

## Board of Directors (BOD) Interim Agenda

Mr. Stephen Benjamin, Chairman  
South Carolina Department of Agriculture

### 100 INTRODUCTION

The Board of Directors will hold its quarterly meeting on Friday, Saturday and Sunday, January 25-27, 2013, and continue that meeting during work sessions throughout the remainder of the Interim Meeting. The Board will conduct Open Hearings for the items in Table A during the Interim Meeting. Table A identifies the agenda items by reference key, title of item, page number and the appendices by appendix designations. The first three digits of an item’s reference key are assigned from the Subject Series List. The acronyms for organizations and technical terms used throughout the agenda are identified in Table B. In some cases, background information will be provided for an item. The fact that an item appears on the agenda does not mean it will be presented to National Conference on Weights and Measures (NCWM) for a vote. The Board will review its agenda and may withdraw some items, present some items for information meant for additional study, issue interpretations, or make specific recommendations for change to the publications identified which will be presented for a vote at the Annual Meeting. The Board may also take up routine or miscellaneous items brought to its attention after the preparation of this document. The Board has not determined whether the items presented will be Voting or Informational in nature; these determinations will result from their deliberations at the Interim Meeting.

An “Item Under Consideration” is a statement of proposal and not necessarily a recommendation of the Board of Directors. Suggested revisions are shown in **bold face print** by ~~striking out~~ information to be deleted and underlining information to be added. Requirements that are proposed to be nonretroactive are printed in *bold faced italics*.

All sessions are open to registered attendees of the conference. If the Board must discuss any issue that involves proprietary information or other confidential material; that portion of the session dealing with the special issue may be closed provided that (1) NCWM Chairman or, in his absence, NCWM Chairman-Elect approves; (2) the Executive Director is notified; and (3) an announcement of the closed meeting is posted on or near the door to the meeting session and at the registration desk. If at all possible, the posting will be done at least a day prior to the planned closed session.

**Note:** It is 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

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**Table B  
Glossary of Acronyms and Terms**

| 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)

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**110 ACTIVITY REPORTS****110-1 Membership and Meeting Attendance**

Membership increased slightly in the past year in the categories of Associate Members and State Government Members as shown in the yearly comparison below. There was some outreach to states which may have contributed to the increase. Those efforts will continue. As the Professional Certification Program grows, NCWM is beginning to see new memberships from individuals seeking member rates (\$0) for exams.

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

| <b>Table C</b>                |                      |                      |                      |                      |                      |                      |
|-------------------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|
| <b>NCWM Membership Report</b> |                      |                      |                      |                      |                      |                      |
|                               | <b>June<br/>2012</b> | <b>June<br/>2011</b> | <b>June<br/>2010</b> | <b>June<br/>2009</b> | <b>June<br/>2008</b> | <b>June<br/>2007</b> |
| Associate                     | 842                  | 813                  | 814                  | 822                  | 848                  | 863                  |
| Foreign Associate             | 58                   | 62                   | 53                   | 53                   | 56                   | 53                   |
| Federal Gov't                 | 11                   | 11                   | 12                   | 10                   | 9                    | 9                    |
| NIST                          | 16                   | 11                   | 12                   | 10                   | 9                    | 9                    |
| State Gov't                   | 589                  | 567                  | 565                  | 696                  | 831                  | 825                  |
| Local Gov't                   | 487                  | 495                  | 524                  | 558                  | 554                  | 565                  |
| Foreign Gov't                 | 14                   | 14                   | 12                   | 24                   | 22                   | 31                   |
| Retired                       | 195                  | 202                  | 196                  | 196                  | 232                  | 221                  |
|                               |                      |                      |                      |                      |                      |                      |
| <b>Total</b>                  | <b>2212</b>          | <b>2180</b>          | <b>2188</b>          | <b>2,373</b>         | <b>2,567</b>         | <b>2,581</b>         |

The attendance in January 2012 for the Interim Meeting in New Orleans was exceptional. That meeting had a robust agenda including many new proposals on an array of issues. Attendance also improved for the 97<sup>th</sup> Annual Meeting, in Portland, Maine in July. Feedback has been very good for the technical sessions that have been added to the Sunday afternoon sessions. These sessions benefit the standards development process, and add value for stakeholders who attend. See Item 110-3 for information on future meetings.

