

CALIFORNIA COUNCIL OF TESTING AND INSPECTION AGENCIES
Minutes of the Annual Business Meeting –February 7, 2004
Bally's Hotel, 3645 Las Vegas Blvd. South, Las Vegas, NV

1. Introductions – Attendees

Al McManus called the meeting to order at 9:01 AM. Attendees were:

Al McManus – Earth Systems Consultants
David Chippero– Signet Testing Labs
Miki Craig – DCI
Cliff Craig - DCI
Kurt Siggard - BSK
Bill Cale – Construction Testing Services
Terry Eglund – Testing Engineers
Corey Dare – Fugro
Dave Palfini – Testing Engineers
Jim Backman – Consolidated Engineering
Issam Makdissy – Terrasearch
Brian Krammer – Twining Labs of So. Cal.
Steve Schiffer – Twining Labs of So. Cal.
Don Rose – Construction Materials Testing

2. Review of Minutes of the November, 2003 Meeting

Minutes were approved with no exceptions.

3. Treasurer's Report (David Chippero)

- Account Balance as of 2/7/04: \$ 9,985.92
- Withdrawals of \$6,764.53 were made for the November, 2003 meeting expense, 2004 ABM meeting expense, 2003 postage, and a bounced check from Earthtec.

Guest Presentation

Lonnie Oswald and Patricia Oswald with Mobileframe technologies.

Lonnie and Pat gave an impressive presentation on Mobileframe's software application program that would give companies the opportunity to produce electronic field reports on site in real time. Their software database would give field inspectors with no IT background the ability to complete field inspection reports, timesheets, and provide digital signatures using a drop down point and click menu. Mobileframe is able to configure templates for report form and allows companies to set the parameters of subcategories and information required to suit their individual needs. The reports are transferred electronically with a stamped date and time to a central computer/database in your office.

Mobileframe is a software provider only. They do not provide any hardware. There are many different hardware choices but the most inexpensive solution they recommend would be an iPac unit. The set-up cost for their software package is \$25,000.00 for 5 administrators and 25 field inspectors; each additional user would be another \$500.00 per user. There is also an additional

charge for the data download that is based upon the size of the document. Instead, you could purchase unlimited data transfers for \$49.00 per month.

Old Business

Committee Reports

1. ICBO Committee – SIC

For the first time a special inspection lab was not renewed due to the 3 strikes rule. Miki is going to list the qualification criteria on the website. However if you follow the application “exactly” you will not have a problem.

2. ASTM E-36

At the December meeting in Tampa Florida 8 of 33 members were made inactive without notification. Out of the 8 people marked, as inactive one was member of CCTIA Butch Twining. If you are considered an inactive member you lose your voting privileges.

Nicet will begin testing to a standard list of tests and not on an individual basis.

3. Membership

Earthtec’s new member application check was returned with a note from the bank that the account had been closed.

4. Newsletter

Issam continues to have problems obtaining enough articles to print the newsletter on a quarterly basis. We voted as a group to make some changes for the 2004 year.

Item #1 The number of issues per year will be reduced from 4 to 3.

Item #2 Each member firm will be required to write/produce at least one article per calendar year.

Please coordinate with Issam when you plan to produce your firm’s article.

5. DSA

DSA has sent a letter out to all firms who have sent in applications that have not been reviewed yet. The letter states that if you have turned in an application that has not been reviewed yet you must submit a new packet addressing the new requirements and pay the new fee.

6. Scholarship Program

No new action.

7. New Member Facility Audit Checklist (E329)

No new action.

8. Internal Auditing Checklists

ASTM C78 and C39 are now on the website.

9. Structural Engineers QC Meeting

No new action.

10. Program Director

Looking to set-up a meeting in Southern California with Eric France of DSA.

11. Standards and Practices Committee

Wilrick is proposing to host two seminars one in Sacramento and one in Southern California. The program will be different than the one put on in November and Al has asked CCTIA for their approval. Although Al has asked for CCTIA's approval he has not sent us a copy of the agenda. Once again a discount will be given to CCTIA member firms.

New Business

- **CALBO Conference**

The annual CALBO Conference will be held March 9-12 in Long Beach, CA. A motion was passed to have CCTIA pay for a spot in the exhibit. Brian Krammer and Steve Schiffer with Twining Labs volunteered to help coordinate the staffing of our booth with our Southern California members. It was agreed that David Chippero would fill out the application and send payment for the booth. Blue books and the CCTIA display would also have to be shipped to Brian and Steve.

- **Executive Secretary**

Cliff Craig proposed the idea of hiring an executive secretary that would be responsible for dictating and typing all meeting minutes and handling the treasurer's duties. This person could also be used as a resource to draft letters for the organization. Overall the members thought this would be a beneficial service but were concerned with the associated costs. Cliff was going to investigate the costs and this item needs to be added to next month's agenda.

- **2004 Executive Board**

The following members were elected to make up the new 2004 Board:

President-	Corey Dare	Fugro West
Vice President	David Chippero	Signet Testing Labs
Secretary / Treasurer	Bill Cale	Construction Testing Services
Past President	Al McManus	Earth Systems
Board Member	Jim Backman	Consolidated Engineering
Board Member	Greg Smith	Testing Engineers of So. Cal.
Board Member	Gordon Woodard	So. Cal. Soils & Testing

Adjournment

The meeting was adjourned at 1:54 PM.

Next Meeting: March 18, 2004
Time: Board Meeting 2:00 PM
General Meeting 3:00 PM
Where: Holiday Inn: Oakland, CA