

Appendix B

Associate Membership Committee (AMC) Agenda and Draft Meeting Minutes

Paul Lewis, Chair
Rice Lake Weighing Systems

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Details of All Items (In order by Reference Key)

I. Agenda

- I. Call to Order
 - II. Approval of Meeting Minutes
 - III. Financial Condition
 - IV. NCWM Industry Representative Reports
 - (a) Board of Directors Report
 - (b) Professional Development Committee Report
 - (c) Laws and Regulations Committee Report
 - V. AMC Fund Disbursement Requests
 - VI. Filling Vacant Positions
 - VII. Old Business
 - VIII. New Business
 - IX. Adjournment
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Associate Membership Committee Draft Meeting Minutes

July 15, 2014
Detroit, Michigan

I. Call to Order

Chairman Paul Lewis called the meeting to order at 5:00 p.m.

II. Meeting Minutes

A copy of the updated 2014 Interim Meeting Minutes was distributed. The minutes were reviewed, updates were made, and a motion was made by Mr. Grabski and seconded by Mr. Calix to approve the minutes with corrections. With no further discussion the minutes were approved.

III. Financial Condition

A copy of the financial report was distributed; Chairman Paul Lewis reports that the AMC fund has a balance of \$32,998.67 as of July 11, 2014.

Mr. Calix made a motion to accept the financial report. Mr. Grabski seconds the motion, with no further discussion the financial report was approved.

IV. NCWM Industry Representative Reports

a. Board of Directors Report

CWMA

- CWMA Interim: September 8 - 11, St Charles
- CWMA Annual: May 18 -21, Columbus, Ohio

NEWMA

- Interim: October 15 – 16, Connecticut
- Annual: May 4 – 8, Saratoga, New York

SWMA

- Annual Meeting: October 5 - 8, Raleigh, North Carolina (starting Sunday morning)

WWMA

- Annual Meeting: September 14 - 18, Portland, Oregon
- Alaska getting new lab accredited and ready to operate
- Boise, Idaho, for 2015 and Hawaii for 2016

NIST

- Mr. Clark Cooney new to NIST
- NIST planning to do half day trainings in conjunction with regional meetings

- OIML 117 Dynamic Measuring for Liquids other than water – moving fast and vote at CIML meeting in November. Likely pass and NTEP needs to think about MAA.

Measurement Canada

- Effective August first, new mandatory inspections of weights and measures devices on regular schedule. Done by private, accredited third parties. Previously inspected 2 % to 4 % per year, Measurement Canada will be monitoring data for performance. Like a lab test in the marketplace.

Budget

- Tracking at about 10 % Gain Membership

Membership

- Currently 2211 NCWM members
- 258 people have registered for this meeting, last year 198 people.
- 41 states present at this meeting.
- Next year is Philadelphia and 100th NCWM Meeting.
 - Welcome Gifts (tote bags, notebook cover, pens, DVDs) for attendees.
 - Raise registration fee to \$350.00 for this meeting and future meetings.
 - Two door prizes – Scale and Gas pump (purchased for meeting).
 - Keynote Speaker: N. David Smith likely – big name speakers have big costs.
 - Luncheon for 100th Anniversary.
 - Outing at Franklin Institute.
 - 100th Anniversary pin and promoting pins again.
 - What would AMC be willing to help with at the 100th Meeting?

Bylaws

- Concern about whether Voting Items downgraded by Committee being upgraded by the voting membership.
- Separate an item from the report? Don't like the report being held hostage.
- Role of Subcommittee vs Committee.
- Chuck Corr to lead look at Policies and Bylaws on items, voting, and reports.

Professional Certification

- Close to finalizing three sections
 - Large Capacity Scales;
 - Medium Capacity Scales; and
 - Vehicle Tank Meters.
- Two more will be developed (Price Verification and LP Gas).
- Toolkit – no activity has occurred but group continues to work.

On-line Forum

- Changes made to make it more useful, but usage was down significantly, should we discontinue?
- Only four comments.

b. Professional Development Committee (PDC) Report

- The task group has completed the first three training exam modules. They are retail motor fuel dispensers, basic package checking, and small capacity scales Class III.
- The working group has created a template for a complete field training program. This was distributed to the states. There has been very little comment to date.
- The next three modules to be completed are VTM, Medium Capacity Scales, and Large Capacity Scales.
- The PDC would like to know if industry plans to use the modules in their own field training programs.
- The PDC is interested in promoting the use of AMC training funds to states or jurisdictions interested in setting up field training programs. Mr. Michael Cleary is willing to conduct training if requested. There is also discussion about developing a video on setting up these programs.

c. Laws and Regulations (L&R) Committee Report

- Mr. Grabski reports that the Committee finished their meetings everything will be published in NCWM Publication 16.
- All items keep their public status for voting, withdraw informational or developing.
- Most of the discussion was around GGE and DLE and fuel filters.

