

SBOC Executive Board Meeting Minutes

11:00 AM, Thursday, November 16, 2017 / Buca di Beppo, Lombard, IL

- 1) Call to Order – Roy Giuntoli called the meeting to order at 11:05 a.m.
- 2) Roll Call – Lourdes Backe conducted roll call. The following members were present: Roy Giuntoli, Lourdes Backe, Steve Martin, Don Fredericks, Dan Buonamici, Jay Hoover, Dale Engebretson, Bill Knapp and Keith Steiskal. Eric Alwin and Carl Heinze were absent
- 3) Approval of the October Meeting Minutes – Dan Buonamici motioned to approve both October meeting minutes. Steve Martin seconded the approval. All others present were in favor. Motion passed.
- 4) ** 2017 62nd Annual Training Institute Follow up
 - Week 1 (03/02) –
 - ICC Codes – 2018 IRC/IBC/IFGC Significant changes (2018 is a transition year). Roy working w/ ICC/Crystal Boddie, this is a work in progress.
 - ICCA meeting will take place on this day, a separate conference room will be needed, room to be equipped w/ conference call capabilities.
 - Week 2 (03/09) – IACE presentation. Lourdes Backe will contact Rhonda for details on topic.
 - Week 3 (03/16) –
 - B&F Day, Rich Piccollo – IRC/property maintenance code updates. Carl working on this w/ Rich.
 - Don Fredericks also reminded the Board that he will not attend the March 16th Training Institute day.
 - Week 4 (03/23) – Bill Dettmer /Hugo – Residential Inspections based on the NEC, Pt II
- 5) Committee Updates & Reports
 - a) Finance AND Nominating & Membership – **Eric/Lourdes - Dan/Roy**
 - i. Finance: Treasurer Eric Alwin reported via email that the current balance of all accounts was \$57,080.97.
 - ii. Nominating & Membership: Roy stated he would continue to research an electronic method of registering our membership. However, for the upcoming 2018-year, Membership renewals will remain appear based. Roy will update the form & distribute accordingly.
 - b) Nominating AND Meetings & Special Events – **Dan/Roy** –
 - i. Nominating: Roy is working on the 2018 Slate of Officers document for distribution and will have it completed and distributed to the membership via e-mail by the deadline indicated in the Bylaws.
 - ii. Meetings & Special Events:
 - 2017 Annual Business Meeting & Holiday Luncheon:
 - Roy stated that the Menu & Venue are in place. Invites are out and CVENT RSVP website is live and accepting RSVP's. Reminders to go out to membership accordingly.
 - Raffle prizes:
 - Don Fredericks has the holiday party gifts, door prizes (blankets & Bottle openers) and will bring them that day for distribution.
 - Don & Lourdes are in charge of purchasing gift cards in the amount of: \$750.00 from target and home depot in the amount of total and bring them to the holiday party.
 - Dan, Eric & Roy will shop for the large item raffle gifts on 12/02, they will meet at the Bolingbrook Promenade shopping center, exact time to be determined later.
 - Roy noted that TPI Building Code Consultants had informed him that they plan on brining 5-\$100.00 gift cards to the event.
 - Don noted that Rhonda from IACE will be bring along goody bags to the event.
 - Dan has ordered the Plaques for the meeting.
 - Invitee inquires:

- Roy stated that Brian Bock of Dukane Precast has been invited & he has accepted. Roy asked if we can allow / offer Brian to bring someone with (Note that Brian will be receiving the Carlson Award at the event). No one was in opposition. Roy to contact / follow up with Brian.
- Roy asked if Amy Holliday with PCI could be invited as well. Dale noted that she did a lot of work in the organizing of the September Dukane Precast field trip.
- Roy asked if the people or Organization that presented at our monthly luncheons seminars & Training Institute can/should be invited to the Event. Budget presented to do this. The general consensus was no, as we have to also consider the number of door prizes we budgeted for this year and we may not have factored that additional number in the consideration when purchasing them.
- The Event is essentially RSVP driven, however, we generally would not turn away attendees at the 'table' – however, it was noted that the venue needs to know the total number of attendees well in advance as they do not actually 'prepare' the food there.
- Past Presidents Luncheon was held on Friday, November 10th at the Oakbrook Maggiano's. Roy thanked Dan profusely for organizing the successful event. Noting that the executive table setup was great for a round table discussion that always occurs during the event. Roy passed around two sympathy cards for the two Past Presidents, Richard W. Scott & Donald Chapman, that passed away this year, all present signed the card and the cards were mailed to their 'families'. All that participated stressed how interesting and fun it was to hear from the past presidents that attended the luncheon. Dan Buonamici is in the process of putting together a list of past presidents, when the list is compiled/completed, Webmaster Steve Martin will place the list on our website.
- Keith recommended that we put together a video of the past year to be played at the Training Institute. Coordinating this will be a challenge.

