



# CALIFORNIA COUNCIL OF TESTING AND INSPECTION AGENCIES

February 25, 2016  
Four Points by Sheraton  
5115 Hopyard Road  
Pleasanton, CA 94588

## Minutes – Executive Board Meeting

1. Call to Order – Tim Rodriguez
  - a. Time
    - *The meeting was called to order at 1:19 p.m. by President Tim Rodriguez.*
  - b. Attendees
    - *The following officers and members were in attendance:*
      - Tim Rodriguez, President*
      - Tim Casey, Secretary/Treasurer*
      - Elizabeth Clarke, Director*
      - Terry Eglund, Director*
    - *The following officers were absent:*
      - Mark Hahle, Vice President*
      - Jim Backman, Director*
      - Colin Stock, Director*
      - Ross Esfandiari, Past President*
2. Approval of Minutes
  - a. October 22, 2015
    - *Minutes were approved as submitted.*
3. Financial Report
  - a. Income Statement
    - *January information was provided at the Annual Business Meeting held February 6, 2016. No updated information was provided.*
  - b. Balance of Account
    - *January information was provided at the Annual Business Meeting held February 6, 2016. No updated information was provided.*
  - c. Audit of 2015 Financial Records
    - *Acting as the Audit Committee, Directors Tim Casey and Elizabeth Clarke reviewed the 2015 financial records provided by Executive Secretary Craig. All revenues and expenditures were properly identified and recorded. Bank statements were properly reconciled, and all federal and state mandatory filings were completed accurately on and schedule.*
4. New Business
  - a. Financial Support for Committee Participants
    - *President Rodriguez opened the discussion recapping CCTIA's past financial support for Director Terry Eglund to attend ASTM E329 committee hearings. The practice fell off when Past President Jeffrey Cannon was attending on a regular basis, paid for by this employer at that time. The question was raised if there was money in the budget for this type of activity. Executive Secretary Craig responded there was none currently allocated; however, email approval could be quickly obtained from the Executive Board if there was an urgent need to authorize an expense reimbursement.*
    - *Discussion then turned to what benefit CCTIA would receive for the effort and cost, including which organizational meetings we would impact the most. It was noted there was minimal value coming out of current CCTIA meetings, indicating a need to bring more and better information to the membership. Our members seem to have lost the desire to affect change, and are simply passing information around. Director Eglund recommended determining which committees/organizations the membership would want to commit to,*



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and then finding volunteers willing to genuinely take on the duties of a CCTIA liaison. Having completed that, the Board could determine the amount of funds to be allocated. Committee chairs and liaisons then needed support, encouragement, and an occasional push to do their jobs.

- In summary, President Rodriguez indicated his desire to establish one liaison position for the NCAWNV Chapter ACI Certification Committee, and another to sit on the Caltrans Joint Training Program Work Group, if possible.

### b. Promotion of Membership

- In an effort to increase attendance at the meetings, Director Terry Eglund put forth a motion to waive the current \$35 fee for non-members. The waiver would not apply to those special meetings where lunch was provided. The motion was seconded by Secretary/Treasurer Tim Casey, and was unanimously approved.

- The discussion then turned to ways of increasing participation by the existing membership. It was noted the Membership chair should be promoting membership – not just auditing applications. It was also suggested each member should commit to bringing a guest to at least one meeting during the year.

- Director Elizabeth Clarke proposed the establishment of a student committee to promote member firms' younger staff to get involved. While the idea was well received, it was decided more discussion was needed, and the ability to involve younger staffers basically comes down to encouragement and mentoring.

### c. Guest Speakers for 2016 Meetings

- President Rodriguez stated he would like to continue providing guest speakers throughout the year. This opened the discussion as to the difficulty of providing CEUs that would actually be recognized under ICC's new rules. Executive Secretary Craig volunteered to contact ICC to see if their West Coast representative might be willing to address the group about these changes and how they impact our industry.

- Executive Secretary Craig noted she had received requests to schedule another program with DIR. She will reach out to Assistant Labor Commissioner Eric Rood to see if he would be available later this year. She will also reach out to Bay Area Labor Compliance attorney, Deborah Wilder, to check her availability.

- Director Eglund noted Mr. Tim Hart was still committed to providing a seminar on structural wood inspections, and might be ready in time for the April 28<sup>th</sup> meeting. It was agreed that local building officials would be invited to this program.

- Director Elizabeth Clarke noted that Chuck Cole with Holdrege & Kull is providing a post-installed anchor program, which might generate some interest.

### d. CCTIA Website Update and Social Media Communications

- President Rodriguez has received URL and login information from Executive Secretary Craig, and will be accessing the website with an eye to revamping and modernizing it. He is also encouraging better use of the LinkedIn account, intending to upload new information on a regular basis with hopes the membership will pass it on to their contacts.

- In order to make better use of social media applications, President Rodriguez is establishing a new Communications Committee. He will act as the committee's chair at this time to get things started. Executive Secretary Craig will provide him with administrator access to the LinkedIn account.

- In order to provide better communications, it was suggested committee chairs should send a written report of activities or actions to the meetings if they will not be attending.

### e. 2017 CCTIA Annual Meeting

- Executive Secretary Craig reported the 2017 World of Concrete would be held January 17<sup>th</sup> through 20<sup>th</sup> in Las Vegas, and Super Bowl LI is scheduled for February 5<sup>th</sup> in Houston, Texas. The best dates for the Annual Business Meeting would be January 20<sup>th</sup> and 21<sup>st</sup>. After significant discussion of the merits (or lack thereof) of returning to Las Vegas, it was decided to hold a one-day event locally. Executive Secretary Craig was instructed to arrange for an afternoon meeting at the Four Points by Sheraton in Pleasanton, to be followed by the Installation Dinner at McNamara's in Dublin. She was also requested to look into providing a reduced



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*rate for hotel rooms for out-of-town attendees, and a spouse's program for those who would like to participate.*

5. Adjournment

a. Time

- *There being no further business at this time, the meeting was adjourned at 3:03 p.m. by President Rodriguez.*

Respectfully submitted,  
Miki Craig  
Executive Secretary