

January 19, 2023 minutes

2023 EXECUTIVE COMMITTEE:

PRESIDENT

***Steven Martin, MCP**
Development Services Manager
Village of Carol Stream
(630) 871-6236
smartin@carolstream.org

VICE PRESIDENT

***Roy Giuntoli, C.B.O.**
Building Inspector
Village of Woodridge
(630) 719-2493
rgiuntoli@woodridgeil.gov

TREASURER

***Eric Alwin**
Building Commissioner
Village of Woodridge
(630) 719-4750
ealwin@woodridgeil.gov

SECRETARY

Dan Wohlfeil
Building Division Supervisor
Village of Addison
(630) 693-7528
dwohlfeil@addison-il.org

PAST PRESIDENT (2020)

Allen Fennell, MPA
Building & Code Enforcement Mngr.
City of St. Charles
(630) 377-4411
afennell@stcharlesil.gov

2022 BOARD OF DIRECTORS:

***Lourdes Garcia**
Building Inspector /
Code Enforcement Officer
Village of Hinsdale
(630) 789-7012
lgarcia@villageofhinsdale.org

Archana Mohanchandra
Building Division Manager
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(630) 226-8478
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Danita Anderson
Inspection Supervisor
Village of Villa Park
(630) 433-4300
danderson@invillapark.com

VACANT POSITION
[YOUR NAME HERE!]

* Past President

1. Call to order **11:30 am**
2. Roll Call: **present: SM, RG, EA, DW, AF, LG, AM, JO, DA**
Absent none ADD: (Note that one Director position is vacant)
3. Approval of minutes – October, November (no quorum), December?
October: Eric 1st, Allen 2nd, Aye - all
4. CRCA – welcome and thank you for event: **introduction by Bill McHugh**
5. Treasurers Report
 - a. Starting balance – **\$46,399.11**
 - b. Deposits – **\$2,080.20**
 - c. Withdrawals – **-\$1,462.07**
 - d. Ending Balance – **\$47,017.24**
6. SBOC Board Participation Letter. **Prepared by Roy, distributed to board members.**
7. Annual report filing- **FYI – by SM – completed.**
8. Committees – **assigned to Board members**
 - a. Membership and finance – **Eric, Dan**
 - b. Nominating, Awards, Scholarships – **Allen, Danita**
 - i. Scholarship handout **Distributed as an FYI by SM**
 - c. Annual meeting and Special Events – **Roy, Lourdes**
 - d. Code Review, Const., Bi-laws – **John, Danita**
 - i. Bi-Laws handout **hand-out as an FYI for Board**
 - e. Technology, Website – **Steve, Roy**
 - f. ICCA, Legislative – **Archana, Eric**
 - g. Training Institute, programs – **Roy, Lourdes, Steve**
 - h. Facility, Equipment – **Allen, Dan**

9. Monthly meetings and training institute
 - a. March - Training Institute
 - i. Topics –
 1. 3/3 – ICC Day,
 2. 3/10 Legal aspects Day,
 3. 3/17 NEC Day,
 4. 3/24 B&F Day
 5. Any follow-up needed – Need assistance on Thursday 3/3 for set up. Time to be determined.
 - ii. Maximum number of attendees? 135 with 5 waiting
 - iii. Pens and paper? Who buys them? Eric will purchase
 - iv. Certificates of Appreciation:
 1. Who creates them? Roy will create them
 2. Who purchases frames? ~~Roy or Lourdes will purchase~~ – if not already in storage locker (Roy purchased a dozen)
 - v. CEU Forms
 1. Who creates them? Roy will create.
 2. Number of forms? 150
 3. Who prints them? Printer Company? Steve will print 3/4/23 need volunteers to print remaining 3 events.
 - vi. Flyers – This year we are not printing flyers? no printed flyers – through Cvent
 - b. Monthly meetings:
 - i. 2/23 scheduled – Steve will confirm.
 - ii. 4/23 scheduled. Need assistance locating trainers.
 - iii. Course description worksheets – prepared by Roy need to be completed by end of month prior to event.
 - iv. AIA training – SBOC will not be providing AIA training. Individual presenters can if they are able too.
 - c. May –Building Safety Month: handout as FYI -
10. ICCA – next meeting – 1/24/23
 - a. Updates
 - b. Meetings – every third Tuesday of every other month
 - c. Margaret Vaughn –
 - i. Provide bi-weekly updates to SBOC President.
 - ii. Reports at spring school and annual business meeting
 - iii. Agreed to pay \$2,500.00 and \$150 Fee: Vote Lourdes motion, Roy 2nd. Nay - John, Abstain – Eric, All others Aye. Motion passed.
11. Illinois Stretch Code Update
12. Storage locker – rental fees
13. Golf outing – Dates set for either 8/18 or 8/25
14. Past presidents' luncheon - Date set for 10/27
15. Holiday giveaways – ideas?, possibly shirts.



