

## Report of Board of Directors

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Reference  
Key Number

### 100 INTRODUCTION

The Board held its quarterly Board of Directors (BOD) meeting on Saturday, July 10, 2010, and continued that meeting during work sessions throughout the remainder of the Annual Meeting. The BOD and the National Type Evaluation Program (NTEP) Committee invited members to dialogue with the BOD on the following issues: Improving Standards Development, Mutual Acceptance Arrangements, Increasing Efficiency and Effectiveness, and participation internationally, i.e., OIML, CFTM, APLMF, and USNWG.

Table A identifies the agenda items in the Report by reference key number, item title, and page number. An item marked with an “**I**” after the reference key number is an informational item. An item marked with a “**V**” after the reference key number is a voting item. Table B lists the appendices to the Report, and Table C shows the results of voting items.

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Voting Results**

<i>Reference Key Number</i>	<i>House of State Representatives</i>		<i>House of Delegates</i>		<i>Results</i>
	<i>Yeas</i>	<i>Nays</i>	<i>Yeas</i>	<i>Nays</i>	
100-7 Hand Count of Membership	Yea: 94 Nay: 0				Adopted
100-8	Voice Vote				Adopted
Final Report	Voice Vote				Adopted

**Details of all Items**

(In order by Reference Key Number)

**100-1 W The NCWM Automatic Temperature Compensation (ATC) Steering Committee**

(This item was withdrawn.)

The ATC Steering Committee was formed in 2007 to assist the National Conference on Weights and Measures (NCWM) in forming a consensus on issues before the Specifications and Tolerances (S&T) Committee and the Laws and Regulations (L&R) Committee. The Board receives quarterly activity reports from the Chair of the ATC Steering Committee. In addition, they review future Steering Committee activities and related NCWM work on this issue.

To date, the Steering Committee has forwarded numerous recommendations to the standing committees to assist them in the development of their respective agenda items. Following the 2008 Annual Meeting, the Steering Committee was asked to provide responses to comments and questions that were received by the S&T Committee during its open hearings. The responses were provided to the S&T Committee for consideration at the January 2009 NCWM Interim Meeting.

Based on actions taken by the L&R Committee at the 2009 Annual Meeting, the Board of Directors has chosen to discontinue the ATC Steering Committee, and this item is withdrawn. Members of the Board expressed great appreciation for the work of the Steering Committee for the meetings and the charge given to it when it was formed in 2007. Specific praise was given for the meeting the Board conducted in Chicago, Illinois, that year and the recommendations that followed.

**100-2 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. It is important that the NCWM be active in notifying potential stakeholders of agenda items that may be of interest and warrant their attention. This effort will have an impact on both membership and attendance.

The attendance at the 2010 Interim Meeting was exceptional with 148 registered attendees. However, membership has declined again this year, primarily in the category of state government members. This is viewed as a direct impact of budget cuts.

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

<b>The NCWM Membership Report</b>						
	<b>June 2010</b>	<b>June 2009</b>	<b>June 2008</b>	<b>June 2007</b>	<b>June 2006</b>	<b>June 2005</b>
Associate	817	822	848	863	837	828
Foreign Assoc	53	53	56	53	61	41
Federal Gov't	12	10	9	9	13	12
NIST	12	14	15	14	12	9
State Gov't	564	696	831	825	812	847
Local Gov't	524	558	554	565	492	490
Int'l Gov't	12	24	22	31	23	31
Retired	197	196	232	221	215	225
<b>Total</b>	<b>2191</b>	<b>2373</b>	<b>2567</b>	<b>2581</b>	<b>2465</b>	<b>2483</b>

### **100-3 I The 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.

In the fall of 2009, the NCWM contracted with a new vendor to redesign and host our website. This new site provides e-commerce through PayPal and a new "shopping cart" feature that allows visitors to pay fees for membership, meeting registration, publication orders, NTEP applications, and NTEP maintenance fees online. With the new e-commerce features, the site gives each member control of their log-in password for improved security. We have also added the NCWM Policy Manual and approved minutes from BOD meetings to the "Members Only" section.

The website continues to be a work in progress. Many good suggestions were offered at the 2010 Interim Meeting and were incorporated into both the NCWM site and the regional sites that are hosted and maintained by the NCWM.

Ms. Lindsay Hier, Project Coordinator for the NCWM, serves as the Webmaster. Comments and suggestions for improvements to the newsletters and website should be directed to the NCWM at (402) 434-4880 or via e-mail at [info@ncwm.net](mailto:info@ncwm.net).

### **100-4 I Meetings Update**

#### *Interim Meetings*

January 23 - 26, 2011	The Fairmont Dallas, Dallas, Texas
January 22 - 25, 2012	Monteleone, New Orleans, Louisiana
January 27 - 30, 2013	Charleston, South Carolina

#### *Annual Meetings*

July 11 - 15, 2010	Crowne Plaza St. Paul Hotel, St. Paul, Minnesota
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	TBD in the Southern Region

The 2010 Interim Meeting was very well attended this year and included an interesting array of new items for consideration for the standing committees. The 2010 Annual Meeting was held at the Crowne Plaza in historic downtown St. Paul, Minnesota, on the Mississippi riverfront. It was a terrific setting for our attendees, and we had a unique Wednesday evening outing.

