

## Board of Directors Interim Report

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Reference

Key Number

### 100 INTRODUCTION

The Board of Directors held its quarterly meeting on Saturday and Sunday, January 22 - 23, 2011, and continued meeting during work periods throughout the remainder of the Interim Meetings. The Board of Directors and the National Type Evaluation Program (NTEP) Committee invited members to dialogue with the Board on the following issues: improving efficiency and effectiveness; proposed Bylaw changes; membership; the newsletter and website; strategic planning; conformity assessment; activity and financial reports, and participation internationally, i.e., International Organization on Legal Metrology (OIML), the OIML Mutual Acceptance Arrangement (MAA), the Mutual Recognition Arrangement (MRA) with Measurement Canada, and U.S. National Work Groups (USNWG).

Table A identifies the agenda items in the Report by reference key number, item title, and page number and the appendices items by appendix designations. An item marked with an “T” after the reference key number is an informational item. An item marked with a “V” after the reference key number is a voting item.

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## **100-1 I Membership and Meeting Attendance**

The Board continues to assess avenues for improving membership and participation at Interim and Annual Meetings. Membership and attendance are driven to some degree by the items on the agendas and by the economy. NCWM actively reaches out to potential stakeholders notifying them of agenda items that may be of interest and warrant their attention. This effort is believed to have had a positive effect on both membership and meeting attendance in the past two years.

The attendance for Interim and Annual Meetings in 2010 were exceptional, exceeding 2009 attendance. The 2011 Interim Meeting was also very well attended. The addition of technical sessions for task groups and Subcommittees on Sunday afternoons not only improves the standards development process, but also adds value for stakeholders who attend.

Membership levels track closely with the economy as shown in the yearly comparison below. Just as membership was rebounding from the previous recession, the next one hit even harder in 2008 resulting in declines in 2008 and 2009, especially in the public sector. It appears that membership has leveled out this year and is in good position to begin building again.

The following is a comparison of NCWM membership levels for the past six years.

<b>NCWM Membership Report</b>						
	<b>December 2010</b>	<b>December 2009</b>	<b>December 2008</b>	<b>December 2007</b>	<b>December 2006</b>	<b>December 2005</b>
Associate	776	757	777	807	804	783
Foreign Assoc.	53	51	47	53	49	51
Federal Gov't	11	11	10	9	9	13
NIST	14	12	13	14	14	10
State Gov't	567	550	668	814	794	791
Local Gov't	477	512	522	548	547	465
Int'l. Gov't	14	11	23	22	29	21
Retired	200	197	216	222	221	221
<b>Total</b>	<b>2112</b>	<b>2101</b>	<b>2276</b>	<b>2489</b>	<b>2467</b>	<b>2355</b>

## **100-2 I NCWM Newsletter and Website**

The Board continuously considers ways to monitor and improve the content of the newsletter and website. Members are encouraged to bring ideas and articles forward for inclusion in newsletters. Of particular interest are articles that would be pertinent to field inspectors and the service industry.

The new NCWM website has been very well received. The e-commerce feature with an online shopping cart has been a great success for fast and easy membership renewals, publication orders, meeting registrations, and the newly

added payment of NTEP certificate maintenance fees. Improvements will continue as the website evolves to serve members and customers more effectively. The following are descriptions of more recent additions and improvements on the NCWM website.

**Online Position Forum:** There was a live demonstration of this new comment and polling system at the 2011 Interim Meeting. Another demonstration will be given at the 2011 Annual Meeting. The initial launch date for the Online Position Forum is May 2011.

The Position Forum is not a voting system. It is simply a method to present positions, opinions, and supporting documents. During the month of May, all active, associate, and advisory members have the opportunity to login, view Committee agenda items, enter positions and comments, and even upload supporting PDF documents for each agenda item of standing committees or the Board of Directors. The options for each agenda item are:

- Support
- Support with comments
- Oppose with comments
- Neutral
- Neutral with comments

During the month of June, members are able to view positions, comments, and supporting documents by others as a means of preparing for the deliberations and voting at the Annual Meeting in July 2011. This will give stakeholders the ability to come into the Annual Meeting more informed on the issues and with a better idea of positions others may have.

A suggestion was heard at the 2011 Interim Meeting to also give associations the ability to enter positions and comments, not just individuals. Since the login is based on membership credentials for individuals rather than organizations, this request cannot be accommodated.

**Social Networking:** Social networking has quickly expanded into business and customer networking as businesses reach out to the new generation of handheld devices and Internet networking to increase public awareness of their services and increase customer base. In the fall of 2010, NCWM opened accounts in LinkedIn, FaceBook, and Twitter to improve our outreach. By opening these accounts, NCWM is now more visible in Internet search engines and will be more identifiable to tech-savvy stakeholders. Those who follow NCWM on these networks will receive instant notifications from NCWM regarding meetings and announcements.

**E-Commerce for NTEP Maintenance Fees:** As of October 1, 2010, holders of NTEP Certificates of Conformance can now pay their annual maintenance fees online. It is quick, easy, and especially helpful to international customers who traditionally have suffered bank fees to wire funds electronically. As with other e-commerce products offered on the NCWM website, this new offering has been very well received.

**National Certification Program:** Now that the National Certification Program has launched with its first exam, NCWM has created a fast and easy method to place orders to take the exam through our website. The exams are ordered through the online shopping cart at [www.ncwm.net](http://www.ncwm.net). Members who login will receive member pricing, which is currently set at no charge for taking the exam. Non members will be assessed a fee of \$75.00 per exam. As orders are received, NCWM sends an e-mail to the applicant providing them the credentials to log into the test site to take the exam online.

The NCWM website continues to be a work in progress. Many good suggestions have been offered and incorporated into the site and the regional sites that are hosted and maintained by NCWM. Ms. Lindsay Hier, Project Coordinator for NCWM, serves as the Webmaster. Comments and suggestions for improvements to the newsletters and website should be directed to NCWM at (402) 434-4880 or via e-mail at [info@ncwm.net](mailto:info@ncwm.net).

### **100-3 I Meetings Update**

#### *Interim Meetings*

January 22 - 25, 2012	Monteleone, New Orleans, Louisiana
January 27 - 30, 2013	Charleston, South Carolina
January 2014	To be determined

#### *Annual Meetings*

July 17 - 21, 2011	Holiday Inn Downtown at the Park, Missoula, Montana
July 15 - 19, 2012	Holiday Inn by the Bay, Portland, Maine
July 2013	Cities under consideration are Louisville, KY, Savannah, GA, and Myrtle Beach, SC

NCWM meetings are known for long days filled with important business. NCWM strives to plan meetings in locations that offer comfortable rooms and a variety of entertainment and dining options close by so our attendees can break away for a couple hours in the evening to relax and enjoy their surroundings. The following is a brief description of future planned events.

The 2012 Interim Meeting will be held at the Monteleone in New Orleans, Louisiana. The Monteleone is a member of Historic Hotels of America and rests within the New Orleans French Quarter offering something for everyone in the newly revitalized city. From there we go to the Holiday Inn by the Bay in Portland, Maine, for the 2012 Annual Meeting. This hotel has successfully hosted NCWM previously. It is within blocks of the charming Old Port, a working waterfront and the Arts District.

The 2013 Interim Meeting will be at the Francis Marion Hotel in historic downtown Charleston, South Carolina. It is truly a beautiful hotel situated perfectly for attendees to get the full Charleston experience. The 2013 Annual Meeting will be held at a location to be determined in the Southern Region.

The Board will work with the Central Weights and Measures Association (CWMA) for a host city for the 2014 Annual Meeting. The region should provide two or three cities where they believe a successful meeting could be held, taking into consideration the location, ease and cost of air travel, a selection of hotels with sufficient rooms and meeting space, etc. Members are not asked to provide specific hotels and are not to enter into negotiations with the hotels. However, NCWM's site selection criteria is available upon request from Ms. Shari Tretheway, NCWM Office Manager, at (402) 434-4880 or e-mail to [shari.tretheway@ncwm.net](mailto:shari.tretheway@ncwm.net).

