

**2024 BOARD OF DIRECTORS
EXECUTIVE COMMITTEE:**

PRESIDENT

Allen Fennell, MPA

Asst. Director of Comm. Development
City of St. Charles
(630) 377-4406
afennell@stcharlesil.gov

VICE PRESIDENT

Dan Wohlfeil, P.E., S.E.

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

TREASURER

***Eric Alwin**

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

SECRETARY

John O'Donnell, MCP, CBO

Building Inspector
Village of Bolingbrook
(630) 226-8478
jodonnell@bolingbrook.com

PAST PRESIDENT (2020)

***Steven Martin, MCP**

Development Services Manager
Village of Carol Stream
(630) 871-6236
smartin@carolstream.org

2023 EXECUTIVE DIRECTORS:

***Lourdes Garcia**

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

Archana Mohanchandra

Building Division Manager
City of Highland Park
(847) 926-1173
amohanchandra@cityhpil.com

Danita Anderson

Inspection Supervisor
Village of Villa Park
(630) 433-4300
danderson@inwillapark.com

David Myers

Chief Building Inspector
Village of New Lenox
(815) 462-6490
dmyers@newlenox.net

Joey Jeraminas

Code Enforcement Officer
Village of Westmont
630-981-6250
jeraminas@westmont.il.gov

February 15, 2024 Agenda Minutes

1. Call to order **10:37am. Motion by Dave, second by Joey**
2. Roll Call-**Absent Danita, Archana**
3. ~~Approval of minutes—January~~
4. Treasurers Report
 - a. Starting balance - \$42,136.32
 - b. Deposits – \$3,290.04
 - c. Withdrawals – \$11,160.95
 - d. Ending Balance – \$34,265.41
5. Monthly meetings and training institute
 - a. March - Training Institute
 - i. **Pens and paper? Eric**
 - ii. Certificates of Appreciation:
 1. Who creates them?
 2. Who purchases frames?
 - iii. CEU Forms - Printing
 1. March 1 –**ICC, Accessibility Steve**
 2. March 8 –**IECC, IACC Lourdes**
 3. March 15 –**Solar, EV Joey**
 4. March 22 – **B&F Allen**
6. Committees
 - a. Membership and finance – **Eric, Dan**
 - b. Nominating, Awards, Scholarships – **Allen, David**
 - i. Scholarship handout
 - c. Annual meeting and Special Events – **Steve, All**
 - d. Code Review, Const., Bi-laws – **Danita, Joey**
 - i. Bi-Laws handout
 - e. Technology, Website – **Steve, Alan**
 - f. ICCA, Legislative – **Dan**
 - g. Training Institute, programs – **All**
 - h. Facility, Equipment – **Steve, Danita**
7. Monthly meetings
 - a. ~~David added an event for April~~
 - b. **Need events for September, October, November, February**
8. **May –Building Safety Month**
9. **Storage Unit – increased cost from \$188 to \$216 March 1**
10. **Vote on new Board member Jeff Albertson-passed**
11. **New Business**

Margaret Vaughn, Zoom call, legislative issues:
CRCA(for), food truck(against), leaky pipe(for), ADA restroom(for),
Landlord(for), Home Rule(against), condo parking(for).
Voiced continued support for IPTA.
12. **Adjourn-11:11am, motion by Lourdes, second by Joey**

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 - f. ICCA, Legislative – **Dan**
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 - h. Facility, Equipment – **Steve, Danita**
7. Monthly meetings
 - a. ~~David added an event for April~~
 - b. **Need events for September, October, November, February**
8. **May –Building Safety Month**
9. **Storage Unit – increased cost from \$188 to \$216 March 1**
10. **Vote on new Board member Jeff Albertson-passed**
11. **New Business**

Margaret Vaughn, Zoom call, legislative issues:
CRCA(for), food truck(against), leaky pipe(for), ADA restroom(for),
Landlord(for), Home Rule(against), condo parking(for).
Voiced continued support for IPTA.
12. **Adjourn-11:11am, motion by Lourdes, second by Joey**

