# REGULAR BUSINESS MEETING AGENDA – **August 8th, 2019**

**President:**
Todd Mallette

**Vice-President:**
Aaron Yuma

**Secretary:**
Alex Sabin

**Treasurer:**
Brian Moore

**Past President:**
Randy Scheid  
Lisa Weishoff  
Gary Lampella

**Meeting Location:**
Note: (Alternate Location Each Month)  
Roundtable Pizza  
810 SW 11th St  
Redmond, OR  
Roundtable Pizza  
2940 N HWY 97  
Bend, OR

**Time & Date:**
2nd Thursday of every month.  
11:30 – 1:00

**Lunch Buffet:**
Pizza & Salad Bar

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## CALL MEETING TO ORDER

## ROLL CALL OF OFFICERS

## APPROVAL OF MINUTES

## COMMUNICATIONS

## TREASURE’S REPORT

## EDUCATION COMMITTEE
- Education Committee updates?
- Survey questions put together. Any additional thoughts?
- Upcoming code adoption/update classes to present to design professionals & contractors

## OUTREACH COMMITTEE
- Outreach Committee updates?

## WEBSITE COMMITTEE
- Website Committee updates?
- Establishing a Paypal account

## OLD BUSINESS
- Membership forms/roster: 34 membership forms received as of 8/7/19
- Outreach committee discussion on sponsorship of high school training program
- ASHRAE 62.2

## NEW BUSINESS
- Recent leadership meeting topics/discussion (July 16, 2019). Document attached.
- Update COCICC email/correspondence list to master list members only?

## ADJOURN
• Bylaws, Mission, History of Changes
  I. Is the “mission” and priorities of organization still accurate?
     -Aaron to work on draft of bylaws
  II. Membership Classifications and their associated “rights”
     -Jurisdiction & Professional designations. Level of voting concerns.
  III. Responding to membership concerns, balancing cost to members and accomplishing goals of the Chapter
     -Cost of classes/continuing education for non-funded members (non-jurisdiction).
     -Option of offering discounted/free classes to private sector members if they actively participate in organizing and volunteering at education institute?

• Ideas for improving engagement of members
  I. Guest Speakers
  II. Socials
     -Would anyone participate during non-work hours?
  III. Alternate between committee work and business?
     -Potential new venue for COCICC meetings as membership grows.

• Committees
  I. Website
  II. Outreach
  III. Code Development
     -Aaron to reach out to Karna for code consistency chair discussion.
     -Agenda integration of Building Official COBA updates at each monthly meeting?
  IV. Education
     -Survey of classes that may be of interest. Send out to contractors through COBA?
     -Early spring offering for local education institute? Have consistent dates each year (not hunting season). Smaller pop-up classes as they occur.
     -Code update classes for private sector as new codes are adopted.
**REGULAR BUSINESS MEETING AGENDA – July 11th, 2019**

<table>
<thead>
<tr>
<th>Role</th>
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</tr>
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<tbody>
<tr>
<td>President:</td>
<td>Todd Mallette</td>
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**CALL MEETING TO ORDER**  
Todd called meeting to order at 12:05 pm

**ROLL CALL OF OFFICERS**  
Todd, Aaron, Randy (past President)

**APPROVAL OF MINUTES**  
Approved via email on 6/13/19

**COMMUNICATIONS**  
None

**TREASURER’S REPORT**  
Todd reported current balances of checking and savings accounts, along with info regarding a few bills that have to be paid.

**EDUCATION**

- Education Committee updates?  
- Code committee to meet together and put out a survey to members for interest in classes in the fall.  
- Discussion of possible classes ensued, with lengthy discussion on some sort of energy/house sealing technology class that would teach best practices and target builders as well.  
- Some members expressed concern about the cost of classes being “out of reach” for some members and if we could bring the cost down.

**OLD BUSINESS**

- Authorized signers on bank accounts  
  Done

- Chapter Visa Debit Card  
  Brian not available to report on this, tabled until next mtg.

**NEW BUSINESS**

- Membership forms received for official COCICC roster so far=21  
  Master list handed out, asked for corrections to be sent back to Alex. Encouraged those present to get their membership forms turned in.

- Website Development Committee updates?  
  Joe Howard reported progress on website development. Go to cocicc.org

- Outreach Committee updates?  
  Brad Mandal reported on high school training program. Discussed whether chapter might want to sponsor or help fund the cost of books for Marshall High School building technology program.

- Due to growing bank account, members expressed concerns as to what our purpose/mission is as a non-profit. Todd Mallette will hold a leadership meeting and this will be topic of discussion at next membership meeting

**ADJOURN**  
Meeting adjourned at 12:50 pm

Committed To Furthering Building Safety Though Education
Questions for COICC survey monkey

COICC is interested on putting on classes locally that are aimed at building code professionals. Please help determine what classes would have the most interest by completing the following survey.

1. Is your primary interest in classes based on being:
   - A jurisdictional building department employee
   - Licensed Architect or Engineer
   - Building Designer
   - General Contractor
   - Plumber or Electrician
   - Tradesperson
   - Other, please specify

2. What type of continuing education credit would be desired
   - ICC
   - AIA
   - CCB
   - HSW
   - Other, please specify

3. Please identify any topics you are interested in
   - Accessibility
   - Energy Conservation
   - Code changes
   - Residential
   - Commercial
   - Fire separation assemblies
   - Fire alarms
   - Fire sprinklers
   - Building Code topics not covered above
   - Plumbing
   - Electrical
   - Mechanical
   - Structural
   - Other, please specify

4. What length of classes would you be interested in:
   - Half-day
   - Full-day
   - Multiple day
   - Redundant classes for work coverage

5. Do classes in the $200 range constitute a financial barrier for you, your company or employer?

6. Any additional comments:
### COICC Membership Master List (Last Update 8/7/19)

<table>
<thead>
<tr>
<th>Name</th>
<th>Jurisdiction</th>
<th>Title</th>
<th>Phone</th>
<th>Email</th>
<th>Address</th>
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