Looking down the road, the Board of Directors would like to make the 2015 Annual meeting a very special event. In addition to addressing the business of the organization, NCWM will be celebrating its 100<sup>th</sup> Annual Meeting 110 years after our first meeting in 1905. Traditionally, NCWM rotates locations for its Annual Meetings among the four regions. The normal rotation for 1915 would place this meeting in the western region, but the Board is considering a deviation in the normal rotation by holding this meeting in the Washington, DC area; the city that hosted the first meeting in 1905 and for many years thereafter. A special work group will be formed in July 2011 to plan this very special occasion of our 100<sup>th</sup> Annual Meeting.

### **100-4 I Participation in International Standard Setting**

The International Committee of Legal Metrology (CIML) Meeting was held at the Doubletree Hotel in Orlando, Florida, September 20 - 24, 2010. Dr. Charles Ehrlich invited NCWM Chairman Tim Tyson to provide a keynote address on September 21 to welcome the assembly and on September 23, NCWM Executive Director Don Onwiler presented an overview of the U.S. legal metrology system. NTEP Administrator, Jim Truex, was also on hand throughout the week to answer questions and discuss issues with the various CIML members. The meeting was a valuable opportunity for NCWM to gain a fuller understanding of the CIML.

An International Organization of Legal Metrology (OIML) Seminar on Conformity to Type (CTT) is planned for summer 2011. OIML is in the beginning stages of developing a CTT program. NCWM has been invited to share its

experience with the NTEP Conformity Assessment Program and in particular, the Verified Conformity Assessment Program (VCAP) that serves as a main element. NCWM is hopeful that the VCAP audit reports can also satisfy the needs of the OIML CTT at a significant savings to certificate holders.

Dr. Ehrlich will brief the Board of Directors and NCWM members on key activities of OIML and regional legal metrology organizations during open hearings of the 2011 Annual Meeting (see Appendix A).

## **100-5 I Efficiency and Effectiveness**

The Board is examining methods of efficient use of NCWM resources that will promote effective service to its members and stakeholders. The Board welcomes member feedback on ideas to increase the effectiveness of the Conference.

### **100-5A Regional Support**

**Regional Website Hosting and Maintenance:** For several years, NCWM has hosted the websites for the Southern and Central regions. Recently, the Western and Northeastern regions accepted an offer from NCWM to host their websites as well at a cost to NCWM of \$4,000 for each region. All four regional associations' websites are now hosted through NCWM. While the regional sites are very similar in layout, each region has the ability to customize menu options and page content.

NCWM absorbs the cost in hosting fees and assesses an annual charge of \$200 per year to each region for unlimited staff time to update the content of the websites. This fee for unlimited updates replaces the previous method of hourly billing for staff time in hopes that regions will be more proactive in keeping information up to date on the sites. Each region has designated one person who is authorized to make requests to NCWM for updates and changes to their respective websites. Additionally, NCWM staff will contact these representatives each quarter as a reminder to review their web pages for necessary updates. This process is outlined in NCWM Policy 3.1.6. Regional Website Hosting and can be viewed or downloaded from the policy manual on the NCWM website.

**Shopping Cart Service for Regional Websites:** Last year, NCWM received bids from its web service provider to add shopping cart services to each of the regional websites for online membership dues and meeting registrations. The estimated cost was \$3,500 per region at the region's expense. The Western region accepted this offer and the shopping cart was in place in time to receive registrations for the 2010 Western Weights and Measures Association (WWMA) Annual Meeting. The actual cost for implementation for the WWMA shopping cart services was only \$1,200; far less than the original estimate. Cost will vary according to the complexity of the project.

WWMA reported to the NCWM Board of Directors that the online meeting registrations worked very well for them. It provides a means for WWMA members to pay dues and meeting registrations with credit cards. The transaction is processed through the NCWM PayPal account and NCWM transfers the funds to the region's bank account, less credit card fees of about 3.5 %.

If other regions are interested, please contact NCWM for details (info@ncwm.net or (402) 434-4880).

**Administrative Support to the Regions:** NCWM developed a fee schedule that would apply to regions who request NCWM administrative services for membership invoicing, meeting registration, database maintenance, and monthly reporting. These services, including credit card processing, are available whether or not a region elects to add the shopping cart feature to their website as mentioned above. The shopping cart feature would simply be an added enhancement to the administrative process and customer convenience. At this time, none of the regions have requested additional administrative services using the new fee structure. For more information, please contact Ms. Shari Tretheway, NCWM Office Manager, at (402) 434-4880 or e-mail to shari.tretheway@ncwm.net.

## **100-5B      Standing Committees**

At the fall 2009 Board Meeting, a small group was formed to review ideas and options on structure in an effort to ease the workload and improve the process for developing difficult agenda items. This work group reported back to the Board at the 2010 Interim Meeting. The report included a review of the past Committee workload. The work group noted that the format of the Interim Meeting was modified in recent years to be a day shorter and to have consecutive open hearings instead of concurrent open hearings. These format changes reduced the amount of time the Committees have to develop their agenda items. The Board also discussed the use of Informational and Developing status for items, noting that it may be helpful to set out some guidelines in how these categories of items are applied. The Committee structure was left unchanged, but the following steps have been taken to assist and support the important work of Standing Committees.

**Committee Orientation:** In September 2010 newly elected NCWM officers and directors were invited to NCWM headquarters for orientation into the Board of Directors. It proved to be a success and the concept was immediately expanded to include a separate orientation program for new committee chairs and new committee members. The first NCWM Committee Orientation took place in November 2010 at the National Institute of Standards and Technology (NIST) offices in Gaithersburg, Maryland, to facilitate participation of all NIST technical advisors. The program presented by NCWM Chairman, Tim Tyson and Executive Director, Don Onwiler included a half-day session for committee chairs followed by a full day for the new committee members. The focus included leadership, administrative processes, roles and responsibilities, and review of the NCWM Committee Member Handbook. Additionally, the Committee chairs and NIST technical advisors reviewed agenda items for the new members so that they would be prepared in advance for the technical discussions and open hearings.

**Status of Agenda Items:** The Board of Directors has discussed a need for clarification and guidance regarding the status that committees assign to agenda items. The options are Voting, Informational, Developing, or Withdrawn. If not implemented properly, items may not receive the best due process and expedient development. After much discussion, the following clarification has been presented in the NCWM Committee Member Handbook to provide guidance and ensure proper handling of items so that they do not fall through the cracks.

**Voting:** These are items that the Committee believes are fully developed and ready for final consideration of the voting membership. Each item has either received majority support from the Committee or the Committee has reached agreement that it is ready for voting status to let NCWM membership decide. The committee has the ability to remove items from the voting agenda at the Annual Meeting by changing the status prior to a vote of the NCWM membership. The Committee may amend voting items during the course of the Annual Meeting based on additional information received following the Interim Meeting and testimony received at the Annual Meeting. These items may also be amended by the voting membership during the voting session of the Annual Meeting following the procedures outlined in the NCWM Bylaws.

**Informational:** These items are deemed by the committee to have merit. They contain a proposal to address the issue at hand and a meaningful background discussion for the proposal. However, the Committee wants to allow more time for review by stakeholders and possibly further development to address concerns. The Committee has taken the responsibility for any additional development of informational items. At the Annual Meeting, the Committee may change the status of the items, but not to voting status because the item has not been published as such in advance of the meeting.

**Developing:** These items are deemed by the Committee to have merit, but are found to be lacking enough information for full consideration. Typically the item will have a good explanation of the issue, but a clear proposal has yet to be developed. By assigning developing status, the Committee has sent the item back to the source with the responsibility of further development. The Committee report will provide the source with clear indication of what is necessary to move the item forward for full consideration. The item will be carried in the committee agenda in bulletin board fashion with contact information for the person or organization that is responsible for the development. Since the Committee is not required to receive testimony on developing items, this status should be carefully implemented so as not to weaken the standards development process.

**Withdrawn:** These are items that the Committee has found to be without merit based on overwhelming lack of support by NCWM stakeholders. The Committee's determination to withdraw should not be based on the committee's opinion alone, but on the input received from stakeholders. The Committee's report will contain an explanation for the withdrawal of the item.

**Task Groups and Subcommittees:** Task groups have been used sparsely as a means of addressing particularly difficult issues. Sometimes these work groups have been more successful than others. The Board believes task groups can be a very effective tool for committees that are struggling with particularly difficult items on a committee agenda so NCWM is becoming more proactive in creating and supporting the work of these task groups.