2012 NEWMA Interim Meeting: NEWMA members support continued outreach to other organizations such as the presentation Mr. Jim Truex will provide to International Society of Weighing and Measuring (ISWM) next spring. Associate Membership Committee (AMC) members are in a position to draw in more members from other industries, too. A member commented that NCWM Board should be more aggressive to get new members. There was concern for maintaining a quorum at the Annual Meeting during continued economic stress. Special deals or professional recruitment may make sense to get more members to attend annual and interim meetings. NEWMA supports the development of a toolkit to help jurisdictions garner legislative support and avoid privatization of weights and measures programs (See Item 110-5). The Professional Certification Program should get more people involved and that may increase membership.

## **110-2 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:**

At the 2012 Annual Meeting, the Board of Directors approved a number of pending enhancements to the website. Some of these new features include:

- Create a mobile-friendly National Type Evaluation Program (NTEP) database search
- Create a mobile-friendly membership directory
- Add the option of instant PDF download for *NCWM Publication 14* sales
- Add the ability to apply online for NTEP certification

A member asked that all of the safety articles from past newsletters be posted in one location on the website for easier access to download. This request has been implemented and the articles may be accessed at: <http://www.ncwm.net/content/safety-liaison>.

Compliments were offered to NCWM and to NIST for posting links to pertinent news pieces related to weights and measures on the NCWM Facebook, LinkedIn, and Twitter accounts and the NIST Directors email listserv.

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

### **Online Position Forum:**

Activity on the site increased somewhat in the second year for the Online Position Forum, but it remains light. The Board believes that participation will increase in time as members become more comfortable with it and as committee agenda items generate interest. Improvements were made following the first experience in 2011 so that comments are more easily viewed.

The Online Position Forum is not a voting system. Comments and positions entered there are not binding. It is simply 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. The options for each agenda item are:

- Support
- Support with Comments
- Oppose with Comments
- Neutral
- Neutral with Comments

Staff will notify members when the forum is ready for them to enter their comments each spring. The comment period will end on May 31. On June 1 members will be able to view positions, comments, and supporting documents posted by others. This will help them prepare for the deliberations and voting at the Annual Meeting in July by having a better idea of positions others may have.

### **Social Networking:**

Over the past year, NCWM has posted 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 LinkedIn, Facebook, and Twitter. These accounts were formed to improve NCWM's outreach and raise awareness of our organization. By opening these accounts, NCWM is now more visible in internet search engines and will be more identifiable to tech-savvy stakeholders. They will find links to weights and measures related news stories and they

will be kept informed throughout the Interim and Annual Meetings of special announcements including any changes in schedule. Members who participate in these social networks are encouraged to follow NCWM as a means of creating even more exposure with their friends and colleagues.

**Professional Certification Program:**

Individuals may submit requests for NCWM Professional Certification Exams at [www.ncwm.net/examinations](http://www.ncwm.net/examinations). Exams are free for members and \$75 for non-members. As orders are received, NCWM sends an e-mail to the customer providing the credentials to log into the test site to take the online 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

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

2012 NEWMA Interim Meeting: NEWMA members voted in favor of spending \$1,500 to add online meeting registration and dues payments to their website as part of the project scope for NCWM's new website coming in early 2013. A regulatory official expressed appreciation that the new site will be mobile-friendly for searching and downloading NTEP Certificates of Conformance in the field via smart phones etc. Many members agreed and noted that field officials probably visit that area of the website more often than any other. One member suggested outlining the duties of NCWM staff in newsletter. It should welcome any new staff members and describe their duties. NEWMA supports continuing the Online Position Forum and remains hopeful that more members will participate in the future. They also noted that the Professional Certification Program is a tremendous opportunity for training and education. Members are looking forward to additional exams.

**110-3 Meetings Update**

**Interim Meetings:**

- January 27 - 30, 2013 Francis Marion Hotel, Charleston, South Carolina
- January 19 - 22, 2014 Hotel Albuquerque, Albuquerque, New Mexico
- January 2015 Hotel to be determined in Florida

**Annual Meetings:**

- July 14-18, 2013 Seelbach Hilton Louisville, Louisville, Kentucky
- July 2014 The Westin, Detroit, Michigan
- July 2015 TBD

NCWM strives to plan meetings in locations that offer comfortable rooms and a variety of entertainment and dining options close by. The following is a brief description of future planned events.

The 2013 Interim Meeting will be at the Francis Marion Hotel in historic downtown Charleston, South Carolina. It is truly a beautiful hotel situated perfectly for attendees to get the full Charleston experience.

