

Board of Directors Interim Report

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Reference
Key Number

100 INTRODUCTION

The Board of Directors held its quarterly meeting on Friday and Saturday, January 9 - 10, 2009, and continued meeting during work periods throughout the remainder of the Interim Meetings. The Board of Directors and NTEP Committee invited members to dialogue with the Board on the following issues: conformity assessment, improving efficiency and effectiveness, the National Training Program, marketplace surveys, membership, the newsletter and website, strategic planning, and participation internationally, i.e., International Organization on Legal Metrology (OIML), the OIML Mutual Acceptance Arrangement (MAA), the Canadian Forum on Trade Measurement (CFTM), the Asia-Pacific Legal Metrology Forum (APLMF), and U.S. National Work Groups (USNWG).

Table A identifies the agenda items in the Report by reference key number, item title, and page number. An item marked with an “I” after the reference key number is an informational item. An item marked with a “V” after the reference key number is a voting item. Table B lists the appendices to the Report.

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**Details of all Items
(In order by Reference Key Number)**

1. I NCWM Automatic Temperature Compensation Steering Committee

The ATC Steering Committee was formed in 2007 to assist NCWM in forming a consensus on issues before the Specifications and Tolerances Committee and the Laws and Regulations Committee. The Board receives quarterly activity reports from the Chair of the ATC Steering Committee. In addition, they review future Steering Committee activities and related NCWM work on this issue.

To date, the Steering Committee has forwarded numerous recommendations to the standing committees to assist them in the development of their respective agenda items. Following the 2008 Annual Meeting, the Steering Committee was asked to provide responses to comments and questions that were received by the Specifications and Tolerances Committee during its open hearings. The responses were provided to the Specifications and Tolerances Committee for consideration at the January 2009 NCWM Interim Meeting.

The Board of Directors has chosen to continue the support of this committee through the 2009 NCWM Annual Meeting and will reassess the need for ongoing activity at that time.

2. I Marketplace Surveys Update

At the 2009 Interim Meeting, the Board of Directors selected a subject for a new marketplace survey. This survey is now in the planning stages to take place during the 2009 - 2010 year. The survey protocol adopted by NCWM in 1999 will provide the guidelines to be followed in this survey.

3. I Membership and Meeting Attendance

The Board continues to assess avenues for improving membership and participation at Annual and Interim Meetings. Membership and attendance are driven to some degree by the items on our agendas and by the economy. It is important that NCWM be active in notifying potential stakeholders of agenda items that may be of interest and warrant their attention. This effort will have an impact on both membership and attendance.

The following is a comparison of NCWM membership levels for the past 6 years.

NCWM Membership Report						
	12/08	12/07	12/06	12/05	12/04	12/03
Associate	777	807	804	783	784	780
Foreign Assc	47	53	49	51	33	34
Federal Gov't	10	9	9	13	13	18
NIST	13	14	14	10	8	14
State Gov't	668	814	794	791	826	804
Local Gov't	522	548	547	465	453	515
Int'l Gov't	23	22	29	21	29	18
Retired	216	222	221	221	224	226
Total	2276	2489	2467	2355	2370	2409

4. I NCWM Newsletter and Website

The Board is continuing to look for ways to monitor and improve the content of the newsletter and website. The first issue of the newsletter for 2009 was published in February rather than January. This allowed timelier reporting

from the Board and Standing Committee Chairs on progress made on various agenda items during the January Interim Meeting. Members are encouraged to bring ideas and articles forward for inclusion in newsletters. Of particular interest are articles that would strike a chord with field inspectors and service industry.

Lindsay Hier, Project Coordinator for NCWM, is our webmaster. She has the expertise to make some improvements and enhancements to the site, some of which have already taken place. Approved meeting minutes from the Board of Directors quarterly meetings have been added to the "Members Only" portion of our website. This will allow membership insight into the work of the Board and its decision making. Soon, NCWM will be including the NCWM Policies on its website.

Comments and suggestions for improvements to our newsletters and website should be directed to NCWM Headquarters at (402) 434-4880 or via e-mail at info@ncwm.net.

5. I Members-Only Access to NTEP Database

The Board is considering ways to add value to the NCWM membership. One proposal being considered is allowing "Members Only" access to the searchable NTEP database. Non-members would still be able to download PDF listings of certificate holders, certificate numbers, and models covered, but they would not be able to enter the searchable Certificates of Conformance database to view the certificates.

During the 2009 Interim Meeting, several concerns were brought to the Board. Manufacturers currently have the ability to direct customers to the NCWM website to view certificates. If the general public no longer has access, manufacturers may choose to post searchable NTEP databases on their own websites. The effect would be less exposure for NCWM as fewer people visit our website. Another concern was for companies who employ large numbers of service agents or inspectors. The cost of providing that many memberships can be prohibitive, but those individuals need access to the certificates. One suggestion is to create corporate or organizational memberships, but the Board will be cautious of any policy that could actually reduce membership.

