

CODE ADMINISTRATORS ASSOCIATION OF KENTUCKY
Financial BI-Annual Meeting
July 10, 2023 – 11:00 EDT
Zoom Meeting

1. Call to order

Call to order at 11:00 EDT

2. Roll Call

Members present were Bob Carpenter, Les Fugate, Alvaro Polanco, Cora Dill, Robert Kirchdorfer, and Jeff Camp.

3. Welcome guests:

Jay Slouffman, JRS Wealth Management.

4. Finance Committee:

i. EA Contract

- To help the EA's position, Bob proposed that one of the roll of the Vice President position is to make sure committee chairs are responding to the assigned responsibilities on time. Robert agreed and all members expressed a consensus. Cora feels comfortable also reaching out to committee chairs requesting tasks with specific due dates.
- Jeff also emphasized that being a BOD member and a chairperson requires dedication to the organization.
- After discussions regarding the scope of work, the Job duties, and ways to help the EA's position Jeff Camp proposed to increase 20% the salary from \$15,000 to \$18,000. Bob made a motion to accept Jeff's recommendation to increase 20% retroactive to July 1, 2023. Jeff seconded, all members in favor of the recommendation, none opposed. Cora expressed that the proposed increase was the same as she had in mind and will accept it if the BOD voted in favor of the recommendation.

ii. Investments

After a presentation made by Jay Slouffman, the committee recommends investing ~ \$70K JRS monies into three different products.

- Sell \$50,000 to purchase a 12-month Treasury or CD with a better return than the current rate. (A fixed rate that is about 5.38%)
- Reinvest \$8K to a portfolio different than the actual investment.
- Keep the balance of ~\$12K as it is invested now.

iii. Semi-Annual Review

The committee discussed membership increases after reviewing the pros, and cons beginning next fiscal year. Less made a motion to increase memberships as follows:

Associate to \$75

Regular Member to \$50

Retired To \$50 (One-time fee)

Honorary & Students \$0.0

Jeff seconded, those members in favor were Bob Carpenter, Les Fugate, Alvaro Polanco, and Jeff Camp. Robert opposed. Motion passed.

It was also discussed increasing Spring Conference Registration but no figures were recommended.

iv. Laptop purchase

The current Laptop is obsolete and does not perform to the requirements of current software managed by the EA's position as needed.

The meeting was dismissed at 12:33 EDT

Next Meeting: Dec 2023

Site: Zoom

Zoom Archive:

https://us02web.zoom.us/rec/share/_za2KmCvGZuUBcsmh6dBv-uw50HVSsdHYgQEZ9hynCdrnmUiUHfyfe4Usj6sbxOb.IIKkt2Y-P_0ztb60

Passcode:F0p#HQ#e



CODE ADMINISTRATORS ASSOCIATION OF KENTUCKY

Board Meeting

August 4, 2023 – **11:30 EDT**

Harbor Restaurant

451 Lee's Ford Dock Rd.

Nancy, KY 42544

1. Call to order & Prayer

Bob called the meeting to order at 11:30 EDT,
Ron Tabor said the prayer.

2. Roll Call

Secretary Alvaro Polanco confirmed the quorum. Members present were Bob Carpenter, Les Fugate, Alvaro Polanco, Steve Coleman, Gary Muller, Sharri Zink, Peter Wood, Coral Dill, Robert Kirchdorfer, Jeff Camp, Cash Olszowy, Ron Tabor, and Ron Dill.

3. Welcome guests:

Bob recognized our guest: Ron Hampton.

4. Approval of minutes from the April 2023 meeting:

Ron Tabor made a motion for acceptance of the April 2023 minutes; Steve Coleman seconded it. All :
motion passed.

5. Committee reports:

a. Treasurers Report.....Alvaro Polanco

As of July 31, 2023 - at 14:00 hrs.

PNC Business Checking Plus: \$ 34,342.37

PNC Business Premium Money Market: \$ 56,143.66

PNC Total: \$ **90,486.03**

JRS Wealth Management – Mkt Value: \$ 71,791.95

Cash/Cash Alt: \$ 130.98

Value: \$ **71,922.93**

Total all accounts: \$ **162,277.98** (\$13,116.05 more than May's report)

A total dollar amounts pure comparison between April and May of 2023 reported a negative amount of (\$8,358.82) but a 7.67% increase from December 01, 2022, to date as follows:

A motion to approve the treasurers' report was made by Les Fugate, seconded by Frank Wallace.
All , motion passed.

b. Membership Report.....Alvaro Polanco

Paid Members (Aug. 2023)

ACTIVE MEMBERS 87

ASSOCIATE MEMBERS 13

RETIRED MEMBERS 2

HONORARY MEMBERS	--	
COMP MEMBERS	--	
STUDENT	--	
TOTAL PAID MEMBERS	102	18%
Not yet Renewed		
ACTIVE MEMBERS	325	
ASSOCIATE MEMBERS	<u>54</u>	
	379	66%
Retired (Prior Years)	84	15%
Comp/Honorary	2	1%
Student	0*	
Total Membership	567	100%

* Status will be determined when renewals are returned.

