Report of the

Board of Directors (BOD)

Mr. John Gaccione, NCWM Chair

Westchester County, New York

# 100 Introduction

This is the report of the Board of Directors (BOD) (hereinafter referred to as the “Board”) for the 99th Annual Meeting of the National Conference on Weights and Measures (NCWM). This report is based on the Interim Report offered in the NCWM Publication 16, “Board Report,” testimony heard at public hearings, comments received from the regional weights and measures associations and other parties, the NCWM 2014 Online Position Forum, the addendum sheets issued at the Annual Meeting, and actions taken by the membership at the voting session of the Annual Meeting. The voting items presented below were adopted as presented when this report was approved.

Table A identifies the agenda and appendix items by reference key, title of item, page number and the appendices by appendix designations. The acronyms for organizations and technical terms used throughout the agenda are identified in Table B. The first three digits of an item’s reference key are assigned from the Subject Series List. The status of each item contained in the report is designated as one of the following: **(D) Developing Item:** the Committee determined the item has merit; however, the item was returned to the submitter or other designated party for further development before any action can be taken at the national level; **(I)** **Informational Item:** the item is under consideration by the Committee but not proposed for Voting; **(V)** **Voting Item:** the Committee is making recommendations requiring a vote by the active members of NCWM; **(W)** **Withdrawn Item:** the item has been removed from consideration by the Committee.

Table B provides a summary of the results of the voting on the Committee’s items and the report in its entirety. Some Voting Items are considered individually, others may be grouped in a consent calendar. Consent calendar items are Voting Items that the Committee has assembled as a single Voting Item during their deliberation after the Open Hearings on the assumption that the items are without opposition and will not require discussion. The Voting Items that have been grouped into consent calendar items will be listed on the addendum sheets. Prior to adoption of the consent calendar, the Committee entertains any requests from the floor to remove specific items from the consent calendar to be discussed and voted upon individually.

Note: It is the policy to use metric units of measurement in publications; however, recommendations received by NCWM technical committees and regional weights and measures associations have been printed in this publication as submitted. Therefore, the report may contain references to inch-pound units.

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| Subject Series List |

Introduction 100 Series

Activity Reports 110 Series

Strategic Planning, Policies, and Bylaws 120 Series

Financials 130 Series

Other Items – Developing Items 140 Series

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**Appendices**

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B **Item 110-5:** [Associate Membership Committee (AMC) Agenda and Draft Meeting Minutes](#AppendixB) B1

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| **Table BVoting Results** |

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| --- | --- | --- | --- |
| ***Reference Key Number*** | ***House of State Representatives*** | ***House of Delegates*** | ***Results*** |
| ***Yeas*** | ***Nays*** | ***Yeas*** | ***Nays*** |
| To Accept the Report | Voice Vote | Adopted |

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| Table CGlossary of Acronyms and Terms |

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| --- | --- | --- | --- |
| Acronym | Term | Acronym | Term |
| AMC | Associate Membership Committee | NIST | National Institute of Standards and Technology |
| CTT | Conformity to Type | NTEP | National Type Evaluation Program |
| ISWM | International Society of Weighing and Measuring | OIML | International Organization of Legal Metrology |
| MAA | Mutual Acceptance Arrangement | OWM | Office of Weights and Measures |
| L&R | Laws and Regulations Committee | PDC | Professional Development Committee |
| NCWM | National Conference on Weights and Measures | VCAP | Verified Conformity Assessment Program |

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| Details of All Items *(In order by Reference Key)* |

# 110 Activity Reports

110-1 I Membership and Meeting Attendance

Membership levels have remained fairly steady for the past several years. NCWM continues to conduct outreach to stakeholders and there are very few states or territories that have not maintained membership. The Board has discussed the reduced pool of potential members, especially regulatory officials, as a result of downsized or eliminated programs from budget cuts. Still, the potential growth in membership is significant and NCWM continues to enhance programs and services that add value to membership. The price structure for the exams is set to heavily favor membership as an alternative to paying non-member exam fees.

The following is a comparison of NCWM membership levels as of June 30 for recent years.

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  **Year Type** | **6/14** | **6/13** | **6/12** | **6/11** | **6/10** | **6/09** | **6/08** | **6/07** | **6/06** |
| Associate | 802 | 818 | 842 | 813 | 814 | 822 | 848 | 863 | 837 |
| Foreign Associate | 64 | 50 | 58 | 62 | 53 | 53 | 56 | 53 | 61 |
| **Total Associate** | **866** | **868** | **900** | **875** | **867** | **875** | **904** | **916** | **898** |
| State Government | 603 | 558 | 589 | 567 | 565 | 696 | 831 | 825 | 812 |
| Local Government | 492 | 486 | 487 | 495 | 524 | 558 | 554 | 565 | 492 |
| **Total** **Active** | **1095** | **1044** | **1076** | **1062** | **1089** | **1254** | **1385** | **1390** | **1304** |
| NIST | 16 | 16 | 16 | 16 | 12 | 14 | 15 | 14 | 12 |
| Other Federal Government | 9 | 10 | 11 | 11 | 12 | 10 | 9 | 9 | 13 |
| Foreign Government | 13 | 13 | 14 | 14 | 12 | 24 | 22 | 31 | 23 |
| Retired | 207 | 198 | 195 | 202 | 196 | 196 | 232 | 221 | 215 |
| **Total Advisory** | **245** | **237** | **236** | **243** | **232** | **244** | **278** | **275** | **263** |
| **Grand Total** | **2206** | **2149** | **2212** | **2180** | **2188** | **2373** | **2567** | **2581** | **2465** |

**Annual Membership Totals**

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**500**

**0**

**1000**

**1500**

**2000**

**2500**

**3000**

**2014**

**2013**

**2012**

**2011**

**2010**

**2009**

**2008**

**2007**

**2006**

**2465**

**2581**

**2373**

**2567**

**2188**

**2180**

**2212**

**2149**

**2203**

The attendance for the 2012, 2013, and 2014 Interim Meetings has been exceptional, with the highest being this year in Albuquerque, New Mexico. NCWM had the pleasure of welcoming back a number of jurisdictions to our Interim and Annual Meetings in 2013 and 2014. The overall attendance for the 2014 Annual Meeting was the highest in 12 years and included 42 seats in the House of State Representatives. This is an exciting trend as we plan for the upcoming 100th Annual Meeting in 2015 in Philadelphia. See Item 110-3 for information on that and other future meetings.

110-2 I NCWM Newsletter and Website

**Newsletter:**

The Board continuously considers ways to monitor and improve the content of the newsletter and website. Members are encouraged to bring ideas and articles forward for inclusion in newsletters. Of particular interest are articles that would be pertinent to field inspectors and the service industry.

**Website Improvements:**

The NCWM website continues to evolve as ideas are submitted for content enhancement. Many small improvements are made on a regular basis through better use of the space and tools already in place.

In February 2014, a list of trainers was added under the “Resource” tab. These are trainers who have acquired training skills through participation in Train-the-Trainer courses sponsored by NIST. Along with the trainers’ names, the page provides the technical areas that each is comfortable presenting in a training class. There is also a page that provides information about upcoming training events around the country.

Among other added features on the new website, the most popular are the mobile-friendly version which is very effective for searching the NTEP Certificate database, downloading Certificates of Conformance, and the ability for NTEP applicants to complete their applications online. There are many other features that make the new website a better customer experience.

Because the mobile-friendly version was so well-received, NCWM received a request to implement a similar feature for the regional websites. Each of the four regions agreed to the cost of $550 per site to implement this feature that provides “About,” “Meetings,” and “Contact” in the mobile version with a link to view the full site. The “Meetings” portion gives the user easy access to the meeting information including links for hotels, registration, and the meeting documents, which download to the mobile device with impressive speed. The feature is fully implemented on all four regional sites.

Comments and suggestions for improvements to the newsletter and website should be directed to NCWM at (402) 434-4880 or info@ncwm.net.

Online Position Forum:

The purpose of the Online Position Forum is to help members prepare for the deliberations and voting at the Annual Meeting in July by having a better idea of positions others may have.

Beginning in 2014, the Forum was reconfigured so that members can view the comments and positions that others have submitted prior to submitting their own. However, the site is not a blog. Once a member submits positions, that member cannot submit more positions. It was hoped this change would promote increased use of the Forum. Chairman John Gaccione announced at the 99th NCWM Annual Meeting in 2014 that the Board will consider possible suspension or termination of the Online Position Forum due to very limited participation.

The Online Position Forum is not a voting system. Comments and positions entered there are not binding. It is instead a method to present positions, opinions, and supporting documents. All Active, Associate, and Advisory members have the opportunity to login, view committee agenda items, enter positions and comments, and even upload supporting pdf documents for each agenda item of standing committees or the Board.

