



# CALIFORNIA COUNCIL OF TESTING AND INSPECTION AGENCIES

November 19, 2015  
Four Points by Sheraton  
5115 Hopyard Road  
Pleasanton, CA 94588

## Minutes - General Business Meeting

1. Call to Order – Ross Esfandiari
  - a. Time
    - *The meeting was called to order at 3:12 p.m. by President Ross Esfandiari.*
  - b. Self-introductions
    - *The following members were in attendance:*

<i>Jim Auser (BSK Associates)</i>	<i>Ross Esfandiari (RES Engineers, Inc.)</i>
<i>Jim Backman (Consolidated Engineering Labs)</i>	<i>Mark Haile (Ninyo &amp; Moore)</i>
<i>Dave Chippero (Testing Engineers, Inc.)</i>	<i>Tim Rodriguez (BSK Associates)</i>
<i>Elizabeth Clarke (Structure Materials Group)</i>	<i>Colin Stock (Terracon Consultants, Inc.)</i>
<i>Terry Eglend (Testing Engineers, Inc.)</i>	
2. Approval of Minutes
  - a. October 22, 2015
    - *The minutes were approved as submitted.*
3. Financial Report
  - a. Income Statement (*handout*)
    - *Executive Secretary Miki Craig provided a copy of the Income Statement through October 31, 2015, evidencing receipts totaling \$13,685.00 and expenses of \$9,022.06, leaving net reserves of \$4,662.94.*
  - b. Balance of Account
    - *The balance of the checking account at November 18<sup>th</sup> was \$14,023.97.*
4. Committee Reports
  - a. ASTM – Jeffry Cannon, Chair
    - *Members Terry Eglend and Tim Rodriguez suggested revisiting this committee in the new year to see if someone else is willing to chair, or ascertain Chair Jeffry Cannon is still interested in this assignment.*
  - b. SEAONC CQA – Ross Esfandiari, Chair
    - *Member Terry Eglend reported the structural wood guideline is now on SEAONC's website (free to its membership), while the Special Inspection and Structural Observation guideline is awaiting copyright approval from ICC. President Esfandiari asked who is able to perform wood inspections, prompting further discussion by Members David Chippero, Jim Backman, and Elizabeth Clarke on the use of ICC's Building Inspector certifications for Commercial/Residential as qualification.*
    - *The CQA is working on a white paper pertaining to the Statement of Special Inspections. This document isn't moving forward quickly. Many of the committee have a lot of comments, but there has been a delay in getting the comments back in for discussion. Perhaps the paper can be issued as an FAQ to encourage more to comment.*
  - c. DSA – Augie Smarkel, Liaison
    - *No report*
  - d. Membership – Jim Backman/Mike Parker, Co-Chairs
    - *No activity*
  - e. Education – Elizabeth Clarke, Chair
    - *No activity*
  - f. FAQ's – Terry Eglend, Chair
    - *No report*



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- g. Programs – Elizabeth Clarke, Chair
  - *Member Terry Eglund has contacted Tim Hart requesting he present a structural wood inspection seminar at the February 25, 2016 meeting, and he has accepted.*
  - *Chair Elizabeth Clarke requested anyone with any suggestions on speakers for the 2016 ABM contact her ASAP so the program may be finalized.*
  - *Member Terry Eglund mentioned that there are major changes with structural observations, and perhaps we could also have a program on that.*
5. Old Business
  - a. 2016 Annual Business Meeting – Miki Craig
    - *Immediate Past President Elizabeth Clarke reiterated from last meeting that Executive Secretary Craig had provided brochures outlining the ABM schedule of events. Final guest speakers are still to be determined. Event registration and hotel reservations MUST be made by January 5<sup>th</sup>, but it would be helpful to book earlier. The fee for members and their guests is \$150 each. The non-member fee is \$400 to attend all events.*
6. New Business
  - a. Nominations for 2016 Officers and Directors – Ross Esfandiari
    - *President Esfandiari reported that we still had one (1) open position on the Board for a 1-year term as Member Augie Smarkel is unable to attend regularly so must decline the nomination for a two-year Director's term. However, Member Colin Stock will accept the nomination to serve on the Board in this position.*
  - b. Northwest Accreditation Program
    - *Member Terry Eglund was recently called by a Northwest testing lab (Oregon based) attempting to put together an accreditation program (17020/17025 or E329) in order to get them on a level playing field industry-wide. Anyone with any counsel or advice should contact Member Eglund.*
7. Adjournment
  - a. Time
    - *There being no further business, the meeting was adjourned at 4:13 p.m. by President Ross Esfandiari.*
  - b. Next meeting
    - *The next meeting will be held December 17, 2015, at the Four Points by Sheraton in Pleasanton.*

Respectfully submitted,  
Elizabeth Clarke  
Immediate Past President