SUBURBAN BUILDING
OFFICIALS CONFERENCE



16. New business –

- a. **(Roy motioned to donate to CRCA, it was agreed upon to give them \$10 per Board member or \$90.00 and refund Danita's \$10 donation.)**

17. Adjourn – 1:26 pm

January 19, 2023 minutes

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 - g. Training Institute, programs – **Roy, Lourdes, Steve**
 - h. Facility, Equipment – **Allen, Dan**

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16. New business –

- a. (Roy motioned to donate to CRCA, it was agreed upon to give them \$10 per Board member or \$90.00 and refund Danita's \$10 donation.)

17. Adjourn – 1:26 pm

February 16, 2023 Agenda

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VACANT POSITION
[YOUR NAME HERE!]

* Past President

1. Call to order: **10:43 am**
2. Roll Call: **present: Steve M, Roy G, Eric A, Allen F, John O, Danita A (Zoom), David M.**
Absent: Dan W, Lourdes G, Archana M
3. Approval of minutes – January: **Roy 1st w/ edits, John 2nd, all Aye.**
 - a. Copy attached
4. Treasurers Report:
 - a. Starting balance – **\$47,017.24**
 - b. Deposits – **\$3,177.02**
 - c. Withdrawals – **-\$3,013.12**
 - d. Ending Balance – **\$47,181.14**
5. Vote for new Board Member – David Myers: **Roy 1st, Allen 2nd, all aye**
6. Committees
 - a. Membership and finance – Eric, Dan
 - b. Nominating, Awards, Scholarships – Allen, Danita
 - c. Annual meeting and Special Events – Roy, Lourdes
 - d. Code Review, Const., Bi-laws – John, Danita
 - i. Bi-Laws handout
 - e. Technology, Website – Steve, Roy
 - f. ICCA, Legislative – Archana, Eric
 - g. Training Institute, programs – Roy, **Added David M.**
 - h. Facility, Equipment – Allen, Dan
7. March - Training Institute
 - a. Thursday set up:
 - i. Time: **on 3/2/23 after 1 pm.**
 - ii. Who: **Anyone available – Lourdes yes.**
 - iii. Max **168** attendees per day.
 - iv. **Roy will create CEU Forms.**
 - b. ICC Day:
 - i. Print CEU's or by ICC-Who: **_Steve_**
 - ii. **Sign in sheets: Roy printed**
 - iii. **Handouts: send out to attendees – Wednesday before**
 - iv. Certificate of Appreciation: **_Roy_**
 - v. Arrival time for set up: **After 7:00 am**
 - c. Legal Aspects Day:
 - i. Print CEU's - Who: **_Allen_**
 - ii. Certificate of Appreciation: **_Roy - done_**
 - d. NEC Day:
 - i. Print CEU's - Who: **_Danita_**
 - ii. Certificate of Appreciation: **_Roy - done_**
 - iii. ICCA room set up: **_TBD_**
 - e. B&F Day:
 - i. Print CEU's - Who: **_Roy_**
 - ii. Certificate of Appreciation: **_Roy - done_**