NCWM notifies members when the forum is ready for them to enter their comments each spring. Positions and comments will be accepted through June 15. The options for each agenda item are:

* Support
* Support with Comments
* Oppose with Comments
* Neutral
* Neutral with Comments

NCWM Visibility:

NCWM shares many news articles and other items of interest to the weights and measures community on the social networks. This has increased interest in the social network accounts with Facebook, Twitter, and LinkedIn. Now, NCWM has contracted with another service provider that offers improved visibility without increased costs. This service provider is optimizing NCWM’s visibility on the Internet through the combined use of social media and more frequent press releases on a wide variety of subject matters. The goal here is to elevate NCWM as a recognized resource on a vast array of subjects.

In 2014, NCWM switched to a new service for issuing press releases. The new service provides comprehensive national distribution at a much lower cost. NCWM is now able to put out as many as two press releases per month for about the same cost as doing four press releases in a year under the old service. In that first six months of 2014, NCWM has averaged one press release per month compared to two or three press releases per year in the past.

Professional Certification Program:

The Professional Certification Program exam services are now fully integrated with NCWM’s website. Applicants no longer need to wait for staff assistance before they receive their login credentials. Individuals log in at [www.ncwm.net](http://www.ncwm.net) to “purchase” exams, though the fees are waived for members. The fee for non-members is $75 per exam. As orders are received, the applicant receives an automated e-mail with credentials and instructions for accessing the exam. An applicant who does not pass the exam in the first attempt may have one retake. After that, it will be necessary to reapply.

Certification is now available in three areas, including:

* Retail Motor Fuel Dispensing Systems
* Package Checking Basic
* Small Capacity Weighing Systems Class III

NCWM is ramping up its efforts to secure enough Subject Matter Experts to assist in developing more exams. The Certification Program Coordinator is not permitted to write the exams; so this effort is imperative as a means of getting the assistance needed so this program can develop more quickly. One relatively untapped area is with recently retired regulatory officials. Many have not provided NCWM with contact information to continue their complimentary “Retired” status membership; therefore, NCWM is unable to approach them for help in this area. Any assistance is welcomed to reach out to these individuals and have them contact Mr. Onwiler at (402) 434-4871 or don.onwiler@ncwm.net.

See the Professional Development Committee (PDC) Report for information on additional exams under development.

110-3 I Meetings Update

Interim Meetings:

* January 18 - 21, 2015 Hilton Daytona Beach, Daytona Beach, Florida
* January 17 - 20, 2016 Westin San Diego Gaslamp Quarter Hotel, San Diego, California
* January 2017 Considering Orlando, San Antonio, or New Orleans

Annual Meetings:

* July 19 - 23, 2015 **100th Annual Meeting:** **Sheraton Society Hill Hotel, Philadelphia, Pennsylvania**
* July 24-28, 2016 101st Annual Meeting: Grand Hyatt Denver, Denver, Colorado
* July 2017 102nd Annual Meeting: Considering locations in the Northeastern region.

NCWM strives to plan meetings in locations that offer comfortable rooms and a variety of entertainment and dining options nearby. The following is a brief description of future planned events. We are excited to announce the location for the 2016 Interim Meeting has been booked at the Westin San Diego Gaslamp Quarter Hotel. This was the location of a very successful Annual Meeting in 1994 at the Doubletree Hotel and promises to be a great winter venue.

100th NCWM Annual Meeting:

The 100th Annual Meeting in 2015 promises to be a very special event and one that you will not want to miss. The event will be at the Sheraton Society Hill in Philadelphia, Pennsylvania, with easy access to evening dining and entertainment, as well as daytime access to the historic attractions of Philadelphia. In addition to addressing the business of the organization, NCWM will be celebrating its 100th Annual Meeting, 110 years after our first meeting in 1905. A small Work Group is developing plans for the 100th NCWM Annual Meeting. The Work Group is considering special events and other ideas to commemorate and bring excitement to the occasion. Plans include commemorative gifts, a lunch banquet with a special guest speaker, door prizes including a restored 1950s retail motor fuel dispenser, a restored 1930s candy scale, and more. Suggestions may be forwarded to Ms. Elisa (Robertson) Stritt, NCWM Office Manager, at (402) 434-4872 or elisa.robertson@ncwm.net.

110-4 I Participation in International Standard Setting

Dr. Charles Ehrlich, NIST, OWM, provided a report during Open Hearings of the 99th NCWM Annual Meeting in Detroit, Michigan. An updated report is also included as an appendix to the Report of the Board of Directors *(*see Appendix A*).*

See the NTEP Committee Agenda for additional reports on NCWM’s involvement internationally, including the Mutual Recognition Arrangement (MRA) with Measurement Canada and the Mutual Acceptance Arrangement (MAA) with OIML.

110-5 I Associate Membership Committee Activity

The Associate Membership Committee (AMC) is organized in accordance with the Bylaws of the National Conference on Weights and Measures, Inc. In addition, AMC operates by its own Bylaws that are available on the Committee pages of [www.ncwm.net](http://www.ncwm.net). AMC meets at least two times per year in conjunction with NCWM’s Interim and Annual Meetings. It consists of between 5 and 10 members who, among themselves, elect officers to serve as Chairman, Vice Chairman, and Secretary/Treasurer. AMC has established a reputation of promoting and improving NCWM and has demonstrated its desire to improve understanding of weights and measures activities in public and private sectors.

The membership dues for Associate members ($90) are higher than that for Active or Advisory members ($75). The extra $15 is not for NCWM, but rather is placed in a separate account referred to as the AMC Fund. While AMC has discretion to allocate the funds in various ways, the Committee receives applications and awards training scholarships from the fund in accordance with their “Guidelines for Selection and Approval of Training Funds,” which are posted on the Committee’s portion of [www.ncwm.net](http://www.ncwm.net). Downloadable scholarship applications and reimbursement forms are also available there or applications may be made online.

The criteria to receive AMC funds for training are as follows:

1. Funding request forms that are complete, specific, and detailed will receive priority attention for approval. Based on the degree of missing or ambiguous information provided, individual requests may not be given any consideration during the AMC review process.
2. Training requests that benefit higher numbers of participants are generally preferred over those for fewer or single-person benefit. Multi-state training that encourages uniformity will also be given priority consideration.
3. In general, attending meetings will not be considered training, especially requests for travel expense or attendance fees for NCWM Annual, Interim, or Regional meetings.
4. As a lower priority, requests for the purchase of training materials will be considered, but requests for purchase of assets (such as LCD projectors) will not.
5. Reasonable funding for travel and expenses will be considered if it is necessary to acquire an “expert trainer” that would benefit a high number of weights and measures officials. This will be an option when qualified volunteers are not available.

Members of AMC have become concerned that the funds are underutilized in recent years. Regulatory agencies are encouraged to make use of these funds to improve training opportunities and the expertise of inspection personnel.

AMC members are also looking for new, perhaps innovative ways to play a more effective role in the NCWM structure in an effort to further improve the organization. Some new initiatives that AMC is discussing include:

* **Promotional Tool-Kit:** AMC has offered funds to assist NCWM in creating a “tool kit” that weights and measures administrators could use to improve awareness and support through adequate funding of their programs. This tool kit could consist of many elements for targeting media, consumers, government administrators, and legislators. AMC has proposed a work group to pursue this project.
* **Tradeshow Seminars:** AMC is interested in organizing training or awareness seminars at industry type tradeshows with the idea of reaching out to the smaller industry groups that are impacted by the work of NCWM. This effort would be good for the smaller industries, as well as, providing a possible increase in NCWM membership and participation.

AMC meetings are open to all registered NCWM meeting attendees. All Associate Members are encouraged to attend these meetings, become familiar with the Committee, and offer ideas for how it can further pursue its objectives. *See Appendix B for the AMC Meeting Minutes.*

# 120 Strategic Planning, Policies, and Bylaws

120-1 I Strategic Planning

The Executive Director presents a strategic plan progress report each year at the fall Board Meeting. The Board conducts a strategic planning session in January at its quarterly meeting just prior to the Interim Meeting. The Board made several updates and changes to the Strategic Plan in January 2014. Members are able to review the Strategic Plan at online at [www.ncwm.net](http://www.ncwm.net). The Board welcomes member input.

There are six NCWM Strategic Plan Goals:

1. Enhance NCWM as a national and international resource for measurement standards development;
2. Expand the role of NCWM as a resource for state and local weights and measures programs;
3. Promote uniform training for individuals involved in weights and measures;
4. Continue to improve NTEP;
5. Preserve the financial stability of NCWM; and
6. Develop guidance for retaining personnel and succession planning for management positions.