The 2013 Annual Meeting will be held at the Seelbach Hilton in Louisville, Kentucky. The hotel was built in 1905 and is listed on the National Register of Historic Places. Attendees can simply walk out the door to experience Fourth Street Live where there are plenty of restaurants and entertainment.

The Board has selected Tampa, Florida for the 2015 Interim Meeting. A final decision will be made on the hotel for that event at the fall 2012 Board meeting.

**100<sup>th</sup> NCWM Annual Meeting:**

The Board hopes to make the 2015 Annual Meeting a very special event and one that you won't want to miss. 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 in 2015. The group will consider locations and special events to commemorate and bring excitement to the occasion. Suggestions may be forwarded to Ms. Tretheway, NCWM Office Manager, at (402) 434-4872 or [shari.tretheway@ncwm.net](mailto:shari.tretheway@ncwm.net).

2012 NEWMA Interim Meeting: An industry member and a regulatory strongly suggested that NCWM look into the Inner Harbor area of Baltimore, Maryland as a potential site for the 100<sup>th</sup> meeting in 2015. Some suggested that the Baltimore area would be more desirable than Philadelphia. The NEWMA Board of Directors agreed and added that the location might be better for attracting a quality keynote speaker.

**110-4 Participation in International Standard Setting**

**Conformity to Type**

International Organization of Legal Metrology (OIML) is considering development of a Conformity to Type (CTT) program. An OIML Seminar on CTT was held in June 2011 in Utrecht, The Netherlands. NCWM was invited to share its experience with the NTEP Conformity Assessment Program and in particular, the Verified Conformity Assessment Program (VCAP). The presentation was given by Mr. Onwiler, NCWM Executive Director. NCWM is hopeful that the VCAP Audit Reports can also satisfy the needs of the OIML CTT at a significant savings to certificate holders. Mr. Flocken, Mettler-Toledo, LLC, also presented with perspectives from the manufacturing industry. Dr. Ehrlich, National Institute of Standards Technology (NIST), Office of Weights and Measures (OWM), was in attendance and participated in the discussions. A subcommittee has been formed that will describe the United States and European programs.

**Mutual Acceptance Arrangement (MAA)**

Mr. Truex, NTEP Administrator, attended the Committee on Participant Review in Germany in 2011. Resolutions were developed at that meeting for the amendment of B10, the certificate system under the MAA. The spirit of the resolutions was to allow utilizing authorities to voluntarily accept manufacturer test data under the MAA. A draft amendment is being developed for vote in early 2012. *See the NTEP Committee Interim Meeting Report for more detail.*

Dr. Ehrlich, NIST-OWM, gave a report of OIML activities. An updated report is included in the 2012 NCWM Annual Report as an appendix to the report of the Board of Directors. (see Appendix A).

**110-5 Associate Membership Committee Activity**

The Associate Membership Committee is organized in accordance with the Bylaws of the National Conference on Weights and Measures, Inc. In addition, AMC operates by its own Bylaws which are available on the Committee pages of [www.ncwm.net](http://www.ncwm.net). AMC meets at least 2 times per year in conjunction with NCWM Interim and Annual Meeting. It consists of between 5 and 10 members who, amongst themselves, elect officers to serve as Chairman, Vice Chairman, 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) is 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 Training Fund. AMC receives applications and awards training scholarships 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.

AMC training fund selection criteria is as follows:

1. Training fund 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.
- **Tradeshaw Seminars:** AMC is interested in organizing training or awareness seminars at industry type tradeshaws 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 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.*

2012 MEWMA Annual Meeting: The NEWMA Board of Directors expressed appreciation for the support that the AMC has provided through training and they look forward to the development of the promotional tool kit.

## **120 STRATEGIC PLANNING, POLICIES, AND BYLAWS**

### **120-1 Strategic Planning**

The Executive Director presents a strategic plan progress report each year at the fall Board meeting. The Board will conduct a strategic planning session in January at its quarterly meeting just prior to the Interim meeting. Several strategies have been successfully completed and some new strategies were introduced in January 2012. Members are asked to provide input before the 2013 Interim Meeting on the five current goals in the strategic plan and any other goals that they believe should be included.

Five NCWM Strategic Plan Goals:

1. Enhance NCWM 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 NTEP.
4. Expand the role of NCWM as a resource for state and local weights and measures programs.
5. Preserve the financial stability of NCWM.

The Strategic Plan in its entirety may be viewed in the Members Only area at [www.ncwm.net/content/strategic-plan](http://www.ncwm.net/content/strategic-plan).