April 18, 2024 Minutes

- Call to Order: (Time): 10:36 am
- Roll Call: (P – Present; A – Absent)
 - a. Allen F. P, Archana M. A, Danita A. A, Dan W. P, David M. A, Eric A. P, Jeffrey A. P, Joey J. P, John O. P, Lourdes G. A, Steve M. P
 - b. Quorum: Yes: X No: _____
- Approval of Minutes – February:
 - a. 1st Joey 2nd: Dan
 - b. Approved: Yes: X No: _____
- Membership and finance – Eric, Dan:
 - a. Treasurers Report: February
 - i. Starting balance – \$ 34,265.41
 - ii. Deposits – \$ 16,969.26
 - iii. Withdrawals – \$ 4,622.30
 - iv. Ending Balance – \$ 46,612.37
 - b. Treasurers Report: March
 - i. Starting balance – \$ 46,612.37
 - ii. Deposits – \$ 52,297.70
 - iii. Withdrawals – \$ 17,061.51
 - iv. Ending Balance – \$ 81,848.56

Total money made from 50/50 raffle this year-\$547.00

- Training Institute, programs – Steve, Allen/
 - a. Monthly Meetings, Special Events, and Training Institute
 - i. March - Training Institute: Feedback
 - 1. Positives-Overall
 - 2. Negatives-CVENT
 - 3. Request for Code Enforcement training next year
 - 4. Permit Tech
 - 5. Topics for Next Year:
 - a. TBD
 - ii. Monthly meetings:

1. Need events for September, October, November, February
- Annual meeting and Special Events – Steve, Dan
 - a. Annual Business Meeting: Set for December 13, 2024
 - i. Giveawa_____ \$20-\$30_____
 - b. Golf Outing: 8/23 **Note from November 23: Next year set fee at \$40.00. Food location to be in outdoor tent and BBQ next year**
 - i. Donors: _____ TBD_____
 - ii. Set up/ Schedule event: _____
 - iii. Giveaways: _\$30? Chairs, towels, cutting boards
 - c. Pasts-Presidents Event:
 - i. Set up/ Schedule: __Lourdes Maggiano's_____
 - ii. Date of Event: **Schedule for October 27, 2024.**
 - Nominating, Awards, Scholarships – Allen, David:
 - a. Nominations are due by November meeting
 - b. Awards order placed by: Steve
 - c. Bartel's: (SBOC):
 - i. Nominees: _____ TBD_____
 - d. Carlson's (Industry):
 - i. Nominees: _____ TBD_____
 - e. Rettenbacher: Presidents Award - **Determined by President.**
 - Code Review, Const., Bi-laws – Danita, Joey
 - a. Updates: _____ None_____
 - Technology, Website – Steve, Allen
 - a. Meeting with a company online on 4/5/24 for CVENT replacement
 - b. Ideas: _____ StarChapter_____
 - c. Comments: _____ Watch Zoom recording of presentation_____
 - ICCA Legislative – Jeff, Archana
 - a. ICCA Updates: _____ Dues structure-tiered, IML conference presentation, State government chaotic, Margaret-fuel gas detector bill._____
 - Facility, Equipment – Steve, Danita
 - a. Update: _____ None_____
 - b. Monthly meetings: **Requested Bobak's to change lunch menu to two or three options and change each month so not the same.**
 - c. Training Institute: **Limit menu to three items and change up each week. One meat, one seafood, one vegetarian.**



- Misc. Topics:
 - a. May –Building Safety Month
 - i. Recommend proclamation
 - b. __ICC proclamation _____

- New Business: __Speak to Margaret regarding Tier 2 legislation __

- Adjourn: (Time)___11:37 am_____
 - a. 1st:___Joey_____2nd___Jeff_____
 - b. Approved: Yes: _X_ No: _____

Notes:



May 16, 2024 Agenda/ Minutes

- Call to Order: (Time): 11:17 am
 - Roll Call: (P – Present; A – Absent)
 - a. Allen F. P, Archana M. A, Danita A. P, Dan W. P, David M. P, Eric A. P, Jeffrey A. P, Joey J. A, John O. A, Lourdes G. P, Steve M. P
 - b. Quorum: Yes: X No: _____
 - Approval of Minutes – April:
 - a. 1st Steve 2nd: Lourdes
 - b. Approved: Yes: X No: _____
 - Membership and finance – Eric, Dan:
 - a. Treasurers Report:
 - i. Starting balance – \$ 81,848.56
 - ii. Deposits – \$ 38,339.41
 - iii. Withdrawals – \$ 61,652.00
 - iv. Ending Balance – \$ 58,535.97
 - Training Institute, programs – Steve, Allen/
 - a. Monthly Meetings, Special Events, and Training Institute
 - i. March - Training Institute: Feedback
 - 1. Topics for Next Year:
 - a. _____
 - b. _____
 - c. _____
 - d. _____
 - e. _____
 - ii. Monthly meetings:
 - 1. Need events for September, October, November, February
- Annual meeting and Special Events – Steve, Dan
 - a. Annual Business Meeting: Set for December 13, 2024
 - i. Giveaways: N/A
 - b. Golf Outing:
 - i. Donors: N/A
 - ii. Set up/ Schedule event: August 23, 2004 12.30 shotgun start
 - iii. Giveaways: TBD
 - c. Pasts-Presidents Event:



- i. Set up/ Schedule: Lourdes to contact Maggianos and obtain deposit from Eric. Total count 25 attendees
 - ii. Date of Event: Schedule for October 27, 2024.

- Nominating, Awards, Scholarships – Allen, David:
 - a. Nominations are due by November meeting
 - b. Awards order placed by: Steve
 - c. Bartel's: (SBOC):
 - i. Nominees:
N/A
 - d. Carlson's (Industry):
 - i. Nominees:
N/A
 - e. Rettenbacher: Presidents Award - Determined by President.

- Code Review, Const., Bi-laws – Danita, Joey
 - a. Updates: N/A

- Technology, Website – Steve, Allen
 - a. Vote on StarChapter to replace CVent and GoDaddy.
 - b. CVent Expires in October and it will take 8 weeks for set up of StarChapter. Approved
 - c. Comments: _____
 - d. Vote: 1st Jeff, 2nd Steve, Passed: X

- ICCA Legislative – Jeff, Archana
 - a. ICCA Updates: N/A
 - _____
 - _____
 - _____
 - _____

- Facility, Equipment – Steve, Danita
 - a. Update: N/A
 - b. Monthly meetings: Training Institute,

- Misc. Topics:
 - a. Looking into possible new venues for monthly meetings and March spring school. Bobaks is out of date and there have been many conflicts with other entities
 - b. _____



- New Business: N/A

- Adjourn: (Time) 12:00 pm
 - a. 1st: Jeff 2nd: Steve
 - b. Approved: Yes: X No:

Notes:

June 20, 2024 Minutes

- Call to Order: (Time): ___ 10:48 am _____
- Roll Call: (P – Present; A – Absent)
 - a. Allen F. _P_, Archana M. _A_, Danita A. _P_, Dan W. _P_, David M. _A_, Eric A. _P_, Jeffrey A. _P_, Joey J. _P_, John O. _P_, Lourdes G. _P_, Steve M. _P_
 - b. Quorum: Yes: ___X___ No: _____
- Approval of Minutes – May:
 - a. 1st ___Dan_____ 2nd: ___John_____
 - b. Approved: Yes: ___X___ No: _____
- Membership and finance – Eric, Dan:
 - a. Treasurers Report:
 - i. Starting balance – \$ ___58,535.97___
 - ii. Deposits – \$ ___18350.84___
 - iii. Withdrawals – \$ ___3272.65___
 - iv. Ending Balance – \$ ___73611.16___
- Training Institute, programs – Steve, Allen/
 - a. Monthly Meetings, Special Events, and Training Institute
 - i. March - Training Institute 2025
 - 1. Topics for Next Year:
 - a. ICC Day _____
 - b. IACE Day? _____
 - c. B&F Day _____
 - d. Permit Technician Day? _____
 - e. Other? _____
 - ii. Monthly meetings:
 - 1. Need events for ~~September~~, ~~October~~, November, February
 - 2. John is reaching out to Gerry O'Connor from Eaton to see about doing the November training.
- Annual meeting and Special Events – Steve, Dan
 - a. Annual Business Meeting: Set for December 13, 2024
 - i. Giveaways: ___Dan is looking in to cutting boards._____
 - b. Golf Outing:
 - i. Donors: _____
 - ii. Set up/ Schedule event: ___August 23, 2004_____
 - iii. Giveaways: _____
 - c. Pasts-Presidents Event:



- i. Set up/ Schedule: Lourdes _____
 - ii. Date of Event: Schedule for October 25, 2024. 11-2 pm at Maggianos in Oak Brook.