Ron Hampton commented the State has not paid yet, but will, and will have 3 new members signed for. Bob and Cora updated on Lexington renewals and emails sent out. Then, a motion to approve the membership's report was made by Cash Olszowy, seconded by Gary Muller. All : motion passed.

c. **Legislative Report** **Brian**

- Bob reported Brian was not able to attend and believes nothing is on the legislative due to summer.
- Ron Hampton added that states including Tennessee, North Carolina, and Georgia worked this past legislative season on a 3rd party inspector and if approved, small jurisdictions may go away. North Carolina vetoed it; the governor did. Tennessee got it through for the electrical inspectors simply because they don't have enough electrical inspectors. Unknown about Georgia's decision. Jurisdictions will still issue the permit, third parties will pay a 20 % commission, and in Tennessee, they want the jurisdiction to issue the C.O., but jurisdictions don't want to issue Certificates of Occupancy on something has not been inspected by themselves. Robert added part of the concern in larger jurisdictions is not having qualified or certified people to apply for jobs and fill those empty positions. On the other hand, the government does not offer the same retirement plans as they used to offer; it is not attractive anymore.
- Jeff shares that on August 25th, the Kentucky League of Cities, KLC, will be giving their presentation to the State Task Force committee. The counties are pushing for a moratorium on not letting cities annex land to be developed within the next five (5) years. Additional comments followed.

d. **Public Relations** **Sharri/ Steve Coleman**

- Sharri commented about collecting information related to the fall conference and getting them posted on the website and newsletter, as well as Region V information, photos, etc.
- Bob suggested adding class-related info, including registration forms, etc. when the department confirms everything is approved. It may happen late next week.
- Gary confirmed everything is approved by the State. Steve will publish it in the media.
- Les recommended Steve use the same class format that has been used on social media for

years. Cora has a class agenda with class descriptions.

- Ron mentioned that the State's 3-day-event retreat can also be added to the newsletter and his reach out to elementary schools.

e. **ICC Report** **Corey/Ron**

Corey could not attend but sent the GR report: Please click the link to view [this new issue](#) of the ICC Government Relations monthly report, featuring:

- Key deadlines for the 2023 ICC Annual Conference & Expo at St. Louis.
 - Sign-up info for the Ron Burton Annual Golf Outing.
 - The new Congressional Research Service's report on codes and resiliency.
 - What you should know about the new Building Safety Leadership Experience.
 - The latest on BRIC, Block Grants, and funding resources for code offices.
 - New episodes of the ICC Pulse Podcast.
-
- Ron reported: New ICC committees opened. Alvaro is in one of them, and Fred Stokley, and James Allen out of Prestonsburg applied for one. ICC BOD had the meeting at Sawmill Creek a Cedar Point resort. They discussed regular business
 - President Michael Wich asked for staff to look at the membership councils. Ron encourages members to join and help ICC.
 - The ICC BOD is going to have 2 in-person meetings.
 - They will still have 2 in-person meetings one will be at the annual conference the other one will be at the new leadership event like the one they did in Tampa this year.
 - Concerns about difficulties with PRONTO were discussed. There were discussions about letting other providers facilitate in-person test venues.
 - ICC – ABM update: One hotel on the list in St. Louis, Mo.
 - ICC is working on the Shadow Program's minimum age; it will probably be 25 minimum and not restrict the maximum age. At the same time ICC is changing the way the program works, instead of following one board person, they will have an agenda from ICC.
 - Mr. Robert Rice, formerly of Oregon has finally relocated to Kentucky. Ron Hampton has known Robert for quite a while and after his visit to the bluegrass in 2016 for ICC Code Hearings, He and his Wife bought a small farm outside Winchester. He is already a CAAK Member and has attended a few Fall Conferences in the last few years. Robert was formerly involved with Region II and looks forward to participating in CAAK when settles into his new Job.
 - Ron Hampton had an agenda item at the ICC Board Meeting in N. Ohio, to recognize CAAK for the 50th Anniversary. This was passed unanimously and ICC President, Mike Wich plans to make a presentation at our Fall Conference in Owensboro.

f. **DHBC Report** **Brian**

- Ron Hampton also reported on DHBC. They have new openings to fill out. One person left and doubled the salary. It is happening across the state. Currently, they have three trainees.
- Ron reminded the passing of Jim Bond, Building Inspector.
- The commissioner and director are confirmed to attend the fall conference.

g. **Education committee** **Gary**

- 20 classes are approved. We'll be scanning in and scanning out.
- Logistics were explained about having day classes.
- Gary is reaching out to the same HVAC instructor to teach winter Zoom classes. Bob got good feedback from inspectors attending his class before as well as a couple of company owners.
- Lizzette Chagola, ICC, will be at the fall conference.

