



# CALIFORNIA COUNCIL OF TESTING AND INSPECTION AGENCIES

February 25, 2010  
Sheraton Pleasanton Hotel  
5990 Stoneridge Mall Road  
Pleasanton, CA 94588

## Minutes - Board of Directors Meeting

1. Convene – Chip Moore
  - 1.1. Time – *President Moore called the meeting to order at 2:01 p.m.*
  - 1.2. Attendees

<i>Chip Moore (President)</i>	<i>John Byerly (Director)</i>
<i>Jeffry Cannon (Vice-President)</i>	<i>Elizabeth Levi (Treasurer)</i>
<i>Cliff Craig (on behalf of Secretary)</i>	<i>Mike Parker (Past President)</i>
  - 1.3. Absent

<i>Martha McDonnell (Director)</i>	<i>Rick Van Horn (Director)</i>
<i>Miki Craig (Secretary)</i>	<i>John Atkinson (Director)</i>
2. Approval of Minutes – Cliff Craig (acting for Miki Craig who was absent due to illness)
  - 2.1. Board of Directors meeting November 19, 2009
    - *The minutes were approved as submitted.*
3. Financial Report – Elizabeth Levi
  - 3.1. Account Balance
    - *\$34,288.08 as of February 25, 2010*
  - 3.2. Assignment of Auditing Team
    - *Past President Parker and Director John Atkinson will perform the audit.*
  - 3.3. 2009 Tax Return
    - *Treasurer Levi will retain H&R Block to prepare tax return.*
  - 3.4. 2010 Dues Status
    - *Delinquent members include BTC, RES, ES Geotechnical, TerraSearch and APEX. Treasurer Levi has sent letters to each firm advising they will lose their membership unless dues are brought up to date.*
4. Old Business
  - 4.1. *None*
5. New Business
  - 5.1. 2010 Meeting Dates/Locations
    - *It was agreed to continue meeting at the Sheraton Pleasanton Hotel in the Bay Area. It is also the Board's intent to include a Sacramento and Southern California meeting as well. Treasurer Levi emphasized need to plan ahead and advised the Board of Directors in a timely manner. Director Byerly will canvas Southern California members for input and interest. The March meeting will include an ASFE representative to explain the value of RO membership. Vice President Cannon expressed concern as to the value of RO status. It was moved, seconded, and approved to continue RO membership another year.*
  - 5.2. 2011 Annual Business Meeting
    - *The Board of Directors agreed to remain in Las Vegas for next year's ABM in concert with the World of Concrete (January 18-21), therefore the ABM will be January 21 and 22, 2011.*



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### 5.3 Vacancy in Office of Secretary

- *Cliff Craig presented Secretary Miki Craig's proposal to be hired as the Executive Secretary as outlined in the By-Laws for a fee of \$1/year. She would resign the position of Secretary. It was explained that she has accepted a position with Kleinfelder. They already have a member employee (Vice President Cannon) on the Executive Committee. Cliff Craig, representing member DCI, offered to fill in as Secretary, at least until the Board made other arrangements. The proposed solution was moved, seconded, and approved.*

### 5.4 Educational Offerings

- *The Education Committee will be attempting to produce three programs in Southern California, Bay Area, and Sacramento this year. Planning two programs on April 24 - one in Sacramento and one in Southern California. Guest speakers may include Kurt Siggard, Concrete Masonry Association of Northern California, Ed Forman with Anamet Labs, and others. Also looking for senior level inspectors that would briefly share experiences.*
- *CCTIA still has ICC approval to produce CEU eligible programs.*
- *It was noted we need to have a more effective advertise campaigns for these programs to be successful.*
- *Fees will remain the same as last year if possible - Members \$100/day or \$50/half day; non-members \$150/day or \$75/half day.*

## 6. Adjournment – Chip Moore

### 6.1. Time

- *There being no further business, President Moore adjourned the meeting at 2:52 p.m.*

### 6.2. Next Meeting – March 25, 2010 at 2:00 p.m. just prior to general meeting.

Respectfully submitted,  
Cliff Craig  
On behalf of the Secretary