6. I Meetings Update

Interim Meetings

January 24 - 27, 2010	Hilton Nashville Downtown, Nashville, Tennessee
January 23 - 26, 2011	The Fairmont Dallas, Dallas, Texas

Annual Meetings

July 12 - 16, 2009	Marriott Plaza Hotel, San Antonio, Texas
July 11 - 15, 2010	Crowne Plaza St. Paul Hotel, St. Paul, Minnesota
July 2011	Locations are under consideration in Montana

The 2011 Annual Meeting will be held in the Western Region. The WWMA Board of Directors provided proposals to the Board of Directors for consideration in California and Montana. The Board is currently exploring opportunities for a site in Montana.

The 2012 Annual Meeting will be in the Northeast Region. The Board of Directors asks that members of NEWMA submit proposals to the Board of Directors for consideration. It is not necessary for members to enter into negotiation with hotels. Members may obtain site selection criteria from Don Onwiler, Executive Director at (402) 434-4880 or e-mail to don.onwiler@ncwm.net.

7. I Participation in International Standard Setting

Chuck Ehrlich and other NIST Weights and Measures Division (WMD) staff will brief the NCWM Board and NCWM members on key activities of OIML and regional legal metrology organizations during our open hearings (see Appendix A).

8. I Efficiency and Effectiveness

The Board is examining cost efficiency measures to control meeting and administrative costs. We welcome member feedback on this topic and any ideas to increase the effectiveness of the Conference.

Web Site

Regional Website Hosting: Two regional association websites are hosted through the NCWM website. In the past, regional associations have paid NCWM for updates to these websites on an hourly rate. This has caused the regional associations to economize by requesting updates to information posted on their sites only once or twice per year. The Board of Directors is considering a new plan for hosting that would require a reasonable flat rate annual fee to NCWM for hosting and updating regional websites. The purpose would be to keep the service affordable for the regions and promote keeping the information on the regional sites up to date.

2009 Interim Meeting: The SWMA and the CWMA have expressed interest in the new flat-rate annual fee approach. The Board further developed a proposed policy for this approach. It is important to include a system of periodic reminders to regional associations. The Board is reviewing fees assessed to the SWMA and CWMA over the past couple years. This information in combination with input from the regions will be used to establish an annual fee.

Proposal: Implement a policy for the NCWM hosting of regional websites to include the following elements:

1. NCWM will invoice the Treasurers of participating regional associations annually on January 1 in the amount of \$XXX for hosting and maintaining regional association websites.
2. Hosting fees will pertain to any website maintenance and updates that are performed in-house by NCWM staff.
3. Additional costs for services from NCWM's web host will be assessed to the regional association.
4. NCWM will contact the Chair for each participating regional association on a quarterly basis requesting any updates to their respective web pages.

Staffing

NCWM Staff: The recent transition in NCWM management has provided an opportunity for significant cost savings to NCWM. However, this transition must not sacrifice service to the NCWM stakeholders or our mission. It is the hope of the Board of Directors that, in fact, the cost savings will enable NCWM to enhance its level of service and effectiveness.

Meetings: The Board is implementing a plan whereby members may volunteer for meeting staffing. This will reduce meeting staffing costs and possibly provide local officials, who may not otherwise be able to attend, the opportunity to participate. Staffing needs will be assessed on an ongoing basis to ensure successful events for our members.

2009 Interim Meeting: All four members of NCWM staff attended the 2009 Interim Meeting. Vicky Dempsey, Montgomery County, Ohio, provided volunteer assistance for a portion of the week. NCWM staff will also attend the 2009 Annual Meeting in San Antonio, Texas. An invitation has been extended to the Texas Department of Agriculture to provide one or two volunteers that week. The level of attendance by NCWM staff for future meetings will be determined by the Board based on cost and necessity.

Travel

Travel Policy: The NCWM Travel Policy applies to any person traveling at NCWM expense. The policy will be amended to clarify that meals occurring before departure on the first day of travel and after return on the last day of travel do not qualify for reimbursement.

2009 Interim Meeting: The Board reviewed the NCWM Travel Policy and made the following amendments to take affect at the conclusion of that meeting.

Approved Travel Policy Changes:

- Maintain \$45 per day for meals and clarify that this includes tips,
- Reimburse breakfast if departing before 6 a.m. and lunch if departing before 11 a.m.,
- Reimburse lunch if returning after 2 p.m. and dinner if returning after 7 p.m.
- Reference “current” federal per diem for mileage and provide the website for accessing the rate, and
- Note on the expense form that there are no reimbursements for additional tips or phone calls.

9. W Bylaws Amendment: Article IX, Section 4 – Ad Hoc Committees, Subcommittees, Task Forces, and Study Groups

This item was withdrawn following the 2009 Interim Meeting.