The 2011 Interim Meeting will be held at the Fairmont Dallas in Dallas, Texas. This hotel is set in the heart of downtown Dallas, surrounded by arts, shopping, dining, and entertainment. The 2011 Annual Meeting will be at the Holiday Inn Downtown in Missoula, Montana. The hotel is adjacent to the Clark Fork River and within easy walking distance to the downtown district, where attendees can enjoy food and entertainment that cater to tourists, the college crowd, and locals.

The 2012 Interim Meeting site has been narrowed down to New Orleans, Louisiana. The 2012 Annual Meeting will be held in Portland, Maine.

The 2013 Annual Meeting will be held at a location to be determined in the Southern Region. The SWMA is asked to provide suggestions of cities and properties to the NCWM. It is not necessary for members to enter into negotiations with hotels. Members may obtain site selection criteria from Ms. Shari Tretheway, the NCWM Office Manager, at (402) 434-4880 or e-mail to shari.tretheway@ncwm.net.

### **100-5 I Participation in International Standard Setting**

Dr. Charles Ehrlich and other NIST Weights and Measures Division (WMD) staff briefed the Board and members of the NCWM on key activities of the International Organization of Legal Metrology (OIML) and regional legal metrology organizations during open hearings at the 2010 Interim Meeting (see Appendix A).

Of particular interest is the International Committee of Legal Metrology (CIML) Meeting to be held at the Doubletree Hotel in Orlando, Florida, September 20 - 24, 2010. Dr. Ehrlich extended an invitation to the NCWM to provide a keynote address to the assembly to welcome them and provide a brief overview of the legal metrology system in place in the United States. Those interested in attending should contact Dr. Ehrlich, NIST at (301) 975-4834 or Ms. Lisa Warfield, NIST at (301) 975-3308 for more information. Interested vendors should contact Mr. Bob Murnane, Seraphin Test Measure at (609) 267-0922.

### **100-6 I Efficiency and Effectiveness**

The Board is examining methods of efficient use of the 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.

#### **Regional Support**

**Regional Website Hosting:** Currently, the Southern and Central regional association websites are hosted through the NCWM. Due to interest expressed by Northeastern and Western members to host their sites as well, the NCWM received pricing from our web host to include them. The development cost is \$4,000 per region, if they use either a similar or the same template as the Southern and Central sites. Each region has the ability to customize menu options and color design. At the January 2010 Board Meeting, the Board agreed to fund the development of the two remaining regions' websites if they would like to be hosted through the NCWM. The NCWM would also absorb any cost in hosting fees as it does with the two regions already using this service. This offer was forwarded to the regional President/Chairman of the Northeastern and Western for a response due by July 31, 2010. They would be subject to the Regional Website Maintenance Policy outlined below.

The NCWM announced at the 2010 Annual Meeting that the Western and Northeastern Weights and Measures Associations have accepted the NCWM's offer to develop and host new regional websites for them. The Northeastern site has launched. The Western site is now being developed. All four regions' websites will now be hosted and maintained by the NCWM.

**Regional Website Maintenance:** In the past, regions whose sites were hosted through the NCWM have paid the NCWM an hourly rate for updates to the content. This has caused the regional associations to economize by requesting updates to information posted on their sites only once or twice per year.

At the May 2009 Board Meeting, the Board adopted the following policy for hosting regional websites that incorporates an annual flat fee for the NCWM staff services to post updates.

1. The NCWM will invoice the Treasurers of participating regional associations annually during the month of January in the amount of \$200 for the hosting and maintaining of regional association websites.
2. Hosting fees will pertain to any routine website maintenance and updates that are performed in-house.
3. A bid will be provided to the regional association for any requested services that would involve fees outside the scope of normal maintenance. Additional costs for these services will be assessed to the regional association.
4. The NCWM will contact the regional representative for each participating regional association on a quarterly basis requesting any updates to their respective web pages.

**Shopping Cart Service for Regional Websites:** The NCWM has also received bids from its new web host to add shopping cart services for online membership dues and meeting registrations to the regional sites hosted by the NCWM. The development cost is \$3,500 per region, and if the regional associations choose to incorporate these features through their NCWM-hosted sites, it would be through the NCWM PayPal account. The funds would then be transferred to the region's bank account minus credit card fees, which are currently about 3.5 %. The Western Weights and Measures Association have chosen to incorporate the online payment feature into their website, which is now under development.

**Administrative Support to the Regions:** The NCWM was asked to consider providing administrative services to the regions. This would reduce burdens on the Secretary/Treasurer who volunteers those services to the region. It would also enable acceptance of credit card payments for membership and meeting registrations using the NCWM's merchant services. Credit card fees would apply, which are currently about 3.5 %. At the January 2010 Board Meeting, a fee schedule was approved that would apply to regions who request the 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 a customer convenience.

### **Staffing**

**NCWM Staff:** The new management structure at the NCWM is providing significant cost savings. These savings, combined with the benefit of full-time dedicated staff, has enabled the Board of Directors to consider dramatic enhancements to its level of service and effectiveness. More information can be found in the NCWM strategic plan made available at [www.ncwm.net](http://www.ncwm.net) in the "Members Only" portion of the website.

**Meetings:** The Board has considered options for meeting staffing, including the use of volunteer assistance from the local jurisdiction, as a means of conserving meeting costs. Last year, volunteer assistance was used in combination with the NCWM staff. The Board has recognized that the number of the NCWM staff at meetings in 2009 was less than under previous management so cost savings are realized, if the Board continues at the current level. The Board also discussed the benefits of having the NCWM staff present at meetings to maintain the professional image of the organization at these national events. The Board's decision is to support the level of staffing that was used in 2009. The Executive Director will assess staffing needs on an ongoing basis to ensure an appropriate level of professional service at the NCWM events without undue cost.