Goal 1: NCWM as a National and International Resource:

Strategy 1 of this goal was initially to implement the Online Position Forum. That was completed in 2011 and the strategy is now to make improvements to the program and promote increased use of it by our membership. Several ideas have been implemented to generate interest. Additionally, guidance has been developed to assist Committees in how to preview and use comments in a consistent manner. New in 2014, comments and positions that are submitted may be viewed immediately instead of being hidden until the comment period ends on June 15. By allowing comments to be viewed immediately, it is hoped that this will stimulate more participation.

The following new strategies were added to this goal in 2013:

Strategy 2: Identify, communicate, and collaborate with other regulatory, industry, and standards development organizations, foreign and domestic, to strengthen awareness of NCWM and draw on mutual resources toward mutual goals.

Strategy 3: Increase consumer group participation in NCWM through outreach efforts.

Goal 2: Expand the Role of NCWM as a Resource to Officials:

NCWM has entered into a contract with a different service provider for press releases that will allow for many more press releases without an increase in costs. This will raise the level of recognition for NCWM and its membership as a resource for expert information in a vast array of topics.

NCWM has conducted a number of surveys in recent years as part of this goal. Several years ago, one was done on budgets, staffing levels, salary grades, and more. These surveys provide good benchmarks, and will be repeated on occasion to identify trends.

Many programs are experiencing severe budget cuts that are diminishing their effectiveness. The AMC has expressed interest in assisting with the development of a “tool kit” that can be used by program administrators to generate awareness and support for their programs. This toolkit will contain materials including data supporting a regulatory presence, industry contacts that can be called upon to explain the necessity of a regulatory presence to ensure a level playing field for businesses and consumer protection, and a short video production.

Goal 3: Promote Uniform Training:

The Professional Certification Program is a top priority under this goal. Two new exams were added in 2012 and several more are in development. Mr. Ross Andersen serves as Certification Exam Coordinator working with the PDC and Subject Matter Experts. Volunteer Subject Matter Experts are needed in the areas of medium and large capacity scales and vehicle tank meters.

There is fast-growing interest among service agencies and regulatory agencies for referencing NCWM Professional Certification as a prerequisite to registering/licensing service agents. This would potentially provide one set of exams to satisfy the testing requirements of many states. Private companies are also very interested in NCWM Professional Certification as a way of instilling confidence in their customers that they are knowledgeable in regulatory standards. See more discussion on this in the PDC report.

NCWM recently worked with Mr. Andersen to ramp up efforts to retain additional Subject Matter Experts so that this program can develop at a faster pace. Anyone interested in assisting the writing and reviewing exam questions should contact NCWM.

There are a number of other strategies under Goal 3. Some recent advancement toward those strategies include a cooperative effort with NIST, whereby NCWM uses grant funds from NIST to fund travel for approved trainers from around the country to assist with NIST training events. A list of those trainers and technical areas that each is comfortable presenting training is now available on the NCWM website. Also, new to the website is a list of training opportunities that have been scheduled. Anyone planning a training event that would like to open up the class to other individuals should contact NCWM to have their event posted.

Goal 4: Continue to Improve NTEP:

NCWM surveyed regulatory officials in 2012 to determine how they access NTEP Certificates of Conformance (CC) in the field. This will be used as a benchmark. As technology advances, NCWM will have a better understanding of how it can make CCs more accessible. In 2013, NCWM added a mobile friendly version of the website that makes it much easier to access the NTEP database using hand-held-devices such as smart phones. It is likely that the 2012 survey will be repeated soon to measure the impact of this and other technology advancements.

A strategy of high priority under this goal is to maintain viable support for NTEP laboratories. Mr. Truex, NTEP Administrator, monitors the number of full-time equivalents associated with the authorized laboratories and tracks evaluation time and backlog statistics to ensure that NTEP evaluations can be completed in a timely manner. He reports these statistics quarterly to the NTEP Committee and Board of Directors.

NCWM has a contingency plan in place to ensure evaluation services are maintained for NTEP applicants in the event that insufficient services are available under the current authorized laboratory system. The Board is monitoring its available resources toward that end to ensure that NCWM is in a position to implement the worst-case scenario, should the need arise. Another strategy toward this goal is the continued development of the Verified Conformity Assessment Program (VCAP), which has already successfully addressed load cells and has moved on to the next device-type category. *See the NTEP Committee Interim Report for more details*.

In 2013, NTEP operated without a field lab for scale evaluations. That, combined with the increasing workload for NTEP staff as a result of VCAP, lead to the hiring of a new NTEP Specialist to assist in both areas. In January 2014, Mr. Darrell Flocken, formerly of Mettler Toledo, LLC was hired in this capacity. This addition to the NCWM family will greatly enhance NTEP’s ability to serve its stakeholders.

Goal 5: Preserve Financial Stability:

This goal was originally to “ensure” financial stability. Financial reports of the past several years indicate that NCWM is financially stable barring any unexpected circumstances. However, NCWM must recognize that it does not have sufficient reserves at this time to fully implement the NTEP contingency plan that was developed to ensure continued evaluation services if the authorized state laboratories fell victim to budget cuts. The Board has studied NCWM’s needs for reserves for NTEP and other potential exposures. This is being balanced with continued efforts to improve services in support of customers and membership. NCWM finances are reviewed annually.

**Goal 6: Develop Guidance for Retaining Personnel and Succession Planning for Management Positions:**

This goal was just added in 2014. It will be developed in future strategic planning sessions. It was brought forward out of concern for the high turnover rate of inspection staff in some jurisdictions, cutting of positions in others, and the need for better planning to replace weights and measures administrators.

120-2 I Regional Support

Meeting Documents on Regional Websites:

In the fall of 2011, NCWM made efforts to be the clearinghouse for all new proposals being submitted to the regional associations. Since then, the process has been streamlined while improving documents, reports, and communication. NCWM provides the regional committees with a report template that contains all of the regions’ carryover items and new proposals. The templates are improved each year based on feedback and efforts to streamline the reporting process for everyone.

The report templates in 2013 were modified based on extensive discussions at the 2012 Committee Orientation sessions. Regional committees should find them to be less confusing for presenting the discussions, recommendations, and regional decisions. NEWMA committee chairs expressed that the process is now much easier to work with and also members have a clearer understanding of the issues. Downloading agenda items for Interim and Annual Meetings is made much easier. They also stated that the new format and deadline for Publication 15 works very well.

All of the regional websites are hosted through NCWM. As of 2013, all four regions have now added the e‑commerce option for online meeting registrations and membership dues (where applicable) using NCWM’s merchant services to process the payments. NCWM provides the administrative services of transferring those funds to the appropriate regional bank accounts and communicating with regional Treasurers regarding the details of those transfers. There is no additional cost to the regions for this added support. The annual fee to NCWM from each region remains at $200 for unlimited support unless programming is required. In 2014, each of the regions invested $550 as a one-time cost to program the websites with a mobile version.

Chairman John Gaccione reported at the 99th NCWM Annual Meeting that the regional websites are being used more frequently as a tool for meeting information and meeting registrations.

120-3 I Standing Committees Support

Committee Orientation:

NCWM conducts Committee Orientation for Committee Chairs and new Committee Members every fall at NIST, OWM in Gaithersburg, Maryland. The location enables full participation by all NIST Technical Advisors. The focus is on leadership, administrative processes, roles and responsibilities, and review of *NCWM Committee Member Handbook*. Additionally, the Committee Chairs and NIST Technical Advisors review agenda items for the new members so they are prepared in advance for the technical discussions and Open Hearings.

Each year additional improvements are made to the *NCWM Committee Member Handbook* and to the report templates that regional Committees use to submit their reports for inclusion in NCWM Publication 15.

Task Groups, Subcommittees, and Steering Committees:

Task Groups (TG), Subcommittees and Steering Committees are created by appointment by the NCWM Chairman. A TG is given a specific charge, and it reports to the appropriate NCWM Standing Committee. A TG will disband at the completion of its assignment. A Subcommittee is charged with ongoing responsibilities in support of a Standing Committee in a specific field of expertise. A Steering Committee is charged with unbiased fact-finding that will assist NCWM membership in decision processes for difficult issues. A Steering Committee will disband upon completion of its specific charge.

NCWM offers resources to these TGs and Subcommittees including meeting space at Interim and Annual Meetings, conference calling and web meeting services, group e-mail services, a dedicated webpage for posting and archiving documents related to their work, and broadcast e-mail services to reach targeted audiences. Additionally, NIST, OWM has provided Technical Advisors and web meeting forums. All of these tools enable year-around progress of TG and Subcommittee work.