8. C-Vent for next Year/ Events Email account
 - a. Who will be taking over – NOT Roy: Possibly 2 people, Eric will help but not taking over, will need to set up meeting to train on C-vent. A second log in may be needed, which may be additional fees.
 - b. Cvent can install program, yet someone will need to manage the events and the presenter's information.
 - c. In April meeting – we can review C-vent (possible) Schedule outside of regular board meeting. All board members required to attend.
 - d. Zoom same concept as C-vent
9. Monthly meeting:
 - a. April: AWC- suggestions for topics? Residential construction/ energy code
 - i. Steve to set up
 - b. See attached spreadsheet.
 - c. May: –Building Safety Month No discussion
 - d. Training topics –
 - i. HVAC - 3" flex duct off manifold from furnace,
 - ii. Stretch Code w/ Margaret
10. House and Senate Bills emailed by Margaret Vaughn.
 - a. Electric license bill – board neutral on bill.
 - b. Lead bill – board opposes bill.
 - c. Electric Vehicle charging mandate – board opposes bill
11. ICCA:
 - a. Next Meeting – 3/17/23 at SBOC
12. EduCode 2023: Feb 27 – March 3, 2023.
13. Illinois Stretch Code Update: Lots of concerns with adoption of codes. Now it is voluntary adoption. Concern is that it can eventually be mandated. On face value, there are not many concerns.
14. Golf outing – need to come up with ideas.
 - a. Give Away: _____
 - b. Organizer: Dan Buonamici and _Dan W_____
 - c. Date: __August 18, 2023_____
15. Past presidents' luncheon:
 - a. Date: __October 27, 2023_____
 - b. Organizer: __Roy_____
16. Annual Business meeting giveaways:
 - a. Date: December 15, 2023
 - b. Ideas for give away: _
17. New business:
 - a. ___Shirts to sell at Training institute_____
 - b. SSBOCA
 - i. Not sure if they are going to be active still.
 - ii. Do they need any help to get going again?
18. Adjourn: _11:35 Allen 1st, Roy 2nd, all Aye

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David Myers

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*** Past President**

April 20, 2023 Agenda

1. Call to order: **10:43 am**
2. Roll Call: **present: Steve M, Roy G, Eric A, Dan W, Allen F, Lourdes G, John O.**
Absent: Archana M, Danita A, Dave M.
3. Approval of minutes – February **Allen 1st, Lourdes 2nd, All Aye**
4. Treasurers Report:
 - a. January: Treasurers Report
 - i. Starting balance – **\$46,028.80**
 - ii. Deposits – **\$41,140.21**
 - iii. Withdrawals – **-\$25,135.63**
 - iv. Ending Balance – **\$62,033.38**
5. Committees
 - a. Membership and finance – Eric, Dan **Nothing**
 - b. Nominating, Awards, Scholarships – Allen, Danita **Nothing**
 - c. Annual meeting and Special Events – Roy, Lourdes **Defer**
 - d. Code Review, Const., Bi-laws – John, Danita **Nothing**
 - i. Bi-Laws handout
 - e. Technology, Website – Steve, Roy **Nothing**
 - f. ICCA, Legislative – Archana, Eric **Nothing**
 - g. Training Institute, programs – Roy **Nothing**
 - h. Facility, Equipment – Allen, Dan **Defer**
6. Monthly meeting:
 - a. May : SMART 265 training on low velocity flex ducts – need to confirm
 - b. June : SEDAC or Michael Bill (may have different topics)
 - c. Need ideas and Board members to be looking for training opportunities.
 - d. Possible: Bill McHugh – roofing topics, **Allen to look into chimneys, further investigation to ensure it is code based**
 - e. Need to fill September, October, November, February 2024
 - f. March 2024 Spring School Topics.
7. Board members registering for C-Vent and a quorum. **Roy to send out separate CVENT link on all meetings.**
8. Schedule a meeting to walk through C-Vent and Zoom. **Allen set up meeting at Village of Woodridge, May 24**
9. C-Vent for next Year/ Events Email account
 - a. Who will be taking over – **Discussion on John O. to take over CVENT.**
 - b. See attached spreadsheet.
 - c. May: –Building Safety Month
10. ICCA:
 - a. March meeting update
 - i. ICCA Meeting notes: review of bills in house and senate
 - ii. ICC Conference in St. Louis (October 23) – ICCA to host a hospitality Night
 - iii. Will be doing elections next year.
 - b. Next Meeting – May 16, 2023

