in attendance

Education-

- March electrical class scheduled, currently have 45 registered for the class.
- An additional NEC class is tentatively scheduled for April.
- May 3rd Quarter Training & Location:
Energy Update, Blower Door Testing- Venue – *O'Hara Township*
The officers are not opposed to paying the energy instructor up to \$200.00 for the 2-hour instruction. ***Motion made by John, 2nd by Jeff, motion carried.***

The afternoon training ***TBD***

Potential Training Options-

PCS received a call from a mechanical contractor requesting a mechanical class. John suggested that he would speak with Pennboc to see if they would be interested in teaching this class.

Global Fire.

VI. New Business

➤ **Training Proposal- Fee Schedule** (break down attached)

\$180/ per student is currently being charged. Bruce is proposing that instructors receive \$20.00 per student, not to exceed \$600.00 per instructor, per day.

Bruce indicated that NIRA Engineering would be willing to list PENNBOC as a client and bill Pennboc for Bruce's time. PCS will not be considering this option for Norm.

Jeff questioned if liability insurance is required and if Pennboc would be covering the insurance.

Dan mentioned that he agrees compensation is required if a class is being held on a Saturday, he is not aware if any Pennboc member has been paid through Pennboc to teach. Suggesting that the training may need to come from an outside organization (such as NIRA). Further detailing a concern that it can be construed as officers or board is pushing work to another Pennboc officer or member. Additionally, R6 is obtaining the revenue, while using the Pennboc Administrator for marketing, scheduling and certification issuance, will this be an issue with Pennboc?

Bruce indicated that the proposal is intended for any instructor that teaches through Pennboc R6, not just for Norm and Bruce, and solely the electrical class, but all instructors and for all classes that compensation is required.

Scott suggests that Norm and Bruce operate as an individual contractor/ business. Then if Region 6 decides to hire them, they will be separated from Pennboc.

Evan discussed that the State concerns about the instructor's background and certification experience prior to teaching, how do we ensure that a specific instructor is eligible to be a Pennboc instructor. Bruce responded that Pennboc (education board) is in place to observe potential classes and the instructors, the electrical class has already been approved by Pennboc/ Educational committee.

John asked the officers, if anyone has any objections to paying independent instructors. Scott indicated that he does have a concern with automatically paying two instructors for every class.

Jason suggested looking at preparing a schedule that would identify when a 2nd instructor is needed. As an example, any class that exceeds 20 students, would require a second instructor.

Next Discussion- Payment Method-

Dan suggests that payment come directly from Pennboc (Administrator), not from Region 6. John indicated that Pennboc (Mark) is receiving most of the payments through electronic payment submittal. Dan suggested that Pennboc (Mark) cut the check to the instructors, then Pennboc would send applicable 1099's as needed. A call is being placed by Bruce to Mark with Pennboc to discuss if payment through Pennboc.

Motion made by John to accept the fee schedule for instructors (as attached)

Proposed sliding scale for instructors pay: Max of 75 students-\$600.00 per instructor.
Min of 20 students-\$400.00 per instructor.

2nd by Jeff. All in favor, motion carried.

A phone discussion with Mark

John indicated that it is requested that Pennboc issue the 1099 for any instructors. Mark confirmed that Pennboc (not region 6) would issue tax requirements.

John- Would payment be made directly from Pennboc? Mark questioned why this is requested, John indicated it would help with transparently and additionally R6 is not a standalone corporation issuing the 1099's, Pennboc would be the one issuing the tax documents.

Mark agreed and doesn't have an issue cutting the check to all future instructors, regardless if they are a board member/ officer or R-6 member. Mark will follow up with the State treasurer, to confirm that this is an acceptable method.

- NEC books are needed for the future classes. Pennboc is charging \$105.00 per book, paying around \$70.00 per book.
Dan makes a motion to purchase new books based on the demand of the class, 2nd by Evan. All in favor, Motion Carried.

Scott mentioned that we need to discuss expenses for Pennboc officers/ instructors. Instructors have submitted 3 reimbursement requests for lunches. This was a meeting to discuss potential trainings. Outside of a scheduled Pennboc scheduled function, the first two lunches were paid for already. *Motion by John* to reimburse expenses when the lunch is used for a Pennboc related event. **No 2nd was provided. Motion declined.** Each event will be looked at individually.

- **Arts & Graphics / Web Interaction** – Promotional items specifically for Region 6 were requested. This will be tabled for the next meeting.

Audit – No Change

-**Group Meetings and Location**- No Change- *We are always looking for suggestions on where to host our events within Region 6.*

VII. Adjournment

Motion to adjourn at 10:40 a.m by John, 2nd by Scott. All in favor, Motion Carried.

Minutes submitted by: Sec. Jason Smith

Minutes approved by:

Breakdown of fees for Pennboc R6 instruction

Cost per student (75 attendance) open to the public

Class cost per student +\$185.00

2014 NEC update -\$70.00

Instructor -\$40.00

Lunch -\$10.00

Supplies (soda, etc) -\$5.00

Credit card fee -\$5.00

Hall rental -\$3.00

Total expense -\$149.00

R6 profit per student +\$52.00

Proposed sliding scale for instructors pay: Max of 75 students-\$600.00 per instructor.
Min of 20 students-\$400.00 per instructor.

The maximum of \$600.00 per instructor begins with enrollment 30 students or more.

Cost per Student private class (UPMC, Duquesne, etc)

Class cost per student +\$170.00

2014 NEC update -\$70.00

Instructor -\$40.00

Total expense -\$110.00

R6 profit per student +\$60.00

What are the tax requirements for independent contractors?

1099 is required for at least \$600.00 in compensation or \$10.00 in royalties.

Each contractor would file a W-9 with R6

Pennboc would file a 1096 with the IRS (IRS uses this information to track 1099's)

Pennboc would submit a form 1099 to each contractor and to the IRS and the state.

What is the preferred approach to provide educational opportunities to other Pennboc regions?

What is the preferred approach to provide educational opportunities to other private entities?