**NCWM as a National and International Resource:**

A strategy under this goal was to implement the Online Position Forum. That was completed in 2011 and the strategy will now be 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.

**Promote Uniform Training:**

The Professional Certification Program is a top priority under this goal. In 2011, the Board contracted the services of Mr. Ross Andersen to serve as Certification Exam Coordinator working with the Professional Development Committee. The Board believes this arrangement will greatly assist the PDC in developing a full line of certification exams.

Some states are expressing interest in using the Professional Certification Program as a prerequisite to registering / licensing service agents. There is discussion that the exams may be more difficult for service agents who have not received the level of Handbook 44, 130 and 133 training that regulatory officials receive. If the exams are too difficult, it could provide a costly delay to service agencies that are trying to establish employees as qualified to work independently and with the privileges of being registered or licensed. The counter argument would be that the Professional Certification Program should elevate the quality of service agents as well as regulatory officials. See more discussion on this in the Professional Development Committee report.

**Continue to Support NTEP:**

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 were available under the current authorized laboratory system. The Board is monitoring its available resources toward that end in hopes that NCWM will eventually be 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 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.*

**Expand the Role of NCWM as a Resource to Officials:**

Of high importance under this goal is NCWM's ability to gather and compile data that will demonstrate the impact of regulatory programs. Efforts in this regard have been difficult or impossible because of differences in how jurisdictions acquire and maintain device, inspection, and compliance data. The Board is discussing methods of studying data that would not require massive changes in jurisdictional practices.

Many programs are experiencing severe budget cuts that are diminishing their effectiveness. The Associate Membership Committee 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.

**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 unforeseeable 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.

2012 NEWMA Interim Meeting: The NEWMA Board of Directors indicated it will work with NCWM to help achieve the goals outlined.

**120-2 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, staff have been looking for ways to further streamline the process while improving documents, reports, and communication. Beginning in the fall 2012, just one template will be sent to each regional committee containing both the carryover items and the new proposals designated to the respective region. Furthermore, each new item will be identically numbered and titled at each region. This will reduce confusion for those who attend multiple regional meetings, streamline documentation for regions, and simplify the process for incorporating regional reports into *NCWM Publication 15*. These improvements many enable NCWM to make *NCWM Publication 15* available at an earlier date each fall.

2012 NEWMA Interim Meeting: All 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 questioned why some of the new items were not submitted to NEWMA. The new format for Publication 15 works very well and deadline works well. The NEWMA Board of Directors supports the work of NCWM staff in updating the regional websites for all committee issues and making the process of creating form 15’s for submitters much easier and clearly understood.

**120-3 Standing Committees**

**Committee Orientation:**

Since 2010, 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 that they are prepared in advance for the technical discussions and Open Hearings.

**Task Groups and Subcommittees:**

Task groups and subcommittees are created by appointment by the NCWM Chairman. A task group is given a specific charge and it reports to the appropriate NCWM standing committee. A task group 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.

NCWM offers resources to these task groups and subcommittees including meeting space at Interim and Annual Meetings, conference calling and web meeting services, dedicated e-mail listservs, a dedicated web page 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 task group and subcommittee work.

Because NCWM task groups and subcommittees report directly to standing committees 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.

- **Task Group on Printer Ink and Toner Cartridges:**

The group reports to the Laws and Regulations (L&R) Committee and is addressing method of sale and net quantity labeling requirements. For more information, contact:

**Chair**

Ms. Judy Cardin  
Wisconsin Department of Agriculture, Trade and Consumer Protection  
PO Box 8911  
Madison, WI 53708-08911  
Phone: (608) 224-4945  
Fax: (608) 224-4939  
Email: [judy.cardin@datcp.state.wi.us](mailto:judy.cardin@datcp.state.wi.us)

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

The group reports to the Specifications and Tolerances 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](mailto:houston@agri.ohio.gov)

- **Fuels and Lubricants Subcommittee:**

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

**Chair**

Mr. Ronald Hayes  
Missouri Department of Agriculture  
1616 Missouri Blvd  
P.O. Box 630  
Jefferson City, MO 65102  
Phone: (573) 751-4316  
Fax: (573) 751-0281  
Email: [ron.hayes@mda.mo.gov](mailto:ron.hayes@mda.mo.gov)

- **Packaging and Labeling Subcommittee:**

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](mailto:guay.cb@pg.com)

2012 NEWMA Interim Meeting: Comments were made that the Price Posting and Computer Capability Task force may need to address the language that the conference adopted in July to perhaps present examples of these types of transactions. One member expressed that he was glad to see that the Packaging and Labeling Subcommittee has been formed as this is an area where weights and measures focus has been sidetracked due to budget issues.