## Standing Committee Structure

**Specifications and Tolerances Committee:** The Board has explored the possibility of splitting the S&T Committee into two separate standing committees, one for measuring instruments and one for weighing instruments. Historically, the agenda of the S&T Committee has been very demanding. By dividing the committee into more specialized groups, it would:

- reduce the number of agenda items for a standing committee;
- allow the committees to give more attention to the items that are on their respective agendas;
- provide specialized expertise to each standing committee; and
- expedite the standards development process.

The Board envisions that General Code items and codes that do not fall clearly into weighing or measuring would be addressed by some form of a joint committee.

At the Fall 2009 Board meeting, a small group was formed to review ideas and options on the S&T Committee structure. This work group reported back to the Board at the 2010 Interim Meeting. A review was made of the past workload of the S&T Committee. 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 ultimately developed to reduce some of the burden for the committees. The Board continues to consider options including committee structure, use of subcommittees, changes to meeting format, and a structured approach for Informational and Developing items.

**Work Session Protocol:** The NCWM standing committees have historically refrained from accepting comments from observers during their committee work sessions at Interim and Annual Meetings. The rationale has been that all meeting attendees should benefit from stakeholder input during open hearings. However, there are times when an observer could offer technical clarifications that would make a committee's work session more productive, and its decisions more informed. Past policy has made observers hesitant to raise their hand because the perception exists that it is unacceptable. Likewise, committee chairs have been reluctant to call on observers for assistance.

At the January 2010 Board Meeting, the following policy was adopted and implemented for the Interim Meeting that followed. This policy change enables standing committees to accept input from observers in an appropriate manner during work sessions, allowing the committees to work more efficiently without circumventing due process.

### **The following policy was adopted:**

- Committee chairs may only accept contributions from observers for technical clarification during their work sessions.
- Observers shall not dominate discussions, restate positions from the open hearings, or provide new positions.
- Committees shall communicate any new information received during work sessions in their addendums so other attendees have an opportunity to respond.
- For consistency, the following prepared statement shall be read out loud by the committee chair at the beginning of each work session and throughout as deemed necessary:

*“This is a work session of the standing committee. Observers who wish to contribute technical clarification to assist in the committee’s decision process shall raise their hand to be recognized by the committee chair. No opinions or positions will be heard from observers during the work session and should be stated publicly during open hearings.”*

**100-7 V Bylaws Amendment: Article I, Article IX, and Article X – Establish the NCWM as a Nebraska Corporation**

(This item was adopted)

**Purpose:** Provide continuity to the Corporation by changing its corporate status from Virginia to Nebraska now that its headquarters is located in Nebraska.

**Proposal:** Amend Articles, I, IX, and X by removing references to the Commonwealth of Virginia and the Virginia State Corporation Commission and replacing them with references to the State of Nebraska and the Nebraska Secretary of State, as follows:

**Article I – General**

**Section 1 – Corporate Status**

This Corporation shall be known as “The National Conference on Weights and Measures, Inc.”, hereinafter called the “Corporation,” and is incorporated under the laws of the ~~Commonwealth of Virginia~~ State of Nebraska as a ~~Virginia Nonstock~~ Nebraska Domestic Nonprofit Corporation.

**Article IX – Committees**

**Section 5 – Duties and Fields of Operation of the Board of Directors and Committees**

A. Board of Directors

The Board of Directors is the governing body of the Corporation and is authorized to make all decisions relating thereto, including but not limited to the following:

1. conducts the business of the National Conference on Weights and Measures, Inc., as a Corporation, which at a minimum includes ~~(a)~~ overseeing the preparation and filing of the ~~annual biennial~~ report and fee for filing with the ~~Virginia State Corporation Commission~~ Nebraska Secretary of State in compliance with ~~Va. Code §13.1-936~~ Nebraska Rev. Stat. Section 21-301, and ~~(b) payment of the annual registration fees prescribed in Va. Code §13.1-936.1~~ (insert statute here);
2. reviews and approves the budget;
3. selects the place and dates, and also fixes the registration fee for each meeting of the Corporation;
4. fixes the annual membership fee; and
5. advises the responsible individual or organization, as designated by the Chairman, with respect to the programs for the meetings of the Corporation and its committees, and makes recommendations to the Corporation, the Corporation officers, and the committee chairmen.

**Article X – Voting System**

**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<sup>1</sup> required);

**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>

**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 **annual biennial** report for filing with the ~~Virginia State Corporation Commission~~ **Nebraska Secretary of State**. In the case of a split vote on the filing of the **annual biennial** report, the vote of the Chairman on the filing of the report shall prevail.

Except for the **annual biennial** report, 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.

**Discussion:** In 1997, the NCWM formed into a nonprofit corporation. The NCWM's legal counsel at the time was a resident of the Commonwealth of Virginia. It was not known at that time where the NCWM's headquarters would be located, so the NCWM filed for incorporation in Virginia. Soon after, the NCWM contracted with a company in Maryland for association management services. From 1998 through September 2008, the NCWM's headquarters were located in Maryland. In 2008, the NCWM transitioned to contracted management and hired staff. A new office was opened in Nebraska. Considering these recent changes in location and management structure, the NCWM asked legal counsel to provide a review and recommendations for the Bylaws, Articles, and other documents. Through this process, it has been determined that it is in the NCWM's best interest to become a Nebraska Corporation as a means of streamlining and providing continuity to the organization. Nebraska statutes provide provisions for this change of status that will allow the original corporation to stay intact, retaining the current federal EIN number.

