



CALIFORNIA COUNCIL OF TESTING AND INSPECTION AGENCIES

October 28, 2021
Zoom Web Conference
Meeting ID: 963 3580 3866
Passcode: 704966

Minutes – Executive Board Meeting

1. Call to Order – Augie Smarkel
 - a. Time
 - The meeting was called to order at 2:04 p.m. by President Augie Smarkel.
 - b. Attendees
 - The following officers and members were in attendance:
Augie Smarkel, President
John Atkinson, Vice President
Jeffry Cannon, Secretary/Treasurer
Jim Auser, Director
Chris Pollack, Director
Linas Vitkus, Director
Miki Craig, Executive Secretary
Antoine Megevand, Member
 - The following officers were absent:
Dan Ventura, Director
Colin Stock, Past President
2. Approval of Minutes
None
3. Financial Report
 - a. Financial Statements (*handout*)
 - Executive Secretary Craig provided financial reports through September 31, 2020. Revenues for the year-to-date are \$7,000.00, with expenses totaling \$257.10, leaving a net increase in reserves of \$6,742.90.
 - b. Balance of Account
 - The balance of the checking account on September 30, 2021 was \$46,006.32. Future liabilities may include web hosting, a venue deposit for Annual Business Meeting, and year-end administrative expenses.
4. Old Business
 - a. None
5. New Business
 - a. 2022 Budget Development (*handout*)
 - Following discussion, the Board determined to hold the initiation fee at \$250 for 2022, and dues would remain at \$650 with the exception existing members (2021) would receive a \$150 discount due to the lack of meeting expenses for this year. The discount will be specifically noted on each invoice.
 - It was also determined to make the 2022 Annual Business meeting free to members and one guest. Additional guests would be welcomed, but would be required to pay \$75 each.
 - Working with the worksheet provided by Executive Secretary Craig, a detailed budget was drafted for 2022, and will be presented to the membership for approval at today's general meeting.
 - b. Nominations for 2022 Officers and Directors (*handouts*)
 - Executive Secretary Craig provided a worksheet indicating firms eligible to serve in each of the Executive Board positions. She also provided a historical listing of all officers and directors serving since 1987. The following nominations were discussed:

President	John Atkinson (NV5)
Vice President	Linas Vitkus (Twining, Inc.)
Secretary/Treasurer	Jeffry Cannon (Youngdahl Consulting Group, Inc.)
Director – 2 yrs.	Elizabeth Clarke (Structure Groups)
Director – 2 yrs.	Wilson Ye (Consolidated Engineering Laboratories)
Director – 1 yr.	Jim Auser (BSK Associates)
Director – 1 yr.	Chris Pollack (Kleinfelder)



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- *President Smarkel will reach out to Members Elizabeth Clarke and Wilson Ye to confirm their agreement to the nomination. Nominations will be opened to the floor at today's general business meeting, formally closed at the general meeting in November, and ballots issued in early December.*
- c. 2022 Annual Business Meeting
 - *President Smarkel indicated he would really like to arrange an in-person event for 2022. Unfortunately, McNamara's in Dublin has closed, but several other options were suggested. Executive Secretary Craig recommended President Smarkel work with the candidate for the Executive Secretary position, Stephanie Wessel, to select the venue and manage the event. He concurred this would be an appropriate starting task for her.*
- 6. Adjournment
 - a. Time
 - *There being no further business at this time, the meeting was adjourned at 3:14 p.m. by President Smarkel.*

Respectfully submitted,
Miki Craig
Executive Secretary

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