11. Building Safety Month Proclamation Roy read proclamation, signed by Steve M.
12. Golf outing
 - a. Give Away: ___ideas? Gift cards, closest to pin, longest drive. Overall goal is to give back to Habitat for Humanity.
 - b. Organizer: Dan W. assistance Lourdes and Dan B.
 - c. Date: _August 18, 2023 Dan W. to Confirm date and time
13. Past presidents' luncheon:
 - a. Date: October 27, 2023
 - b. Location: Maggiano's Oak Brook
 - c. Organizer: Roy to setup
 - d. RSVP Type We will use CVENT
14. Annual Business meeting giveaways:
 - a. Ideas: _____
 - b. Date: December 8th Revised date to December 15 as NWBOCA seminar on December 8th
15. New business:
 - a. None
16. Adjourn: 11:28 pm Allen 1st, Roy 2nd

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SBOC May 18, 2023 Board Meeting Minutes

**Meeting Locations: 'Bobak's Signature Events' or 'Zoom'
(Zoom Link Below)**

1. Call to Order: __10:39_____ (Time)
2. Roll Call
 - a. Present: **Steve, Roy, Dan, Allen, Lourdes, John**
 - b. Absent: **David, Danita, Archana, Eric**
3. Approval of Minutes – **April deferred to next meeting**
4. Treasurers Report:
 - a. April Treasurers Report:

i. Starting Balance:	<u>\$62,033.38</u>
ii. Deposits:	<u>\$41,586.09</u>
iii. Withdrawals:	<u>\$8,323.71</u>
iv. Ending Balance:	<u>\$95,295.76</u>
5. Committees Reports:
 - a. Membership & Finance – Eric, Dan: **no updates**
 - b. Nominating, Awards, Scholarships – Allen, Danita **No updates**
 - c. Annual Meeting & Special Events – Roy, Lourdes
 - i. 2023 Golf Outing
 1. Date: Friday, August 18, 2023 (Time TBD)
 2. Location: Boughton Ridge Golf Course, Bolingbrook, IL
 3. Organizer(s): Dan W. & Dan B., & _____
 4. Giveaway Ideas? **Golf head covers?**
 - a. 4imprint correspondence
 - ii. 2023 Past Presidents' Luncheon:
 1. Date: Friday, October 27, 2023
 2. Location: Maggiano's Oak Brook (**Room Booked!**)
 3. Organizer: **Roy**
 4. CVENT RSVP **Underway**
 - iii. 2023 Annual Business Meeting:
 1. Date: Friday, December 15th (Time TBD)
 2. Location: Bobak's Signature Events, Woodridge, IL
 3. Organizer(s): **_Roy – CVENT and invite; &**
 4. Giveaway Ideas: **anyone email ideas to the board members.**
 - d. Code Review, Const., Bi-laws – John, Danita **no update**
 - e. Technology, Website – Steve, Roy **no update**
 - f. ICCA, Legislative – Archana, Eric **No update**
 - g. Training Institute, Programs – Roy
 - i. Roy's Resignation from Committee **at end of year.**
 - h. Facility, Equipment – Allen, Dan **no update**

(Continued Next Page)

6. Monthly Meetings:
 - a. Questionnaire & Newsletter to Roy by (Seven days before the end of month prior) to said month's luncheon.
 - b. **June:** EV Ready systems – similar to SolSmart
 - c. July & August Off
 - d. Need ideas and Board Members to be looking for training opportunities.
 - e. Possible: Bill McHugh – Roofing Topics; SEDAC
 - f. September – Laura Cochran DuPage Health Drowning prevention
 - g. October –
 - h. , November, & February 2024
 - i. March 2024 Spring School Topics / Suggestions.
 - ICC
 - Electrical
 - B&F
 - Bill McHugh?
7. CVENT:
 - a. Meeting to Walk-through / Training CVENT [*& Zoom] scheduled for May 24th.
 - All Board Members must be present. **Emphasis on must be present**
 - b. Who will be taking over CVENT for next Year/ Events Email Account - TDB
8. ICCA:
 - a. Next Meeting – May 16, 2023
9. Board Members Quorum Survey Follow-up
10. New Business:
 - a. _____
 - b. _____
11. Adjourn: 11:09 _____ (Time)

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* Past President

SBOC June 15, 2023 Board Meeting Agenda

Meeting Locations: 'Bobak's Signature Events'