Last year, two new task groups were created by then NCWM Chairman, Randy Jennings. He appointed Jeff Humphreys, Los Angeles County, California, to chair the NCWM Task Group on Retail Motor Fuel Price Posting and Computing Capabilities. This task group reports directly to the Specifications and Tolerances (S&T) Committee. The second is the NCWM Task Group on Packaged Printer Ink and Toner Cartridges, chaired by Maureen Henzler, Kansas. This task group reports directly to the Laws and Regulations (L&R) Committee.

This year, NCWM formed the new Packaging and Labeling Subcommittee which will report to the NCWM Laws and Regulations Committee. This Subcommittee replaces the former Industry Committee on Packaging and Labeling and is open to active and associate members. NCWM Chairman, Tim Tyson, has appointed Chris Guay, Procter and Gamble, to chair the Subcommittee. The Subcommittee is charged to assist the Laws and Regulations committee in the development of agenda items and provide guidance to regulators and industry on packaging and labeling issues. NCWM hopes that federal agencies will also provide representation on this important new Subcommittee. Anyone interested in serving on the Packaging and Labeling Subcommittee may contact NCWM Chair Tim Tyson.

Resources offered by NCWM to these task groups and Subcommittees include meeting space at Interim and Annual Meetings, conference calling services, dedicated e-mail listservs, a dedicated web page for posting and archiving documents related to their work, and broadcast e-mail services to reach targeted audiences. Additionally, NIST has provided technical advisors and web meeting forums. All of these tools enable year-around progress of task group and Subcommittee work.

## **100-5C Meeting Format**

The formation of task groups creates a need for meeting space. It is best for task groups to have an opportunity to meet prior to open hearings of the Interim and Annual Meetings so that they can present updated reports and recommendations to their respective Standing Committees during open hearings. Beginning with the 2011 NCWM Interim Meeting, the schedule for Sunday afternoon has been modified. Standing Committees are asked to complete their agenda review via conference call or web meeting in advance of traveling to the meeting. This frees up meeting rooms on Sunday afternoon for task groups to meet and for stakeholders to observe and even participate in those meetings. NCWM has reserved the hour of 4:00 p.m. to 5:00 p.m. for standing committees to have the meeting space if they need additional agenda review before open hearings commence. If this need does not exist, the task groups will be allowed to extend the length of their meetings.

The Board of Directors envisions many opportunities for training and technical work on the Sunday afternoons preceding Interim and Annual Meetings using the space that was formerly occupied by Standing Committees for agenda review sessions.

## **100-6 V Bylaws Amendment: Article I, Section 2 – Tax Exempt Status**

**Purpose:** Update the NCWM Bylaws to recognize NTEP revenues as a significant source of revenue.

**Item under Consideration:** Amend NCWM Bylaws Article I, Section 2 as follows:

## Section 2 - Tax Exempt Status

This Corporation is organized as a not-for-profit business league under section 501(c)(6) of the Internal Revenue Code exclusively for not-for-profit purposes, including but not limited to improvement of business conditions, higher business standards and better business methods; promotion of uniformity in weights and measures laws, regulations, and practices; and sponsorship of educational and scientific programs. Such purposes are described in the Article II, "Goals," in these Bylaws. The Corporation is authorized, for not-for-profit purposes, to make distributions to organizations that qualify as exempt organizations under § 501(c) of the Internal Revenue Code, or the corresponding section of any future tax code. The Corporation is primarily supported by membership dues, ~~and registration fees paid by members~~ **and by fees for certification of weighing and measuring devices under the National Type Evaluation Program.**

No part of the net earnings of the Corporation shall inure to the benefit of, or be distributed to its members, directors, officers, or other private persons, except that the Corporation shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in the Articles of Incorporation. No substantial part of the activities of the Corporation shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the Corporation shall not participate in, or intervene in (including the publication or distribution of statements) any political campaign on behalf of or in opposition to any candidate for public office. Notwithstanding any other provision of these Bylaws, and the Articles of Incorporation, the Corporation shall not carry on any other activities not permitted to be carried on (a) by a Corporation exempt from Federal income tax under section 501(c)(6) of the Internal Revenue Code, or the corresponding section of any future Federal tax code, or (b) by a corporation, contributions to which are deductible under the Internal Revenue Code as a trade or business expense ordinary and necessary in the conduct of the Corporation's business.

**Discussion:** In 1997, NCWM formed into a nonprofit corporation. At that time, NTEP was administered by NIST. In 2000, NCWM assumed administration of NTEP and, thus, began collecting fees for the program such as application fees and annual maintenance fees. Article I, Section 2 of the NCWM Bylaws defines the primary or significant revenue sources for NCWM under our tax exempt status with the Internal Revenue Service (IRS). This amendment will update the bylaws to recognize revenues received from NTEP.

## 100-7 V Bylaws Amendment: Article X, Section 6 – Committee Reports

**Purpose:** Simplify the procedures required in order to request removal of an item from the voting consent (VC) calendar of Committee reports at the Annual Meetings.

**Item under Consideration:** Amend NCWM Bylaws Article X, Section 6 as follows:

### Section 6 - Committee Reports

Alternatives that may be used in voting on the reports:

- A. vote on the entire report;
- B. vote on grouped items or sections; or
- C. vote on individual items; according to
  - 1. committee discretion; or
  - 2. on request by a ~~voting delegate, with the support of 10 others~~ **registered attendee.**



**Discussion:** Each Standing Committee has the option of placing what they believe to be noncontroversial items on a voting consent calendar to expedite the voting process at the Annual Meeting. There are many reasons why a person in attendance may wish to have an item removed from the consent calendar. A person may wish to cast a vote in opposition to an item without opposing the other items on the consent calendar. A person may want an opportunity to comment on a specific item before a vote is cast. A person may simply want a separate vote tally for an individual item for the record.

Current Bylaws require that the request come from a voting delegate and that a minimum of 10 additional voting delegates support such a motion before an item may be removed from the consent calendar for individual consideration. However, this requirement has not been consistently enforced in past years. Committee chairs and NCWM parliamentarians have typically honored any request from the floor to remove items from the committee consent calendar.

The original proposal struck the requirement for support of 10. Following the 2011 Interim Meeting, the board further modified the proposal to reflect that any registered meeting attendee may request a separate vote of an item, instead of limiting the privilege to voting delegates. Members are asked to consider whether the Bylaws should be followed as written or modified as proposed in this item to reflect recent practice.

## **100-8 V Bylaws Amendment: Article X, Sections 9A and 9B – Voting**

**Purpose:** Provide clear definition of voting rights for the House of General Membership in accordance with Article X, Section 3 of the Bylaws.

**Item under Consideration:** Amend NCWM Bylaws Article X, Sections 9A and 9B as follows:

### **Section 9A -Voting - Technical Issues**

At the conclusion of debate (if authorized) on a motion, there shall be a call for the vote by voice vote, a show of hands, standing, or electronic count.

#### **A. Motion Accepted If:**

1. a minimum of 27 members of the House of State Representatives votes Yea.

#### **And If**

2. a majority of the members of the House of Delegates votes Yea (a minimum of 27 Yea votes required);<sup>1</sup>

#### **~~And, in the case of motions relating to business items, If~~**

- ~~3. a majority of the members of the House of General Membership votes Yea (a minimum of 27 Yea votes required).<sup>1</sup>~~

#### **B. Motion Rejected If:**

1. a minimum of 27 members of the House of State Representatives votes Nay

#### **And If**

2. a majority of the members of the House of Delegates votes Nay (a minimum of 27 Nay votes required);<sup>1</sup>

#### **~~And, in the case of motions relating to business items, If~~**

- ~~3. a majority of the members of the House of General Membership votes Nay (a minimum of 27 Nay votes required).<sup>1</sup>~~

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<sup>1</sup> If the minimum number of votes required to pass or fail an issue is not cast in the House of Delegates ~~or the House of General Membership~~, the issue will be determined by the vote of the House of State Representatives.