## 120-4 Section L. Classifications for Agenda Items, Section M. Developing Items

### Source:

NCWM Board of Directors

### Purpose:

Clarify definitions of agenda item status designations.

### Item Under Consideration:

Amend *NIST Handbook 44* and *NIST Handbook 130*, Introduction as follows:

## L. Classifications for Agenda Items.

At the Interim Meeting, the Committee ~~can~~will classify proposals in one of the following ways as:

1. "Voting" – ~~these are items proposed for a vote by the NCWM membership and are indicated with a "V" after the item number in the agenda~~ These are items the Committee believes are fully developed and ready for final consideration of the voting membership. Each item has either received majority support from the committee or the committee has reached agreement that it is ready for voting status to let NCWM membership decide. The committee has the ability to remove items from the voting agenda at the Annual Meeting by changing the status prior to a vote of the NCWM membership. The committee may amend voting items during the course of the Annual Meeting based on additional information received following the Interim Meeting and testimony received at the Annual Meeting. These items may also be amended by the voting membership during the voting session of the Annual Meeting following the procedures outlined in the NCWM Bylaws; or
2. "Informational" – ~~these are items which require further study, comment, and development and are indicated with an "I" after the item number in the agenda~~ These items are deemed by the committee to have merit. They typically contain a proposal to address the issue at hand and a meaningful background discussion for the proposal. However, the committee wants to allow more time for review by stakeholders and possibly further development to address concerns. The committee has taken the responsibility for any additional development of Informational items. For particularly difficult items, the committee may assign the item to an existing subcommittee under its charge or request that the NCWM Chair appoint a special task group that reports to the committee. At the Annual Meeting, the committee may change the status of the items, but not to Voting status because the item has not been published as such in advance of the meeting; or
3. "Developing" - These items are deemed by the committee to have merit, but are found to be lacking enough information for full consideration. Typically the item will have a good explanation of the issue, but a clear proposal has yet to be developed. By assigning Developing status, the committee has sent the item back to the source or assigned it to some other entity outside the scope of the committee with the responsibility of further development. The Committee Report will provide the source with clear indication of what is necessary to move the item forward for full consideration. The item will be carried in the committee agenda in bulletin Board fashion with contact information for the person or organization that is responsible for the development. Since the committee is not required to

receive testimony on developing items, this status should be carefully implemented so as not to weaken the standards development process; or

34. ~~“Withdrawn” – these are items which will no longer be considered by the Committee and are indicated with a “W” after the item number in the agenda~~These are items that the committee has found to be without merit. The committee's determination to withdraw should not be based on the committee's opinion alone, but on the input received from stakeholders. The committee's report will contain an explanation for the withdrawal of the item. Once an item appears in NCWM Publication 16 or the Annual Meeting addendum sheets as Withdrawn, the status of that item may not be amended. The item may be reintroduced through the regional associations for consideration as a new item.

### **M. Developing Items.**

~~In the past the Committee had either carried undeveloped proposals forward as informational, or withdrawn them. Conference members felt that carrying undeveloped informational items on its agenda for years posed an unnecessary drain on NCWM resources. Alternatively, the Conference was also concerned that withdrawing items prematurely resulted in the Committee discarding valuable work that had gone into identifying and presenting the items. NCWM was also interested in providing a mechanism to inform parties about items that were developing in different localities or in the regional associations.~~

~~At the 1998 Annual Meeting, NCWM established a process for disseminating information on items that may have merit but are insufficiently developed for Committee action. NCWM established a new “Developing” designation to allow the Committee to notify the submitter that while this item may have merit, it has not been adequately developed for action at the national level. NCWM agreed that developing items should be submitted by the regional associations with a recommendation that they be presented as “D” items on the national agenda.~~

~~The Committee will present “D” items in list format at the end of its report and include a point of contact (including the name and telephone number of the submitter) so that interested parties can obtain additional information. No comments will be taken on a developing item unless the Committee agrees to receive the new information in advance of the hearing. In these cases, the Chairman will announce in advance that an item will be discussed in the session. The use of this “D” designator is seen as an item management tool, as well as a way to keep the membership informed of emerging items.~~

(Re-letter remaining sections)

### **Background / Discussion:**

There is inconsistency in understanding among NCWM members and regional associations of the purpose and impact of recommending or assigning an item status to an agenda item. The NCWM Board of Directors discussed the various status designations and developed additional guidance for use by NCWM standing committee members. That guidance is now part of the NCWM Committee Handbook and has been presented to committee members at fall orientation sessions and has been refined as a result of those meetings with the help of committee chairs and NIST technical advisors.