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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.

## **100-8 V Bylaws Amendment: Article I, Section 6 – Resolution of Disputes and Mediation**

(This item was adopted)

**Purpose:** Establish a mediation process in the NCWM Bylaws that fosters amiable dispute resolution through free exchange of ideas.

**Proposal:** Amend Article I by adding a new Section 6 as follows:

### **Section 6 – Dispute Resolution**

**All members and entities acknowledge that the open discussion of any disputed matter may lead to positive resolution. Upon completion of any applicable administrative appeal procedure, all members and entities shall be required to submit any grievance or claim to the mediation process set forth in this section before filing any lawsuit. Conclusion of the mediation process is a mandatory condition precedent to the filing of any litigation against or involving the NCWM, and its directors, officers, employees, and agents. No person or entity shall have legal standing to file any lawsuit against or involving the NCWM and its directors, officers, employees, and agents unless and until the mediation process has been completed.**

**The mediation process includes the following: the specific grievance or claim and supporting information shall be discussed by the aggrieved party and the NCWM at the staff level; if the matter is not resolved within 30 days of the completion of the staff level discussions, the aggrieved party and the NCWM shall schedule a face-to-face meeting at a mutually acceptable location. The Board of Directors of the NCWM shall determine at its discretion the number and identity of the NCWM representatives attending the face-to-face mediation. The Chief Executive Officer or designated representative of the aggrieved entity shall attend the face-to-face mediation with such other persons as the aggrieved party identifies, not to exceed three representatives. The NCWM and the aggrieved entity shall designate a mutually acceptable, independent mediator to conduct the mediation. The mediator shall provide a written report on the mediation to the parties within 30 days following the face-to-face mediation session(s). The mediator shall determine in such report if the dispute or grievance has or has not been resolved in a mutually accepted manner. The receipt of the mediator's report shall be the conclusion of the mediation process.**

**Discussion:** The NCWM has always favored the free exchange of ideas and the opportunity to be heard in an appropriate, professional setting. The proposed Bylaw adds a further opportunity for exchange of ideas before an independent mediator. The mediation process is a prerequisite to any litigation being brought against the NCWM and its directors, officers, employees, and agents.

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

The NCWM Strategic Plan will be updated and revised on a continual basis as goals are met, changed, or added. The purpose of the strategic plan is to ensure the organization is moving forward and in the right direction. The 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 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 January 2010, the Board designated Mr. Tim Tyson and Mr. Richard Cote to liaison between the Board and the Professional Development Committee (PDC) in finalizing this project for launch this year. More details are available in the PDC report.

**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:** A third priority item is a proposal to develop a web-based system that enables participation by members, including those who may not be able to attend the NCWM Annual Meetings. It is not a voting system. It is only a method to present positions, opinions, and supporting documents. The system would require log-in as a member. After selecting an item, the user would select one of the following positions:

- Support as written.
- Support but with suggestions and comments.
- Oppose with comments.
- Neutral with comments.
- Neutral without comments.

Position comments would be accepted until a predetermined closing date. Entries would be posted on the website for membership access following the closing date. These postings would be archived on the website for future reference. Members and non-members could continue to submit comments or positions in writing in the traditional manner.

This web-based system would promote participation by those who cannot attend meetings, and when they view others' comments, they may realize the importance of attending to defend/advance their position.

## **100-10 I Financial Report**

The NCWM operates on a fiscal year of October 1 through September 30. The net cost of the management transition for fiscal year 2007 - 2008 was approximately \$155,000. This cost included obtaining office space, furniture, computers and other equipment, office supplies, salaries, etc. The net surplus for the last fiscal year of 2008 - 2009 was over \$236,000. This surplus can be attributed to two major factors: 1) the new management structure is more cost efficient, and 2) the NCWM received a record number of NTEP applications during that 12-month period.

The budget for the current fiscal year is conservative toward revenues, yet projects a net surplus for the year. The Board of Directors anticipates adequate resources to fund new initiatives currently under consideration.

The following is the balance statement as of June 30, 2010.

<b>ASSETS</b>	<b>June 30, 2010</b>
Current Assets	\$
Checking/Savings	
Associate Member Fund	6,952.68
Certificates of Deposit	792,016.81
Checking	38,738.40
Savings	144,401.83
Total Checking/Savings	<u>982,109.72</u>
Accounts Receivable	150.00
Other Current Assets	60,839.85
Other Assets	
<b>TOTAL ASSETS</b>	<b><u>\$ 1,043,099.57</u></b>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Current Liabilities	<u>2,633.44</u>
Total Liabilities	2,633.44
Equity	
Unrestricted Net Assets	784,771.17
Net Income	255,694.96
Total Equity	<u>1,040,466.13</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u>\$ 1,043,099.57</u></b>

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Mr. Randy Jennings, Tennessee, NCWM Chairman  
 Mr. Tim Tyson, Kansas, Chairman-Elect  
 Ms. Judy Cardin, Wisconsin, NTEP Chairman  
 Mr. Richard Cote, New Hampshire, Treasurer  
 Mr. Michael Sikula, New York, Northeastern Regional Representative  
 Mr. Steven Malone, Nebraska, Central Regional Representative  
 Mr. Stephen Benjamin, North Carolina, Southern Regional Representative  
 Mr. Kirk Robinson, Washington, Western Regional Representative  
 Mr. Stephen Langford, Cardinal Scale, At-Large  
 Mr. Mark Coyne, Brockton, Massachusetts, At-Large  
 Mr. Robert Murnane, Seraphine Test Measure, 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

