Minutes

A. Call to Order – President Paul Demers called the meeting to order at 9:12 a.m.

B. Calling of the Roll of Officers: Paul Demers, Mark Stambach, Tom Lister, Justin Brown, David Twomey, Freeman Abbott, John Root, Daniel Pugsley and Melissa (MMA).

Absent: Ben McDougal, Kathryn Joiner, Tom Maynard, Renee Carter, Chris Hanson

It was determined there was a quorum.

C. Review and Acceptance of the Minutes – December 20, 2012:
Motion made by Freeman Abbott, seconded by David Twomey, two abstained, six approved the December 20, 2012 Board minutes with changes.

D. Communications and Bills:

1) Communications: Paul Demers reported on the following communications:

New Jersey ICC Chapter Request – Paul Demers reported that the New Jersey Chapter has requested a donation of any amount to help out with the expenses of the ICC Conference/Program being held in Atlantic City. Paul Demers recommends sending a $100.00 donation. There was a discussion regarding the donation amount. John Root made a motion that MBOIA contribute $250.00 to the New Jersey ICC Chapter, seconded by David Twomey. Freeman Abbott opened discussion with a question of what budget line item would be used for the $250.00. Paul Demers recommends using the promotional items line item (57010). Freeman Abbott amended the original motion to include the promotional items account 57010. Justin Brown seconded the amended motion, all approved. Paul Demers will write a letter to accompany the $250.00 payment.

MMA Legislative Notice – Paul Demers reported that he receives the MMA Legislative Bulletin as MBOIA President and it is a good tool for the Legislative Committee to utilize to keep track of any important bills. Once the Legislative Committee is finalized, those e-mails can be added to the list to receive this bulletin electronically.

November/December Class Master Bill – Paul Demers reported that the overall expenses for the IEBC classes (except for Civic Center Invoice that Richard McCarthy’s office paid) are $12,117.07. The estimated registration revenue amount is $9,770.00. The difference between the expenses and revenue amount is $2,347.07. Paul Demers recommends billing
the difference ($2,347.07) to the State Fire Marshal’s Office in order for MBOIA to come out even (no loss/no profit). Freeman Abbott made a motion to send a bill to the State Fire Marshal’s office for the difference, David Twomey and John Root seconded, all approved the motion.

E-mail from Nikki Oteyza from Nadeau Land Surveys – Paul Demers read the e-mail which summarized the sessions they held at the MMA Convention. They are looking to offer additional training for CEO audiences. The e-mail and contact information was passed to Mark Stambach as Education Committee Chair to follow up/contact.

E. Treasurer’s Report – November Financials – Ben McDougal absent, Paul Demers reported total assets as of November 30, 2012 are $26,799.59. No report available on the outstanding bills. Freeman Abbott made a motion to approve the November financials, David Twomey seconded and all approved.

Budget – Paul Demers reported that Justin Brown will assist Ben McDougal with creating a more refined budget and report back to the board at the next meeting.

F. Report of Committees:

**Education Committee**: Mark Stambach reported on the 2013 Spring Code Conference. He is currently in the process of contacting and lining up the speakers. There was discussion regarding several specific topic ideas for Mark Stambach and the education committee to follow up on.

March Membership Meeting – There was discussion regarding the need for a slight fee increase for door registrations as a continued incentive for attendees to pre-register vs. register at the door. Mark Stambach made a motion to charge $30.00 for member door registration and $50.00 for non-members, Freeman Abbott seconded, all approved.

G. Unfinished Business:
Committee Assignments – Paul Demers went over the committees and new assignments are as follows:

**By-Laws Committee**
Dave Twomey, Chair
Tom Maynard
Barbara Skelton
Tom Lister

**Eastern State Building Committee**
Richard Lambert
Vacant
H. New Business:

1) **New Members**: Motion made by Freeman Abbott, seconded by Justin Brown, all approved the following new members:

   **Active**
   - Shiloh Lafreniere, CEO Town of Jay
   - Lori Colton, CEO Town of Boothbay

2) **2013 Meeting/Training Schedule** – It was discussed that MBOIA Board would like to move the December 19th meeting at The Green Ladle to a week earlier, December 12th if The Green Ladle and MMA has the availability to change the meeting to that date.

3) **Shallow Foundations Class** - Paul Demers is looking into getting a speaker to present on this topic for a future meeting.
I. The Good and Welfare of the Association:
   Bruce Smith’s Retirement Event

J. Adjournment: Motion made by Freeman Abbott, seconded by Daniel Pugsley, all approved to adjourn the meeting at 11:38 a.m.