



**Board Meeting Minutes  
Thursday, November 1, 2018**

**Agenda**

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

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

**Attendance**

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

Board Members absent: Brandon Boggs, Tim Maday. Boggs and Maday emailed the board requesting an excused absence. Motion to excuse Boggs' absence made by Vincent - seconded by Haba. Motion carried. Motion to excuse Maday's absence made by Powers - seconded by Haba. Motion carried.

**Secretary's Report**

Powers provided copies of October Board meeting minutes for review by Board.

Motion to approve October minutes made by Vincent - seconded by Haba. Motion carried.

**Treasurer's Report**

Beech provided copies of financial documents including balance sheet and cash flow report for review by the Board. Beech also provided a financial summary comparison of 2017 vs 2018 - income is up, but so are expenses. We have been able to keep speaker fees low (\$0). We gained 8 new members at the last seminar and had 4 guests who attended for free. We have been floating between 100 and 120 members. A small number of additional members will help offset the increased expenses so we don't have to increase seminar fees.

Motion to approve October Treasurer's report made by Vincent - seconded by Haba. Motion carried.

Motion to approve September Treasurer's report (which Beech previously sent via email) made by Haba - seconded by Powers. Motion carried.

**President's Update**

Fredericksen says the Board is doing a great job. He thanked Freeman and Colliau for attending the ICC conference on our behalf. He is concerned about people picking up course completion certificates for other people who are not in attendance at the seminar. Haba suggests using Google Docs to send out certificates after attendance has been verified. Freeman showed us a flier he received at the ICC conference which indicates that members can download their certificate of completion from the ICC website after the seminar. An alternative certificate process like this would reduce our printing expenses and our carbon footprint. Additionally, at the last seminar, the Kalamazoo table that was added in the back corner was talking a lot and disrupting the seminar - an announcement should be made before the first speaker to keep the volume down on side conversations. If it happens again, one of us should say something to the offenders. Fredericksen also wants us to think about proposing a bylaw change in January for voting in June to extend the Treasurer and Secretary term limitations.

### **Correspondence**

Beech sent our state non-profit corporation registration fee to LARA at the State. Holland members suggested a seminar on inspection of mobile homes. April afternoon slot is still open. Fredericksen will look into it.

### **Board Member Updates**

No updates at this time.

### **Website Update**

Freeman suggested adding a forum to the website for member questions or discussions - Fredericksen will do.

### **Old Business**

1. Newsletter
  - » Forum on website will replace newsletter idea
2. Inactive members
  - » Fredericksen said the master email list has 200-300 emails, but we have 100-120 members. We will compare lists to eliminate people who are no longer working and contact people who haven't attended in a while to let them know what's coming up.
3. How does MAHO and ICC interface?
  - » Beech explained the bus theory, a principle in private business - if one person gets hit by a bus, how would the organization replace them and their knowledge. We should set up some basic principles regarding our procedures. Freeman suggests recording responsibilities by Board position. A list of bills and when they are due should be developed along with a list of contact people at different organizations. Everybody should make a list of the things they do and the people they know.
4. Credit/Debit cards
  - » Vincent has 2 cards, one of which he handed in to Beech. Fredericksen and Beech both have cards. Beech says there may be one extra that is unaccounted for - he will check the card numbers. Will also look into whether we are tax exempt, as we have not been taking advantage of that exemption.
5. MAHO pins

- » Vincent received our pins and distributed one to each Board member. Pins will be handed out to the membership in the summer conference goody bags. Vincent will submit the final order for the name badges for the Board members to wear at the conferences.

## **New Business**

1. Winter Conference Bios
  - » Don't have bios yet - will get them submitted soon to be added to website
2. June Speakers
  - » Looking into IRC and IBC presenters from the ICC - Laura said the 2018 IPMC class may be ready for summer.
  - » Wednesday class is open
  - » Thursday should be ICC all day
  - » Friday class is open. Discussed possibility of Board-hosted Jeopardy or verbal judo class by Here to Serve organization, which will cost money.
3. New Board positions
  - » Fredericksen will move into Past President, as he is term-limited
  - » Haba interested in President
  - » Freeman interested in VP
  - » Powers interested in Secretary
  - » Nobody expressed interest in Treasurer (Beech is term-limited and may be leaving the Board)
  - » Vincent and Colliau both interested in Board Member positions (Maday and Boggs absent)
4. Community Action of Allegan County Support Letter
  - » Vincent would like to support them because the trade industry is struggling and we should support our industry. Motion to provide support letter made by Vincent - seconded by Freeman. Discussion ensued and Haba amended the motion - the letter should include no financial or resource commitments. Motion carried. Former Board member and Community Action of Allegan County representative Mike Nelson emailed asking about how to submit payment for October Conference fee - as a courtesy for his years of service, the Board agreed to waive his fee for October.
5. ICC Annual Conference update
  - » Colliau and Freeman attended on MAHOs' behalf. They spoke with David Bell, the Director of City of Detroit's Building Department. He was very interested in MAHO - they have 100 building inspectors. Colliau will call him to discuss our organization and our membership and conference fees.
  - » Home Depot is trying to work with building departments to educate local homeowners and contractors on the importance of pulling permits.
  - » UL did a presentation about smart smoke alarms - they will only list smart alarms starting in May 2020. The old alarms don't have to come down, but they will be phased out.
  - » Freeman showed off a pen he got at the conference that also has a stylus and folds to become a cell phone stand - would be a nice gift for our June conference goody bags

## **Adjourn**

Motion adjourn the meeting made by Vincent at 2:31pm - seconded by Haba. Motion carried.

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