

## **MINUTES OF THE SBOC BOARD OF OFFICERS' MEETING**

**SBOC, Box 502 Hinsdale, Illinois 60522  
Thursday, October 19<sup>th</sup> 2006 @ 10:40 am  
Marriott Hotel, Oakbrook, Illinois**

### **CALL TO ORDER/QUORUM/ROLL CALL BY - President Don Plass:**

Present: Don Plass, Nicholas Gadzekpo, Dan Westergaard, Don Lay, Ken Welch, Dan Buonamici, Bill Knapp

Absentees: Dale Wilson, Dan Jakes and Jim Krautstrunk,

### **MEETING & AGENDA ITEMS AFTER THE ESTABLISHMENT OF QUORUM**

#### **Review of Previous Minutes:**

Copies of the Minutes for the July 20<sup>th</sup> 2006 meeting, prepared by Nicholas Gadzekpo, were distributed to the SBOC Board members for review, comments and approval. Discussions and comments were made concerning the later meetings of August 2006 and September 2006 with clarifications that quorums were not established for those meetings and hence the unavailability of meeting minutes. After discussions on the minutes' account of the proposed March 2007 Annual Training Institute and for the Training Institute to include Mechanical Code/IECC/Fuel Gas interface by Darren Meyers of ICC, motion was made by Don Lay to accept the July 20<sup>th</sup> 2006 minutes and was seconded by Dan Westergaard. The Board Members then present unanimously agreed on the motion.

#### **President's Report:**

- a. President Plass mentioned the need for a Flag/Stand for the pledge of allegiance at the opening of all meetings, and stated that \$315 was the cheapest price for Flag /Stand. Dan Buonamici asked if the Marriott had a Flag /Stand that SBOC could use. Others remarked that the Hyatt Hotel at Lisle did provide SBOC with a Flag for the Annual Training Institutes. Someone was to check with the Marriott to see if a Flag could be available for use. However, motion was made by Ken Welch and seconded by Don Lay to authorize an amount not to exceed \$350 for the purchase of the Flag/Stand. All Board members favored the motion, as the motion would then allow the Board to purchase the Flag should the Marriott Hotel not have one available.
- b. President Plass acknowledged that Jim Krautstrunk had sent e-mails to the Board announcing his resignation from the Board. Plass indicated that he was leaning towards giving Jim Krautstrunk an award during the December Holiday Luncheon, preferably an "Appreciation Award".
- c. President Plass acknowledged that there were no Newsletters for the months of August and September, and that though he wrote the October Newsletter others will need to be assigned to contribute to the monthly Newsletters. He also stated that timeliness, timelines, deadlines and dates would need to be set to ensure the timely delivery of the monthly publication. As discussions were held on the subject matter, the following tentative agreements were made for the remainder of this year:
  1. As agreed, contributors would be as follows:
    - Front Page/formatting – Don Lay
    - Worst code violation photos – Don Lay
    - President's monthly report /letter – Don Plass
    - ICCA monthly report/updates/news – Don Plass
    - Timely Legislative Watch/Pending Alerts – Don Plass
    - Jobs Announcements and Employment Opportunities – Don Lay
    - Highlights from Financial Statement/Treasurer's Report – Ken Welch
    - Key highlights from SBOC Board Meeting Minutes etc – Dale Wilson
    - ICC Updates/ Regional Connections/News of interest – Dan Westergaard
    - Code Trivia/Career Development items/ Q & A; mailing – Nicholas Gadzekpo
  2. Newsletter to be ready for mailing and receipt by no later than 8 days prior to monthly meeting date. Suggestion came up that Newsletter could be sent by Don Lay to Nicholas Gadzekpo via e-mail and that Nicholas Gadzekpo could have them conveniently printed and mailed.
  3. Motion was made by Dan Buonamici and seconded by Don Lay, to approve whatever expenses Nicholas would incur for purchase of color cartridges, paper and for mailing of Newsletter, and for Nicholas to use SBOC Charge Card Account. All voted aye.