Because NCWM TGs and Subcommittees report directly to NCWM Standing Committees or Board of Directors, any new proposals may appear in NCWM Publication 15 without first being vetted through a regional association. Any such proposals are properly vetted through the Open Hearings of NCWM. This structure enables more efficient standards development.

The Board expresses great appreciation to the volunteers who serve in support of the work of this organization.

**Natural Gas Steering Committee:**

The Laws and Regulations (L&R) Committee heard spirited debate at the 2013 Interim Meeting Open Hearings on a proposal to recognize the Diesel Gallon Equivalent (DGE) and Diesel Liter Equivalent (DLE) as the method of sale for compressed and liquefied natural gas; similar to the Gasoline Gallon and Liter Equivalents that were recognized in 1994. Opponents argue that a method of sale by mass is preferred.

NCWM Chairman Stephen Benjamin formed a new Natural Gas Steering Committee to address rising issues as the compressed and liquefied natural gas markets rapidly expand. The Steering Committee will report to the L&R Committee. Its charge is to gather information that will assist NCWM Membership in the decision process as model standards are developed for the sale of liquefied and compressed natural gas.

**Chair**

Mr. Mahesh Albuquerque

CDLE-Oil and Public Safety

Denver, CO

Email: mahesh.albuquerque@state.co.us

**Promotional Tool Kit Task Group:**

This group will develop tools that may be used by weights and measures agencies to promote awareness and support and adequate funding for their programs. The tools will target three separate audiences;

* + Consumers
	+ Regulated Industries
	+ Legislators, Governors, and Agency Administrators

Tools may include case studies, data, short-segment video productions, public service announcements, etc.

**Chair**

Mr. Stephen Benjamin

North Carolina Department of Agriculture

Raleigh, NC

Email: steve.benjamin@ncagr.gov

**Weights and Measures Training Manual Task Group:**

This new group reports to the PDC and is assigned to develop a training manual that can be used to ensure proper training methods and evaluation of training success for all aspects of field enforcement. Task Group Chairman Michael Cleary presented the PDC a draft of the completed training manual at the 99th NCWM Annual Meeting and confirmed that the work of the TG is now complete. A copy of the draft document was posted to the NCWM website and will be updated to a final copy after review and edits are completed. NCWM expresses gratitude to Mr. Cleary and his TG for quickly completing their charge through volunteer efforts. More information is available in the PDC Report, Item 410-2 – Training.

**Chair**

Mr. Michael Cleary

Retired

Sacramento, CA

Email: mcleary55@sbcglobal.net

**Retail Motor Fuel Dispenser Price Posting and Computer Capability Task Group:**

The group reports to the Specifications and Tolerances (S&T) Committee and is developing specifications for multi-tier and discount pricing at retail. For more information, contact:

**Chair**

Ms. Fran Elson-Houston

Ohio Department of Agriculture

Division of Weights and Measures

8995 East Main Street

Reynoldsburg, OH 43068

Phone: (614) 728-6290

Fax: (614) 728-6290

Email: houston@agri.ohio.gov

**Fuels and Lubricants Subcommittee (FALS):**

The group reports to the L&R Committee. For more information, contact:

**Chair**

Dr. Matthew Curran

Florida Department of Agriculture and Consumer Service

3125 Conner Boulevard, Building 2

Mail Stop L@

Tallahassee, Fl 32399-1650

Phone: (850) 921-1570
Fax: (850) 921-1548
E-Mail: matthew.curran@freshfromflorida.com

**Packaging and Labeling Subcommittee (PALS):**

The group reports to the L&R Committee. For more information, contact:

**Chair**

Mr. Christopher Guay

Procter and Gamble, Co.

One Procter and Gamble Plaza

Cincinnati, OH 45202

Phone: (513) 983-0530

Fax: (513) 983-8984

Email: guay.cb@pg.com

**Organometallics Task Group:**

The group reports to the FALS and L&R Committee. For more information, contact:

**Chair**

Mr. Randy Jennings

Tennessee Department of Agriculture

PO Box 40627

Nashville, TN 37204

Phone: (615) 837-5327

Fax: (615) 837-5335

Email: randy.jennings@tn.gov

**Multi-Point Calibration Task Group:**

The group reports to the S&T Committee. For more information, contact:

**Chair**

Ms. Julie Quinn

Minnesota Department of Commerce

14305 South Cross Drive, Suite 150

Burnsville, MN 55306

Phone: (651) 539-1555

Fax: (952) 435-4040

Email: julie.quinn@state.mn.us

**Moisture Loss Task Group:**

The group reports to the L&R Committee. For more information, contact:

**Chair**

Mr. Kurt Floren

LA County Agricultural Commissioner/Weights and Measures

12300 Lower Azusa Road

Arcadia, CA 91006

Phone: (626) 575-5451

Fax: (626) 350-3243

Email: kfloren@acwm.lacounty.gov

NEWMA reported appreciation from a member that the PALS has been formed as this is an area where weights and measures focus has been sidetracked due to budget issues.

# 130 Financials

130-1 I Financial Report

NCWM operates on a fiscal year of October 1 through September 30. Budgets are set to be conservative on projected revenues and realistic on anticipated expenses.

The Board of Directors continues to monitor its ability to fully implement contingency plans based on potential costs compared to reserve funds.

The following is the balance sheet as of June 30, 2014, in comparison with the same time the previous year. Assets in the balance sheet are inflated by the by the NIST Training Initiative Grant, which was awarded to NCWM in 2012. Those funds are earmarked for specific training activities. Assets are also inflated by the Associate Membership Fund. This money is accumulated through the additional $15 dues paid by NCWM Associate Members, and is spent at the discretion of the AMC in accordance with Committee Bylaws. A significant increase in “Other Current Assets” represents the value of the new NCWM website. It will be depreciated over a period of five years.

|  |  |  |  |
| --- | --- | --- | --- |
| **ASSETS** | **June 30, 2014** |  | **June 30, 2013** |
| Current Assets | $  |  | $  |
| Checking/Savings |  |  |  |
| Associate Member Fund |  32,998.67 |  |  26,602.49 |
| NIST Training Grant |  14,860.67 |  |  52,253.27 |
| Certificates of Deposit |  1,162,359.04 |  |  1,149,123.91 |
| Checking |  28,119.95 |  |  35,697.28 |
| Savings |  263,309.23 |  |  194,742.49 |
| Total Checking/Savings | $ 1,501,647.56 |  | $ 1,458,419.44 |
|  |  |  |  |
| Accounts Receivable |  995.00 |  |  145.78 |
|  |  |  |  |
| Other Current Assets |  140,066.80 |  |  27,165.24 |
|  |  |  |  |
| Other Assets |  12,322.40 |  | 11,889.11 |
|  |  |  |  |
| **TOTAL ASSETS** | **$ 1,655,031.76** |  | **$ 1,497,619.57** |
|  |  |  |  |
| **LIABILITIES & EQUITY** |  |  |  |
| Liabilities |  |  |  |
| Current Liabilities | $ 26,795.84 |  | $ 19,747.93 |
|  |  |  |  |
| Total Liabilities | $ 26,795.84 |  | $ 19,747.93 |
|  |  |  |  |
| Equity |  |  |  |
| Designated-Associate Member Fund | 32,998.67 |  |  |
| Designated-NIST Training Grant | 14,860.67 |  |  |
| Unrestricted Net Assets |  1,366,715.87 |  |  1,243,897.98 |
| Net Income |  213,660.71 |  |  233,973.66 |
| Total Equity | $ 1,628,235.92 |  | $ 1,477,871.64 |
|  |  |  |  |
| **TOTAL LIABILITIES & EQUITY** | **$ 1,655,031.76** |  | **$1,497,619.57** |

The following is a graphic view of the past 10 fiscal years based on year-end audit reports. The spike in expenses in 2008 reflects the cost transition from contracted management services to hired employees and procured office space, furniture, computers, etc. The chart shows significant savings in the following years even though NCWM has invested significantly in new initiatives during that time.

A significant investment was made in 2013 to rebuild the NCWM website. Because the website is considered a depreciable asset, the investment does not reduce NCWM’s net assets. Expenses in 2014 and going forward will increase with the addition of a new staff person in the National Type Evaluation Program (NTEP). This new staff position is necessary to handle increased workload associated with the Conformity Assessment Program. Mr. Darrell Flocken was hired as the NTEP Specialist, and will greatly enhance NCWM’s ability to serve the NTEP stakeholders.



