



CALIFORNIA COUNCIL OF TESTING AND INSPECTION AGENCIES

Meeting Minutes

April 21, 2006

CEL's Office

2001 Crow Canyon Road, Suite 100

San Ramon, CA.

Board of Directors Meeting

1. Convene
 - 1.1. Time – 8:00 a.m.
 - 1.2. Attendees – Miki Craig, Dave Chippero, Dan Cherrier, Jim Backman, Bill Cale, Greg Ruf, Elizabeth Levi and Cliff Craig.
2. Approval of Minutes
 - 2.1. February 23, 2006: Add Dave Chippero to minutes.
3. Financial Report
 - 3.1. Audit of 2005 Accounting Records: Forwarded to Jim Backman and Dave Chippero for review.
4. Old Business
 - 4.1. Membership Applications
 - 4.1.1. ISI – fees paid, audited in February – approved for membership. Send prorated invoice of \$350 to them.
 - 4.1.2. Brown & Mills – paid, audit to be conducted by Mike Parker and Dan Cherrier in April; on hold at this time due to scheduling.
 - 4.1.3. CHJ – paid, audited March 30 by Jim Backman and Dennis Heider – approved for membership. Send Invoice of \$300 to them.
 - 4.1.4. Leighton Consulting – unpaid, no audit until we receive check
 - 4.1.5. Coverall – check bounced no audit until initiation fee and service charge have been paid. Resend dues notice out to them.
 - 4.1.6. KC Engineering was audited on 04/18/06 and their initial fees have been deposited. Approved for membership. Send invoice of \$300 to them.
 - 4.2. Meeting Dates/Locations
 - 4.2.1. May 25 - Crowne Plaza, Pleasanton – Miki will be at ASFE CoMET meeting; Dan will be on vacation. Date has been changed to 05/17/06 at 3pm Crowne Plaza, Pleasanton, CA. Notices to go out ASAP.
 - 4.2.2. Motion was approved for Miki to attend COMET meeting and CCTIA will cover lodging and airfare.



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- 4.2.3. June 23 – OCEL and NWCEL will be attending ASFE meeting in Dallas so can review objectives there. Meeting moved to 06/22/06 in Pleasanton at the Crowne Plaza. Website will be updated as well.
- 4.3. 2007 Annual Business Meeting
 - 4.3.1. January 26 – 27, 2007, Caesar's Palace, Las Vegas
 - 4.3.1.1. Contract has been signed and deposit paid by DCI
 - 4.3.1.2. Guarantee of 10 (ten) rooms.
5. New Business
 - 5.1. Revision to CCTIA By-Laws
 - 5.1.1. Allow new membership audits to be conducted by one CCTIA member rather than two? The consensus was to leave the By-Laws unchanged, and send at least one experienced auditor.
 - 5.2. Revisions to CAP Criteria
 - 5.2.1. Allow for out-of-area agencies; agreed to open up to state-wide.
 - 5.2.2. Set-up geographical area lists; not agreed too.
 - 5.2.3. Revise list of acceptable accreditation programs; add AASHTO to list of programs.
 - 5.2.4. Delete requirement for laboratory accreditation and base review on CCRL or other third-party audits; not approved.
 - 5.2.5. Allow for inspection only firms; not approved.
 - 5.2.5.1. Special criteria (i.e., review of RE's experience/qualifications, review of Quality System Manual)
 - 5.3. CCTIA – Blue Books – waiting on future IBC 2008; website page has to be updated to reflect current membership.
6. Adjournment
 - 6.1. Time – 10:26am
 - 6.2. Next Meeting – June 22, 2006