1. Call to Order: **_11:01_ (Time)**
2. Roll Call
 - a. Present: **Steve, Eric, Dan, Archana, John, David**
 - b. Absent: **Roy, Allen, Lourdes, Danita,**
3. Approval of Minutes: April & May: **placed on hold until September Eric motion, John 2nd, all Aye.**
4. Treasurer's Report:
 - a. May 2023:
 - i. Starting Balance: \$95,295.76__
 - ii. Deposits: \$14,045.93__
 - iii. Withdrawals: \$42,496.37__
 - iv. Ending Balance: **\$66,845.32__**
5. Committees Reports:
 - a. Membership & Finance – Eric, Dan **no updates**
 - b. Nominating, Awards, Scholarships – Allen, Danita **no updates**
 - c. Annual Meeting & Special Events – Roy, Lourdes
 - i. 2023 Golf Outing
 1. Date: Friday, August 18, 2023 **Outing set and deposit completed.**
 2. Location: Boughton Ridge Golf Course, Bolingbrook, IL
 3. Organizer(s): Dan W.
 4. Giveaway Ideas? **Dan working on giveaways. Dan trying to obtain sponsors.**
 - a. This must be decided on this month
 - ii. 2023 Past President's Luncheon: no updates
 1. Date: Friday, October 27, 2023 (Time TBD)
 2. Location: Maggiano's Oak Brook (Room Booked!)
 3. Organizer: Roy
 4. CVENT RSVP Underway
 - iii. 2023 Annual Business Meeting: no updates
 1. Date: Friday, December 15th (Time TBD)
 2. Location: Bobak's Signature Events, Woodridge, IL
 3. Organizer(s): _____ & _____ & Roy
 4. Giveaway Ideas: _____
 - d. Code Review, Const., Bylaws – John, Danita **no updates**
 - e. Technology, Website – Steve, Roy **no updates**
 - f. ICCA, Legislative – Archana, Eric **no updates**
 - g. Training Institute, Programs – Roy no updates
 - h. Facility, Equipment – Allen, Dan **no updates**

(Continued Next Page)

6. Monthly Meetings:
 - a. Questionnaire & Newsletter to CVENT Organizer – **by the end of month prior** – to said month’s Luncheon Seminar. **Re-iterated – same as last month**
 - b. July & August:
 - I. **No Seminars**
 - II. **No Scheduled Board Meetings at this time.**
 - c. Need ideas and Board Members to be looking for training opportunities.
 - I. Possible Presenter/Topic: **Bill McHugh – Roofing Topics; SEDAC; stretch code, IAC monthly meeting or in March, Accessibility for Temp. Events.**
 - d. September:
 - I. Laura Cochran, DuPage Health Dept., Drowning Prevention
 - II. Organizer: _____
 - e. October:
 - I. Organizer: _____
 - f. November:
 - I. Organizer: _____
 - g. February 2024:
 - I. Organizer: _____
 - h. March 2024 Training Institute:
 - I. Organizer(s): _____ & _____ & _____
 - II. Topics / Suggestions
7. CVENT: no updates
 - a. Follow-up for the May CVENT Training.
 - b. ZOOM Recording sent to entire board, please download ASAP.
 - c. No ‘Practice’ events have been created.
 - d. Who will be taking over as CVENT Organizer for future Events?
8. ICCA:
 - a. Next Meeting – September 21, 2023:
9. Board Meeting Quorum Inquiry Process Ideas?
10. Donation in the Name of Allan Zordan. **Eric motion \$150, David 2nd all Aye.**
11. New Business:
 - a. **__ Possible meeting to review CVENT October or November on a Wednesday during lunch**
 - b. _____
12. Adjourn: **__ 11:43** _____ (Time)

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VICE PRESIDENT

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SBOC September 21, 2023 Board Meeting Minutes

Meeting Locations: 'Bobak's Signature Events'