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Mr. John Gaccione, Westchester County, New York | Chairman

Mr. Ronald Hayes, Missouri | Chairman-Elect

Mr. Stephen Benjamin, North Carolina | NTEP Committee Chair

Mr. Mark Coyne, City of Brockton, Massachusetts | Treasurer

Mr. Jerry Buendel, Washington | Active Membership - Western

Mr. Craig VanBuren, Michigan | Active Membership - Central

Mr. Mr. Kenneth Ramsburg, Maryland | Active Membership - Southern

Mr. James Cassidy, City of Cambridge, Massachusetts | Active Membership - Northeastern

Mr. Chris Guay, Procter and Gamble | Associate Membership

Mr. Steve Giguere, Maine | At-Large

Mr. Mr. Chuck Corr, Archer Daniels Midland Co. | At-Large

Ms. Carol Hockert, NIST, OWM | Executive Secretary

Mr. Gilles Vinet, Measurement Canada | Board of Directors Advisor

Mr. Jim Truex, NCWM | NTEP Administrator

Mr. Don Onwiler, NCWM | Executive Director

**Board of Directors**

**Appe****ndix A**

**Report of the Activities of the International Organization of Legal Metrology (OIML) and Regional Legal Metrology Organizations**

National Institute of Standards and Technology (NIST), Office of Weights and Measures (OWM)

INTRODUCTION

The NIST, OWM is responsible for coordinating U.S. participation in OIML and other international legal metrology organizations. Learn more about OIML at [www.oiml.org](http://www.oiml.org) and about NIST, OWM at [www.nist.gov/owm](http://www.nist.gov/owm). Dr. Charles Ehrlich, Program Leader of the International Legal Metrology Program, can be contacted at (301) 975‑4834, by fax at (301) 975-8091, or charles.ehrlich@nist.gov.

**Note:** OIML publications are available without cost at [www.oiml.org](http://www.oiml.org).

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| Table BGlossary of Acronyms and Terms |

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| --- | --- | --- | --- |
| **Acronym** | **Term** | **Acronym** | **Term** |
| ANSI | American National Standards Institute | ISO | International Standardization Organization |
| APEC | Asia-Pacific Economic Cooperation | IWG | International Work Group |
| APLMF | Asia-Pacific Legal Metrology Forum | LMWG | Legal Metrology Work Group |
| APMP | Asia-Pacific Metrology Program | MAA | Mutual Acceptance Agreement |
| B | Basic Publication | MTL | Manufacturers’ Testing Laboratory |
| BIML | International Bureau of Legal Metrology | NIST | National Institute of Standards and Technology |
| BIPM | International Bureau of Weights and Measures | NTEP | National Type Evaluation Program |
| CD | Committee Draft1 | OIML | International Organization of Legal Metrology |
| CIML | International Committee of Legal Metrology | OWM | Office of Weights and Measures |
| CTT | Conformity to Type | PG | Project Group |
| D | Document | R | Recommendation |
| DD | Draft Document2 | SC | Technical Subcommittee |
| DoMC | Declaration of Mutual Confidence | SIM | Inter-American Metrology System |
| DR | Draft Recommendation2 | TC | Technical Committee |
| DV | Draft Vocabulary3 | USNWG | U.S. National Work Group |
| GA | General Assembly | VIM | International Vocabulary of Metrology |
| IEC | International Electrotechnical Commission | VIML | International Vocabulary of Legal Metrology |
| IQ Mark | International Quantity Mark | WD | Working Draft3 |
| 1 CD: a draft at the stage of development within a technical committee or subcommittee; in this document, successive drafts are numbered 1 CD, 2 CD, etc.2 DD, DR, and DV: a draft document approved at the level of the technical committee or subcommittee concerned and sent to BIML for approval by CIML.3WD: precedes the development of a CD; in this document, successive drafts are number 1 WD, 2 WD, etc. |

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| Details of All Items(In order by Reference Key) |

I. Report on the Activities of the OIML Technical Committees

This section reports on recent activities and the status of work in the OIML Technical Committees (TCs), Technical Subcommittees (SCs), and Project Groups (PGs) of specific interest to members of the National Conference on Weights and Measures (NCWM). Schedules of future activities of the TC/SC Secretariats, PG Conveners, the U.S. National Work Groups (USNWGs), and the International Work Groups (IWGs) and Project Groups of the TCs and SCs are also included.

TC 3/SC 5 Conformity Assessment (United States)

The OIML Basic Publications B 3:2011, *Certificate System,* and B 10:2012, *Mutual Acceptance Arrangement* (MAA), are the core documents underpinning the OIML Certificate System. An amendment to B 10 was approved by the CIML that allows for the voluntary use of test data from manufacturer’s test laboratories (MTLs) under specially supervised conditions (NCWM has adopted the position that it will not accept test data under the MAA that was obtained from MTLs). An MAA workshop was held in conjunction with the 2013 CIML Meeting (in Vietnam) to gather experiences of the various MAA stakeholders in the MAA. Based on the outcome of this workshop and MAA discussions at the 2013 CIML Meeting, OIML has established an *Ad-Hoc* Working Group (WG) consisting of interested CIML members, Committee on Participation Review (CPR) members, and representatives of manufacturers’ associations.  This WG is tasked with reviewing the structure, rules, and procedures governing the operation of the MAA (and the role of Utilizing Participants), with a view to increasing the efficiency of the operation of the MAA, and, if necessary, amending their internal (MAA) documents and suggesting to TC 3/SC 5 appropriate amendments to OIML Publication B 10.  This *Ad-Hoc* WG is chaired by the CIML first Vice-President Dr. Roman Schwartz of Physikalish-Technische Bundesanstalt (PTB) (Germany), and held its first meeting on March 20 ‑ 21, 2014, at NIST. Mr. Darrell Flocken from NCWM attended, as did Mr. Rob Upright, President of the U.S. Scale Manufacturer’s Association (SMA), and Mr. Dmitri Karimov, President of the U.S. Meter Manufacturer’s Association (MMA). Three Task Groups (TGs) were established that are looking into 1) improving the international awareness and use of the OIML MAA, 2) developing a more robust model for operation of the CPR, and 3) evaluating the impact that termination of the Basic System for categories already covered by the MAA (load cells, NAWIs, and water meters) would have on all stakeholders. Reports from these three TGs will be presented at the 2014 CIML Meeting in November 2014, in Auckland, New Zealand.

The 2CD of a new OIML document entitled *The Role of Measurement Uncertainty in Conformity Assessment Decisions in Legal Metrology* has been developed by the Secretariat (Dr. Charles Ehrlich). For a copy of this document, please contact Dr. Ehrlich at (301) 975-4834 or charles.ehrlich@nist.gov. Comments were submitted to the Secretariat by June 30, 2014. Please see the MAA section in the National Type Evaluation Program (NTEP) Committee Report of this publication for more details on the activities of TC 3/SC 5. Please contact Dr. Ehrlich for more information on the activities of this Subcommittee.

TC 5/SC 1 Environmental Conditions (Netherlands)

OIML D 11 *General requirements for measuring instruments - Environmental conditions* was approved by the CIML in October 2013, and was published in December 2013. This is a very important document in the OIML system and is used by all of the OIML TCs as a general reference for technical and testing requirements on all measuring instruments. Highlights of this recent revision cycle include: expanding the terminology section, updating several testing sections to reflect the latest International Electrotechnical Commission (IEC) reference standards, and including a new environmental class (E3) for a non-mains local source of electrical power supply. Please contact Mr. Ralph Richter at (301) 975‑3997 or ralph.richter@nist.gov, if you would like further information on TC 5/SC 1 or OIML D 11.

TC 5/SC 2 Software (Germany and BIML)

The OIML D 31, *General Requirements for Software-controlled Measuring Instruments,* has been published, and it will serve as guidance for software requirements in International Recommendations by OIML TCs. The United States participated in the technical work on this document and submitted votes and comments on several drafts of the document. A new project on software verification was approved by CIML, and the United States is waiting for the first draft of this document. Please contact Dr. Ambler Thompson at (301) 975-2333 or ambler@nist.gov if you would like to discuss OIML software efforts.

TC 6 Prepackaged Products (South Africa)

After an online CIML vote was conducted, it was decided that the TC 6 project to develop an OIML International Quantity Mark (IQ Mark) would be terminated. The United States had already voted in favor of terminating this project, on the grounds that the effort to manage and certify quality control systems would have added unnecessary extra costs, with no value added, to all participating suppliers. At the same time, another CIML vote was conducted on a proposal for a new TC 6 project, *Guidance for defining the system requirements for a certification system for prepackages*. The United States voted against this proposal, on the grounds that even such an OIML guidance document could be construed as endorsing an OIML IQ Mark program. At the CIML meeting in October 2013, it was decided to move forward with the drafting of this publication.