c) Technology AND Facilities – **Roy/Joe**

- i. Technology: Steve Martin is currently taking over the technology/website for the SBOC. All present thanked Steve! Steve will be placing more photos on the website. Steve & Jay asked if there was a filter for what photos should be posted, as one person's idea of acceptable is different from others, it was generally agreed that Steve's judgment would be fine. Steve suggested we put the calendar on the website. All present thought this was a good idea.

d) Memorial Awards AND Scholarship – **Don/Dan** – No report

e) Code Review AND Constitution & By-Laws AND Legislative/ICCA – **Keith/Roy**

- i. Code Review: No Report
- ii. Legislative/ICCA:
 - Keith Steiskal stated that he will step down as the ICCA President next year but will remain active on the Board for 2018.
 - The ICCA organization is currently operating more efficiently.
 - He thanks Dale E. for attending last meeting.
 - All ICCA members are paid up funds are good.
 - ICCA Board has agreed to hire an Executive Director (E/D) that initially will work ten hours per month, hours can be adjusted accordingly. E/D will follow up the items discussed in a meeting. The idea behind this move was to free up the ICCA members and so that local Chapters & municipalities can more comfortably push issues/items up to the ICCA level for review.
- iii. Constitution & By-Laws:
 - Roy will continue to make the previously recommended changes to the bylaws regarding the scholarship wording.

f) Programs, Field Trips AND Annual Training Institute – Dale, Don, Carl, Roy

i. Programs:

- Dale will continue to look into programs for February and the remainder of 2018.
- Don Fredericks stated how important the monthly meetings are. Suggested we ask Karyn Byrne if she would consider doing a presentation during a monthly meeting regarding “right of entry”.
- It was recommended that HR Green present on snow loads for the February seminar. Dale Engbretson will check with the speaker and confirm.
- Will discuss April presenter at the next meeting.
- Please send Dale any speaker/topic suggestions via email.
- Jay Hoover also suggested 1) conferring a seminar to train new building inspectors and office staff and 2) that we should have a backup seminar canned for our luncheons, just in case of a cancellation.
- Roy Giuntoli will continue to handle the CVENT invitations for the monthly meetings. Roy stated that the 25th of the month is his [optimal] deadline for getting the “Presenter Questionnaire” to him so he can to prepare our marketing of the next month’s training event prior to the 1st of a given month. ** Roy to send the questionnaire template to the Board. He will also tweak the doc. to work better for the Training Institute.
- Per Dan, the questionnaire can/could be helpful for ICC to ‘approve’ our classes. (Bill Hudson helpful to send this information to ICC.) This is especially required for our Training Institute.
- Roy recommended that the Board should use CVENT RSVP system for RSVP’ing to the Monthly Luncheon Seminars, as the confusion of who will & who will not be at a given meeting is challenging. There would be a small CVENT fee but feels it would be well worth it to the president at the time. No opposition on this matter was given.
- Dan highly recommends that we arrange for a monthly seminar based on the ‘right of entry’. ** Lourdes to contact Karyn Byrne to see if she would be interested in giving us that seminar. It was noted that SBOC has not paid for a luncheon seminar presenter in a long time.
- ** Someone will need to send the Courses Descriptions to ICC for the 2018 Training Institute.
- Roy renewed SBOC’s ICC preferred status on November 12, 2017. Don Frederick is the primary contact and Lourdes Backe is the secondary contact. Roy Giuntoli sent the user name and password via email to Don & Lourdes, will resend it to be sure it has been received.
- ** [Note: it was mentioned ‘after’ the meeting/this day’s seminar, that the Board should consider purchasing some form of PA/amplifier unit for the speaker to use, as the size of the attendance and the serving of food tends to drown out a speaker without a bellowing voice.]

6) Giving Back – **Roy / All** – no report

7) New Business – None

8) Adjournment – Dan Buonamici made a motion to adjourn; Don Fredericks seconded the motion. All in favor. Roy Giuntoli adjourned the meeting at 12:02 p.m.

** = follow up required

Minutes submitted by: Lourdes Garcia Backe (12/07/2017)

Minutes approved by: *Roy Giuntoli* (12/15/2017)

2017 SBOC President