- Nominating, Awards, Scholarships – Allen, David:
 - a. Nominations are due by November meeting
 - b. Awards order placed by: Steve
 - c. Bartel's: (SBOC):
 - i. Nominees:

 - d. Carlson's (Industry):
 - i. Nominees:

 - e. Rettenbacher: Presidents Award - Determined by President.

- Code Review, Const., Bi-laws – Danita, Joey
 - a. Updates:
__None_____

- Technology, Website – Steve, Allen
 - a. StarChapter underway .
 - b. Cvent Expires in October StarChapter web design, board training and start up expected by July 19th. We may be able to start with the golf outing registration in August. Definitely start with Monthly training in September.
 - c. Comments: Emails to go out to members. When possible.
 - d. Godaddy account remains. They charge more if they manage the Godaddy account, which they also use. SBOC keeps control of the domain.

- ICCA Legislative – Jeff, Archana
 - a. ICCA Updates: _Dues structure, ICCA doing presentation at IML conference, upcoming ICC conference.____

- Facility, Equipment – Steve, Danita
 - a. Update: _____storage fee increased_____
 - b. Monthly meetings: Training Institute_

- Misc. Topics:
 - a. _____
 - b. _____



- New Business: __Posting for LaGrange , Eric is going to be the authorizer for Starchapter, ICC has changed the way CEUs are to be submitted.____
- Adjourn: (Time)__11:19 am_____
 - a. 1st:____Joey_____2nd____Dan_____
 - b. Approved: Yes: _X_ No: ____

Notes:

September 19, 2024 MINUTES

- Call to Order: (Time): ___ 10:33 am _____
- Roll Call: (P – Present; A – Absent)
 - a. Allen F. _P_, Archana M. _A_, Danita A. _A_, Dan W. _P_, David M. _P_, Eric A. _P_, Jeffrey A. _P_, Joey J. _P_, John O. _P_, Lourdes G. _P_, Steve M. _P_
 - b. Quorum: Yes: ___X___ No: _____
- Approval of Minutes – June:
 - a. 1st ___Joey___ 2nd: ___Dan___
 - b. Approved: Yes: ___X___ No: _____
- Membership and finance – Eric, Dan:
 - a. Treasurers Report:
 - i. Starting balance – \$ ___73,277.51___
 - ii. Deposits – \$ ___ 820.51
 - iii. Withdrawals – \$ ___ 7106.57
 - iv. Ending Balance – \$ ___66991.45
- Training Institute, programs – Steve, Allen/
 - a. Monthly Meetings, Special Events, and Training Institute
 - i. March - Training Institute 2025
 - 1. Topics for Next Year:
 - a. ICC Day – can schedule after 1/1/25 _____
 - b. IACE Day? _Sonya?_ Possible combination with Permit Tech day. Half or full day _____
 - c. B&F Day _Steve to schedule. ___
 - d. Permit Technician Day? _____
 - e. Other? __SEDAC? Felicia Burton? ___
 - ii. Monthly meetings:
 - 1. Need events for November, February
- Annual meeting and Special Events – Steve, Dan
 - a. Annual Business Meeting: Set for December 13, 2024
 - i. Giveaways: _____ TOOL SET-LOURDES TO WORK ON. _____
 - b. Golf Outing:
 - i. _\$1,620 in donations to Habitat for Humanities _____
 - ii. How did event go? ___GOOD, needs some improvement on pre event tasks. _____
 - c. Pasts-Presidents Event:
 - i. Set up/ Schedule: Lourdes _____

- ii. Schedule for October 25, 2024. 11-2 pm at Maggiano's, Oak Brook.
 - iii. Invites? Through STARCHAPTER
 - iv. List of emails and names for invites.
- Nominating, Awards, Scholarships – Allen, David:
 - a. Nominations are due by **November** meeting
 - b. Awards order placed by: Steve
 - c. Bartel's: (SBOC):
 - i. Nominees: _____
 - d. Carlson's (Industry):
 - i. Nominees: _____
 - e. Rettenbacher: Presidents Award - Determined by President.
- Code Review, Const., Bi-laws – Danita, Joey
 - a. Updates: _____
- Technology, Website – Steve, Allen
 - a. StarChapter Updates- Random questions to be sent out to members to tweak how to use system for badges/meals.
 - b. Board meeting invites through Website.
 - c. Monthly meetings through website
 - i. Board member monthly meetings do not pay.
 - d. Comments:
- ICCA Legislative – Jeff, Archana
 - a. ICCA Updates: __Dues out soon. 12/12 Annual training day. Funding for training. Stretch Code adoption 01/01/25 or state wide enactment if not adopted. Talks of a state wide certification of inspectors. _____
- Facility, Equipment – Steve, Danita
 - a. Update: _____
 - b. Monthly meetings: Training Institute, _____
- Misc. Topics:
 - a. __SolSmart- solar permits. _____
 - b. _____
- New Business: __Home Rule Authority versus EV Charging Act_____