Besides the IQ Mark project, two other important projects are under discussion in TC 6: a revision of OIML Recommendation (R) 87 *Quantity of Product in Prepackages* (the OIML equivalent to NIST Handbook 133, *Checking the Net Contents of Packaged Goods*) and a revision of OIML R 79 *Labeling Requirements for Prepackaged Products*. The NIST Statistical Engineering Division has been participating in a small *ad-hoc* WG to improve the statistics in R 87. A 1CD of R 87 has been developed and circulated for comment by the Secretariat. The draft contained proposed revisions that NIST OWM believes is unnecessarily complex and, therefore, subject to easy misinterpretation, and another that appeared to go beyond the scope of package labeling requirements. After consulting with the Chairman of the NCWM Packaging and Labeling Subcommittee about the proposed revisions to both R 87 and R 79, the United States voted “no” on R 79 (votes are not taken on 1 CDs, so only comments were submitted on R 87). The main reason for opposing both drafts is they include proposed definitions for prepackage, packaging material, and product that are likely to result in confusion for consumers and packers alike. A meeting of TC 6 was held in Switzerland in September 2013.

The Secretariat has now distributed a 4CD of R 79; it was revised to eliminate one of the definitions, which contained language, that we and other TC 6 members believed were confusing. The United States voted “yes” on the 4thCD and submitted some additional suggestions to clarify the language regarding references to CODEX labeling requirements for drained weight. The next meeting of TC 6 will be in September 2014 in South Korea.

For more information on the activities of this Committee, and to participate in the U.S. review of these CDs, please contact Mr. Ken Butcher at (301) 975-4859 or kbutcher@nist.gov.

TC 8 Measurement of Quantities of Fluids (Japan)

The CIML has approved projects to revise the following TC 8 documents: R 63, *Petroleum Measurement Tables* (1994), and R 119, *Pipe Provers for Testing of Measuring Systems for Liquids Other Than Water* (1996). Both of these documents are important for other OIML recommendations involving liquid measurement. Please contact Mr. Ralph Richter at (301) 975-3997 or ralph.richter@nist.gov, if you would like copies of the documents or to participate in any of these projects.

TC 8/SC 1 Static Volume and Mass Measurement (Germany)

The United States chairs the Project Group that is drafting new sections of OIML R 71, *Fixed Storage Tanks,* and R 85, *Automatic Level Gages for Measuring the Level of Liquid in Fixed Storage Tanks,* to add specific requirements for specialized tanks. OIML R 80-2, *Road and Rail Tankers, Test Methods*, is being developed by Germany. A meeting of TC 8/SC 1 has been proposed for December 2014 in Germany. Please contact Mr. Ralph Richter at (301) 975-3997 or ralph.richter@nist.gov, if you would like copies of the documents or to participate in any of these projects.

TC 8/SC 3 Dynamic Volume and Mass Measurement for Liquids Other Than Water (United States and Germany)

New annexes for measuring systems for foaming potable liquids, for pipelines, and for aircraft refueling have been added to OIML R 117-2, *Dynamic Measuring Systems for Liquids Other Than Water, Part 2, Test Methods.* A meeting of the R 117 International Project Group was held in October 2013 in Teddington (London), United Kingdom and was hosted by the UK National Measurement Office. Representatives of major manufacturers of these systems and liaison organizations actively participated in the meeting. These technical experts provided a depth of experience and technical expertise that proved highly valuable during the meeting. The 2 CD of R 117-2 was distributed late in December 2013; it was approved by the Project Group with over 300 comments. The 1 CD of R 117-3 *Part 3, Test Report Format* was distributed in March 2014. A meeting of the R 117 International Project Group was held in April 2014 in Chicago to discuss international comments on the 2 CD of R 117-2 and the 1 CD of R 117-3. If you have any questions or would like to participate in the next phases of this project, please contact Mr. Ralph Richter at (301) 975-3997 or ralph.richter@nist.gov.

TC 8/SC 5 Water Meters (United Kingdom)

OIML, the International Standardization Organization (ISO), and the European Committee for Standardization (CEN) have worked together to harmonize requirements for water meters using OIML R 49 *Water Meters Intended for the Metering of Cold Potable Water and Hot Water Parts 1, 2, and 3* as the base document. The United States submitted comments on the 3 CD of the harmonized document in September 2012 and participated in a meeting of the Joint Working Group of these three organizations in London, England, in October 2012. The American Water Works Association Committee on Water Meters is assisting in these efforts. The DR of R 49 passed its CIML preliminary ballot in May 2013, and R 49 received final CIML approval in October 2013. R 49 published in early 2014. Please contact Mr. Ralph Richter at (301) 975-3997 or ralph.richter@nist.gov, if you would like additional information on this effort.

TC 8/SC 6 Measurement of Cryogenic Liquids (United States)

In May 2013, the Secretariat for R 81, *Dynamic Measuring Devices and Systems for Cryogenic Liquids* distributed a first working draft (1 WD) of R 81 to TC 8/SC 6 and the USNWG for their review and comment. Nine members of the R 81 project group submitted comments on Parts 1 and 2 of R 81 by the September 2013 deadline. To obtain more information or to participate in this project, please contact Ms. Juana Williams at (301) 975-3989 or juana.williams@nist.gov.

TC 8/SC 7 Gas Metering (Netherlands)

OIML R 137-1 and R 137-2, *Gas Meters; Part 1: Metrological and Technical Requirements* and *Part 2: Metrological Controls and Performance Tests* were published in 2012. Extensive U.S. comments on the 1 CD, the 2 CD, and the DR were developed in cooperation with the measurement committees of the American Gas Association. CIML voting on the preliminary ballot of R 137-3 *Part 3: Report Format for Type Evaluation* closed in March 2014 and is expected to have final approval in November 2014. The OIML R 137 document is especially important to the U.S. interests because the American National Standards Institute (ANSI) B 109 committee on gas measurement is using the published R 137 to create a new performance-based standard for gas meters in the United States. Please contact Mr. Ralph Richter at (301) 975-3997 or ralph.richter@nist.gov, if you would like to participate in these efforts of if you would like to obtain a copy of any of these gas measurement documents.

The CIML preliminary ballot on OIML R 139, *Compressed gaseous fuel measuring systems for vehicles,* closed in March 2014. This standard is important to U.S. stakeholders, especially in the effort to maximize harmonization between domestic and international legal metrology requirements used for the delivery of alternative fuels such as hydrogen gas and compressed natural gas (CNG). The United States voted “yes” and submitted comments on the preliminary ballot of R 139, and final approval is expected in November 2014. To obtain more information or to participate in this project, please contact Ms. Juana Williams at (301) 975-3989 or juana.williams@nist.gov.

TC 9 Instruments for Measuring Mass (United States)

The revision of OIML R 60 *Metrological Regulation for Load Cells* is planned to cover everything from the basic principles of R 60 (e.g., tolerances and accuracy classes) to exploring the addition of new requirements. The United States distributed the 2 CD of R 60 Parts 1 and 2 (*Metrological and technical requirements and Metrological controls and performance tests*) in June 2013. International Project Group (PG) members were asked to review this 2 CD for vote and comment. The majority of voting responses were negative indicating that the draft needed to be further developed by the Project Group.  A meeting of TC 9/P 1 was held at NIST in Gaithersburg, Maryland, on March 17 - 18, 2014 to discuss unresolved issues regarding the R 60 revision.  This meeting was one of three OIML meetings held that week, meetings of the CPR and MAA *Ad Hoc* WG (see section on TC 3/SC 5) were also convened.  Input from the TC 9/P 1 meeting and comments received pertaining to the 2 CD of R 60 will be incorporated into a 3 CD that is expected to be circulated in July 2014. For more information on TC 9 activities, please contact Mr. John Barton at (301) 975-4002 or john.barton@nist.gov.

TC 9/SC 2 Automatic Weighing Instruments (United Kingdom)

The DR of OIML R 106, Part 1, *Automatic Rail Weighbridges*, was published in 2012.  The DR of R 106‑2 was approved by the CIML in 2012 and subsequently published in 2013.

All three parts of OIML R 50, *Continuous Totalizing Automatic Weighing Instruments* (Belt Weighers), have been forwarded to the BIML, and it is expected that they will receive final CIML approval in November 2014. Parts 1 and 2 (technical/metrological requirements and test procedures) were approved in the 2013 CIML preliminary ballot and the FDRs (Final Draft Recommendation) are currently under preparation. The 2 CD of R 50‑3 was approved in the TC 9/SC 2 ballot in September 2013 and was sent to the BIML in March 2014. To receive copies of these documents or to obtain more information on the work of this Subcommittee, please contact Mr. John Barton at (301) 975-4002 or john.barton@nist.gov.

