



CALIFORNIA COUNCIL OF TESTING AND INSPECTION AGENCIES

June 24, 2021
Zoom Web Conference

Minutes - General Business Meeting

1. Call to Order – Augie Smarkel
 - a. Time
 - *The meeting was called to order at 3:05 p.m. by President Augie Smarkel.*
 - b. Self-introductions
 - *The following members and guests were in attendance:*

<i>John Atkinson (NV5, Inc.)</i>	<i>Augie Smarkel (Mid Pacific Engineering, Inc.)</i>
<i>Jeffrey Cannon (Youngdahl Consulting Group, Inc.)</i>	<i>Colin Stock (Testing Engineers, Inc.)</i>
<i>Dave Chippero (Testing Engineers, Inc.)</i>	<i>Wilson Ye (Consolidated Engineering Laboratories)</i>
<i>Miki Craig (CCTIA)</i>	<i>Stephanie Wessel (Mid Pacific Engineering, Inc.)</i>
<i>Will Fong (Inspection Services, Inc.)</i>	
2. Approval of Minutes
 - a. May 20, 2021
 - *Executive Secretary Miki Craig noted she had identified Will Fong's firm as Consolidated Engineering Laboratories rather than Inspections Services, Inc. in error, and said a correction would be made prior to finalizing the minutes. The minutes were approved as corrected.*
3. Financial Report
 - a. Income Statement
 - *Executive Secretary Craig provided the financial report as of May 31, 2021. Revenues year-to-date are \$0.00, with expenses totaling \$199.65, leaving a net decrease in reserves of \$199.65.*
 - b. Balance of Account
 - *The balance of the checking account at May 31, 2021 was \$39,063.77.*
 - c. 2021 Member Dues
 - *The annual dues statements were mailed June 9th. Executive Secretary Craig requested members to contact her if their firm had not yet received an invoice.*
4. Committee Reports
 - a. ASTM – Chris Pollack
 - *No report*
 - b. SEAONC CQA – Jim Auser
 - *No report*
 - c. FAQs – Colin Stock
 - *No report*
 - d. NCA & WNV ACI Certification – Augie Smarkel
 - *Executive Secretary Craig reported sessions are filling fast through the end of year, so early registration is highly recommended.*
 - e. Caltrans JTCP – Jim Auser
 - *Executive Secretary Craig reported San Jose State University would be operating JTCP classes at full capacity effective July 1st.*
 - f. DSA – Augie Smarkel
 - *No report*
 - g. Membership – Chair TBD
 - *No report*
 - h. Communications – Tim Rodriguez
 - *Executive Secretary Craig reported she had updated the website with news, meeting minutes, and event calendar entries.*
 - i. Professional Development – John Atkinson
 - *Vice President John Atkinson reported he had met with his committee to discuss obtaining ICC recognition for CEU's, options for presenting educational opportunities online, and the merits of hiring paid speakers in order to provide higher quality programs. President Smarkel noted he had reviewed ICC's guidance document, which allows for on-demand classes (YouTube, etc.); however, the program must be able to track participants*



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and provide an evaluation (quiz) of the attendee's retention of the topic. On the negative side, he noted on-demand programs do not offer interaction between the presenter and attendee, and pricing in the industry currently can be in excess of \$150/hour or CEU. President Smarkel would like to see the Council's total program fee held at \$50 per member employee, non-member participants would be significantly higher. ICC also restricts on-demand programs to no more than 20 at one time for each provider. Vice President Atkinson noted the program fees would cover the additional cost for the Council's secretary to prepare and mail certificates of attendance/CEU's. President Smarkel thought the Council should move ahead with this effort, but must decide what methods should be utilized. ICC's annual fee would be \$500 for on-demand offerings only, or \$800 for both in-person and on-demand programs. Additionally, ICC auditors must be provided access to all programs at no charge. President Smarkel will put together an approach for review and approval by the membership at the Council's July meeting. Vice President Atkinson recommended using "Team" for live or on-demand programs. He will research cost options.

- j. Programs – Colin Stock
 - No report

5. Old Business

- a. Member Survey – Augie Smarkel
 - A list of questions has been exchanged between several Board members, and will be finalized for distribution shortly. It would be forwarded to the Executive Secretary, along with instructions as to whom the recipients include (members only, all industry firms, etc.)
- b. Succession Planning – Augie Smarkel
 - Executive Secretary Miki Craig suggested the Board should discuss and reach a determination if the services should remain a paid position, and consider putting an Independent Contractor Agreement in place. She has begun drafting a CCTIA Operations Manual to assist her successor in learning the many duties involved.

6. New Business

- a. None

7. Adjournment

- a. Time
 - There being no further business, the meeting was adjourned at 3:57 p.m. by President Smarkel.
- b. Next meeting
 - The next meeting will be July 22, 2021, 3:00 p.m., via Zoom.

Respectfully submitted,
Miki Craig
Executive Secretary