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## 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>.*
- *The United States will host the annual meeting of the International Committee of Legal Metrology (CIML) in Orlando, Florida, September 20 - 24, 2010.*

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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	Recommendation
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 and BIML)*

The Subcommittee held a meeting in May 2008 to discuss the revision of the documents B 3 (Certificate System) and B 10 (MAA). 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. The meeting included discussion of a working draft (WD) of a new document on the incorporation of measurement uncertainty into conformity assessment decisions in legal metrology. In April 2009, the Secretariat distributed the 1 CD of a new document entitled “The role of measurement uncertainty in conformity assessment decisions in legal metrology.” International comments on this document have been received and are being used to develop the 2 CD. A meeting of the MAA Committee on Participation Review (CPR) was held in June 2009 in Berne, Switzerland (please see the MAA section in the NTEP report of this publication for more details). A meeting of the TC 3/SC 5 Subcommittee is scheduled for October 2010 in Paris, France. 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 started the revision cycle of D 11 “General requirements for electronic measuring instruments,” and a working draft should be available late in 2010. 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, if you would like further information on this project.

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

The new OIML Document D 31 “General requirements for software-controlled measuring instruments” was published in December 2008 and will serve as guidance for software requirements in International Recommendations by OIML TCs. The United States participated in the technical work on this document and submitted votes and comments on several drafts of the 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 meetings in Columbus, Ohio, in March 2009 and in Sacramento, California, in March 2010. Please contact Dr. Ambler Thompson at (301) 975-2333 or at ambler@nist.gov, if you would like to discuss OIML software efforts.

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

Discussions continue on the issue of developing an OIML International Quantity Mark, referred to as an IQ Mark. The IQ Mark, designed to eliminate trade barriers, would be a program that would allow for an international system of acceptance of prepackaged goods. Receiving countries want imported packages to meet all of their requirements and packers in exporting countries want to ensure prepackages will not be rejected after arriving in the destination country. Such a program would also require that participants meet specific requirements in order to participate in a program for quantity control and marking of prepackaged goods.

The United States is participating in a work group that is developing guidelines on good manufacturing practices and additional documentation for selected criteria that would be used in the IQ Mark’s accreditation programs. It was agreed that all members of the TC 6 would send out a questionnaire to all current stakeholders, including industry, and federal and state agencies seeking input to specific questions. NIST WMD surveyed U.S. industry, including the largest manufacturers of packaged goods, and found no support for the IQ Mark effort. The United States believes the effort to manage and certify quality control systems will add costs to all participating suppliers. Even though there is significant opposition to the IQ Mark effort from several countries (including the United States), the TC continues to move forward with this project under the premise that such a voluntary system would be of great value to developing countries. Meetings of TC 6 were held in March 2009 and March 2010 in South Africa. 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 revising other TC 6 recommendations. Please contact Mr. Ken Butcher at (301) 975-4859 or at 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, 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 January 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 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)*

OIML R 117-1, “Dynamic measuring systems for liquids other than water, Part 1: Metrological and technical requirements” was published in March 2008. The revision incorporates new instrument technologies and includes a merger with OIML Recommendations R 86, “Drum meters,” and R 105, “Mass flowmeters.” The ILMG has worked closely with the USNWG, Canada, Germany, and the Netherlands on this effort. Meetings of the USNWG on flowmeters were held during the NCWM Annual Meeting in July 2009, in San Antonio, Texas. Subcommittee work is continuing on the development of R 117-2, “Test methods,” and R 117-3 “Test report format.” Meetings of the IWG for the development of R 117-2 were held in Vienna, Austria, in April 2009; in Borås, Sweden, in January 2010; and at NIST in Gaithersburg, Maryland in May 2010. The IWG for the development of R 117-2 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 later in 2010. 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. A joint meeting of the three organizations was held in May 2009 in Ottawa, Canada. Based on submitted comments and decisions made in Ottawa, the Joint Working Group distributed the 1 CD of the harmonized document in December 2009. This document was circulated to interested U.S. parties, and U.S. comments were sent back to the Secretariat in April 2010. 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. 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 has distributed the first committee draft (1 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.” U.S. comments were developed in cooperation with the measurement committees of the American Gas Association (AGA) and returned to the Secretariat in February 2010. This document is especially important to U.S. interests because the ANSI B 109 Committee on gas measurement is using OIML R 137 to create a new performance-based standard for gas meters in the United States. A meeting of the work group developing this new standard “ANSI B 109.zero” was held in Tucson, Arizona, in February 2010. 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 obtain a copy of any gas measurement documents or if you would like to participate in the work of this Subcommittee.

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

The CIML has approved a new work item to begin revision of OIML R 60:2000 “Metrological regulation for load cells.” It is anticipated that this revision will 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 plans to send a new draft of R 60 to TC 9 members for comment in 2010. 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 was published in October 2009. U.S. comments concerning terminology and document scope were incorporated in the document. The test report format of this document, R 134-2, has been approved by the Subcommittee and was also published in October 2009. To receive a copy of these documents or to obtain more information on the work of this Subcommittee, please contact Mr. Richard Harshman at (301) 975-8107 or at harshman@nist.gov.