TC 17/SC 1 Humidity (China and United States)

The 6CD of OIML R 59, *Moisture Meters for Cereal Grains and Oilseeds,* was distributed in March 2013, and it was requested that comments be returned in June 2013. Meetings of TC 17/SC 1 and TC 17/SC 8 were held at NIST in Gaithersburg in July 2013 to discuss these returned comments and to develop the next draft. The 7  CD will be distributed for a vote later this year. Please contact Ms. G. Diane Lee at (301) 975‑4405 or diane.lee@nist.gov if you would like to participate in this IWG.

TC 17/SC 8 Quality Analysis of Agricultural Products (Australia)

Meetings of TC 17/SC 1 and TC 17/SC 8 were held at NIST in Gaithersburg, Maryland, in July 2013 to discuss international comments received on the 4 CD of a draft document *Measuring Instruments for Protein Determination in Grains*. Australia plans to soon distribute a 5 CD of this draft document for a vote. Please contact Ms. G. Diane Lee at (301) 975-4405 or diane.lee@nist.gov, if you would like to participate in this IWG.

OIML Mutual Acceptance Arrangement (MAA)

The report on the OIML MAA can be found in the NTEP section of this document. For further information on the MAA and its implementation, please contact Dr. Charles Ehrlich at (301) 975-4834 or e-mail charles.ehrlich@nist.gov.

II. Report on the 48th CIML Meeting in HO CHI MINH CITY, VIETNAM in October 2013

Mr. Peter Mason, CIML member from the United Kingdom and President of the CIML, opened the meeting and gave the President’s Report.

Mr. Stephen Patoray, who has been serving as BIML Director since January 2011 provided several reports on financial and administrative matters at the BIML, including improvements that have been implemented since his arrival at the BIML. After consideration of an external auditor’s review, the CIML approved the 2012 accounts and instructed its President to present them to the 15th OIML Conference.

The CIML elected Dr. Yukinobu Miki, the CIML Member for Japan, as second Vice-President for a six-year term; the Committee also decided to renew the contract of Mr. Ian Dunmill, BIML Assistant Director, for a five-year term starting in March 2014.

The CIML welcomed Colombia as a new Member State and Zambia as a re-instated Member State. The CIML also welcomed Iraq, Uganda, and Yemen as new Corresponding Members – and Guinea, Korea (DPR), and Rwanda as re-instated Corresponding Members.

The Committee, noting the report given by the BIML on its activities pertaining to developing country matters, recognized the importance of coordinating the various projects and initiatives promoted by the OIML, individual Member States and Corresponding Members, and other bodies with an interest in promoting the economic development of countries and economies with emerging metrology systems. The CIML decided to set up an advisory group to help carry out wide consultation, to seek additional suggestions, and to build up links with other bodies which have a contribution to make in the area of developing countries.

The BIML reported on the implementation of OIML B 6-1:2012 Directives for OIML technical work. The CIML approved a fairly minor revision to B 6-1, but decided to postpone further work on B 6 until sometime in the future.

The CIML approved the following draft publications:

* OIML V 1, *International vocabulary of terms in legal metrology* (VIML);
* OIML R 46-3, *Active electrical energy meters – Part 3: Test report format*;
* OIML R 49, *Water meters for cold potable water and hot water – Part 1: Metrological and technical requirements, Part 2: Test methods, and Part 3: Test report format*;
* New OIML Recommendation *Instruments for continuous measuring CO and NOx in stationary source emissions;*
* OIML D 11, *General requirements for measuring instruments – Environmental conditions*; and
* OIML B 14, *Procedure for the election of the CIML President and Vice-Presidents*.

The CIML confirmed its decision to start as a new project in TC 4, Measurement standards and calibration and verification devices, the revision of OIML D 8:2004, *Measurement standards. Choice, recognition, use, conservation, and documentation*.

The CIML also confirmed its decision to start as a new project in TC 6, Prepackaged products, the drafting of a new publication *Guidance for defining the system requirements for a certification system for prepackages*, noting the reservations about this effort expressed by several of the Member States (including theUnited States).

Noting the oral report on the outcome of the seminar to review the operation of the OIML Mutual Acceptance Arrangement (MAA) that was given by the CIML first Vice-President, Dr. Roman Schwartz of PTB (Germany), the CIML decided that there is a need to raise awareness of the MAA system among those not currently using it, in particular among potential Utilizing Participants. The CIML urged its Members, the participants in the MAA, and the BIML to actively promote the MAA among legal metrology authorities and measuring instrument manufacturers worldwide. The CIML encouraged its Members to draw to the attention of trade negotiators within their countries the opportunities which OIML Recommendations and the MAA structures offer as means of reducing barriers to trade and the possibility they provide to enhance both bilateral and multilateral trade negotiations.

The CIML instructed the BIML, in its capacity as secretariat of the MAA Committees on Participation Review (CPR), to set up an *ad-hoc* WG consisting of interested CIML and/or CPR members and representatives of manufacturers’ associations to consider how this awareness can be raised, and to provide secretarial support to this WG. The *ad-hoc* WG was also tasked with reviewing the CPRs and their structure, the rules and procedures governing the operation of the MAA, and the role of Utilizing Participants, with a view to increasing the efficiency of the operation of the MAA. Dr. Roman Schwartz will chair this *ad-hoc* WG and report on its activities to the 49th CIML Meeting. (See also the TC 3/SC 5 section of this OIML report.)

III. Future OIML Meetings

The CIML accepted the invitation of New Zealand to host the 49th CIML Meeting in Auckland, New Zealand, in November 2014.

The next OIML Conference will be held in 2016; the venue and dates for this Conference will be decided by the CIML at a future date.

V. Regional Legal Metrology Organizations

A meeting of the Inter-American Metrology System (SIM) General Assembly is organized annually and is the event where delegates from National Metrology Institutes of the Americas meet to discuss important issues. This past year, the SIM General Assembly was held in Santiago de Queretaro, Mexico, in October 2013. Mr. Jose Dajes Castro, from INDECOPI in Lima, Peru, serves as the SIM President. The Legal Metrology Working Group is chaired by Mr. Emilio Löbbe from INTI/Argentina. The organization is working to build capacity in legal metrology for SIM member countries. Please contact Mr. Ralph Richter at (301) 975-3997 or ralph.richter@nist.gov for more information on SIM.

The 20th Meeting of the Asia Pacific Legal Metrology Forum (APLMF) was held November 5 - 8, 2013, in Yogyakarta, Indonesia. Sixteen APLMF Member Economies participated in this meeting. The People’s Republic of China holds the Presidency and Secretariat of APLMF. Mr. Changcheng, APLMF President and Vice Minister of AQSIQ, chaired the meeting. APLMF activities are facilitated through its seven work groups.

The main objectives of APLMF are to coordinate regional training courses in legal metrology and to provide a forum for exchange of information among legal metrology authorities. Changes in APEC priorities are making it more difficult to achieve funding. While feedback from the previously-held training courses has been positive, it is becoming clear that in order to continue to receive funding for the training, APLMF needs to do a more thorough job of assessing and documenting the impact of the training courses on the economies that receive the training.

The most active WG is on Training Coordination, chaired by Australia. Training on “Smart Electricity Meters” was held in June 2013 in Bandung, Indonesia. Eighty students from APLMF member economies participated in this training. In November 2013, a course on “Traceability in Rice Moisture Measurement” was held in Chiang Mai, Thailand.

The WG on Training Coordination reported on the results of a 2013 survey of APLMF member economies that requested information on the benefits of APLMF training that was conducted in the period 2005 to 2013. Clearly, the results indicated that the more than 20 courses conducted by APLMF in that 8-year time period were highly valued by the member economies, promoted harmonization in the Asia-Pacific region, and frequently led to revised/improved legislation and regulations in the member economies.

Also discussed at the APLMF meeting was a planned PTB project to work with APLMF and APMP to promote/improve the metrological systems of developing economies in Asia. This project is still in the early-development stages, so much of the discussion at the APLMF meeting focused on selecting and prioritizing possible objectives of this project. If the project is approved and funded by the German ministry, it is possible that some of these funds could be used by APLMF to conduct future training.

The United States was represented at the APLMF meeting in Yogyakarta, Indonesia, by Mr. Ralph Richter, who served as acting-chair (for Dr. Charles Ehrlich) of the APLMF WG on MRAs. Mr. Richter gave a report and update on the OIML MAA (including the MAA seminar that was held in October 2013 in Vietnam) and presented the United States Country Report.

The 2014 APLMF meeting will be held in November 2014 in Wellington, New Zealand. Please contact Mr. Ralph Richter at (301) 975-3997 or ralph.richter@nist.gov for more information on APLMF.