**President's Report – continued:**

- d. Concerning the December annual Holiday Business Meeting and Luncheon, President Plass confirmed the date established was December 14<sup>th</sup> 2006, and discussions focused on communicating the tentative date to Marriott. There were additional discussions as follows:
1. Awards: The President indicated that he desired to present an Appreciation Award to Jim Krautstrunk for his length of service to SBOC over the years, and a special Appreciation Award to Dave Skurkis for his contribution and efforts towards SBOC and other ancillary volunteer work from his behalf. The President reminded the Board of the Bartels and Carlson Awards and that names of nominees were to be forwarded to the President as soon as possible.
  2. Holiday Gifts for Members: Dan Buonamici suggested the handsome portfolio with the tool-kit; discussions centered on anticipated costs between \$20 to \$25 for the gift. There were discussions on prizes, and the possible involvement of TPI, B&F, Schifilleti, Kelly Reynolds, Safe Home Illinois, to name a few, and that Dan Buonamici and Dan Westergaard were to look into the actual details for what items would be suitable for prizes. In addition, motion was made by Don Lay and seconded by Ken Welch that expense was not to exceed \$25 per person and that no more than \$800 was to be spent on prizes. The votes for the motion were all ayes.
- e. Concerning a Board Retreat, the subject of an e-mail suggestion given by Nicholas prior to the October outing event, President Plass acknowledged the need for retreats in the future but focused on the Board meeting again once each month for Breakfast/Work-sessions to address those pressing matters and issues that the monthly Thursday Board meetings ill-afford time and focus to deal with before the start of the monthly training sessions. After the Board had a healthy discussion on the best available and convenient dates, it was agreed to meet between 7:30 am and 9:30 am on the first Wednesday of each month, with the venue yet to be determined. Although further discussions centered on inquiring whether the Marriott would be available, Dan Buonamici suggested the Hyatt at Lisle as a possible option and promised to further inquire of the availability of good meeting rooms at the Lisle Hyatt. Because the President and the Board wanted to start the newly proposed Wednesday meetings on a "good footing" and because of the short notice for November 1<sup>st</sup>, November 8<sup>th</sup> was suggested as the best available date on which the first Breakfast/Work-session could be held. It was agreed that Don Lay would make the reservations and contact each Board member to confirm their attendance.

**Vice President's Report:**

The Vice President's report was on the recent ICC Conference he attended in Orlando, Florida and how that the most significant code proposal was the nationwide support from firefighters and most Code Officials that residential buildings be sprinklered. The approval votes placed the sprinkler requirement in the Appendix Chapter of the IRC in order to facilitate adoption by individual jurisdictions.

**Secretary's Report:**

Due to the Secretary's prior excused absence, there was no report for this month.

**Treasurer's Report:**

Treasurer Ken Welch presented a written Report showing account balances as of September 30<sup>th</sup> 2006, and that also indicated the SBOC organization as very solvent. The Treasurer also mentioned that he made some very crucial changes to the SBOC representative listed as Registered Agent for documents filed with the Illinois Secretary of State; and that the new Registered Agent would be the Tax Accountant for SBOC, as this gives the organization its best chance for maintaining continuity when officers change: Ken Welch gave examples of how previous listings for SBOC Registered Agent had past officers, some of whom were no longer intimately involved in SBOC Board matters and so could not conveniently forward State of Illinois notices expeditiously to the SBOC Board; but that the Tax Accountant would be more obligated to forward all such notices and handle some of the State business matters on the behalf of SBOC. Ken Welch also outlined the consequent fees for the services now being rendered by the Tax Accountant. He stated that \$520 was for Year 2004 taxes. It was also further clarified that SBOC's fiscal year ends on November 30<sup>th</sup>.

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**Treasurer's Report – continued:**

As concerning last month's monies, the Treasurer remarked that there was none from the last month.

As concerning the Golf Outing, Ken Welch said no additional information was received; but that as regarding other bills, none were received except a final from President Don Plass for Margaret Vaughan. Ken Welch said he would be completing the financial statement for next month to include an expense of \$3,500 towards Dave & Busters and an anticipated refund of \$614.98 owed to SBOC by Dave & Busters. Motion was made by Dan Westergaard, to accept the Treasurer's report pending the necessary adjustments to the report, and the motion was seconded by Dan Buonamici, resulting in unanimous aye votes.

**Programs Report:**

It was reported to the Board that WON-Door would be presenting information for next month's Training session scheduled for November 16<sup>th</sup> 2006.

**ICCA Report:**

President Plass indicated that as is customarily the case, the ICCA report would be presented before the membership just prior to the commencement of the Training Session, when most members would be present.

**ICC Report:**

President Plass mentioned that ICC's representative will also be addressing the membership just prior to the commencement of the Training Session.

**Old Business:**

The President mentioned that the matter pertaining to the Storage Locker for SBOC items would be discussed in the coming November 8<sup>th</sup> Breakfast/Work-session.

**New Business:**

There was no new business matter to report.

**Adjournment:**

Motion was made by Don Lay to adjourn the meeting and was seconded by Dan Buonamici. All present were in favor of the motion to conclude the October 19<sup>th</sup> 2006 SBOC Board Meeting at 11:50 am.

**Submitted by:**

**Nicholas Gadzekpo**

**Vice-President of SBOC**