It is anticipated that the DR of OIML R 106 Parts 1 and 2, “Automatic rail-weighbridges,” will receive final CIML approval in 2010. U.S. vote and comments on a revised DR of R 106 were returned to the Secretariat in April 2010. 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.

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

In October 2008, the Secretariat of TC 17/SC 1 was jointly allocated to China and the 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 6 CD is being developed based on international comments received on the 5 CD, and a meeting of TC 17/SC 1 is scheduled for October 2010 in Orlando, Florida. Please contact Ms. Diane Lee at (301) 975-4405 or at 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 2CD are being compiled and will be discussed at a meeting of TC 17/SC 8 that is scheduled for October 2010 in Orlando, Florida. Please contact Ms. Diane Lee at (301) 975-4405 or at diane.lee@nist.gov, if you would like to participate in this IWG.

**OIML Mutual Acceptance Arrangement (MAA)**

The report on the OIML Mutual Acceptance Arrangement (MAA) has moved. It can now 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 or at (301) 975-4834 or by fax at (301) 975-8091.

## **II. Report on the 44<sup>th</sup> CIML Meeting in Mombasa, Kenya, October 2009**

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

The Committee welcomed the Dominican Republic and the Union Economique et Monetaire de l’Ouest Africain (UEMOA) as new Corresponding Members. The approval of UEMOA, a group of West African countries, represents a new type of arrangement for Member States, but this type of corresponding membership is still under review by the CIML. It was again noted that the Committee wants to continue to raise the level of awareness of the advantages of OIML Membership in order to encourage the widest possible participation in the International Legal Metrology System.

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 draft report on the relationship between the two Organizations and to encourage further discussion on this relationship during the 45<sup>th</sup> CIML Meeting. 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). In order to develop this cooperation at a national level, CIML Members were invited, within their applicable national legal framework, to contact their National Accreditation Bodies and promote the use of appropriate technical and metrological experts and lead assessors, and the associated requirements in the OIML Systems in accreditation or peer assessment, wherever appropriate.

The Committee instructed the Bureau to start a revision of the OIML/IEC Memorandum of Understanding (MoU) and develop cooperation with the IEC similar to that followed for the revision of the OIML/ISO MoU.

The Committee took note of the progress on several projects at the BIML. The revision of Part 1 of the Directives for OIML Technical Work has advanced, and the Committee requested that the Bureau and the IWG for this effort plan to complete this revision with a view to submitting it to the CIML for approval at its meeting in 2010. The Committee also expressed its appreciation for the training provided to TC/SC Secretariats and instructed the Bureau to continue to develop formats and templates for use by the TC/SC Secretariats.

The Committee approved the following publications:

- Amendment to R 138, “Vessels for commercial transactions;” and
- R 143, “Instruments for the continuous measurement of SO<sub>2</sub> in stationary source emissions.”

The Committee took note of the re-confirmation of the following publications:

- R 14, “Polarimetric saccharimeters graduated in accordance with the ICUMSA International Sugar Scale;”
- R 48, “Tungsten ribbon lamps for the calibration of radiation thermometers;”
- R 75-1, “Heat meters. Part 1: General requirements; Part 2: Type approval tests; Part 3: Test Report Format;”
- R 84, “Platinum, copper, and nickel resistance thermometers (for industrial and commercial use);” and
- R 124, “Refractometers for the measurement of the sugar content of grape musts.”

The Committee approved the withdrawal of the following publications:

- R 70, “Determination of intrinsic and hysteresis errors of gas analyzers;”
- R 73, “Requirements concerning pure gases CO, CO<sub>2</sub>, CH<sub>4</sub>, H<sub>2</sub>, O<sub>2</sub>, N<sub>2</sub> and Ar intended for the preparation of reference gas mixtures;” and
- D 7, “The evaluation of flow standards and facilities used for testing water meters.”

The Committee approved the following new work items:

- TC 3/SC 5, Revision of D 30, “Guide for the application of ISO/IEC 17025 to the assessment of Testing Laboratories involved in legal metrology;”
- TC 6, Revision of R 87, “Quantity of product in prepackages;”
- TC 6, New publication on methods to determine the actual quantity of product in prepackages (drained weight, etc.) in collaboration with WELMEC WG 6;
- TC 8, Revision of R 63, “Petroleum measurement tables;” and
- TC 8, Revision of R 119, “Pipe provers for testing of measuring systems for liquids other than water.”

The Committee approved the launching of a new DoMC that will be based on OIML R 118, “Testing procedures and test report format for pattern examination of fuel dispensers for motor vehicles” (edition 1995). This new DoMC will be limited to fuel dispensers and will include all of the requirements of OIML R 117-1 (edition 2007) as additional requirements.

The CIML meeting included a seminar on “Priorities for Legal Metrology for Trade,” and the issue of international standards to facilitate trade was a significant issue. The Committee noted that:

- the increasing importance of prepackaged foods and beverages in global trade now accounts for more than 75 % of agri-foods exports; and

- developing country exports are particularly disadvantaged by having to conform to a multiplicity of international requirements.

The Committee noted that the term of the current BIML Director will expire in December 2010. The Committee decided to advertise the position of Director of BIML in 2010 with the aim of either appointing a new Director or reappointing the present Director.

The Committee also noted that the election for the position of CIML President will be held in 2010 and reminded CIML Members that candidacies must be sent to the Bureau before the end of May 2010.

The CIML established a small work group to study a proposal to restructure the BIML Pension Plan according to a “modern accountancy” scheme, which could have a significant impact on the financial statement of the BIML.