An example of this clarification in the distinction between “developing” items and “informational” items. For “developing” items, the committee is not responsible for developing the item and has assigned that responsibility to some person or organization outside of the committee; usually the source. Items designated as “informational” may also require development, but the committee is taking responsibility for the item, either directly or through a subcommittee or task group appointed by the NCWM Chair that reports directly to the committee.

Committee members understand that items designated as “informational” or “developing” in NCWM Publication 16 cannot be upgraded to “voting” status that same year. In the course of those discussions, it has been suggested that an item designation of “withdrawn” by a committee following the NCWM Interim Meeting may be upgraded by the

committee to “informational” or “developing” at any time prior to adoption of the committee’s final report at the NCWM Annual Meeting. These matters are not specifically addressed in NCWM policy and have sparked concern and discussion. The Board proposes including additional guidance in the Introduction section of NIST Handbooks 44 and 130 in an effort to improve understanding and application of item status recommendations by regional associates and NCWM standing committees.

NCWM committee members are told in orientation and in the NCWM Committee Handbook that they “own” an item right up to the point where there is a call for a vote. However, it is not standard practice to modify the status of a withdrawn item after that designation is established by the committee in January. Once a committee designates an item as withdrawn, stakeholders may discontinue paying attention. The Board is concerned that a policy allowing that status to be reversed prior to adoption of the report in July may cause the committee to be subjected to undue pressure. The Board proposes as part of this amendment to clarify that withdrawn items must remain withdrawn. If an item does have merit, it may be reintroduced through the regions in the fall as a new item.

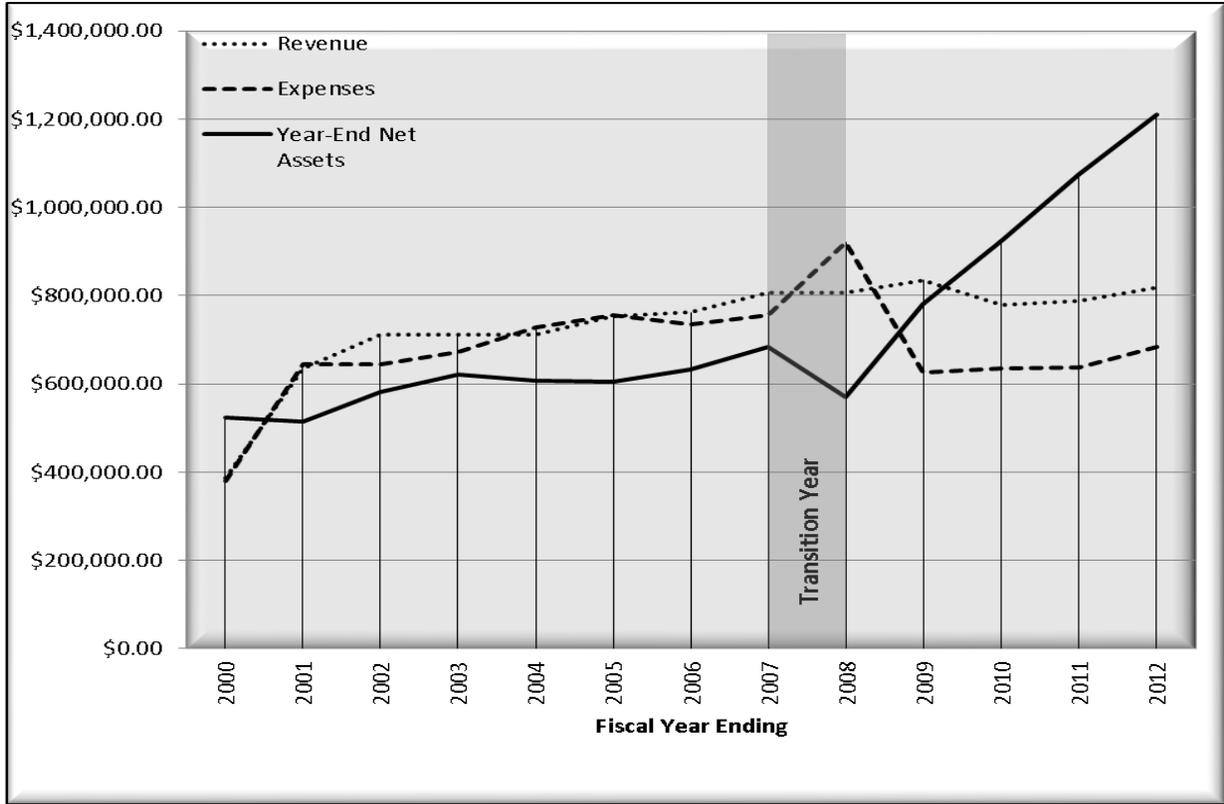
2012 NEWMA Interim Meeting: Members expressed that the language should be the same in both Handbooks 44 and 130. The propose language clearly relates the current interpretation of the definitions.

