

Illinois Council of Code Administrators

BOARD MEETING MINUTES

Friday, March 13, 2020 – 10:00 a.m.

Location: Woodridge, IL

1. President Engebretson called the meeting to order at 10:05 am.
2. Attendees present and by phone: Jeff Stehman, Kathryn Gruber (IPOC), Chad Truran (CEOSI), Dale Engebretson (SBOC), Chris Richmond, Jeff Albertson (Fox Valley), Keith Steiskal (SBOC), Sanyokta Kapur (NWBOCA), Greg Thorpe (ILLOWA) (CEOSI), Rhonda Klecz (IACE), Steve Martin (SBOC), Dan Buonamici (SBOC), Tim Schmitz (ICCA), Herman Beneke,

Member Organization Delegate (QUORUM)
3. A motion was made by Jeff Albertson to approve the minutes from the January 09, 2020 meeting. It was seconded by Herman Beneke and approved by majority.
4. ICCA Legislative update:
 - a) There are still two openings **on the elevator commission** for someone connected to an institute of higher education and someone representing a building owners association.
 - b) ICCA supports–HB 4124; HB 4329; HB 4345; SB 3436; SB 3626
 - c) ICCA opposes–HB 4284; HB 4319; HB 4380; HB 4498; SB 3329; SB 3330; SB 2938
 - d) ICCA No Position–HB 4434; SB 3169; SB 3313; SB 3459; SB 3827
5. J. Albertson submitted a Treasurer’s report. He mentioned there is slight adjustment to the draft report. The beginning balance on 01/01/20 was \$5,415.24. The balance as of 02/29/20 is \$8,779.15. Total deposits of \$6,662 have been made by members such SBOC, IACE and Thompson Elevator. The following withdrawals to the amount of \$ 3298.09 have been made –
 - a) \$747.34 for Executive Director’s expense.
 - b) \$2250 for Lobbyist Margaret V quarterly fee.
 - c) \$300.75 for Lobbyist registration fees
6. Treasurer mentioned a draft budget was made based on past expenses such as lobbyist fees and Executive Director’s contract. Worst case scenarios have been taken into account. It is to be noted that Executive Director in the past has never

fully consumed the entire budgeted amount allocated to him through his contract.

7. Expected revenue based on anticipated dues and invoices sent out to membership project to \$11,282.00
8. There is unfortunately a projected shortfall of \$1600 taking into account the anticipated expenses.
9. It was discussed to open ICCA membership to additional building safety related associations to include them as associate members. Executive Director will correspond with American Wood Council and similar professional organizations. Associate membership fees shall be \$100 per group.
10. The bylaws shall need to be amended to clarify the difference between service and testing agencies vs suppliers.
11. Some members such as NWBOCA and IPOC still owe the ICCA membership dues. Treasurer is requesting all members to pay their dues.
12. Kathryn Gruber mentioned that IPOC membership has concerns and would like clarity if ICCA and IML are aligned on major issues. It was mentioned that in the past ICCA had direct access to IML members. Executive Director will initiate reconnection with IML and establish good working relationship with them.
13. It was decided that a policy or guidelines document will be developed by Executive Board regarding Associate Membership. It was agreed that they shall be allowed to attend the ICCA board meetings but not have voting rights. A rough draft shall be forwarded prior to next meeting for all members comments.
14. Sanyokta Kapur mentioned that NWBOCA has already paid its annual dues to Lobbyist Margaret V. NWBOCA board has voted to keep their contract separate from ICCA at this time. This vote was made after NWBCOA board discussion with Margaret V.
15. ICC representative Tim S updated the board regarding upcoming ICC annual conference and discussion regarding ICCA volunteering for the event. He is pleased with ICCA's process regarding comments on proposed legislative issues. It was also mentioned that all ICC employees have been mandated to cancel group training trips and group meetings due to COVAD 19 precautions. ICC DC office will be closed for the next 30 days.
16. IEMA is looking into Missouri's set up as a model and example of coalition. Kathryn, Greg and Jeff S are leading the effort. President Engebretson thanked them for this effort.
17. Kathryn mentioned that on 23rd March, Tetra Trac will initiate Phase II for statewide research critical infrastructure needs regarding best use of supplies and infrastructure.
18. Chas Truran requested and received via email a copy of lobbyist Margaret V's contract.

19. A joint decision has been made in the past meeting to not have the reception this year.
 - a) Herman B made the motion to approve the treasurer's report. It was seconded by Chad Truran.
20. President Engebretson reiterated that it will benefit everyone to be under one umbrella and it is advantageous to have a unified one voice. It was mentioned that a document should be put together explaining ICCA's goals to be a unified entity for various groups and associations.
21. Bylaws shall need to be amended to confirm that private sector associations and unions are not included under ICCA membership. Past presidents shall be added to the membership.
22. It was decided that language in the bylaws should state the full time public sector employees are preferred for Executive board position, subject to majority decision by the Board.
23. Sanyo Kapur volunteered to the board to set up ICCA Linked-in account and upgrade the website for additional social media outreach.
24. Chris Richmond discussed the legislative updates and ICCA's stance for each proposed item. Vacancies exist on the State Elevator Board. Delegates will reach out to members who may be interested in serving. There will not be a legislative reception in 2020.
25. Margaret submitted her 2020 contract for review. A motion was made by D. Engebretson and seconded by J. Albertson to pay Margaret for her 1st quarter fee of \$2,250. The contract will be discussed at the next ICCA meeting.
26.
 - a) No ISO committee update at this time.
 - c) J. Stehman and K. Gruber have been in contact with Scott Gauvin from IEMA along with representatives from AIA. Key partners have been identified and we are proceeding forward with critical Infrastructure meetings.
27. J. Stehman has reached out to members of the planning committee of the ICC business meeting to be held October 11-14 in St. Louis , but has not heard back. D. Engebretson will reach out to members of Region 4. It was mentioned that ICCA would like to host a hospitality night or some sort of off-site entertainment.
28. The next meeting is scheduled for Tuesday, May 19 in Peoria. A motion was made by Jeff Albertson and seconded by Jeff Stehman to adjourn the meeting at 12:10 p.m.