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**Appen****dix B**

**Associate Membership Committee (AMC)
Agenda and Draft Meeting Minutes**

Paul Lewis, Chair

Rice Lake Weighing Systems

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2. Call to Order
3. Approval of Meeting Minutes
4. Financial Condition
5. NCWM Industry Representative Reports
6. Board of Directors Report
7. Professional Development Committee Report
8. Laws and Regulations Committee Report
9. AMC Fund Disbursement Requests
10. Filling Vacant Positions
11. Old Business
12. New Business
13. Adjournment

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Associate Membership Committee
Draft Meeting Minutes

July 15, 2014

Detroit, Michigan

1. Call to Order

Chairman Paul Lewis called the meeting to order at 5:00 p.m.

1. Meeting Minutes

A copy of the updated 2014 Interim Meeting Minutes was distributed. The minutes were reviewed, updates were made, and a motion was made by Mr. Grabski and seconded by Mr. Calix to approve the minutes with corrections. With no further discussion the minutes were approved.

1. Financial Condition

A copy of the financial report was distributed; Chairman Paul Lewis reports that the AMC fund has a balance of $32,998.67 as of July 11, 2014.

Mr. Calix made a motion to accept the financial report. Mr. Grabski seconds the motion, with no further discussion the financial report was approved.

1. NCWM Industry Representative Reports
2. Board of Directors Report

**CWMA**

* CWMA Interim: September 8 - 11, St Charles
* CWMA Annual: May 18 -21, Columbus, Ohio

**NEWMA**

* Interim: October 15 – 16, Connecticut
* Annual: May 4 – 8, Saratoga, New York

**SWMA**

* Annual Meeting: October 5 - 8, Raleigh, North Carolina (starting Sunday morning)

**WWMA**

* Annual Meeting: September 14 - 18, Portland, Oregon
* Alaska getting new lab accredited and ready to operate
* Boise, Idaho, for 2015 and Hawaii for 2016

**NIST**

* Mr. Clark Cooney new to NIST
* NIST planning to do half day trainings in conjunction with regional meetings
* OIML  117 Dynamic Measuring for Liquids other than water – moving fast and vote at CIML meeting in November. Likely pass and NTEP needs to think about MAA.

**Measurement Canada**

* Effective August first, new mandatory inspections of weights and measures devices on regular schedule. Done by private, accredited third parties. Previously inspected 2 % to 4 % per year, Measurement Canada will be monitoring data for performance. Like a lab test in the marketplace.

**Budget**

* Tracking at about 10 % Gain Membership

**Membership**

* Currently 2211 NCWM members
* 258 people have registered for this meeting, last year 198 people.
* 41 states present at this meeting.
* Next year is Philadelphia and 100th NCWM Meeting.
	+ Welcome Gifts (tote bags, notebook cover, pens, DVDs) for attendees.
	+ Raise registration fee to $350.00 for this meeting and future meetings.
	+ Two door prizes – Scale and Gas pump (purchased for meeting).
	+ Keynote Speaker: N. David Smith likely – big name speakers have big costs.
	+ Luncheon for 100th Anniversary.
	+ Outing at Franklin Institute.
	+ 100th Anniversary pin and promoting pins again.
	+ What would AMC be willing to help with at the 100th Meeting?

**Bylaws**

* Concern about whether Voting Items downgraded by Committee being upgraded by the voting membership.
* Separate an item from the report? Don’t like the report being held hostage.
* Role of Subcommittee vs Committee.
* Chuck Corr to lead look at Policies and Bylaws on items, voting, and reports.

**Professional Certification**

* Close to finalizing three sections
	+ Large Capacity Scales;
	+ Medium Capacity Scales; and
	+ Vehicle Tank Meters.
* Two more will be developed (Price Verification and LP Gas).
* Toolkit – no activity has occurred but group continues to work.

**On-line Forum**

* Changes made to make it more useful, but usage was down significantly, should we discontinue?
* Only four comments.
1. Professional Development Committee (PDC) Report
* The task group has completed the first three training exam modules. They are retail motor fuel dispensers, basic package checking, and small capacity scales Class III.
* The working group has created a template for a complete field training program. This was distributed to the states. There has been very little comment to date.
* The next three modules to be completed are VTM, Medium Capacity Scales, and Large Capacity Scales.
* The PDC would like to know if industry plans to use the modules in their own field training programs.
* The PDC is interested in promoting the use of AMC training funds to states or jurisdictions interested in setting up field training programs. Mr. Michael Cleary is willing to conduct training if requested. There is also discussion about developing a video on setting up these programs.
1. Laws and Regulations (L&R) Committee Report
* Mr. Grabski reports that the Committee finished their meetings everything will be published in NCWM Publication 16.
* All items keep their public status for voting, withdraw informational or developing.
* Most of the discussion was around GGE and DLE and fuel filters.
1. Associate Membership Committee (AMC) Fund Disbursement Report
* New York State Weights and Measures Association ($2,500) (Paid) – State sent in a letter of appreciation.
* Michigan ($1000) for room rental request was approved in May. – Committee approved through e‑mail.
* Arkansas Bureau of Standards ($2,500) – Request was sent in on the wrong form. The request was approved pending update on the correct form.
* Arkansas request will be used for a package checking milk, eggs, and chicken. NIST Handbook 133, *Checking the Net Content of Packaged Goods*, August 11 – 14, 2014.
* The State of Arkansas will give left over products to the local food pantry.
* Mr. Lewis asked the state to overestimate the charges so if the request is not for a sufficient amount another request will not need to be made.
* An itemized list will be provided to the Committee of the items purchased.
1. Filling Vacant Positions
* Mr. Bill Callaway with Crompco was elected to Chair.
* Mr. David Calix with NCR was elected to the Vice Chair.
* Mr. Richard Shipman with Rice Lake Weighing System elected to Secretary Treasurer.
* Mr. Paul Lewis with Rice Lake Weighing System was elected to another term on the Committee.
1. Old Business
* No update on Toolbox.
* Funds for the 100th annual meeting, no request have been requested.
1. New Business
* Mrs. Juroch asks if the AMC could help provide coffee for the Conference. The NCWM will not accept funds.
* Mr. Langford asks that we go to the BOD and ask them to rescind the membership funds. Since the money is not being used.
* Mr. Guay states the issues of funds not being used was brought up to the BOD before.
* Mr. Murnane states, if we don’t see major increase in funds use, then we want to rescind to the Conference.
* Mr. Murnane stated, we should vote on decreasing the funds.
* Mr. Lewis states that a few years ago we spoke about increasing the amount.
* Mr. Guay states that we could recommend that we eliminate the $15 fee.
* Mr. Calix states we should let the funds build, the PDC is going to push for training for the testing.
* Mr. Murnane asks Mr. Guay take it to the Board. We need states to request funds or we will end the program.
* Mr. Grabski agrees with Mr. Calix that we need to be patient on fund requests.
* Mr. Vires states, it may be too much regulation on the funds, that is stopping the states from requesting the funds. Mr. Vires asks what about a survey, let’s survey the states.
* Maybe the PDC should present how easy it is to request the funds.
* Mr. Langford made a motion to ask Mr. Guay to go to the Board to stress the importance of the usage of membership funds. If the funds are not used, then the AMC will rescind. Motion was seconded and approved.
* Mr. Calix recommends that the AMC sponsor training in a difficult area.
* Mr. Calix mentioned that we should consider having a Conference call regarding any updates items that we are working on.
* It was agreed that Mr. Calix will submit three month sync up meeting.
1. Adjournment

With no further new business Chair Lewis adjourned the meeting at 6:30 p.m.

Respectfully submitted by,

Mr. David Calix

Secretary, AMC

Individuals in Attendance

Mr. David Calix – NCR

Mr. Bill Callaway- Crompco

Mr. Ron Gibson – Seraphin

Mr. Steve Grabski – Walmart

Mr. Chris Guay – Procter &Gamble

Mrs. Carrie Haler – Pier 1 Imports

Mrs. Krister Hard – AF Segerstad – IKEA

Mr. Jon Heinlein – Transcell

Mr. Jim Hewston – J.A. King

Mr. John Hughes – Rice Lake Weighing systems

Mrs. Zina Juroch – Pier 1 Imports

Mr. Stephen Langford – Cardinal Scale MFG

Mr. Paul Lewis – Rice Lake Weighing Systems

Mr. Robert Murnane – Seraphin

Mr. Henry Oppermann – W&M Consulting

Mr. Richard Shipment – Rice Lake Weighing System

Mrs. Erica Steinlein – Trader Joes

Mr. Louis Straub – Fairbank Scales

Mr. Rob Underwood – PMAA

Mr. Rob Upright – Vishay Transducers

Mr. Russell Vires – Mettler-Toledo