- Adjourn: (Time)_____11:31am_____
 - a. 1st:_____Jeff_____2nd____Dave_____
 - b. Approved: Yes: No:

Notes:



SUBURBAN BUILDING OFFICIALS CONFERENCE



PREFERRED EDUCATION PROVIDER

- a. 1st: ___ Dan 2nd ___ Danita
- b. Approved: Yes: X ___ No: ___

Notes:

November 21, 2024 Minutes

- Call to Order: (Time): _____ 10:39am _____
- Roll Call: (P – Present; A – Absent)
 - a. Allen F. _P_, Archana M. _A_, Danita A. _P_, Dan W. _P_, David M. _P_, Eric A. _P_, Jeffrey A. _P_, Joey J. _P_, John O. _P_, Lourdes G. _P_, Steve M. _P_
 - b. Quorum: Yes: ___X___ No: _____
- Approval of Minutes – October:
 - a. 1st ___Joey___ 2nd: ___Dan___
 - b. Approved: Yes: ___X___ No: _____
- Membership and finance – Eric, Dan:
 - a. Treasurers Report:
 - i. Starting balance – \$ _63607.30_
 - ii. Deposits – \$ _1434.27
 - iii. Withdrawals – \$ _4412.78
 - iv. Ending Balance – \$ _60628.79
- Training Institute, programs – Steve, Allen
 - a. Monthly Meetings and Training Institute
 - i. March - Training Institute 2025
 - 1. Topics for Next Year:
 - a. ICC Day 3/7/25 - 2024 IRC Sig. Changes confirmed
 - b. IACE Day 3/14/25 – Sonya Shearer confirmed
 - i. Topic: TBD
 - c. **Open 3/21/25** –
 - i. Presenter:
 - ii. Topic:
 - d. B&F Day 3/28/25 – Confirmed with Rich.
 - i. Topic TBD
 - ii. Monthly meetings:
 - 1. Need event for February and next year (2025).
 - a. John looking into SEDAC and ICC providers
 - 2. CRCA is being scheduled for January by Steve
 - a. Motion by Steve, second by Eric to donate \$100 for CRCA event. Approved.
- Annual meeting and Special Events – Steve, Dan
 - a. Annual Business Meeting: Set for December 13, 2024
 - i. Giveaways: _ TOOL SET-ordered. Motion by Joey, second by Jeff to buy 250 tool sets for ABM at cost of \$33 each. Approved.
 - ii. Giveaways: Gift cards, poinsettias, etc.. for total of \$2000
 - b. Pasts-Presidents Event:



- i. Lourdes did a great job setting up the event. We had 15 attendees.
 - ii. Updated list of past presidents sent out to board members coming soon.

- Code Review, Const., Bi-laws – Danita, Joey
 - a. Updates:
- Technology, Website – Steve, Allen
 - a. StarChapter Updates.
 - i. Approvals? - Annual fee is set at \$1,595.00 per year on May 16th.
 - ii. Email accounts - Request
 - 1. Delete events@SBOC-7.org – no longer used.
 - 2. Change Admin@SBOC-7 email account from the Microsoft 365 Email Essentials Free Trial package to the Microsoft 365 Email Essentials. No change in current fees since we are deleting the events account. (\$95.88 per year)
 - a. Discussion between using GoDaddy or StarChapter for domain. Weighing costs and options.

- ICCA Legislative – Jeff, Archana
 - a. ICCA Updates: Dues out soon, need volunteers, Plumbing Council looking for support for hot water legislation, IML hot topic is the energy code, Stretch Code is effective 01/01/25.

- Facility, Equipment – Steve, Danita
 - a. Update: None

- Misc. Topics:

- New Business: Board will stay intact for 2025 with new officers.

- Adjourn: (Time)___11:21 am_____
- a. 1st:___Joey_____2nd___Lourdes_____
 - b. Approved: Yes: No:

Notes: