

## **Appendix B**

### **Final Report of the NCWM Associate Member Committee (AMC)**

#### **Burlington, Vermont Minutes, July 14, 2008**

#### **CALL TO ORDER:**

Chairman Guay called the meeting to order at 12:11 p.m.

#### **APPROVAL OF JANUARY 27, 2008, MINUTES:**

The minutes of the January 27, 2008, meeting were distributed and read individually, Pete O'Bryan made a motion to approve the minutes, and Darrell Flocken seconded that motion and the minutes were approved.

#### **FINANCIAL CONDITION:**

Chairman Guay reported the following:

Fund Balance as of September 30, 2007	\$ 3,041.66
Revenue as of July 6, 2008	\$13,545.00
No money was paid out since the Interim Meeting	
Balance Remaining	\$16,586.66*

\*Social event will get \$10,000 of this balance leaving \$ 6,586.66 of disburseable monies for training or other worthy initiatives to help the national conference.

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

##### **1. Board of Directors (BOD) – Bob Murnane reported:**

- NTEP applications slow for two quarters in a row.
- Two hundred thirty-four meeting participants representing 37 states.
- Automatic Temperature Compensation (ATC) committee presentation scheduled on ATC testing procedure recommendations. Currently, there is little agreement within the committee – four options still under consideration.
- VCAP – verified conformity assessment program – for testing of load cells is moving forward. Look for a pilot program soon.
  - Pilot program for NTEP load cell certificate holders;
  - Designed to ensure production meets type.
- Brainstorming session to be held Wednesday morning from 8:00 a.m. to 9:00 a.m. regarding how to get a U.S. lab for R 76 OMIL testing.
- Mutual Acceptance Agreements
  - Not moving as fast as expected;
  - Germany and UK want test data accepted from the manufacturer; and
  - OMIL certificates are currently being issued that way.

- NCWM 2009 Budget approved.
  - In the future, the BOD voted not to take funding from either associate members or sponsors to fund events.
  - This year’s special event is unaffected by this decision as arrangements were already underway when decision was contemplated.
- Restructuring from outsourced management to internal management underway and proceeding well.
  - Office will be in Lincoln, Nebraska;
  - Don Onwiler will be the executive Director and is already working in that capacity;
  - Jim Truex will be the director over NTEP;
  - They have hired a full-time office manager who is onboard now; and
  - Currently interviewing for a second full time office position.
- BOD looking for financial help from AMC for completion of the new office set-up in Lincoln, Nebraska.

## **2. Professional Development Committee (PDC) – Paul Hoar Absent:**

- Committee has not yet met.

## **3. Laws and Regulations (L&R) – Pete O’Bryan:**

- ATC covered.
- Moisture Loss workgroup met. Good Conversation – momentum building and looking for practical accomplishments soon.
- Pete reminded all that his term is up, and the AMC will need a new representative for the L&R.

## **AMC FUND DISBURSEMENT REPORTS:**

- No formal training requests received.
- NIST verbally requested help for small-scale training to enable bringing people to Gaithersburg, but the request was not specific enough so it was not considered.
- Discussion about request from BOD pertinent to the new national office in Lincoln.
- Without the special event, the AMC needs to decide the best use of this previously allocated money.
  - Can consider best in January or July after new dues are available.
- Over the next year Paul Lewis and Chris Guay will make a concerted effort to get the word out at regionals (meetings) about available training money.
- One suggestion made is for AMC to hire web-based training development and place training on the website independently.
  - There were several voices of concern that the AMC should not usurp the PDC’s role of developing training.
  - PDC, still struggling on the training issue; could be leading the conversion of existing documents and modules into web-based training.
  - This would be a great benefit not only to the weights and measures community but also to the service personnel from the various industry stakeholders.
- Moisture loss workgroup may have applicable materials appropriate for conversion to the website.
- AMC members present indicated a strong message be given to the BOD to get something going out of the PDC.
- Further discussion was entertained about the request to use the AMC additional monies to fund the set-up of the Lincoln office and training of its staff.
  - Darrell Flocken moved that the remaining monies – \$6,586.66 and any additional funds/deposits made this year – be given to the National Conference for the Lincoln office set-up and training needs. Paul Lewis seconded the motion. Approved.

