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:

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
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</thead>
<tbody>
<tr>
<td>Fund Balance as of September 30, 2007</td>
<td>$ 3,041.66</td>
</tr>
<tr>
<td>Revenue as of July 6, 2008</td>
<td>$13,545.00</td>
</tr>
<tr>
<td>No money was paid out since the Interim Meeting</td>
<td></td>
</tr>
<tr>
<td>Balance Remaining</td>
<td>$16,586.66*</td>
</tr>
</tbody>
</table>

*Social event will get $10,000 of this balance leaving $ 6,586.66 of disbursable 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**

<table>
<thead>
<tr>
<th>Name</th>
<th>Company</th>
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<tbody>
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