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

The United States is excited to be hosting the 45<sup>th</sup> CIML Meeting in Orlando, Florida, September 20 - 24, 2010. Dr. Charles Ehrlich made a presentation on plans for this meeting, including a scheduled presentation on “Metrology at NASA.” Please contact Dr. Ehrlich at (301) 975-4834 or at charles.ehrlich@nist.gov, if you would like to attend the CIML meeting as an observer.

The Committee thanked and accepted the invitation of the Czech Republic to hold the 46<sup>th</sup> CIML Meeting in the Czech Republic. The meeting is planned for October 9 – 14, 2011 in Prague.

### **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. Marcos Senna (senna@inmetro.rs.gov.br), also of INMETRO in Brazil, serves as the Chairman of the SIM Legal Metrology Work Group (LMWG). Training sessions of the SIM LMWG were held in March 2009; course topics included: non-automatic weighing instruments, liquid fuel dispensers, electrical energy meters, and taximeters. The organization is working to build capacity in legal metrology for SIM member countries. Please contact Dr. Ambler Thompson at (301) 975-2333 or at ambler@nist.gov for more information.

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

The 16<sup>th</sup> APLMF meeting was held in Chiang Mai, Thailand (a one-hour flight north of Bangkok). 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.

There were two training courses and two workshops given by the APLMF this year. The training courses, covering requirements in select OIML Recommendations and offered primarily to assist the developing countries in the APLMF, were on prepackaged goods and electricity meters. The Workshops were on 1) Product Safety, Food Safety, and Agricultural Metrology, and 2) Legal Metrology of Speedometers. Workshops planned for 2010 include training on gas meters, mass flow meters, electronic weighing instruments, and software-controlled measuring instruments. Future priorities for the APLMF training courses also include OIML R 117 (flow meters for liquids other than water), R 126 (Breathalyzers), and R 91 (Radar Devices). 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.

BOD 2010 Final Report  
Appendix A – Report on Activities of OIML

The United States was represented by Dr. Charles Ehrlich, who serves as Chairman of the APLMF Work Group on Mutual Recognition Arrangements. Dr. Ehrlich gave an extensive report and update on the OIML Mutual Acceptance Arrangement (MAA).

## **Appendix B**

### **Final Report of the NCWM Associate Membership Committee**

**July 12, 2010  
St. Paul, Minnesota**

#### **CALL TO ORDER**

Chairman Paul Lewis called the meeting to order at 6:00 p.m.

#### **MINUTES**

A copy of the January 2010 meeting minutes was distributed. These minutes were reviewed and a motion was made by Mr. Steve Grabski and seconded by Mr. Paul Hoar to approve the minutes as written. With no further discussion the minutes were approved.

#### **FINANCIAL CONDITION**

A copy of the financial report was distributed. Chairman Lewis reviewed the deposit/disbursements and reported a current balance of \$6,952.68 as of July 9, 2010. Mr. Robert Murnane made a motion to accept the Financial Reports; the motion was seconded by Mr. Pete O'Bryan. With no other discussion, the Financial Report was accepted.

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

Mr. Murnane, the Associate Membership Representative on the NCWM Board of Directors gave a report concerning BOD activities:

- VCAP – it was reported that load cell manufacturers are slightly behind schedule on their implementation plans and third party audits. While this is something they will continue to watch, the Board members do not believe this is a problem at this time.
- The Board members commented that the progress of the Professional Development Committee (PDC) has been very good, and they believe the Committee has a great package to offer the NCWM Members.
- The NCWM is considering increasing the use of sub-committees and workgroups to assist in the work of the standing committees.

Mr. Murnane mentioned that additional information on the activities of the Board of Directors can be found in the final conference report.

#### **PROFESSIONAL DEVELOPMENT REPORT**

Mr. Grabski, the Associate Membership Representative on the PDC, gave a report about the Committee's activities.

- The beta testing of the National Certification Program test has been completed

- Review of the results indicated that a change to the pass/fail level may need to be adjusted lower than the current level. This conclusion was based on several factors learned during the review process. This will be discussed in more detail during the opening committee meeting on Tuesday.

Mr. Grabski encouraged everyone to attend the PDC opening hearing to learn more about the progress the Committee has made.

## **LAWS & REGULATIONS REPORT**

Due to conflicting committee meeting times, Mr. Rob Underwood, the Associate Membership Representative, was not able to provide his report on L&R activities.

## **AMC FUND DISBURSEMENT REPORT**

Chairman Lewis reported on the disbursement

- The committee received letters from the Southern Weights and Measures Association (SWMA), Central Weights and Measures Association (CWMA), and Northeastern Weights and Measures Association (NEWMA) thanking the AMC for the \$2,000 donation to their individual training funds. (It must be noted that the WWMA has not met since receiving the funds.)
- Ohio requested \$1,000 for the expenses associated for a NIST Trainer and printer material. There were several question related to this request that could not be answered during the meeting. Mr. Murnane agreed to talk to NIST and Ohio; the answers would be distributed to the Committee members and, if appropriate, an e-mail ballot would be included.

## **FILLING VACANT POSITIONS**

### **Associate Membership Committee nominees – five- year term**

- Mr. Christopher Guay – Procter and Gamble
- Mr. Rob Underwood – Petroleum Marketers
- Mr. Tom McGee – PMP Corporation
- Mr. Paul Hoar – Agri Fuels, LLC/NBB will complete the remaining two-year term of Mr. Doug Biette

See the updated AMC Members and Officers list, located at the end of this document, for a complete list of AMC members.