## **2008 SPECIAL EVENT**

- Dinner boat cruise on Lake Champlain.
- Last time this will be co-sponsored by the AMC.

- Next year this will mean \$10,000 more money in the AMC treasury for helping the conference.

### **SELECTION OF INDUSTRY REPRESENTATIVES**

Historically these had been 3-year terms but 10 years ago were changed to 5-year terms. Openings exist for the PDC and L&R committees.

- PDC Representative
  - Last year Paul Hoar accepted a one-year appointment to complete the PDC committee term.
  - Some discussion that Gary Lameris may be interested but it's unclear as he has changed jobs.
  - Position left open for this year; PDC committee unlikely to meet at this meeting.
- L&R Representative
  - Rob Underwood from the Petroleum Marketer's Association was nominated and selected to the L&R committee.

### **SELECTION OF AMC COMMITTEE AND OFFICERS**

- Currently eight positions on the committee.
  - Two positions, Frye and Flocken are expired; and
  - One position open due to the resignation of Wankowski.
- Darrell Flocken selected to another five-year term
- Paul A. Hoffman, Kraft, selected to a five-year term.
- Michael Gaspers selected to another five-year term, leaving one year unexpired from his current term.
- Rob Underwood selected to fill Gaspers unexpired one-year term.
- Chris Guay will move out of the Chair following this meeting, Paul Lewis will move from Vice Chair to Chair, and Mike Gaspers will move from Secretary/Treasurer to Vice Chair.
- New Recording Secretary/Treasurer for the coming year – no nominations; however Tom Herrington's name has been put forward as a possible candidate.

### **OLD BUSINESS:**

- No old business.

### **NEW BUSINESS:**

- Paul Lewis and Chris Guay volunteered to review the by-laws and make necessary changes to reflect the special event change and any others that seem appropriate.
  - Changes to the by-laws to be available for consideration at the Interim Meeting.
- Paul Lewis will research cost and practical considerations for purchasing lapel pins for conference attendees.
  - Someone will need to approach the board and secure their approval to use the NCWM logo on the pin.

### **ADJOURNMENT:**

Pete O'Bryan moved and Darrell Flocken seconded a motion for adjournment. The meeting was adjourned at 1:03 p.m.

Respectfully submitted,

Chris Guay, Chair  
Michael Gaspers, Secretary-Treasurer, AMC

**Members in Attendance at the  
Associate Membership Committee (AMC) Meeting  
July 14, 2008**

<u>Name</u>	<u>Company</u>	<u>E-mail Address</u>	<u>Phone</u>
Chris Guay	Procter & Gamble	guay.cb@pg.com	(513) 983-0530
Paul Lewis	Rice Lake Weighing Systems	plewis@ricelake.com	(715) 234-9171
Michael Gaspers	Farmland Foods Inc	mpgaspers@farmland.com	(712) 490-2809
Stephen Langford	Cardinal Scale MFG. Co	slangford@cardet.com	(417) 673-4631
Darrell Flocken	Mettler-Toledo	darrell.flocken@mt.com	(614) 438-4393
Steve Patoray	Consultants on Certification, LLC	steve@consultoncert.com	(828) 859-6178
Bob Murnane	Seraphin Test Measures	rmurnane@pemfab.com	(609) 636-6498
Pete O'Bryan	Foster Farms	obryanp@fosterfarms.com	(209) 765-4978
Steve Steinborn	Hogan and Hartson	sbsteinborn@hhlaw.com	(202) 632-5969
Ann Hines	Arkansas Oil Marketer's Assn	ann@aoma.org	(501) 374-6293
Jim Hewston	Seale Source	jhewston@sealesource.com	(402) 455-2143
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Leon Lammers	Avery Weigh-Tronix	llammers@awtxglobal.com	(507) 238-8225
Cary Frye	International Dairy Foods Association	cfrye@idfa.org	(202) 220-3543