1. Call to Order: 10:36 am
2. Roll Call present: Steve M, Roy G, Eric A, Dan W, Allen F, Lourdes G, John O.
Absent: Archana M, Danita A, Dave M.
3. Approval of Minutes: April & May & June Deferred
4. Treasurer's Report:
 - a. June: Treasurers Report

i. Starting Balance:	\$ 66,845.32
ii. Deposits:	\$ 971.16
iii. Withdrawals:	\$ 2,001.30
iv. Ending Balance:	\$ 65,815.18
 - b. July: Treasurers Report

i. Starting Balance:	\$ 65,815.18
ii. Deposits:	\$ 259.54
iii. Withdrawals:	\$ 1,083.34
iv. Ending Balance:	\$ 64,991.38
 - c. August: Treasurers Report

i. Starting Balance:	\$ 64,991.38
ii. Deposits:	\$ 1,250.32
iii. Withdrawals:	\$ 5,343.08
iv. Ending Balance:	\$ 60,898.62
5. Committees Reports:
 - a. Membership & Finance – Eric, Dan Nothing
 - b. Nominating, Awards, Scholarships – Allen, Danita
 - i. Bartels Award: SBOC only award.
 1. Nominees: Rich Piccolo, Steve Tisnai Sr., Roy Giuntoli
 - ii. Carlson's Award: Industry as a whole award.
 1. Nominees: Tim Schmitz
 - c. Annual Meeting & Special Events – Roy, Lourdes
 1. 2023 Golf Outing – updates Habitat for Humanity Proceeds of \$1,500. Next year set fee at \$40.00 Food location to be in outdoor tent and BBQ next year
 - ii. 2023 Past President's Luncheon:
 1. Date: Friday, October 27, 2023 (Time 11-2)
 2. Location: Maggiano's Oak Brook (Room Booked!)
 3. Organizer: Roy
 4. CVENT RSVP Underway
 - iii. 2023 Annual Business Meeting:
 1. Date: Friday, December 15th (Time TBD)
 2. Location: Bobak's Signature Events, Woodridge, IL
 3. Organizer(s): Roy and need more volunteers
 4. Giveaway Ideas: TBD

- d. Code Review, Const., Bylaws – John, Danita **Email changes to Steve by Oct 6.**
 - e. Technology, Website – Steve, Roy **Nothing**
 - f. ICCA, Legislative – Archana, Eric **Nothing**
 - g. Training Institute, Programs – Roy
 - i. Roy’s Resignation from Committee – volunteer for chair? **Need volunteers**
 - h. Facility, Equipment – Allen, Dan **Nothing**
6. Monthly Meetings:
- a. Questionnaire & Newsletter to CVENT Organizer – **by the end of month prior** – to said month’s Luncheon Seminar.
 - b. Training October – February see attached.
 - c. March 2024 Training Institute: **Felicia Burton, ICC, and B&F**
 - I. March 1:
 - a. Topic: _____
 - b. Presenter: _____
 - c. Organizer: _____
 - II. March 8:
 - a. Topic: _____
 - b. Presenter: _____
 - c. Organizer: _____
 - III. March 15:
 - a. Topic: _____
 - b. Presenter: _____
 - c. Organizer: _____
 - IV. March 22:
 - a. Topic: _____
 - b. Presenter: _____
 - c. Organizer: _____
7. CVENT:
- a. Follow-up CVENT Training.
 - b. ZOOM Recording sent to entire board.
 - c. No ‘Practice’ events have been created.
 - d. Who will be taking over as CVENT Organizer for future Events?
8. ICCA: September 19, 2023
- a. Next Meeting – November 14:
 - b. Who will be attending? _____



- c. State Energy Code may go into effect in October or November.
 - d. May wait for 2024 Energy Code.
 - e. ICCA board member voting In January.
 - 9. Board Meeting Quorum Inquiry Process Ideas?
 - 10. Discussion on bylaw changes?
 - 11. New Business:
 - a. _____
 - b. _____
 - 12. Adjourn: **11:37 Roy 1st, Allen 2nd**
-

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* Past President

SBOC October 19, 2023 Board Meeting Minutes

Meeting Location: 'Bobak's Signature Events'