**C. Split Vote:**

When a split vote is recorded or the minimum number of votes supporting or opposing an issue is not obtained in the House of State Representatives, the issue is returned to the Standing Committee for further consideration, ~~except when there is a split vote on approval of the biennial report for filing with the Nebraska Secretary of State. In the case of a split vote on the filing of the biennial report, the vote of the Chairman on the filing of the report shall prevail.~~

~~Except for the biennial report, the~~ The Committee may drop the issue or reconsider it for submission the following year. The issue cannot be recalled for another vote at the same Annual Meeting.

**Section 9B - Voting - Business Issues**

At the conclusion of debate (if authorized) on a motion, there shall be a call for the vote by voice vote. In the event that a voice vote is too close to be determined in the opinion of the Chairman, there shall be a show of hands, standing vote, or machine (electronic) vote count.

**A. Motion Accepted If:**

1. a majority of those members present and voting vote Yea.

**B. Motion Rejected If:**

1. a majority of those members present and voting vote Nay.

**C. Tie Vote:**

In the case of a tie vote, the vote of the Chairman shall prevail.

**Discussion:** Section 9A – Voting – Technical Issues makes several references to the vote in the House of General Membership. According to Article X, Section 3, this house cannot vote on technical items. Section 9A also makes reference to a split vote of the biennial report which is the election of officers and directors. That is a business item and should not be referenced in Section 9A.

The proposal strikes all references of the House of General Membership from Section 9A as well as references to approval of the biennial report. All business items are adequately addressed in Section 9B – Voting – Business Issues.

## **100-9 I Strategic Planning**

Each fall, the Board of Directors will review a report on progress and measures for the goals and strategies of the NCWM Strategic Plan. Each January, the Board will review the plan in detail and update the goals and strategies as appropriate. The purpose of the strategic plan is to ensure the organization is moving forward and in the right direction. The strategic plan is available on the NCWM website at [www.ncwm.net](http://www.ncwm.net) under the “Members Only” tab.

Five primary goals are contained in the strategic plan.

1. Enhance the NCWM as a national and international resource for measurement standards development.
2. Promote uniform training for individuals involved in weights and measures.
3. Continue to improve the National Type Evaluation Program (NTEP).
4. Expand the role of the NCWM as a resource for state and local weights and measures programs.
5. Ensure financial stability of the NCWM.

**National Certification Program:** The Board is continuing to refine the strategies and measurements for meeting these goals. One of the strategies for the second goal is the implementation of a National Certification Program for weights and measures officials. This strategy has been placed as a top priority. In the fall of 2010, the Board

received a proposal from an individual, to contract services to NCWM as the Certification Exam Coordinator working with the Professional Development Committee (PDC). The Board deliberated over the proposal in a conference call in October and is working out the details of a possible contract for services.

**Viable Support for NTEP Laboratories:** Another strategy of high priority is to maintain viable support for NTEP laboratories under the third goal. The Board will be monitoring the number of full-time employees associated with the authorized laboratories and will continue to track evaluation time and backlog statistics to ensure that NTEP evaluations can be completed in a timely manner.

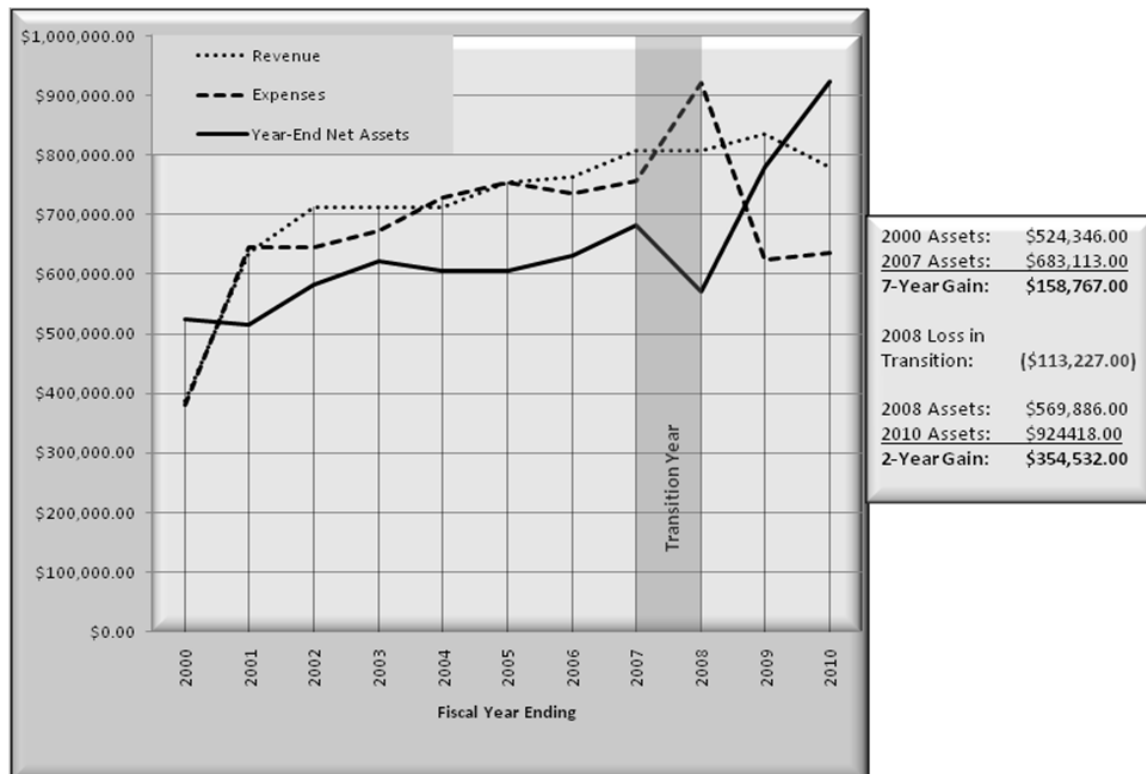
**Online Position Forum:** The project is completed for launch on May 1, 2011. A live demonstration was given at the 2011 Interim and another is planned for the 2011 Annual Meeting. Please see agenda Item 100-2 for more details.

## 100-10 I Financial Report

NCWM operates on a fiscal year of October 1 through September 30. Budgets are set to be conservative on projected revenues and realistic on anticipated expenses.

The Executive Director was asked to provide a graphic view of NCWM finances before and after NCWM hired its own staff and opened a headquarters office in 2008. Prior to that, NCWM contracted for the services of an association management company. Below is a graphic view of the past 10 fiscal years based on year-end audit reports. The spike in expenses in 2008 reflects the cost of the management transition. The management company was still under contract that year while NCWM hired employees and procured office space, furniture, computers, etc. The graph shows significant savings in the following years of 2009 and 2010 even though NCWM invested significantly in new initiatives during that time. Those initiatives of the past two years include the new website with improved functionality, implementation of e-commerce, new regional association websites, the National Certification Program, and other improvements to services.

**10-Year Financial Analysis**



The following is the balance statement as of December 31, 2010, in comparison with the same time the previous year.

<b>ASSETS</b>	<b>December 31, 2009</b>	<b>December 31, 2010</b>
Current Assets	\$	\$
Checking/Savings		
Associate Member Fund	14,925.66	16,512.28
Certificates of Deposit	634,677.34	797,589.27
Checking	43,684.74	64,053.55
Savings	402,616.85	407,638.49
Total Checking/Savings	\$ 1,095,904.59	\$ 1,285,793.59
Accounts Receivable	960.00	10.00
Other Current Assets	55,096.32	40,255.88
Other Assets	8,111.90	8,245.12
<b>TOTAL ASSETS</b>	<b>\$ 1,160,072.81</b>	<b>\$ 1,334,304.59</b>
<b>LIABILITIES &amp; EQUITY</b>		
Liabilities		
Current Liabilities	1,096.75	2,084.90
Total Liabilities	1,096.75	2,084.90
Equity		
Unrestricted Net Assets	784,771.17	931,421.51
Net Income	374,204.89	400,798.18
Total Equity	1,158,976.06	1,332,219.69
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>\$ 1,160,072.81</b>	<b>\$ 1,334,304.59</b>