6. Old Business 42:00

a. KDV follow-up. Gary/Jim/Bob

- Cora reported for KDV we had 139 members: 129 members and 10 nonmembers.
- We did not have many responses to the surveys. And the comments were good.
- We got full reimbursement received and deposited. That's the difference in our PNC business account.
- Everything is submitted to DHBC and approved by them.
- Bob reported Jim Tucker wanted to rotate the spring conference. He checked different parks and none of them could accommodate us; either not enough rooms or classrooms, or both. So, we are going back to KDV next year.
- Next year's fall conference will be in between Bowling Green and Northern Kentucky.

b. QuickBooks Cora

- QuickBooks is working well. Receipts are attached directly to the transactions. When tax time comes next year, everything is ready to go.
- The half-price trial has ended. Now we will pay the \$30 monthly fee.

7. New Business

a. CAAK's 50th Anniversary Les/Jim/Cora/Bob

Rooms are all accounted for, education and classrooms. We went over the venue after our last meeting and coordinated logistics with the person in charge. A detailed report was presented by Les regarding logistics and the highlights are listed as follows:

- Bob informed the Golf outing is set up by Jim, including hours and location. Gifts other than T's have not been decided yet.
- Clarification to the Coin Challenge and Pins design was made by Les. Pricing and vendor had not been found yet. The final needs to be done as fast as possible to turn over pricing and ordering
- Les asked if we wanted to do both Coins and Pins; all agreed.
- Bob shared the Box Sample to present to Past Presidents.
- Les showed the final invitation design including recommended changes made during our last meeting.
- Les asked if someone from the department had a contact list of past commissioners.
- Still lacking milestone information to put on the Historic Book. Scholarship amounts, etc. Gary will pass that information to Les.
- Gary reported that \$60,250.00 has been given to scholarship recipients since 2001, excluding October 2022.
- The total amount of grants awarded, not including the ICC vouchers, is \$3,750
- Our regular Sunday BOD meeting will be held in the hotel's conference room.
- The ABM will be on Monday at 08:00 and the swearing ceremony of officers until the evening.
- Cash asked about the annual awards not being on the agenda. Bob will send out an email to vote on the Annual Award nominees and scholarship recipients.

b. Nominating Committee & BOD Openings..... Frank

- Interviews will take place for BOD; Three positions in total.
- Names came out to Frank and Cora.
- Cora requested letters of interest, resumes, and support from the jurisdiction.
- Bob received six (6) ICC vouchers/certificates via email and wants to know who is interested. There are three left to BOD.
- ICC certificates will cover registration fees. Your local jurisdiction will need to cover travel expenses, the room, and a few meals.
- If certificates are not used, they can always be converted into education certificates at the end of the year, but that is not the intention.

c. Letters of support for ICC BOD

- Bob sent an email including an attachment for the request for support for the ICC Board of Directors. The attachment lists each person requesting support and the seat they are running for. Each seat has one candidate except the Sec/Treasurer's seat which has two candidates running for that seat. Listed below is each person requesting support and the seat they are running for:
 - Stuart Tom President
 - David Spencer Vice President
 - Mike Boso Sec/Treasurer – (From Region V)
 - Jim Sayers Sec/Treasurer – (From Oregon)
 - Blake Steiner Section F
 - Andre Jaen Section C
 - Ron Clements 3 year At Large
 - Steve McDaniel 3 year At Large
 - Michael Savage 3 year At Large
- Comments were made regarding the Sec/Treasurer candidates and reasons for supporting one of the two. Jeff made a motion to support the list of candidates for all the seats and supported Mike Boso over Jim Sayers for the position of Sec/treasurer. Les seconded. The motion was then voted. All ayes, the motion passed.

d. Finance Committee

The Finance committee met on July 10, 2023, and went over several important items, Investments, Semi-Annual Review, EA position's Contract, and Laptop Purchase.

i. EA Contract Alvaro

- To help the EA's position, Bob proposed that one of the roles of the Vice President position is to make sure committee chairs are responding to the assigned responsibilities on time. Robert agreed and all members expressed a consensus. Cora feels comfortable also reaching out to committee chairs requesting tasks with specific due dates.
- Jeff also emphasized that being a BOD member and a chairperson requires dedication to the organization.
- After discussions regarding the scope of work, the Job duties, and ways to help the EA's position Jeff Camp recommends increasing 20% the salary from \$15,000 to \$18,000.
- Bob made a motion to accept Jeff's recommendation to increase 20% retroactive to July 1, 2023. Jeff seconded; all members were in favor of the recommendation to pass it over to the BOD. None opposed. Cora expressed that the proposed increase was the same as she had in mind and would accept it if the BOD voted in favor of the recommendation.

- Bob reiterated the importance of Committee chairs working very closely with Cora.
- Jeff made a motion to accept the Finance Committee's recommendations to increase the EA's position salary by 20% from \$15,000 to \$18,000. Steve Coleman seconded the motion. All ayes. The motion passed.

ii. Investments Alvaro

After a presentation made by Jay Slouffman, the committee recommends diversifying the existing ~ \$70K JRS monies into three different products in sync with the Statement of Investment Policy as follows:

- Sell \$ 50,000 to purchase a 12-month Treasury or CD with a better return than the current rate. (A fixed rate that is about 5.38%)
- Reinvest \$8K to a portfolio different from the actual investment.
- Keep the balance of ~\$12K as it is invested now.

The proposal is to secure about 70% to 80% in secured treasurer's bonds with about 5.83% return and the balance as it is invested today on the market.

Robert confirmed the finance committee recommendations are aligned with the hard copy of the Statement of Investment Policy. He also recommends the investment policy be reviewed and possibly updated at the next finance committee meeting. Ron Dill added that the policy was drafted and approved based on the broker's advice years ago.

Bob mentioned that Jay said this is a more secure investment with a higher return. Jay also said this investment will expire in June 2024. Meaning that we can change investments.

A motion to support the proposed investment was made by Gary, seconded by Ron Tabor. Robert clarified the investment recommendations don't have to be voted on unless the proposed investment is not aligned with the investment policy. However, Bob prefers voting it this time considering the amount of money involved in this investment. Then the motion was voted, all ayes, none opposed. The motion carried.

iii. Semi-Annual Review Alvaro

Alvaro presented the semi-annual summary to the BOD outlining the main topics discussed. In addition to the finance status and investment proposal part of the discussions during the semi-annual review were the EA contract and the possibility of membership increases. After reviewing the pros and cons, the committee is proposing an increase in memberships beginning next fiscal year. Less made a motion to propose to the BOD an increase in memberships as follows:

- Associate to \$75
- Regular Member to \$50
- Retired To \$50 (One-time fee)
- Honorary & Students \$0.0

Jeff seconded. Discussions followed the motion. A gradual increase year by year was also an alternative, however, the motion was not amended to reflect increased alternatives. The motion was voted. Members in favor were Bob Carpenter, Les Fugate,

Alvaro Polanco, and Jeff Camp. Robert opposed the motion as presented. The motion as initially proposed by Les to present to the BOD passed.

Comments to the BOD were made by Bob clarifying the increase proposal will have to be on the BOD agenda in Owensboro, to present it to the ABM so the membership votes on it, according to By-Laws; It requires three-fifths of the membership to be approved. Something we can think of is to propose the membership and increase conference registration fees. Or instead of increasing from \$25 to \$50, increase it to \$35 and in a year or two, another increase.

Robert explained reasons why doubling fees will not be the best road to go, but a gradual increase it more to nonmembers and conference fees, etc.

Jeff by the contrary explained reasons supporting the initial committee proposal and conference fees.

Lengthy discussions followed. Voting on the committee recommendation was postponed to the fall BOD meeting.

iv. Laptop Purchase

The current Laptop is obsolete and does not perform to the requirements of current software managed by the EA's position as needed. The committee proposes to the BOD the purchase of a new laptop. Jeff made a motion to give Cora a budget of \$1,000 to purchase a laptop at her desecrations including incidentals like wireless mouse wireless keyboard etcetera. Ron Tabor seconded the motion. All , none opposed, motion passed.

e. Other New Business

- Bob informed the board has been reached by some board members about the possibility of attending these meetings via Zoom. In conclusion, logistically location might be a challenge for communication and engagement.
- Ron Dill confirmed that membership dues increases are in the By-laws, Article 8.
- Bob shared that Region V got the Chapter of the Year award.
- Robert shared he was nominated by the AIA-Central Kentucky Association for the Public Advocate award for 2023 and won the National AIA award. The award will be presented to him at the AIA ABM in Indianapolis on September 15, 2023.
- Bob asked the board about engraving a box in memory of Dale and presenting it to his wife. The board agreed.

The motion to adjourn was made by Les and seconded by Ron Tabor, a motion was approved.
14:07 EDT

Next Meeting: September 17, 2023,

Site: Owensboro, KY – Fall Conference

CODE ADMINISTRATORS ASSOCIATION OF KENTUCKY

Board Meeting

September 17, 2023 – **18:00 Hrs. CDT**

Hampton Inn Conference Room

401 W Second St.

Owensboro, KY 42301

1. Call to order & Prayer

Bob called the meeting to order at 18:02 EDT,

Jeff Camp said the prayer.

2. Roll Call

Secretary Alvaro Polanco confirmed the quorum. Members present were Bob Carpenter, Ron Tabor, Sharri Zink, Peter Wood, Joe Lyons, Steve Coleman, Gary Muller, Jim Tucker, Jeff Camp, Ron Dill, Cora Dill, Robert Kirchdorfer, Cash Olszowy, Frank Wallace, Les Fugate, and Alvaro Polanco.

3. Welcome guests:

Bob recognized our guests: Mike Wich, Robert Blandon, Corey Roblee, Ron Hampton, Yolanda Pinilla, and Becky Tabor.