1. Call to Order: 10:45am
2. Roll Call
 - a. Present: **Steve, Roy, Eric, Dan, Allen, Lourdes, Archana, Danita, David**
 - b. Absent: **John**
3. Approval of Minutes: April & September: **Roy 1st, Allen 2nd All AYE**
4. Treasurer's Report:
 - a. Starting Balance: \$ 60,898.62
 - b. Deposits: \$ 4,915.30
 - c. Withdrawals: \$ 3,871.18
 - d. Ending Balance: \$ 57,522.74
5. Committees Reports:
 - a. Membership & Finance – Eric, Dan **No updates**
 - b. Nominating, Awards, Scholarships – Allen, Danita
 - i. Bartels Award (SBOC):
 1. Nominees: **Archana Motion for Roy, Lourdes 2nd ALL AYE, Roy abstained.**
 - a. Rich Piccolo
 - b. Steve Tisnai Sr.
 - c. **Roy Giuntoli**
 - ii. Carlson's Award (Industry as a whole):
 1. Nominees: **David motion, Allen 2nd ALL AYE**
 - a. **Tim Schmitz**
 - c. Annual Meeting & Special Events – Roy, Lourdes
 - i. 2023 Past President's Luncheon:
 1. Date: Friday, October 27, 2023 (Time 11-2)
 2. Location: Maggiano's Oak Brook (Room Booked!)
 3. Organizer: Roy
 4. CVENT RSVP
 - ii. 2023 Annual Business Meeting:
 1. Date: Friday, December 15th (Time TBD) **11:00-2:00**
 2. Location: Bobak's Signature Events, Woodridge, IL
 3. Organizer(s): _____ & _____ & Roy
 4. Giveaway Ideas:
 - a. yeti 14 oz stackable mug \$38.00
 - b. Hybrid 2in1 cooler \$29.00

Cost to be \$35/person. Lunch menu Approved. We will need a slate of officers (to be discussed in new business). Allen Motion for cooler and order 175-200 units, Lourdes 2nd ALL AYE

- d. Code Review, Const., Bylaws – John, Danita **No updates**
 - e. Technology, Website – Steve, Roy **Steve has done the last CVENT event for this luncheon seminar with assistance from Roy**
 - f. ICCA, Legislative – Archana, Eric **No updates**
 - g. Training Institute, Programs – Roy **No updates**
 - h. Facility, Equipment – Allen, Dan **No updates**
6. Monthly Meetings:
- a. Questionnaire & Newsletter to CVENT Organizer – **by the end of month prior** – to said month’s Luncheon Seminar.
 - b. Training February see attached.
 - c. March 2024 Training Institute:
 - I. March 1: TBD
 - a. Topic:
 - b. Presenter: _____
 - c. Organizer: _____
 - II. March 8:
 - a. Topic: ½ day
 - b. Presenter: _____
 - c. Organizer: _____
 - III. March 15:
 - a. Topic: _____
 - b. Presenter: _____
 - c. Organizer: _____
 - IV. March 22:
 - a. Topic: _____
 - b. Presenter: _____
 - c. Organizer: _____
- B&F 1 day confirmed.**

Archana to contact Felicia Burton for ½ day seminar and Seth Sommers gender neutral restrooms ½ day seminar.

Steve to contact on EV ½ day and solar ½ day.

Steve to contact ICC day – 2024 IBC and 2024 IRC.
7. CVENT:
8. ICCA: September 19. 2023
- a. Next Meeting – November 14:
 - b. Who will be attending? _____
 - c. ICCA board member voting In January.
9. Discussion on bylaw changes – topics for discussion
- a. Allow one non-governmental member who has municipal experience to serve as an Executive Director.



- b. I don't believe we should allow a non-governmental member on the board, they will have an agenda that will be different from ours
 - c. In addition to 3 consecutive absences for Board meeting, I think there should be language stating that 4 overall absences for the year without Board approval would result in a vote for dismissal.
 - d. Stay with 3 absences but they do not have to be consecutive. So 3 absences total, without the absence being approved by President or Vice President.
10. New Business:
- a. David made a motion for up to \$150 on Flowers for John's mother's funeral, Dan 2nd All AYE.
 - b. Roy to order 24 frames for Annual Business Meeting
 - c. Lourdes and Archana to purchase \$500 in gift cards, and \$1000 for prizes for Annual Business Meeting.
 - d. Proposed Slate of officers for 2024
Allen President
Dan Vice President
Eric Treasurer
John
Lourdes
David
Danita
Archana
Roy will retire
We will need a Secretary within the next two weeks by November 2nd.
We currently have one open position on the board.
11. Adjourn: Allen 1st David 2nd 11:36