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Mr. Tim Tyson, Kansas, NCWM Chairman  
Mr. Kurt Floren, Los Angeles, CA, Chairman-Elect  
Mr. Randy Jennings, Tennessee, NTEP Chairman  
Ms. Judy Cardin, Wisconsin, Treasurer  
Mr. Michael Sikula, New York, Northeastern Regional Representative  
Mr. Ron Hayes, Missouri, Central Regional Representative  
Mr. Stephen Benjamin, North Carolina, Southern Regional Representative  
Mr. Brett Saum, San Luis Obispo, CA, Western Regional Representative  
Mr. Stephen Langford, Cardinal Scale, At-Large  
Mr. Mark Coyne, Brockton, Massachusetts, At-Large  
Mr. Gordon Johnson, Gilbarco, Associate Membership

Mr. Gilles Vinet, Measurement Canada, Advisory  
Ms. Carol Hockert, Chief, NIST, Weights and Measures Division, Executive Secretary  
Mr. Jim Truex, NTEP Administrator  
Mr. Don Onwiler, NCWM, Executive Director

## Board of Directors

## Appendix A

### Report on the Activities of the International Organization of Legal Metrology (OIML) and Regional Legal Metrology Organizations

Weights and Measures Division, NIST

#### INTRODUCTION

The Weights and Measures Division (WMD) of the National Institute of Standards and Technology (NIST) is responsible for coordinating U.S. participation in the International Organization of Legal Metrology (OIML) and other international legal metrology organizations. Learn more about OIML at the website ([www.oiml.org](http://www.oiml.org)) and about NIST Weights and Measures Division at the WMD website ([www.nist.gov/owm](http://www.nist.gov/owm)). Dr. Charles Ehrlich, Group Leader of the International Legal Metrology Group (ILMG), can be contacted at [charles.ehrlich@nist.gov](mailto:charles.ehrlich@nist.gov) or at (301) 975-4834 or by fax at (301) 975-8091.

***Please note:***

- *OIML publications are available without cost at <http://www.oiml.org>.*

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**Table A**  
**Table of Contents**

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<b>Reference Key Number</b>	<b>Title of Item</b>	<b>Page</b>
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II.	Report on the 45 <sup>th</sup> CIML Meeting in Orlando, Florida, September 2010 .....	A5
III.	Future OIML Meetings .....	A7
IV.	Regional Legal Metrology Organizations .....	A8

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**Table B**  
**Glossary of Acronyms**

BIML	International Bureau of Legal Metrology	ILMG	International Legal Metrology Group
B	Basic Publication	IR	International Recommendation
CD	Committee Draft <sup>1</sup>	IWG	International Work Group
CIML	International Committee of Legal Metrology	MAA	Mutual Acceptance Arrangement
CPR	Committee on Participation Review	MC	Measurement Canada
D	Document	OIML	International Organization of Legal Metrology
DD	Draft Document <sup>2</sup>	R	Recommandation
DR	Draft Recommendation <sup>2</sup>	SC	Technical Subcommittee
DoMC	Declaration of Mutual Confidence	TC	Technical Committee
DV	Draft Vocabulary <sup>2</sup>	WD	Working Draft <sup>3</sup>
IEC	International Electrotechnical Commission	USNWG	U.S. National Work Group

<sup>1</sup> CD: a draft at the stage of development within a Technical Committee or Subcommittee; in this document, successive drafts are numbered 1 CD, 2 CD, etc.

<sup>2</sup> DD, DR, and DV: draft documents approved at the level of the Technical Committee or Subcommittee concerned and sent to BIML for approval by CIML.

<sup>3</sup> WD: precedes the development of a CD; in this document, successive drafts are number 1 WD, 2 WD, etc.

**Details of All Items**  
(In Order by Reference Key Number)

**I. Report on the Activities of the OIML Technical Committees**

This section reports on recent activities and the status of work in the OIML Technical Committees (TCs) and Technical Subcommittees (SCs) of specific interest to members of the NCWM. Also included are schedules of future activities of the Secretariats, the U.S. National Work Groups (USNWGs), and the International Work Groups (IWGs) of the Committees and Subcommittees.

*TC 3/SC 5 “Conformity assessment” (United States)*

The Subcommittee held a meeting in Paris, France, in October 2010 to discuss the revision of the documents B 3 (Certificate System) and B 10 (Mutual Acceptance Arrangement). A 2 CD of B 3 and a first CD of B 10 were sent to TC 3/SC 5 members in December 2009 with responses due by the end of April 2010. International comments on a new document entitled “The role of measurement uncertainty in conformity assessment decisions in legal metrology.” have been received and are being used by the Secretariat to develop the 2 CD. Please see the Mutual Acceptance Agreement (MAA) section in the NTEP report of this publication for more details on the activities of TC 3/SC 5. For more information on the activities of this Subcommittee, please contact Dr. Charles Ehrlich at (301) 975-4834 or at charles.ehrlich@nist.gov.

*TC 5/SC 1 “Environmental conditions” (Netherlands)*

The Secretariat has distributed the 1 CD of D 11 “General requirements for electronic measuring instruments,” and comments are due back in May 2011. This is a very important document in the OIML system and is used by all of the OIML TCs as a general reference for technical and testing requirements on all electronic instruments. The

OIML Expert Report E 5 “Overview of the present status of the Standards referred to in OIML D 11 – General Requirements for Electronic Measuring Instruments” (first edition, 2004; second edition, 2008) has just been revised again, and was published in February 2010. The document updates all of the International Electrotechnical Commission (IEC) references for testing requirements in D 11. Please contact Mr. Ralph Richter at (301) 975-3997 or at [ralph.richter@nist.gov](mailto:ralph.richter@nist.gov), if you would like further information on this project.

*TC 5/SC 2 “Software” (Germany and BIML)*

OIML Document D 31 “General requirements for software-controlled measuring instruments” has been published and will serve as guidance for software requirements in International Recommendations by OIML Technical Committees. The United States participated in the technical work on this document. A new project on software verification was also approved by the CIML, and the United States is waiting for the first draft of this document. The ILMG participated in the NCWM Software Sector meeting in Sacramento, California, in March 2010 and plans to participate in the NCWM Software Sector meeting in Annapolis, Maryland, in March 2011. Please contact Dr. Ambler Thompson at (301) 975-2333 or at [ambler@nist.gov](mailto:ambler@nist.gov), if you would like to discuss OIML software efforts.

*TC 6 “Prepackaged products” (South Africa)*

A project to develop an OIML International Quantity Mark, referred to as an IQ Mark, is still ongoing. The IQ Mark is intended to eliminate the need for redundant inspections for compliance with legal metrology requirements for labeling and net contents. Receiving countries want imported packages to meet all of their legal metrology requirements, and packers in exporting countries want to ensure prepackages will not be rejected or require additional inspections after arriving in the destination country. The initial proposal for the program would require that participating packagers meet specific requirements in order to participate in a program for quantity control and labeling of prepackaged goods. The United States is participating in a WG that is developing guidelines on good manufacturing practices that would be used in the IQ Mark’s accreditation programs. Earlier in this project, members of TC 6 sent questionnaires to current stakeholders, including industry and federal/state agencies seeking input on specific questions. NIST WMD surveyed U.S. industry, including the largest manufacturers of packaged goods, and found no support for U.S. participation in the IQ Mark program. The United States believes the effort to manage and certify quality control systems will add unnecessary extra costs to all participating suppliers. Even though there is significant opposition to the IQ Mark effort from several countries (including the United States, Denmark, Switzerland and Canada), TC 6 continues to move forward with this project under the premise that such a voluntary system would be of value to developing countries. The United States voted “no” on the 2 CD of the IQ-mark document in May 2010 and encouraged the Secretariat to stop the project in favor of devoting resources to revising and updating other TC 6 recommendations.

NIST is assisting TC 6 in another important project by initiating a comprehensive review of the statistical requirements and sampling plans contained in OIML R 87 “Quantity of Product in Prepackages” (the OIML equivalent to NIST Handbook 133 “Checking the Net Contents of Packaged Goods”) and has sent preliminary comments to the Secretariat highlighting several shortcomings identified in the initial review. NIST plans to participate in a meeting of TC 6 in April 2011 in Tokyo, Japan. Please contact Mr. Ken Butcher at (301) 975-4859 or at [kenneth.butcher@nist.gov](mailto:kenneth.butcher@nist.gov), if you would like more information about the work of this Subcommittee or to participate in any of these projects.

