

AMBO Board Minutes

February 2, 2004

1. Roll call: Present-Steve Torell, Roger Axel, Keith Wille, Dan Delgehausen, Craig Hoium, Merwyn Larson, Gary Yoder, Sid Fossan. Absent-Duane Lasley
Others: Ron Neinaber, Patrick Parsley, Greg Johnson, Larry Huff

2. Approval of January 7th meeting minutes. The minutes of the January 7th board meeting were approved as written.

3. Treasurers report. Treasurer's report was accepted as written.

4. Assoc. budget plans. It was determined that the committees must be designated and set up and then each committee would be responsible for submitting a budget. One exception was brought forward. Because the communications committee needs to get going on a news letter a motion was made to expend "not to exceed \$1000" for annual publishing costs through the permit tech's association. The motion was seconded and passed. Sid Fossan will contact the permit techs to finalize the proposal and what it will include.

5. Discussion of business plan. In discussing the business plan the board agreed to finalize the committees that need to be established. It was moved to establish the following committees.

- a. Legislative committee
- b. Code Development Committee-IBC
- c. Code Development Committee-IRC
- d. Uniformity Committee
- e. Education committee
 - i. Professional Development
 1. Seminars
 2. Annual Institute
 3. Summer Conference
 - ii. Contractor Training
 - iii. BIT
- f. Memberships
 - i. Communications
 - ii. Public Relations
 - iii. Awards
 - iv. Pins and Hospitality
- g. Certifications
- h. Credentials Committee
 - i. Endorsements
 - ii. Committee appointments
 - iii. Nominations
- i. Disaster Committee (Dependant on what Steve Torell finds out at the 10K Lakes board meeting)

The motion was seconded and passed. *(It should be noted that this is a slightly different format than from the Dec. 19, 2003 meeting. All of the previously designated committees are included in this list)*

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6. Policy for committees: budgets, chairs, and members. It was decided to have Keith Wille and Steve Torell; in conjunction with the executive secretary, establish budget formats for the committees to submit in order to achieve consistency and uniformity in the budgeting process.

It was determined that the credentials committee would develop policies for committee appointments and filling the officer positions on each committee. For the present, since some of the committees are already established, existing members and officers shall continue to serve for 2004 and possibly longer depending on the committee.

7. Establishment of committees. The board recognized the following officers and members of the established committees.

- j. Legislative committee-Chairman Greg Johnson. Mr. Johnson will submit the list of committee members to the board at our next meeting.
- k. Code Development Committee-IBC Chairman Steve Thorp. This committee is in place. (*Contact from the board needs to be initiated to foster communication, accountability and statewide representation*)
- l. Code Development Committee-IRC Chairman Scott Dornfeld. This committee is in place. (*Contact from the board needs to be initiated to foster communication, accountability and statewide representation*)
- m. Uniformity Committee-Chairman Joe Yancey. This committee is in place. (*Contact from the board needs to be initiated to foster communication, accountability and statewide representation*)
- n. Education committee-Roger Axel, Keith Wille, Craig Hoium, and Gary Yoder. The name of Joe Ryan was submitted as a potential member of this committee.
 - i. Professional Development
 - 1. Seminars
 - 2. Annual Institute
 - 3. Summer Conference
 - ii. Contractor Training
 - iii. BIT
- o. Memberships-Chairman Larry Huff
 - i. Communications-Sid Fossan
 - ii. Public Relations
 - iii. Awards
 - iv. Pins and Hospitality
- p. Certifications-Dan Delgehausen and Sid Fossan
- q. Credentials Committee-Merwyn Larson. Merwyn will seek members who have been on the board or have been officers on committees. Patrick Parsley will assist in developing a committee application form this week.
 - i. Endorsements
 - ii. Committee appointments
 - iii. Nominations
- r. Disaster Committee-Chairman Don Munson This committee is in place. (*Contact from the board needs to be initiated to foster communication, accountability and statewide representation*)

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8. Assoc. credit cards. After discussing the cost and benefits, the board directed Pat Parsley to pursue the ability to accept credit card payments through "Pay Pal" for on-line purchases of memberships, seminar registrations, and sales. It was asked that we find a way to at least be able to accept card numbers at seminar sites and elsewhere for future verifications and transaction completions.

9. Membership cards & welcome letter package. The board would like to see this continue and would like the package to include a welcome letter and update from the chairman, committee application, Kansas Bus reservation form, and a membership card. Roger will get the letter written this week.

10. Status of bus to Kansas. The bus is still a go with three seats reserved as of today. The board asked that we keep pushing this opportunity and noted that there are at least three more who will be going on the bus that they know of.

11. Reports:

a. Legislative Committee: Greg noted that it was not an extremely active legislative session before us except that he anticipates a bill to adopt the Uniform Mechanical Code. He also noted that instead of pursuing legislation for surcharge grants, we would work with BCSD for obtaining some of their educational and code development grants. He also announced the list serve available to building officials through the League of MN Cities. This will be a great communications tool. He noted that we have reached a tentative agreement on language in the Homeowners Warranty Bill and that the Public hearing for the adoption of the IMC will be on Friday. He will be speaking for ICC and Roger will speak for AMBO. The board has agreed to purchase business cards for Greg given the political climate in his jurisdiction.

12. Other Business. Calendar:

- a.** Next meeting: March 1st at 1:00PM
- b.** Final Code Change Vote: Kansas May 16th-20th 2004
- c.** Summer Conference-July 14th-16th 2004
- d.** Annual Institute-January 10th-14th 2005

(Text added)

Respectfully Submitted

Keith Wille
AMBO Secretary/Treasurer
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