



# CALIFORNIA COUNCIL OF TESTING AND INSPECTION AGENCIES

February 17, 2009  
Sheraton Pleasanton Hotel  
5990 Stoneridge Mall Road  
Pleasanton, CA 94588

## Minutes - Board of Directors Meeting

- 1) Convene
  - a) Time  
*President Mike Parker called the meeting to order at 2:06 p.m.*
  - b) Attendees

<i>Mike Parker (President)</i>	<i>Rick Van Horn (Past President)</i>
<i>Chip Moore (Vice President)</i>	<i>John Byerly (Director)</i>
<i>Miki Craig (Secretary)</i>	<i>Jeff Cannon (Director)</i>
  - c) Absent

<i>Elizabeth Levi (Treasurer)</i>	<i>Martha McDonnell (Director)</i>
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- 2) Approval of Minutes
  - a) November 20, 2008 Meeting  
*The minutes were approved as submitted.*
- 3) Financial Report
  - a) 2007 Federal & State Tax Returns  
*Treasurer Elizabeth Levi reports the returns are ready to be picked up.*
  - b) Current Financial Statement  
*Treasurer Levi reports the checkbook balance is \$25,877.26 currently.*
  - c) Assignment of Audit Committee (for 2008 accounting records)  
*Vice President Chip Moore and Secretary Miki Craig volunteered to conduct the audit.*
  - d) Signatories for Checking Account  
*The bank requires signatures and driver's license copies for President Parker, Vice President Moore, and Secretary Craig to be added to the checking account. Treasurer Levi will make the rounds to get the necessary signatures and copies.*
- 4) Old Business
  - a) ASFE RO Membership & Dues  
*The dues are \$5,000 per year, due sometime in April or May. Treasurer Levi would like to continue as CCTIA representative. The Board concurred.*
  - b) March 7<sup>th</sup> Education Day  
*Director Jeff Cannon has provided additional copies of the PowerPoint training programs, and will send them to the various host sites. Leighton will host the Anaheim program, Ninyo and Moore will host San Diego, and Krazan will host Fresno. Director Jeff Cannon will follow up with Mark Reeser (Ninyo & Moore) and Greg Ruf (Krazan) to confirm arrangements before Secretary Miki Craig sends final announcement to the membership.*



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c) DSA Meeting

*It is imperative that all questions and topics of discussion be submitted to Secretary Craig as soon as possible for the March 26<sup>th</sup> meeting with DSA. David Thorman and Eric France have requested an advance copy so they may be properly prepared. Secretary Craig will send reminder announcements.*

5) New Business

a) 2009 Meeting Dates & Locations

<i>March 26<sup>th</sup></i>	<i>Fairfield</i>
<i>April 23<sup>rd</sup></i>	<i>Pleasanton</i>
<i>May 21<sup>st</sup></i>	<i>Pleasanton</i>
<i>June 25<sup>th</sup></i>	<i>Sacramento</i>
<i>July 23<sup>rd</sup></i>	<i>Pleasanton</i>
<i>August 20<sup>th</sup></i>	<i>Pleasanton</i>
<i>September 24<sup>th</sup></i>	<i>Pleasanton</i>
<i>October 22<sup>nd</sup></i>	<i>Anaheim (in lieu of San Diego &amp; Ontario locations)</i>
<i>November 19<sup>th</sup></i>	<i>Pleasanton</i>
<i>December 17<sup>th</sup></i>	<i>Pleasanton</i>

b) 2010 Annual Business Meeting

*President Parker felt the location for the ABM should be dependent on the economy. He will ask Treasurer Levi to inquire about pricing at numerous Las Vegas, Reno, and Northern California locations. He requested all board members to come up with one suggested venue by the next meeting.*

c) City of San Francisco Ad Hoc Special Inspection Committee

*President Parker established a new CCTIA committee to represent the organization. Additional in-depth discussion of the City's activities will occur during the general membership meeting.*

6) Adjournment

a) Time

*President Parker adjourned the meeting at 2:29 p.m.*

Respectfully submitted,  
Miki Craig  
Secretary