*TC 8 “Measurement of quantities of fluids” (Switzerland)*

The CIML has approved projects to revise the following TC 8 documents: R 63 “Petroleum measurement tables” (1994) and R 119 “Pipe provers for testing of measuring systems for liquids other than water” (1996). Both of these documents are important for other OIML Recommendations involving liquid measurement. Please contact Mr. Ralph Richter at (301) 975-3997 or at [ralph.richter@nist.gov](mailto:ralph.richter@nist.gov), if you would like copies of the documents or to participate in any of these projects.

*TC 8/SC 1 “Static volume and mass measurement” (Austria and Germany)*

Two revised Recommendations, OIML R 71, “Fixed storage tanks,” and R 85, “Automatic level gages for measuring the level of liquid in fixed storage tanks,” were published in 2009. The United States, however, had serious opposition to the inclusion of specialized tanks (including pressurized tanks and non-vertical tanks) in the scope statements of both R 71 and R 85 because the requirements in the Recommendations did not fully reflect this inclusion. The United States now chairs an International Work Group (IWG) that is drafting new sections of R 71

and R 85 that will include the specific requirements for specialized tanks. OIML R 80-1, “Road and rail tankers, metrological and technical requirements,” was published in May 2009. OIML R 80-2, “Road and rail tankers, test methods,” is being developed. The revisions to R 71 and R 85 and the development of R 80-2 were discussed at a Subcommittee meeting in Vienna, Austria, in October 2009. Please contact Mr. Ralph Richter at (301) 975-3997 or at [ralph.richter@nist.gov](mailto:ralph.richter@nist.gov), if you would like copies of the documents or to participate in any of these projects.

*TC 8/SC 3 “Dynamic volume and mass measurement for liquids other than water” (United States and Germany)*

Subcommittee work is continuing on the development of OIML R 117-2, “Dynamic measuring systems for liquids other than water, Part 2, Test methods,” and R 117-3 “Test report format.” Meetings of the IWG for the development of R 117 were held in Borås, Sweden, in January 2010; at NIST in Gaithersburg, Maryland, in May 2010; and in Paris, France, in November 2010. The USNWG also worked on this document in Dallas, Texas, in January 2011. The IWG for the development of R 117 has also held several international webinars to accelerate the work on this high priority document. A first committee draft of R 117-2 is planned for March 2011. If you have any questions or would like to participate in the next phases of this project, please contact Mr. Ralph Richter at (301) 975-3997 or [ralph.richter@nist.gov](mailto:ralph.richter@nist.gov).

*TC 8/SC 5 “Water Meters” (UK)*

OIML, ISO, and CEN are working together to harmonize requirements for water meters using OIML R 49 “Water meters intended for the metering of cold potable water and hot water” Parts 1, 2, and 3 as the base document. The Joint Work group of these three organizations distributed the 2 CD of the harmonized document in February 2011 – with comments to be returned in May 2011. U.S. comments on the 1 CD were sent back to the Secretariat in April 2010. U.S. and international comments on the 1 CD were discussed at a joint meeting of the three organizations in April 2010 in Paris, France. The American Water Works Association (AWWA) Committee on Water Meters is assisting in these efforts. Please contact Mr. Ralph Richter at (301) 975-3997 or at [ralph.richter@nist.gov](mailto:ralph.richter@nist.gov), if you would like copies of documents or to participate in this project.

*TC 8/SC 6 “Measurement of cryogenic liquids” (United States)*

Members of the Subcommittee and U.S. stakeholders decided that there is sufficient justification for revising R 81, “Dynamic measuring devices and systems for cryogenic liquids.” Responses received by the Secretariat indicated that a revision of R 81 was justified to update: (1) electronic tests in accordance with the latest edition of OIML D 11 (2004) and/or the latest IEC and ISO standards; (2) technical requirements to include new developments in hydrogen measurements; (3) Annex C to include current recommendations for density equations; and (4) existing sections into three distinct parts similar in format to recently-developed OIML Recommendations. The Secretariat will ask members of TC 8/SC 6 and the USNWG to review and formally comment on the first draft of the revised R 81 this spring. To obtain more information or to participate in this project, please contact Ms. Juana Williams at (301) 975-3989 or [juana.williams@nist.gov](mailto:juana.williams@nist.gov).

*TC 8/SC 7 “Gas metering” (Netherlands)*

The Secretariat distributed the second committee draft (2 CD) of OIML R 137-1 and R 137-2, “Gas meters; Part 1: Metrological and Technical Requirements, and Part 2: Metrological controls and performance tests” in September 2010. Extensive U.S. comments on both the 1 CD and the 2 CD were developed in cooperation with the measurement committees of the American Gas Association (AGA). The OIML R 137 document is especially important to U.S. interests because the ANSI B 109 Committee on gas measurement is using R 137 to create a new performance-based standard for gas meters in the United States. Meetings of the WG that is developing this new standard “ANSI B 109.zero” were held in Tucson, Arizona, in February 2010; in Kansas City, Missouri, in September 2010; and in Savannah, Georgia, in February 2011. A meeting of TC 8/SC 7 to discuss international comments on the 1 CD of R 137 was held in June 2010 in the Netherlands. Please contact Mr. Ralph Richter at (301) 975-3997 or [ralph.richter@nist.gov](mailto:ralph.richter@nist.gov), if you would like to participate in these efforts or if you would like to obtain a copy of any of these gas measurement documents.

*TC 9 “Instruments for measuring mass” (United States)*

The CIML approved a new work item to revise OIML R 60:2000 “Metrological regulation for load cells.” This revision is planned to cover everything from the basic principles of R 60 (e.g., tolerances and accuracy classes) to exploring the addition of new requirements. The United States distributed a first working draft revision of R 60, incorporating a major re-formatting of the document. USNWG members and TC 9 Committee members were



requested to return comments on R 60 by March 2011. For more information on these efforts, please contact Mr. John Barton at (301) 975-4002 or [john.barton@nist.gov](mailto:john.barton@nist.gov).

*TC 9/SC 2 “Automatic weighing instruments” (United Kingdom)*

The Recommendation R 134-1, “Automatic instruments for weighing road vehicles in motion – total load and axle weighing,” has been approved by the CIML and published. U.S. comments concerning terminology and document scope were incorporated in the document. The test report format of this document, R 134-2, has also been published. Both OIML R 134 and an ASTM standard will be used to help develop a new section in NIST HB 44 on in-motion weighing systems for the pre-screening of road vehicles. To receive a copy of the OIML documents or to obtain more information on this work, please contact Mr. Richard Harshman at (301) 975-8107 or at [harshman@nist.gov](mailto:harshman@nist.gov).

The DR of OIML R 106 Parts 1 and 2, “Automatic rail-weighbridges,” is close to final approval. The DR of R 106 is out for CIML postal ballot with vote and comments due back in April 2011. To receive copies of these documents or to obtain more information on the work of this Subcommittee, please contact Mr. John Barton at (301) 975-4002 or [john.barton@nist.gov](mailto:john.barton@nist.gov).

The Secretariat is in the process of revising OIML R 50 “Continuous totalizing automatic weighing instruments (belt weighers).” The United States returned comments on the 3 CD of this Recommendation in July 2010, and plans to participate in a meeting on R 50 in Teddington, United Kingdom, in April 2011. For more information on this effort, please contact Mr. John Barton at (301) 975-4002 or [john.barton@nist.gov](mailto:john.barton@nist.gov).

*TC 17/SC 1 “Humidity” (China and United States)*

The Co-secretariats are working with a small IWG to revise OIML R 59 “Moisture meters for cereal grains and oilseeds.” All drafts have been distributed to the USNWG, which for the most part is a subset of the NTEP Grain Sector. The 5 CD of OIML R 59 was distributed to the Subcommittee in February 2009. A preliminary 6 CD was developed based on international comments received on the 5 CD, and a meeting of TC 17/SC 1 was held in September 2010 in Orlando, Florida. Please contact Ms. Diane Lee at (301) 975-4405 or at [diane.lee@nist.gov](mailto:diane.lee@nist.gov) if you would like to participate in this IWG.