V. Associate Membership Committee (AMC) Fund Disbursement Report

- New York State Weights and Measures Association (\$2,500) (Paid) – State sent in a letter of appreciation.
- Michigan (\$1000) for room rental request was approved in May. – Committee approved through e-mail.
- Arkansas Bureau of Standards (\$2,500) – Request was sent in on the wrong form. The request was approved pending update on the correct form.
 - Arkansas request will be used for a package checking milk, eggs, and chicken. NIST Handbook 133, *Checking the Net Content of Packaged Goods*, August 11 – 14, 2014.
 - The State of Arkansas will give left over products to the local food pantry.
 - Mr. Lewis asked the state to overestimate the charges so if the request is not for a sufficient amount another request will not need to be made.
 - An itemized list will be provided to the Committee of the items purchased.

VI. Filling Vacant Positions

- Mr. Bill Callaway with Crompco was elected to Chair.
- Mr. David Calix with NCR was elected to the Vice Chair.
- Mr. Richard Shipman with Rice Lake Weighing System elected to Secretary Treasurer.
- Mr. Paul Lewis with Rice Lake Weighing System was elected to another term on the Committee.

VII. Old Business

- No update on Toolbox.
- Funds for the 100th annual meeting, no request have been requested.

VIII. New Business

- Mrs. Juroch asks if the AMC could help provide coffee for the Conference. The NCWM will not accept funds.

- Mr. Langford asks that we go to the BOD and ask them to rescind the membership funds. Since the money is not being used.
- Mr. Guay states the issues of funds not being used was brought up to the BOD before.
- Mr. Murnane states, if we don't see major increase in funds use, then we want to rescind to the Conference.
- Mr. Murnane stated, we should vote on decreasing the funds.
- Mr. Lewis states that a few years ago we spoke about increasing the amount.
- Mr. Guay states that we could recommend that we eliminate the \$15 fee.
- Mr. Calix states we should let the funds build, the PDC is going to push for training for the testing.
- Mr. Murnane asks Mr. Guay take it to the Board. We need states to request funds or we will end the program.
- Mr. Grabski agrees with Mr. Calix that we need to be patient on fund requests.
- Mr. Vires states, it may be too much regulation on the funds, that is stopping the states from requesting the funds. Mr. Vires asks what about a survey, let's survey the states.
- Maybe the PDC should present how easy it is to request the funds.
- Mr. Langford made a motion to ask Mr. Guay to go to the Board to stress the importance of the usage of membership funds. If the funds are not used, then the AMC will rescind. Motion was seconded and approved.
- Mr. Calix recommends that the AMC sponsor training in a difficult area.
- Mr. Calix mentioned that we should consider having a Conference call regarding any updates items that we are working on.
- It was agreed that Mr. Calix will submit three month sync up meeting.

IX. Adjournment

With no further new business Chair Lewis adjourned the meeting at 6:30 p.m.

Respectfully submitted by,
Mr. David Calix
Secretary, AMC

Individuals in Attendance

Mr. David Calix – NCR
Mr. Bill Callaway- Crompco
Mr. Ron Gibson – Seraphin
Mr. Steve Grabski – Walmart
Mr. Chris Guay – Procter & Gamble
Mrs. Carrie Haler – Pier 1 Imports
Mrs. Krister Hard – AF Segerstad – IKEA
Mr. Jon Heinlein – Transcell
Mr. Jim Hewston – J.A. King
Mr. John Hughes – Rice Lake Weighing systems
Mrs. Zina Juroch – Pier 1 Imports
Mr. Stephen Langford – Cardinal Scale MFG
Mr. Paul Lewis – Rice Lake Weighing Systems
Mr. Robert Murnane – Seraphin
Mr. Henry Oppermann – W&M Consulting
Mr. Richard Shipment – Rice Lake Weighing System
Mrs. Erica Steinlein – Trader Joes
Mr. Louis Straub – Fairbank Scales
Mr. Rob Underwood – PMAA
Mr. Rob Upright – Vishay Transducers
Mr. Russell Vires – Mettler-Toledo