## **130 FINANCIALS**

### **130-1 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.

Below is a graphic view of past 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 graph shows significant savings in the following years of 2009 - 2011 even though NCWM has invested significantly in new initiatives during that time. Those initiatives include NCWM and regional website development, the Online Position Forum, the Professional Certification Program, and other improvements to services. 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, 2012 in comparison with the same time the previous year.

| <b>ASSETS</b>                         | <b>June 30, 2012</b>   | <b>June 30 2011</b>    |
|---------------------------------------|------------------------|------------------------|
| Current Assets                        | \$                     | \$                     |
| Checking/Savings                      |                        |                        |
| Associate Member Fund                 | 20,601.39              | 18,451.85              |
| Certificates of Deposit               | 1,126,348.07           | 954,265.98             |
| Checking                              | 34,796.11              | -24,857.69             |
| Savings                               | 129,601.52             | 208,118.33             |
| Total Checking/Savings                | \$ 1,311,347.09        | \$ 1,155,978.47        |
| Accounts Receivable                   | 2,905.00               | 960.00                 |
| Other Current Assets                  | 38,808.22              | 51,589.87              |
| Other Assets                          | 7,352.30               | 8,617.67               |
| <b>TOTAL ASSETS</b>                   | <b>\$ 1,360,412.61</b> | <b>\$ 1,217,146.01</b> |
| <b>LIABILITIES &amp; EQUITY</b>       |                        |                        |
| Liabilities                           |                        |                        |
| Current Liabilities                   | 21,499.43              | 10,891.87              |
| Total Liabilities                     | 21,499.43              | 10,891.87              |
| Equity                                |                        |                        |
| Unrestricted Net Assets               | 1,095,648.60           | 931,421.51             |
| Net Income                            | 243,264.58             | 274,832.63             |
| Total Equity                          | 1,338,913.18           | 1,206,254.14           |
| <b>TOTAL LIABILITIES &amp; EQUITY</b> | <b>\$ 1,360,412.61</b> | <b>\$ 1,217,146.01</b> |

2012 NEWMA Interim Meeting: NEWMA supported the current NCWM path to maintain financial stability.

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Mr. Stephen Benjamin, North Carolina | Chairman  
 Mr. John Gaccione, Westchester County, New York | Chairman-Elect  
 Mr. Kurt Floren, Los Angeles County, California | NTEP Committee Chair  
 Mr. Mark Coyne, City of Brockton, Massachusetts | Treasurer  
 Mr. Jerry Buendel, Washington | Active Membership - Western  
 Mr. Ronald Hayes, Missouri | Active Membership - Central  
 Mr. Terence McBride, Memphis, Tennessee | Active Membership - Southern  
 Mr. James Cassidy, City of Cambridge, Massachusetts | Active Membership - Northeastern  
 Mr. Stephen Langford, Cardinal Scale Manufacturing, Co. | At-Large  
 Mr. Steve Giguere, Maine | At-Large  
 Mr. Gordon Johnson, Gilbarco, Inc. | Associate Membership

Ms. Carol Hockert, NIST, OWM | Executive Secretary  
 Mr. Don Onwiler, NCWM Headquarters | Executive Director  
 Mr. Gilles Vinet, Measurement Canada | Board of Directors Advisor  
 Mr. Jim Truex, NCWM Headquarters | NTEP Administrator

#### **Board of Directors**

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**Appendix 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)

(TO BE PROVIDED BY CHUCK EHRLICH)



**Appendix B**

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

Robert Murnane, Chair  
Associate Membership Committee

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

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**AGENDA**

- I. Call to Order
- II. Approval of Meeting Minutes
- III. Financial Condition
- IV. NCWM Industry Representative Reports
  - (a) Board of Directors Report
  - (b) Professional Development Committee Report
  - (c) Laws and Regulations Committee Report
- V. AMC Fund Disbursement Requests
- VI. Filling Vacant Positions
- VII. Old Business
- VIII. New Business
- IX. Adjournment

## AMC Draft Meeting Minutes

July 17, 2012  
Portland, Maine

### Call to Order

Chairman Robert Murnane called the meeting to order at 5:00 p.m.