*TC 17/SC 8 “Quality Analysis of Agricultural Products” (Australia)*

This Subcommittee was formed to study the issues and write a working draft document “Measuring instruments for protein determination in grains.” Australia is the Secretariat. At a TC 17/SC 8 meeting hosted by NIST, the Subcommittee discussed comments concerning the maximum permissible errors (MPEs) and harmonization of the TC 17/SC 8 Recommendation for protein with the TC 17/SC 1 Recommendation for moisture. The Secretariat distributed a 2 CD of the document in February 2010. International comments on the 2 CD were received and compiled. These comments were discussed at a meeting of TC 17/SC 8 in September 2010 in Orlando, Florida. Please contact Ms. Diane Lee at (301) 975-4405 or at [diane.lee@nist.gov](mailto:diane.lee@nist.gov), if you would like to participate in this IWG.

**OIML Mutual Acceptance Arrangement (MAA)**

The report on the OIML MAA can be found in the NTEP section of this document. For further information on the MAA and its implementation, please contact Dr. Charles Ehrlich at [charles.ehrlich@nist.gov](mailto:charles.ehrlich@nist.gov) or at (301) 975-4834 or by fax at (301) 975-8091.

## **II. Report on the 45<sup>th</sup> CIML Meeting in Orlando, Florida, in September 2010**

The International Committee of Legal Metrology (CIML) opened with an address given by Mr. Alan E. Johnston, CIML President.

The Committee expressed its appreciation for the strong level of interaction and cooperation between the BIML and the International Bureau of Weights and Measures (BIPM). The Committee asked the Director of the BIML to prepare a report on the relationship between the two Organizations to be presented to the 46th CIML meeting with a

view to making key decisions on the relationship with the BIPM at the 14th Conference in 2012. This report should be mainly strategic in nature and should consider the point of view of the stakeholders of both organizations.

The Committee expressed its appreciation for the continued cooperation with the International Laboratory Accreditation Cooperation (ILAC) and the International Accreditation Forum (IAF). The Committee instructed the Bureau to pursue the joint work with ILAC and the IAF, also considering the future needs related to OIML acceptance and certification systems.

The Committee noted the OIML liaison with ISO and the IEC. The Committee also instructed the Bureau to pursue cooperation with ISO, to set up similar working relations with the IEC, and to convey relevant information on these issues to CIML Members.

The Committee noted the report on the liaison with the Technical Barriers to Trade Committee (TBT) of the World Trade Organization (WTO) and instructed the Bureau to maintain appropriate contacts with this Organization and to convey relevant information on TBT issues to OIML Members.

The Committee noted a report on the liaison with CODEX Alimentarius (the international food code) and instructed the Bureau to: (1) continue to work towards ensuring consistency of OIML publications with those of CODEX; (2) examine additional fields of cooperation with CODEX other than prepackages; and (3) consult CIML Members before submitting any proposals to CODEX.

The Committee supports the organization of a seminar on the subject of Conformity to Type (CTT) and strongly encourages all member nations to actively contribute to this seminar. The Bureau was instructed to facilitate an electronic WG, chaired by the Member for New Zealand, with the objective of preparing the program for that seminar, taking into account the issues raised and the comments received by member nations. The United States will serve on this WG. The CIML postponed a decision on a proposal for a new Subcommittee on Conformity to Type until after the conclusions of the seminar on CTT are made available.

The Committee noted the re-confirmation of the following OIML Publications by their respective Technical Committees and Subcommittees (the United States serves as Secretariat for all of the technical committees responsible for these Recommendations):

- OIML R 92:1989 Wood moisture meters – Verification methods and equipment: general provisions;
- OIML R 127:1999 Radiochromic film dosimetry system for ionizing radiation processing of materials and Products;
- OIML R 131:2001 Polymethylmethacrylate (PMMA) dosimetry systems for ionizing radiation processing of materials and products;
- OIML R 132:2001 Alanine EPR dosimetry systems for ionizing radiation processing of materials and products; and
- OIML R 133:2002 Liquid-in-glass thermometers.

The Committee instructed the Bureau to submit the Draft Revision of R 100 “Atomic absorption spectrometers for measuring metal pollutants in water” to direct CIML online approval.

The Draft Revision of OIML D 16 “Principles of assurance of metrological control” was submitted to the CIML for online ballot, but it did not receive sufficient support to be approved. Considering the comments made by the Netherlands and Norway as part of the online voting, the CIML requested that OIML TC 3/SC 2 prepare a revised Draft Revision of OIML D 16 with the assistance of the Netherlands and Norway; this revised Draft Revision will then be submitted for direct CIML online approval.

The Committee approved the project to revise:

- OIML D 29 “Guide for the application of ISO/IEC Guide 65” for the assessment of measuring instrument certification bodies in legal metrology, to be undertaken by OIML TC 3/SC 5 following the publication of ISO 17065, superseding ISO/IEC Guide 65.

The Committee approved the withdrawal of the OIML TC 11/SC 2 project on standardized thermocouples.

The *ad hoc* WG for the revision of the Directives for the technical work (OIML B 6-1), after several meetings, has not been able to reach consensus on a number of key issues. Considering the negative comments made by some member nations (especially comments from the United States) on several drafts of the revision of OIML B 6-1, the CIML instructed the Bureau to consult all CIML Members by way of an inquiry on their position with regard to specific issues, such as: the structure of the technical work, the proposed Technical Management Committee, and the voting procedures for the adoption of OIML Publications. The plan is that a new Draft Revision will be available to be considered for adoption by the CIML at its 46th Meeting.

The Committee took note of the information provided by the BIML Director concerning the report of the BIML financial and management audit that was done in February 2010 and the actions taken by the Bureau. The Committee instructed its President to send the report of this audit and the BIML Director’s comments on that report to all CIML Members and to continue to follow up on this issue. The Committee instructed the Bureau to continue its efforts to increase the efficiency of its finances and management.

The Committee took note of the report on the pension system and of the comments made by Mr. Peter Mason, United Kingdom, and Dr. Philippe Richard, Switzerland. The Committee noted that the re-evaluated assets of the BIML cover much more than the value of the pension rights acquired and that there will be no need to call for any additional Member State contributions to face this liability.

The Committee elected Mr. Peter Mason as its new CIML President. His six-year term will start at the opening of the 46th CIML Meeting in October 2011.

The Committee elected Dr. Roman Schwartz, Germany, CIML second Vice-President for a six-year term. His six-year term started immediately as the position was vacant

The Committee appointed Mr. Stephen Patoray, former NCWM NTEP Director, as the new BIML Director. The Committee confirmed its expectation that the commitment to be proficient in French will be a condition of Mr. Patoray’s employment contract.

For their outstanding contributions to the development of international legal metrology, the Committee awarded OIML Medals to:

- Dr. Nicolai Zhagora of Belarus;
- Dr. Heinz Wallerus of Germany; and
- Mr. Brian Beard of South Africa

### **III. Future OIML Meetings**

The Czech Republic will host the 46<sup>th</sup> CIML Meeting in Prague, Czech Republic. The meeting is planned for October 9 - 14, 2011.

The Committee expressed its thanks to Romania for its offer to host the 14<sup>th</sup> OIML Conference and 47<sup>th</sup> CIML Meeting in 2012.

#### **IV. Regional Legal Metrology Organizations**

##### **Meeting of the Inter-American Metrology System (SIM) General Assembly and the SIM Legal Metrology Work Group (LMWG)**

The SIM General Assembly was held in Lima, Peru, during the last week of October 2009. Dr. Humberto S. Brandi, Director of Scientific and Industrial Metrology (SIM) at INMETRO Brazil, is the SIM President. Mr. Marcos Senna mjsenna@inmetro.gov.br, also of INMETRO in Brazil, serves as the Chairman of the SIM Legal Metrology Work Group (LMWG). The organization is working to build capacity in legal metrology for SIM member countries. Please contact Mr. Ralph Richter at (301) 975-3997 or at ralph.richter@nist.gov for more information.