Proposal: Amend Article IX, Section 4 as follows:

Ad hoc committees, subcommittees, task forces, and study groups are appointed by the Corporation Chairman from the active, advisory, ~~or~~ associate membership, **or NCWM staff** in any combination, as the need arises or the Corporation requests. All committees are subject to an annual review by the Board.

Discussion: The Board recognizes that full-time staff dedicated to NCWM could provide beneficial support and participation in the activities of special work groups. Currently, the bylaws may not provide the flexibility for use of NCWM staff in this manner.

2009 Interim Meeting: Comments from the open hearings did not support this item. Members deemed it unnecessary, stating that the current bylaws do not prohibit the Chairman from appointing NCWM staff to ad hoc committees, subcommittees, task forces, and study groups. The Board discussed potential future conflicts with current bylaws beyond the possibility of using NCWM staff. For example, there might be an opportunity to utilize the expertise of a person who is not a member of NCWM. An example might be legal support from our law firm.

The Board withdrew the proposal recognizing that there is a lot of talent in our membership, and we can draw on that.

10. I Strategic Planning

Now that the management transition to NCWM employees is complete, the Board of Directors is reassessing its short-term and long-term goals. The Board will use this opportunity to review and update its Strategic Plan to ensure the organization is moving forward and in the right direction.

2009 Interim Meeting: The Board dedicated the first day of its quarterly meeting to strategic planning. A new Strategic Plan is now in the draft and development stage. Some primary elements of the draft Strategic Plan include goals to:

1. Enhance the National Conference on Weights and Measures as a national and international resource for measurement standards development.
2. Promote uniform training for individuals involved in weights and measures.
3. Continue to improve the National Type Evaluation Program.
4. Continue to expand the role of the Conference in national legal metrology and as a resource in international legal metrology.
5. Generate support for state and local weights and measures programs.
6. Ensure financial stability of NCWM.

The Board is continuing to refine the strategies and measurements for meeting these goals. One of the strategies for the second goal is the implementation of a National Certification Program for weights and measures officials. This

strategy has been placed as a top priority. The Board is working closely with the Professional Development Committee (PDC) to achieve implementation in the very near future. More details are available in the PDC report.

Another strategy of high priority is to maintain viable support for NTEP laboratories under the third goal. The Board will be monitoring the number of FTE's associated with the authorized laboratories and will continue to track evaluation time and backlog statistics to ensure that NTEP evaluations can be completed in a timely manner.

11. I Financial Report

The NCWM operates on a fiscal year of October 1 through September 30. Last year, NCWM underwent a management transition from contracting professional association management services to opening its own office with full-time employees. This transition was complete as of October 1, 2008. The cost of the management transition as of September 30, 2008, was approximately \$155,000. This cost included obtaining office space, furniture, computers and other equipment, office supplies, salaries, etc. Anticipating a cost savings going into the new fiscal year, the budget for October 1, 2008, through September 30, 2009, projects net revenue of approximately \$102,000. This budget included funding for five staff positions, but only four have been necessary. Based on this, it is quite possible that NCWM can recover the total cost of transition in its first year under the new management structure. This ongoing cost savings should provide exciting opportunities for enhancing service and effectiveness in the near future.

The following is the balance statement as of March 31, 2009.

ASSETS	<u>March 31, 2009</u>
Current Assets	
Checking/Savings	
Associate Member Fund	12,196.19
Certificates of Deposit	611,174.96
Checking	22,307.86
Savings	199,405.36
Total Checking/Savings	<u>845,084.37</u>
Accounts Receivable	3,302.95
Other Current Assets	<u>62,428.89</u>
TOTAL ASSETS	<u>910,816.21</u>
LIABILITIES & EQUITY	
Liabilities	
Other Current Liabilities	<u>2,736.64</u>
Total Liabilities	2,736.64
Equity	
Unrestricted Net Assets	-19,348.05
Opening Balance Equity	-92,738.10
Retained Earnings	688,607.06
Net Income	331,558.66
Total Equity	<u>908,079.57</u>
TOTAL LIABILITIES & EQUITY	<u>910,816.21</u>

Jack Kane, Montana, NCWM Chairman
Randy Jennings, Tennessee, Chairman-Elect
Judy Cardin, Wisconsin, NTEP Chairman
Will Wotthlie, Maryland, Treasurer
Charles Carroll, Massachusetts, Northeastern Regional Representative
Steven Malone, Nebraska, Central Regional Representative
Stephen Benjamin, North Carolina, Southern Regional Representative
Kirk Robinson, Washington, Western Regional Representative
Stephen Langford, Cardinal Scale, At-Large
Tim Tyson, Kansas, At-Large
Robert Murnane, Seraphine Test Measure, Associate Membership
Don Onwiler, NCWM, Executive Director
Jim Truex, NTEP, Administrator
Carol Hockert, Chief, NIST, Weights and Measures Division, Executive Secretary

Board of Directors