



## ICC Building Safety Association of Vermont, Inc.

### Meeting Minutes

Date: November 13, 2008

Location: HBRA-VT, Williston, Vermont

### Attending

Rob Pickett, President  
Steve Leinoff, Vice President  
Ward A. Smyth, Secretary/Treasurer  
Robert Howe (Bob), Director  
Mike Bedard  
Glenn Moore, Director  
Donna Leban, AIA  
Bonnie Chamberlain  
Lois Tweedy  
Ryan Borkowski  
Stan Borkowski

Rob Pickett & Associates, LLC  
Hartford Fire Department  
Turtle Creek Builders Ltd  
Vermont Division of Fire Safety  
Hartford Fire Department  
Montpelier Fire Department  
Light/Space/Design  
VTC – Mgr State Apprenticeship Program  
Activator Property Inspections  
B.O. Hanover, NH  
Northern N.H. towns

### Opening of Meeting

- 1) President Rob Pickett called the meeting to order at 10:36 a.m.
- 2) Participants introduced themselves around the table and signed in.
- 3) Rob called for an approval of the 10/1/2008 Agenda. Approved unanimously.
- 4) It was discussed that Ward's membership list was short Steve, Ryan, And Stan's names. Ward stated that he had not received their applications yet, but would watch for them.
- 5) Rob announced obtaining the domain name [www.BuildSafeVT.org](http://www.BuildSafeVT.org).
- 6) Rob discussed membership in the Eastern States Building Officials. He requested Ward to budget \$50 to join and suggested that he and Steve as President and V-P respectively, be the attending member. The member changing with our change of officers.

### **Financial**

- 7) Ward presented information about the bank accounts and money received and bills outstanding to himself and Rob. The accounting system is set up and operating. He has not yet sought addition members to the committee, awaiting a larger membership count.
- a. Dues income to date: \$270.00
  - b. Net income to date:; \$188.01

### **Membership**

- 8) Bob and Steve- discussed idea of doing some:
- a. 2-hour mini-seminars.
  - b. 1-day presentation (taking advantage of National's offer)
  - c. Ryan offered that a 'set' program/meeting day works well in NH
- 9) Action items were discussed including:
- a. Member brochure – Rob
  - b. Website development – Rob + Bill
  - c. Develop member survey – Bob + Steve
  - d. Newsletter, logo design - Rob

### **Code Review**

- 10) Glenn and Mike held a general discussion about what they thought we might do. Bob passed out Vermont revisions to the Electric and Elevator rules

### **General**

- 11) Rob announced that Dottie had requested that we consider representatives to National committees.
- 12) Our deadline to sign the National application is January 2, 2009.

The next meeting date was set for December 18, 2008 at the Div. of Fire Safety.

These minutes are respectfully submitted as the discussions and actions taken at our above noted meeting.



Ward A. Smyth  
Secretary/Treasurer