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* Past President

SBOC November 16, 2023 Board Meeting Agenda

Start Time: 10:30 AM

Meeting Locations: 'Bobak's Signature Events'

1. Call to Order: 10:53
2. Roll Call
Present: Steve, Roy, Eric, Dan, Lourdes, John, Danita (late), David (late).
Absent: Allen
3. Approval of Minutes: , May, June, & October
Eric 1st, Roy 2nd all AYE for June & October, In May minutes need to add CVENT training took place.
4. Treasurer's Report:
 - a. Starting Balance: \$ 57,522.74
 - b. Deposits: \$ 270.31
 - c. Withdrawals: \$ 10,215.03
 - d. Ending Balance: \$ 47,578.02
5. Committees Reports:
 - a. Membership & Finance – Eric, Dan **No updates**
 - b. Nominating, Awards, Scholarships – Allen, Danita
 - i. Awards ordered and ready for pickup. Steve will pick up.
Awards paid for and Steve to pick up.
 - c. Annual Meeting & Special Events – Roy, Lourdes
 - i. 2023 Past President's Luncheon:
 1. Roy did a great job organizing this event.
 2. Start thinking about who will be taking over next year.
Thanks Roy for a successful event. Lourdes to organize for next year.

2023 Annual Business Meeting: 39 responses to date

3. Date: Friday, December 15th
4. Location: Bobak's Signature Events, Woodridge, IL
5. Set up Early before meeting
6. Cleanup after meeting concluded.
**Cooler door prize ordered and sample presented.
Eric will obtain 20 poinsettias.
Steve to provide 30 copies of printed 2024 slates.
Lourdes will bring \$500.00 worth of gift cards
Roy to bring raffles prizes day prior to event.
Steve, Dan and Lourdes will arrive early at 10:00 to assist in setup.
Steve volunteered for cleanup after event.**



- d. Code Review, Const., Bylaws – John, Danita **No updates**
 - e. Technology, Website – Steve, Roy **No updates**
 - f. ICCA, Legislative – Archana, Eric **No updates**
 - g. Training Institute, Programs – Roy Steve sent out invites **No updates**
 - a. January meeting – request put into CRCA for similar event
 - b. February Monthly meeting Simpson Strong Ties
 - h. Facility, Equipment – Allen, Dan **No updates**
6. Monthly Meetings:
- a. Questionnaire & Newsletter to CVENT Organizer – by the end of month prior – to said month’s Luncheon Seminar.

Training February see attached.

- b. March 2024 Training Institute:
 - I. March 1:
 - a. Topic: _____
 - b. Presenter: IBEW 134 _ not confirmed
 - c. Organizer: __Steve__
 - II. March 8:
 - a. Topic: _____
 - b. Presenter: ICC cannot register until after Jan 1, 2024_
 - c. Organizer: Steve_
 - III. March 15:
 - a. Topic: _____
 - b. Presenter: __Felicia Burton **AM**, Seth Sommers **PM**
 - c. Organizer: _**Lourdes & Archana**
 - IV. March 22:
 - a. Topic: **TBD**
 - b. Presenter: __B&F confirmed date
 - c. Organizer: _Steve_
7. CVENT:
8. ICCA: November 21, 2023
- b. Next Meeting – November 14:
 - c. Who will be attending? **Steve**
 - d. ICCA board member voting In January.
9. Discussion on bylaw changes – topics for discussion **Table till January**



- b. Allow one non-governmental member who has municipal experience to serve as an Executive Director.
 - c. I don't believe we should allow a non-governmental member on the board, they will have an agenda that will be different from ours
 - d. In addition to 3 consecutive absences for Board meeting, I think there should be language stating that 4 overall absences for the year without Board approval would result in a vote for dismissal.
 - e. Stay with 3 absences but they do not have to be consecutive. So 3 absences total, without the absence being approved by President or Vice President.
10. New Business:
This is Roy's last meeting thank you for your dedication and continual effort.
CVENT will be turned over to Steve. Board to discuss in depth in January.
Steve will do the training institute in CVENT.
Roy gave thumb drives to Eric containing 4 years of SBOC content.
11. Adjourn: Roy 1st, Lourdes 2nd all AYE 11:16 AM