



**Board Meeting Minutes
Thursday, February 7, 2019**

Agenda

Fredericksen called the meeting to order at 12:26pm, with an agenda outline for discussion.

Motion to accept agenda made by Haba - seconded by Powers. Motion carried.

Attendance

Board Members present: Toby Fredericksen, Joe Haba, Jeanne Powers, Dave Beech, Dave Vincent, Jared Freeman, Steve Colliau, and Brandon Boggs.

Board Members absent: Tim Maday

Motion to excuse Maday's absence made by Haba - seconded by Vincent. Motion carried.

Secretary's Report

Powers provided copies of December and January Board meeting minutes for review by Board. January minutes amended to excuse all absences.

Motion to approve December and January minutes as amended made by Vincent - seconded by Boggs. Motion carried.

Treasurer's Report

Beech provided copies of balance sheet and cash flow report for review by the Board.

Motion to approve January Treasurer's report made by Powers - seconded by Haba. Motion carried.

President's Update

Fredericksen recommends everyone purchase a clip-on CO detector - Muskegon Townships' fire department uses it. The devices are \$98 and last for 2 years.

Correspondence

No Board Member correspondence.

Board Member Updates

Beech will not be able to attend the April seminar.

Website Update

At the next Board meeting, an email blast will go out for the April and June seminars. June registration deadline should be May 1st.

Old Business

1. Inactive members
 - » A couple Board members have responded - still need response from everyone on who is inactive and can be removed from our master list of members
2. Speaker Status/Updates
 - » Powers will update the registration forms and send to the board for review. Reviewed legal aspects presentation as the speaker is looking for feedback - looks good.
 - » April
 - i. AM - UL Labs (Vincent)
 1. **Bio online? No**
 2. **Bio/Course approved by ICC? No**
 3. Confirmed? Yes - Board approved \$150 expense for speaker hotel room 10/04/18
 - ii. PM - State of Michigan Healthy Housing, Courtney Wisinski (Vincent)
 1. **Bio online? No**
 2. **Bio/Course approved by ICC? No**
 3. Confirmed? Yes
 - » June
 - i. Wednesday PM - Code Jeopardy, Joe Haba
 1. **Bio online? No**
 2. **Bio/Course approved by ICC? No**
 3. Confirmed? Yes
 - ii. Thursday AM - IRC, Terrell Strickland (ICC)
 1. **Bio online? No**
 2. Bio/Course approved by ICC? Yes
 3. Confirmed? Yes
 - iii. Thursday PM ICC - **IPMC**, Terrell Strickland (ICC)
 1. **Bio online? No**
 2. Bio/Course approved by ICC? Yes
 3. Confirmed? Yes
 - iv. Friday AM - Legal aspects of an inspection, Kristen Rewa, Grand Rapids City Attorney (Beech)
 1. **Bio online? No**
 2. **Bio/Course approved by ICC? No**

3. Confirmed? Yes

3. Website Company Change

- » Discussed Wild Apricot service and what they offer - signed up for 30-day free trial. Reviewed and updated current website - many features are available that we aren't utilizing. Fredericksen will email user names and passwords for all of us to review and discuss Wild Apricot and our current website.

4. Board member job descriptions and duties

- » Still need to record duties

5. Bylaw change - Treasurer & Secretary

- » Toby announced at the January seminar the proposed bylaw change, which will be voted on at the April seminar

New Business

1. Purchase books for June ICC class

- » Workbooks for the June ICC class are required and cost \$25 per person. Unused workbooks can be returned. Motion to approve expense not to exceed \$2,000 for required workbooks made by Haba - seconded by Boggs. Motion carried. Vincent will order 75 books.

2. Deadlines for April/June seminars

- » Hotel Indigo deadline for room count is May. By next Board meeting registrations for April and June seminars will be available. Deadline for April registration will be March 11. Deadline for June registration will be May 1.

Adjourn

Motion adjourn the meeting made by Powers at 1:11pm - seconded by Haba. Motion carried.