##### **Asia-Pacific Legal Metrology Forum (APLMF)**

The 17<sup>th</sup> Meeting of the Asia-Pacific Legal Metrology Forum (APLMF) in was held September 13 - 16, 2010 in Victoria, British Columbia, Canada. The Peoples Republic of China holds the Presidency and Secretariat of the APLMF. Mr. Pu Changcheng, APLMF President and Vice Minister of AQSIQ, chaired the meeting. The APLMF activities are facilitated through its seven work groups. The most active is the work group on Training Coordination chaired by Australia.

The main objectives of APLMF are to coordinate regional training courses in legal metrology and to provide a forum for exchange of information among legal metrology authorities. There were three training courses and one Workshop given by APLMF this year. The training courses, covering requirements in select OIML Recommendations, and offered primarily to assist the developing countries in APLMF, were on gas meters, non-automatic weighing instruments (NAWIs) (weighbridges), and mass flow meters. There was also a workshop on Software Controlled Measuring Instruments. While feedback from the previously-held training courses has been positive, it is becoming clear that in order to continue to receive funding for the training, the APLMF needs to do a more thorough job of assessing and documenting the impact of the training courses on the economies that receive the training.

For 2011, APLMF is working to obtain funding for a new multi-faceted pilot project to significantly improve the accuracy and processes for metering liquid petroleum products in the Asia-Pacific region.

The United States was represented at the meeting in Victoria, British Columbia, by Dr. Charles Ehrlich, who serves as Chairman of the APLMF WG on Mutual Recognition Arrangements, and by Mr. Ralph Richter. Dr. Ehrlich gave an extensive report and update on the OIML MAA. Mr. Richter prepared and presented the United States Country Report. The 2011 APLMF meeting is scheduled to be held in Busan, South Korea, during the first week of September 2011.

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**Associate Membership Committee (AMC)**  
**Annual Agenda**

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\*\*\*\*\*"July 2011

Robert Murnane, Jr.  
President  
Seraphin Test Measure

- #
- Call to Order
- #
- Approval of January 24, 2011, AMC Minutes
- #
- Financial Condition
- #
- NCWM Industry Representative Reports
  - ” Board of Directors Report (Gordon Johnson)
  - ” Professional Development Report (Steve Grabski)
- # - Laws and Regulations Report (Rob Underwood)
- AMC Fund Disbursement Requests
  - ” 2010 Training Funds Report
- # - New Training Requests
- #
- Old Business
- #
- New Business
- #
- Adjournment

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Mr. Robert Murnane, Jr., Seraphin Test Measure, Chair (2011)  
Mr. Chris Guay, Procter & Gamble (2011)  
Mr. Darrell Flocken, Mettler-Toledo, Inc., Secretary/Treasurer (2011)

Ms. Kathleen Madaras, Fuel Merchants Association of New Jersey (2011)  
Mr. Paul Hoar, AgriFuels, LLC/NBB (2012)  
Mr. Darrell Flocken, Mettler-Toledo, Inc. (2013)  
Mr. Michael Gaspers, Farmland Foods, Inc. (2013)  
Mr. Paul Lewis, Rice Lake Weighing Systems (2013)  
Mr. Robert Murnane, Jr., Seraphin Test Measure (2014)  
Mr. Stephen Grabski, Wal-Mart Stores, Inc. (2014)  
Mr. Chris Guay, Procter & Gamble (2015)  
Mr. Thomas McGee, PMP Corporation (2015)  
Mr. Rob Underwood, Petroleum Marketer’s Assoc. (2015)

**ASSOCIATE MEMBERSHIP COMMITTEE**

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## **Appendix B**

### **NCWM Associate Member Committee Minutes**

January 24, 2011

Dallas, Texas

#### **CALL TO ORDER**

Chairman Bob Murnane called the meeting to order at 5:01 p.m.

#### **MINUTES**

A copy of the July 2010 meeting minutes was distributed. These minutes were reviewed and a typo was reported in the Financial Condition section; the word “except” should be “accept.” Mr. Steven Langford made a motion to approve the minutes with the change and Mr. Paul Lewis seconded. With no further discussion the minutes were approved.

#### **FINANCIAL CONDITION**

A copy of the financial report was distributed. Chairman Murnane reviewed the deposit/disbursements and reported a current balance of \$17,682.28 as of January 19, 2011. Chairman Murnane made a motion to accept the Financial Report; the motion was seconded by Mr. Gordon Johnson; with no other discussion the Financial Report was accepted.

#### **BOARD OF DIRECTORS REPORT**

Mr. Johnson, the Associate Membership Representative on the NCWM Board of Directors gave a report regarding board activities:

- The Board of Directors has given an update on the “Online Position Forum” by Mr. Don Onwiler. Mr. Onwiler reported that the process is on track for a spring launch with the roll out to the NCWM membership in May.
- The Board agreed to create a Subcommittee on Packaging and Labeling (CPL) reporting to the L&R. CPL will follow roles and boundaries of other Subcommittees. Mr. Tim Tyson appointed Mr. Chris Guay as the CPL Subcommittee chair
- The Treasurer reported that the NCWM was audited and found to be in compliance and is in sound financial condition.
- VCAP – the next critical date is May 2011. This is when all private label certificates must be submitted to the NTEP Administrator.
- The Board will be bringing to the attention of the membership the need for a position on the MAA’s ability to accept manufacturers test data for the issuing of an OIML MAA Certificate. Gordon suggested that all interested members make sure they are present during the Boards Opening Hearing and be prepared to discuss and present their position and/or opinion.

Additional information on the Board of Directors topics can be found in the BOD Report published in Publication 16.

#### **PROFESSIONAL DEVELOPMENT REPORT**

Mr. Steven Grabski, the Associate Membership Representative on the PDC gave a report about the Committees activities.

Mr. Grabski provided the members with an update on the Certificate testing progress. A question was asked if this testing will replace the required state testing for registered service personnel. Steve reported that this was not the intention of this certificate system but suggest that this be mentioned as the system expands into other device types.

Mr. Grabski also reported that there is a focus on the development of the training roles for the NCWM, NIST WMD and the PDC.

#### **LAWS & REGULATIONS REPORT**

Mr. Rob Underwood was not available to provide a report as the L&R Committee was meeting at the same time as the AMC.

#### **AMC FUND DISBURSEMENT REPORT**

Chairman Murnane informed the members that there were three requests for funding received. Of the three requested, two were approved. The approved requests were:

1. NEWMA, and
2. Wisconsin Weights and Measures.
3. The request from American Samoa for travel reimbursement was denied.

#### **FILLING VACANT POSITIONS**

Three positions required action during this meeting.

The first was to nominate a name or names of individuals to fill a five-year term vacated by Ms. Katherine Madaras. Mr. Pete O'Bryan was nominated and approved. Mr. O'Bryan begins his five-year term at the conclusion of the July 2011 NCWM Meeting.

The current Vice-chair (Mr. Guay) requested that he remain as vice-chair for the next year because of additional responsibilities. The remaining two positions were for the Chair and Secretary position. Chairman Murnane agreed to continue as Chair for the next year, first, and Mr. Darrell Flocken agreed to remain as the Secretary for the next year. A motion was made by Chairman Murnane and seconded by Mr. O'Bryan. The nominees were approved by a unanimous voice vote by all members present.

#### **OLD BUSINESS**

None

#### **NEW BUSINESS**

None

#### **ADJOURNMENT**

With no further new business Chairman Murnane adjourned the meeting at 5:54 p.m.

Respectfully submitted,  
Darrell Flocken, Secretary, AMC

#### **The following individuals were in attendance:**

Mr. Darrell Flocken - Mettler Toledo  
Mr. Steven Grabski - Wal-Mart Stores, Inc.  
Mr. Stephen Langford - Cardinal Scale Manufacturing Company  
Mr. Paul Lewis - Rice Lake Weighing Systems  
Mr. Robert Murnane - Seraphin Test Measure



Mr. Pete O'Bryan - Foster Farms  
Mr. Gordon Johnson – Gilbarco Inc.  
Mr. Henry Oppermann – Weights and Measures Consulting  
Mr. Jim Pettinato – FMC Technologies  
Mr. Louis Straub – Fairbanks Scales, Inc.  
Mr. Eli Perkins – Seraphin Test Measure  
Mr. David Calix – NCR  
Mr. Tom McGee – PMP Corp.  
Mr. Rob Upright – Vishay  
Mr. Richard Shipman – Rice Lake Weighing Systems

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