4. Approval of the minutes from the August 2023 Board meeting:

Frank Wallace made a motion for acceptance of the August 2023 minutes; Steve Coleman seconded it. All ayes: motion passed.

5. Committee reports:

a. Treasurers Report.....Alvaro Polanco

As of Sept 14, 2023 - at 08:00 hrs.

PNC Business Checking Plus: \$ 32,806.76

PNC Business Premium Money Market: \$ 56,144.62

PNC Total: \$ **88,951.38**

JRS Wealth Management – Mkt Value: \$ 20,866.01

Fixed Income (*): \$ 48,960.50

Cash/Cash Alt: \$ 1,208.15

Value: \$ **71,034.66**

(* Monies moved from JRS Market Value to Treasure's Bonds, Fixed returns, as New Investments)

Total all accounts: \$ 159,986.04 (\$2,291.94 less than July's report)

A total dollar amounts comparison between July and Sept of 2023 reported a negative amount of \$2,291.94 but a 15.37% increase from December 01, 2022, to date as follows:

Dec 01, 2022, \$138,664.01

Jul 31, 2023, \$162,277.98

Sep 14, 2023, **\$159,986.04**

Jim Tucker asked if we had lost 50 thousand dollars. No; they were moved from one account to the other and it is reflected on a separate row. Then he asked about the percentage rate being

earned. Alvaro answered it was over 5%, about 5.38%, and can be reinvested or kept as is in 6 months. Bob and Frank also commented on the investment and the benefit of being more secure and having higher returns.

A motion to approve the treasurers' report was made by Steve Coleman, seconded by Frank Wallace. All Ayes, motion passed.

b. Membership Report 2023-2024 RenewalsAlvaro Polanco

As of Sep 13, 2023 @ 15:30 hrs.

ACTIVE MEMBERS	286	69%
ASSOCIATE MEMBERS	40	10%
RETIRED MEMBERS	85	20%
HONORARY MEMBERS	1	<1%
COMP MEMBERS	1	<1%
STUDENT	3	<1%

TOTAL PAID MEMBERS 416 100%

Not yet Renewed

ACTIVE MEMBERS 172 (*)

* Not included in percentages.

Frank asked for the number of DHBC members that had paid. There is a concern that members from the state will drop out of CAAK. The number was not available from the report as presented. Bob suggested contacting Laura Lynn from the state; she could give us an answer to the concerned subject. A motion to approve the Membership report was made by Les Fugate, seconded by Gary. All Ayes, motion passed.

c. Legislative Report Brian

- Bob reported Brian was not able to attend and believes nothing is on the legislative. The DHBC representative was invited to the meeting but was not present.

d. Public Relations Sharri/ Steve Coleman

- Steve has been updating and posting on social media.
- Ron Hampton asked Sherri what we are waiting on in the newsletter and if a newsletter has been published this year. Sharri replied no newsletter has been published and she is not waiting on anything but on time to work on it.

e. ICC Report Corey/Ron 12:59

- Corey referred the update to Mr. Mike Wich, ICC President, and ICC BOD Mr. Ron Tabor.
- Mr. Wich was pleased to be and was appreciated about how Kentucky changed his career when he got appointed by someone from Kentucky to ICC. He thanked Cash for doing so. He then added:
- He appointed an ad-hoc committee to find ways to improve ICC. Those participating in the Membership Council will receive a survey and the ultimate goal is to find out what needs to be improved or be changed to benefit the membership.
- ICC is doing well financially.
- Hopes lots of attendance at the ICC ABM in St. Louis.
- Next year's ICC ABM will be in Long Beach, California

- Ron also mentioned why the survey was to be sent to the Membership Council.
- Ron encouraged participation in the membership councils. He insisted there are plenty of committees and subcommittees and a lot of work is done by the council representing the membership. They're divided into different categories, fire, building, plumbing, sustainability, global, and emerging leaders. The surveys will provide insight on how to improve and move from where ICC is now.

Corey shared via email the ICC Government Relations monthly report, featuring:

Here is the [September edition of the ICC Government Relations Monthly Update](#). Highlights include:

- The ICC GR Insight Sessions (for CEUs) next month at the 2023 ICC Annual Conference in St. Louis.
- A survey on your Digital Codes Premium experience.
- Survey results on how updating the IECC can save money and lives.
- NAHB's Matt Belcher's statement on adopting ICC/MBA Standards 1200/1205.
- The release of the 2024 IPC and IMC.
- [Municipality Overview Webinar](#) Thursday, September 7 at 1 p.m. ET.
- A bill was introduced to Congress to protect ICC's copyrights. The bill was introduced by Senator Chris Coons (D-DE) and Senator John Cornyn (R-TX) and is called Pro Codes Act. *The Pro Codes Act would protect the copyright of codes and standards that governments seek to utilize for public benefit.* ([See the ICC press release here](#)). Corey suggested contacting [KY Congressman Thomas Massie](#) Representing KY's 4th District and asking him to support the bill.
- Robert Blandon added that in 1985 the Boca Conference was in St. Louis. He was CAAK's President at the time and it was the first time that the BOCA conference sent Chapter presidents to the conference.

f. **DHBC Report** **Brian**

- Ron Hampton also reported on DHBC. They have reached a deal with ICC and set a PRONTO test place at the office. The next one will be held in December 2023.

g. **Education committee** **Gary**

- Gary everything's ready for the conference and requested three more volunteers to scan attendance to the classes. Some board members need to get with Cora and get administrative rights to access the Conference Tracker Admin app. All old conference tracker apps need to be deleted. This needs to be mentioned during the ABM.

6. **Old Business**

a. **CAAK 50TH Anniversary** **Cora/Les/Jim/Bob**

- Les reported expenses were below budget. We spent \$17,800 and the budget was approved for \$22,000.
- Unfortunately, most of the past presidents will not attend the conference or State commissioners.
- John Payne will be attending.
- Cora reported 136 registered for the conference.

- Bob recommended whoever is working the desk on Monday to remind about the free event tomorrow evening including life music.
- The nominating committee will make a public announcement of recommendations for the board and executive directors, then the election will take place but the swearing of new BOD and executive officers will take place Monday evening after introducing past presidents. The ICC President, Mike Wich will conduct the swearing-in of elected board members and officers.
- Bob went over the ABM's agenda, and logistics, and asked for deceased members to add to the list.
- Bob informed the board he asked the DHBC for a list of new BI enrollees to the certification program to get them registered for the New Orientation class, but the department can't provide that information. Bob will talk to Max to reach out to them and notify them about the required class.
- Joe will announce and present the three scholarship recipients.
- Joe Lyons is stepping off the board after the conference. The nominating committee already interviewed candidates to fill out his seat.

b. ICC Fall Conference..... Bob

- Bob informed the board he still has a couple of ICC certificates to attend the ABM in St. Louis and two shared rooms available to members. No transportation is included.

c. Membership Drive Cora

Nothing to add to the membership report other than the regular renewal date is passed and a late fee of \$10.00 will be added to the membership renewal.

7. New Business 56:15

a. Nominating Committee Frank

The nominating committee presented the following CAAK members to the board of directors to be presented to the general assembly for election during the Annual Business Meeting as follows:

Peter Wood, for an open board seat
 Amy E., for an open board seat
 James Alan, for an open board seat
 Michael Hauserman, for an open board seat
 Gary Muller, for secretary-treasurer
 Alvaro Polanco, for Vice President
 Les Fugate, for President.

A motion to move the nominating committee recommendation was made by Sharri Zink, and seconded by Steve Coleman. The motion was voted: All ayes non- opposed. Motion passed.

b. By-Laws Committee Bob

- The Bylaws committee met on September 9th and came out with the recommendation to increase the membership fees submitted to the board for a vote as follows:
 - Active members: from 25 to \$50.00
 - Associate member: 35 to \$70.00
 - Retired member: a one-time fee of \$50.00
 - Students: no fee.

A cost sheet to justify the need for a membership increase was presented also to the board of directors with the current cost spread over five (5) years of the executive assistance, the website, QuickBooks subscription, Laptop cost, and the executive assistance room cost to attend CAAK conferences totaling \$22,006.54. The money reimbursed from 244 money was \$2,450.00. The money raised from our membership was \$8,004.25. When adding membership registrations and money reimbursed from the 244 we are still \$11,007.79 in red. These numbers were presented to justify the need for a membership increase to a point where the negative is not that high but only \$3,354.00

This recommendation will have to have two-thirds of the members present to vote in favor of the increase before the membership fee can be changed.

Discussion/ comments followed; Jim Tucker asked if when voting for the membership increase as the recommendation was outlined, we will also vote for approval of the CAAK spreadsheet cost. Bob explained the spreadsheet is just to give a visual aid representation of what we're spending what we're bringing in and why the membership cost is needed. Also, the amount of membership fee will be discounted to members attending either full KDV or fall CAAK conferences, Bob added. The increase, if approved, will take place in June of 2024.

A motion to accept the recommendation of the Bylaw's committee to increase the membership was made by Jim Tucker, seconded by Cash Olszowy. All ayes, none opposed. Motion carried.

c. **Winter one-day class Gary**

- The winter virtual classes will be on January 9th and 10th, Tuesday & Wednesday. Both days are from 8:00 to 11:30 a.m. Tuesday's class will be Tables and Calculations of the International Mechanical Code, and Wednesday Understanding Airflow. The class cost is \$1,100.00
- Les asked who would set the class up for attendance and logs and to make sure we meet the DHBC guidelines. There must be an attendance tracking log and randomly generated questions. Whoever is doing it needs to be aware of that requirement.
- Bob advised Gary to make sure we get that information to Cora so she can make that submittal early enough to the DHBC, and then we can get the advertisement out. Gary will follow on Bob's advice.
- Ron Dill congratulated Cash on the dedicated courier and pending retirement.

The motion to adjourn was made by Cash and seconded by Frank, a motion was approved, and the meeting adjourned at 19:35 EDT

Next Meeting: December 1, 2023

Location: TBD

Code Administrators Association of Kentucky
Annual Business Meeting
Owensboro Convention Center
Owensboro, Kentucky
September 18, 2023, at 8:00 AM CDT
Installation of BOD officers – 07:00 pm CDT

1. Call to order Bob Carpenter
2. Invocation Ron Tabor
3. Recognition of Deceased Members Bob Carpenter

Bob gave a brief recognition of deceased members who we lost over the last year and requested the membership update on deceased members not mentioned.

Dennis Carnes from Boone County, Manuel Odum from Louisville, Jim Bozeman from the DHBC, Ray Watt from Warren County, and Dale Vanwinkle from Berea who was past president of CAAK. Jack Hodges from the Department of Housing was added during the meeting. A moment of silence followed.
4. Pledge of Allegiance Les Fugate
5. Determination of a Quorum Alvaro Polanco

Secretary/Treasurer Alvaro Polanco determined quorum to conduct business. Board members present were Bob Carpenter, Les Fugate, Alvaro Polanco, Gary Muller, Steve Coleman, Jim Tucker, Brian Sims, Sharri Zink, Peter Wood, Joe Lyons, Jeff Camp, George Man, Ron Dill, Ron Tabor, Cora Dill, Robert Kirchdorfer, Cash Olszowy and Frank Wallace. Along with the board, there were 57 members and guests in attendance.
6. Approval of September 2022 ABM Minutes Alvaro Polanco

Alvaro provided copies of the September 2022 ABM minutes for approval. Bob asked for any discussions. No discussion, Motion for approval by Brian Sims, seconded by Peter Wood, all ayes, motion approved.
7. Welcoming Address Bob Carpenter

Bob welcomed everyone to the fall conference and the 50th Annual Business Meeting of CAAK before recognizing special guesses and past presidents. He made a brief about the conference, the conference tracker app, and the evening event to take place at 7:00 p.m. During the evening event, past presidents will be recognized, and the installation of board members and officers will take place.
8. Introduction of Special Guests (Past Presidents) Bob Carpenter

Bob acknowledged all past presidents by asking them to stand and be recognized. Past presidents Robert Blandon, George Man, Ron Dill, Cash Olszowy, Ron Tabor, Ron Hampton, Jeff Camp, Robert Kirchdorfer, and Frank Wallace were recognized. Past president, Mr. Robert Blandon, who is in attendance was also at the 5th CAAK Annual Business Meeting 45 years ago.
9. State of the Commonwealth DHBC Commissioner or Designee

Deputy Commissioner Max Fuller, Attorney, introduced himself before addressing the assembly. He to the state of the Commonwealth. Max thanked CAAK for putting up the conference and for the relationship between the Cabinet and CAAK. He expressed special thanks to Bob, Cora, and the DHBC staff. There are no legislative updates. He highlighted an administrative regulation is being discussed that affects only local officials and it is related to the site placement of industrialized building systems (KIBS). The department is going to require 3rd

party plant inspectors and the inspector must have Kentucky certifications. Regarding Code updates, the department is waiting on the publication of the 2024 codes before reviewing them and anticipates multiple task forces established to participate in the code review and adoption process and encourage CAAK to be one of them. Max updated also on PRONTO; the department set up a test center for those in need of testing and is scheduled quarterly. Anyone interested in taking tests should reach the department.

10. Committee Reports

a. Treasurer's Report

Alvaro Polanco

Alvaro provided copies of the treasurer's report. A question followed about a retiree membership fee frequency. Bob clarified it is a one-time fee. No additional discussions or comments, a motion to approve the Treasurer's Report was made by Brian Sims and seconded by Gary Muller. All ayes, motion approved.

b. Membership Report

Alvaro Polanco

Alvaro also provided copies of the membership report. Bob asked if there were any discussions. Hearing none, a motion from the floor to approve the Membership Report as submitted was made by Cash and seconded by Elizabeth Arrington. All ayes, motion approved.

c. Scholarship Report

Joe Lyons

Joe provided an update on the academic scholarships awarded at the last board meeting. A \$1000-dollar tuition assistance scholarship was provided to the following:

- Taryn N Thomas – Tommy Larrison, College Tuition Assistance award
- Mathew B. Thomas – George Mann, Code Related Studies award
- Emma L. Gilliam – Joel Scarbrough, College Tuition Assistance award

d. Nominating Report

Frank Wallace

Frank reported to the membership the nominations for the executive board of directors and the board of directors seats. The following nominations were presented: Peter Wood – Reelection Board seat 4-year term position. Amy Eveler – Board seat 4-year term position. James Allen – Board seat 4-year term position. Michael Hauserman - Board seat 4-year term position. Gary Muller - Secretary / Treasurer for a 2-year term. Alvaro Polanco – Vice President for a 2-year term. Les Fugate – President for a 2-year term. The election of officers will take place following the award presentation.

11. Bylaws Committee Report

Bob Carpenter.

Bob reported the Bylaws committee met on September 9th and recommended to the Board of Directors' meeting a bylaw amendment. The BOD passed a motion to present the bylaw amendment to the membership. Copies of the bylaws amendment and a cost analysis spreadsheet were presented to the membership. The amendment will increase the membership fees as follows if moved and approved:

- Active members: from \$35 to \$70.00
- Retired member: a one-time fee of \$50.00
- Students: no fee.

New fees will be effective June 2024. Hearing no discussions or questions. A motion was made by Brian Sims to approve the amendment, seconded by Jeff Camp. All ayes, non-opposed. Motion passed.

12. Awards

Joe Lyons

Joe presented the John Payne Patron of the Year award to Dewey Crowe, Director of Building Inspection City of Lexington, and announced this year's recipient of Code Official of the Year, Dawn Davis, City of Lexington.

13. Election of Officers

Frank Wallace

Frank led the election of the board members and executive officers. Michael Hauserman who was recommended by the nominating committee for a board seat was contested from the floor. Jamie Potter, DHBC was nominated from the floor and won the election by majority. All other board seats and executive officers were uncontested from the floor. The board of directors and executive officers will be sworn in later during the evening event.

14. Installation of Officers & Board Members

Michael Wich, ICC president

The installation of officers and Board Members will take place at the event on Monday evening by Michael Wich, ICC president.

15. CAAK Pin Presentation to New Members

Bob Carpenter

Les presented CAAK pins to new members: Benjamin Skaggs, Allie Skaggs, Jonathan Midkiff, Joseph A. Parson Jr., Rabia Mohammadi, Allison Baker, Rose Karger, Casey Miller, Corey Wood, J Web., Greg Weston, and Miller Blanton.

16. AM Announcements

Bob Carpenter

- Bob advised members who interviewed for board seats to be part of committees, be active, and run again if not elected. He also invited everyone to attend the evening event at 7:00 p.m. It is an opportunity to meet people from other jurisdictions. Enjoy live music from 8:00 to 10:00 p.m.
- Gary announced changes in some classes. If affected by the change, please see Cora or Gary.

Motion to recess the AM meeting and reconvene at 7:00 p.m. was made by Joe Lyons at 8:35 a.m. CDT, seconded by Gary Muller. The motion was approved.

President Carpenter called to order and reconvened the meeting at 7:00 p.m. CDT

Bob recognized past presidents that were not at the conference or has passed. Past presidents were presented with a special gift. Blandon, George Man, Ron Dill, Cash Olszowy, Ron Tabor, Ron Hampton, Jeff Camp, Robert Kirchdorfer, Frank Wallace, and Bob Carpenter. Les Fugate put together most of the 50th conference and was also recognized with a gift.

14. Installation of Officers & Board Members.

Michael Wich, ICC president

Michael Wich, ICC president, inducted the following board members. Les Fugate to 2-year term President, Alvaro Polanco to 2-year term Vice President, Gary Muller to 2-year term Secretary / Treasurer, Peter Wood to 4-year term board seat, Amy Eveler to 4-year term board term, James Allen to 4-year term board seat, and James Potter to 4-year term board seat.

16. PM Final announces:

- Frank recognized Bob Carpenter
- Michael Wich encouraged everyone to join a Membership Council and attend ICC's ABMs.
- Frank Wallace, and Bob Carpenter, past and immediate past president respectfully were recognized by ICC president Michael Wich.

- Immediate past president, Bob Carpenter was honor by CAAK with the Kentucky Colonel. The commission of Kentucky Colonel is the highest title of honor bestowed by the Governor of Kentucky. It is recognition of an individual's noteworthy accomplishments and outstanding service to our community, state, and nation.
- Ron Dill recognized Frank Wallace, immediate past president for his dedication and hard work to CAAK with many hats on it. Frank served a 3 consecutive year term as president and led us through COVID-19 pandemic. Ron made a motion and presented Frank Wallace's name as a Life Director. The motion was seconded by Alvaro Polanco, all ayes, none opposed, motion carried.
- Ron Dill made a special presentation of John Payne who was in attendance.
- Bob Carpenter also on behave of CAAK recognized Lizette Chagolla, ICC Manager, Training & Education and CAAK's past Patron of The Year recipient, who has worked closely with CAAK for many years on getting classes arranged and approved by ICC.

Motion to Adjourn the PM meeting: Brian made a motion to conclude and adjourn the ABM at 7:30 p.m. CDT, seconded by Ron Tabor. The motion was approved

Humbly submitted,

Alvaro Polanco

Vice President

Les Fugate

President

Gary Muller

Secretary / Treasurer