## **CURRENT STANDING COMMITTEE REPRESENTATIVES**

- Mr. Rob Underwood – Petroleum Marketers; represents the AMC on the Professional Development Committee. Expires July 2013.
- Mr. Steven Grabski – Wal-mart; represents the AMC on the Laws & Regulations Committee. Expires July 2013.

Mr. Murnane will work with the NCWM Staff to update the AMC Membership Committee information in the conference report.

## **OLD BUSINESS**

Changes to the Bylaws and Guidelines for Selection and Approval of Training Funds documents were reviewed. Mr. Murnane made a motion to accept these changes; the motion was seconded by Mr. Stephen Langford. With no other discussion, Chairman Lewis called for a voice vote. Unanimous support was heard and the changes were approved.

## **NEW BUSINESS**

Mr. Hoar introduced the idea that AMC members should contribute training documents and test forms to expand the current list. It was agreed that this was a good idea, and it was stated that the NCWM would accept documents from all members. It was also stated that the NCWM will add a disclaimer to the information before publishing.

Chairman Lewis proposed expanding the current AMC Policy regarding the use of AMC funds associated with Train-the-Trainer expenses, but only reimburse the state after the new trainer had conducted at least one class in his or her jurisdiction. Several individuals voiced concerns regarding this proposed change. The concerns were that the Train-the-Trainer program has no requirements related to the selected individuals' abilities and that jurisdictions may not have the funds available for the initial expense. Chairman Lewis agreed and closed the discussion.

Two additional suggestions were presented, which the membership felt was worth additional discussion at the January AMC meeting. These suggestions were:

- Mr. McGee suggested the members consider funding the cost of a trainer to conduct a training session at the regional level.
- Mr. Hoar suggested creating a list of Subject Matter Experts in identified areas that the Standing Committees could call on for assistance in agenda matters. The list could include both the NCWM members and non-members.

There was also a brief discussion regarding putting unused AMC funds into a CD. This was not supported by most members because of low interest rate and the loss of available access to support a request.

The AMC would like to thank Mr. Murnane for representing the associate members on the Board of Directors for the last three years. In addition, the associate members would like to congratulate Mr. Johnson on his nomination and acceptance for a three-year term on the Board replacing Mr. Murnane.

The AMC would also like to thank Mr. Lewis for his leadership as Chairman for the last two years and welcome Mr. Guay as the new Vice Chairman.

## **ADJOURNMENT**

With no further new business, Chairman Lewis adjourned the meeting at 6:48 p.m.

Respectfully submitted,

Mr. Darrell Flocken, Secretary, AMC

**AMC Members and Officers Effective July 13, 2010:**

Chair: Bob Murnane  
Vice Chair: Chris Quay  
Sect/Treas: Darrell Flocken

**MEMBERS**

Kathleen Madaras:	2011	Robert Murnane:	2014
Paul Hoar:	2012	Chris Quay:	2015
Darrell Flocken:	2013	Rob Underwood:	2015
Michael Gaspers:	2013	Steven Grabski:	2015
Paul Lewis:	2014	Tom McGee	2015

**The following individuals were in attendance:**

Chad Brown – Walmart	Tom McGee – PMP Corporation
Marc Buttler – Emerson	Robert Murnane – Seraphin Test Measure
Darrell Flocken – Mettler Toledo	Pete O’ Bryan – Foster Farms
Kevin Fruechte – Avery Weigh-Tronix	Henry Oppermann – W&M Consulting
Steven Grabski - Wal-Mart	Dan Peterson – Yokawa Corp. of America
Jim Hewston – Scale Source	Michael Pinagel – Walmart
Ann Hines – ARK Oil Marketers	Bob Reinfried – SMA
Paul Hoar - Agri Fuels, LLC / NBB	Rebecca Richardson – MARC IV Consulting
Sam Jalahej – TOTALComp, Inc.	Dick Shipman – Rice Lake Weighing Systems
Gordon Johnson – Gilbarco, Inc.	Louis Straub – Fairbanks Scales
Stephen Langford – Cardinal Scale Manufacturing Co.	Richard Suiter – R. Suiter Consulting
Russell Langston – Ozark Meter	Rob Underwood – Petroleum Marketers
Emily LeRoy – TN Fuel & Convenience Store Association	Lisa Weddig – Better Seafood Board
Paul Lewis – Rice Lake Weighing Systems	Curt Williams – CPWilliams Energy Consulting

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Mr. Paul Lewis, Rice Lake Weighing Systems, Chair (2014)  
Mr. Robert Murnane, Jr., Seraphin Test Measure, Vice Chair (2014)  
Mr. Darrell Flocken, Mettler-Toledo, Inc., Secretary/Treasurer (2013)

Mr. Chris Quay, Procter & Gamble (2010)  
Mr. Thomas Herrington, Nestlé USA-Prepared Food Division (2010)  
Mr. Rob Underwood, Petroleum Marketer’s Assoc. (2010)  
Mr. Stephen Grabski, Wal-mart Stores, Inc. (2011)  
Ms. Kathleen Madaras, Fuel Merchants Association of New Jersey (2011)  
Mr. Doug Biette, Sartorius North America (2012)  
Mr. Michael Gaspers, Farmland Foods, Inc. (2013)

**ASSOCIATE MEMBERSHIP COMMITTEE**