



CALIFORNIA COUNCIL OF TESTING AND INSPECTION AGENCIES

March 2, 2017
Four Points by Sheraton
5115 Hopyard Road
Pleasanton, CA 94588

Minutes – Executive Board Meeting

1. Call to Order – Mark Hahle
 - a. Time
 - *The meeting was called to order at 1:33 p.m. by President Mark Hahle.*
 - b. Attendees
 - *The following officers and members were in attendance:*
 - Mark Hahle, President*
 - Colin Stock, Vice President*
 - Elizabeth Clarke, Secretary/Treasurer*
 - Jim Backman, Director*
 - Jeffry Cannon, Director*
 - Augie Smarkel, Director*
 - Tim Rodriguez, Past President*
 - *The following officers were absent:*
 - John Atkinson, Director*
2. Approval of Minutes
 - a. November 17, 2016
 - *Minutes were approved as submitted.*
3. Financial Report
 - a. Income Statement (*handout*)
 - *Executive Secretary Craig provided a financial report through February. Revenues year-to-date are \$13,500.00, with expenses totaling \$3,207.82, leaving a net increase in reserves of \$10,292.18.*
 - b. Balance of Account
 - *The balance of the checking account at February 28, 2017 is \$19,101.67.*
 - c. 2017 Annual Dues Status
 - *Eighteen (18) members have paid dues for the current year, with ENGEIO Incorporated and Terracon Consultants, Inc. still outstanding. Secretary/Treasurer Elizabeth Clarke was kind enough to volunteer to be the first member to process a payment through Square. The local contact for Terracon would be Ryan Merrill in the Concord office. Executive Secretary Craig was instructed to provide contact information for both firms to Director/Membership Co-Chair Jim Backman, with a copy to Secretary/Treasurer Elizabeth Clarke.*
 - d. Review of 2016 Financial Records
 - *Acting as the Audit Committee, Secretary/Treasurer Elizabeth Clarke and Vice President Colin Stock reviewed the 2016 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 and on schedule.*
4. Old Business
 - a. Web Conferencing of Business Meetings
 - *President Hahle led the discussion of which provider would work best for the Council. “Go to Meeting” appeared to be the one most commonly used by board members’ firms. He noted a trial using “Zoom” was conducted at a meeting last year, but was limited by the timeframe provided with the free version. Also, the Council may need to arrange for wi-fi access via a hotspot at some venues. The possibility of using a member firm’s already established web-conferencing set-up might also be a possibility.*



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b. Promotion of Membership

- Executive Secretary Craig provided background that this agenda item was a carryover from Tim Rodriguez's term as President. He had prepared a draft letter to send to some of the firms that had attended the DSA and/or DIR meetings last year. President Hahle mentioned a suggestion from a couple of years ago that each board member bring two guests to a meeting.
- Member Cliff Craig mentioned the benefit of membership in dealing with the coalition of jurisdictions in the Bay Area, who are now out of control. The SIC was the most significant thing CCTIA did early on in working with the local building officials. It was suggested the Council reach out to Oliver Chan (City of Milpitas) and Omar (City of Hayward) to invite them to a meeting to explain the current pre-approval process to the membership. A morning break (10 am to noon) or lunch meeting (noon to 2 pm) could be offered as options as the Council would be willing to host either.
- Discussion shifted to the hope that web conferencing of the meetings, especially those with guest speakers, might generate more membership interest. In the early stages, access should be free, although the Board may opt to charge for those programs with special guest speakers. It may also be necessary to tighten up the meeting format to eliminate general conversations, which might cause offsite attendees to get bored and click out. A more structured meeting would better suit a web conferencing format.
- Executive Secretary Craig was instructed to send the draft letter noted above and contact mailing list to Secretary/Treasurer Clarke for follow-up. President Hahle suggested a teaser (waive initiation fee, or a discount to a dinner or something) might draw additional interest. Past President Rodriguez suggested it might be more important this year to get our ducks in a row with the web conferencing, as well as upgrading the meeting content and value.

5. New Business

a. Guest Speakers for 2017 Meetings

- President Hahle led the discussion of possible speakers and/or topics that might be of interest to the membership. Suggestions included:
 - Jay Dorst (CEL) for new AAI certification
 - Caltrans JTCP – Al Ochoa's replacement (to be identified)
 - Coalition Committee
 - DSA
 - Jeffrey Cannon's Masonry Grout Testing Analysis w/Kurt Siggard
 - Arizona's Concrete Initial Curing Study (President Hahle to inquire)
 - Member's in-house attorney? New construction attorney looking for customers?
 - Insurance representative – hot topics? Professional liability, contract language?
 - Code changes for 2016 (per Member Terry Egland, Art Dell is presenting for SEAONC)

b. 2017 Meeting Dates and Locations (*handout*)

- Executive Secretary Craig provided a proposed schedule for the Board's consideration. The list was tentatively approved, and she was instructed to book the venues.

c. 2018 Annual Business Meeting

- Executive Secretary Craig noted the World of Concrete will be held January 23-26, 2018, in Las Vegas, and Super Bowl LII will be played February 4, 2018, in Minneapolis. She proposed Friday, January 26th and/or Saturday, January 27th as potential dates for the 2018 Annual Business Meeting. She noted the Monterey Plaza had reached out to her, and would like to host the Council's event once again. Following discussion, Executive Secretary Craig was instructed to obtain quotes for a Friday/Saturday program in Las Vegas, and a Saturday only program in Monterey.



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6. Adjournment

a. Time

- *There being no further business at this time, the meeting was adjourned at 3:04 p.m. by President Hahle.*

Respectfully submitted,

Miki Craig

Executive Secretary

CCTIA
Operating Statement

	2017	
	Actual YTD 2/28/17	Budget YE 12/31/17
Revenues		
Dues & Initiation Revenues	\$11,700.00	\$13,000
ABM Registrations	1,800.00	1,875
ABM Sponsorships		
General Meeting Guest Registrations		
Education Programs		
<i>Total Revenues</i>	<i>13,500.00</i>	<i>14,875</i>
Expenses		
Education Programs		
Executive Secretary Services		1,000
Professional Services	3.95	
Hemsley Award Expenses		
ABM Expenses	3,108.03	2,500
General Meetings		7,560
Webinar Services		240
Credit Card Processing Fees	22.90	360
Newsletter		
Office Supplies	53.04	100
Postage		50
S I Guidelines		
Stationary & Printing		
Taxes & Licenses		20
Website	19.90	120
<i>Total Expenses</i>	<i>3,207.82</i>	<i>11,950</i>
<i>Net Reserves/(Losses)</i>	<i>\$10,292.18</i>	<i>\$2,925</i>

Two Months Ended
February 28, 2017