### Meeting Minutes

A copy of the January 2012 meeting minutes was distributed. These minutes were reviewed and a motion was made by Steven Grabski and seconded by Chris Guay to approve the minutes as written. With no further discussion the minutes were approved.

### Financial Condition

A copy of the financial report was distributed. Chairman Murnane reviewed the deposit / disbursements and reported a current balance of \$20,691.39 as of July 1, 2012. A motion was made and seconded to accept the Financial Report. With no other discussion the Financial Report was accepted.

### Board of Directors Report

Gordon Johnson, the Associate Membership Representative on the NCWM Board of Directors gave a report concerning BOD activities. A few of the items are repeated below.

- The BOD voted on updating the policy on recording of meeting, new policy no verbatim recording of meeting.
- The Treasurer's report indicated that the NCWM is in very good financial condition.
- The NCWM is looking at new Web provider; the Board members were given cost estimates for the change over to the new provider.

Gordon mentioned that additional information on the activities of the Board of Directors can be found in the final conference report.

Additional information on the Board of Director topics can be found in the Board of Directors Report to be published in *NCWM Publication 16*.

### Professional Development Committee (PDC) Report

Steven Grabski, the Associate Membership Representative on the PDC gave a report about the Committees activities. The key items were:

- Two new training modules will be released in the coming weeks.
- The Committee is planning to work with the Regional Associations on the idea of having one registration test for service personnel that is accepted by all states. It was reported that New Hampshire and Arkansas are moving forward with requiring registered service persons to take and pass the appropriate modules.
- 

### Laws and Regulations (L&R) Committee Report

Rob Underwood, the Associate Membership Representative on the L&R Committee reported that the hot topic in this committee is the requirements around selling blended gasolines.

### AMC Fund Disbursement Report

Chairman Murnane reported that no new funds requests have been received and that the \$2,500 was distributed to each of the four regional associations to support their training projects.

### Filling Vacant Positions

Chairman Murnane reported that David Calix has agreed to assume the position of Secretary/Treasurer beginning at the conclusion of this meeting. The committee was asked to approve David for the position and did so with a unanimous vote. With no additional positions to fill; Chairman Murnane reminded the members that the AMC position on the NCWM Board of Directors expires at the conclusion of the 2013 Annual Meeting. Nominations for this position must be submitted to the AMC Chairman before the conclusion of the AMC meeting held in conjunction with the NCWM 2013 Interim Meeting.

## **Old Business**

None to report.

## **New Business**

1. The members present discussed the role of the AMC and voiced a desire for the AMC to play a more active role within the NCWM. These discussions led to several ideas.
  - a. Adam Bolain suggested that we could provide 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 the NCWM. It was mentioned that this effort would be good for the smaller industries as well as providing possible increase in NCWM membership. This led to the next item.
  - b. All AMC members will receive an email asking for information related to training issues. The information could include a list of possible topics for presentation sessions at the NCWM meeting or other related conferences; a list of other conferences or associations that are possible candidates for an AMC sponsored training class; and individuals that are willing to conduct training at the regional weights and measures associations. This email will be sent out to all members in August.
  - c. Paul Lewis suggested supporting the NCWM 100<sup>th</sup> meeting in July 2015. Gordon Johnson was going to inform the Board of our interest in supporting this special meeting with the idea that the Board could have some ideas on how we can help. Gordon will report on the discussion at our January meeting.
2. Bob Murnane revisited the idea of the AMC developing a toolbox of presentations and information directed at supporting a state weights and measures program. The contents of the toolbox would be available to state and local weights and measure programs for use in supporting or growing their program. Bob suggested the idea of forming a subgroup of AMC members to further develop the idea. Possible subgroup members are Henry Oppermann, Steven Grabski, Richard Suiter and Chris Guay. Bob will discuss this with the individuals and report on any activity during our January meeting.

## **Adjournment**

With no further new business Chairman Murnane adjourned the meeting at 6:05 p.m.

Respectfully submitted by,  
Darrell Flocken,  
Secretary, AMC

### **Individuals in Attendance**

Darrell Flocken - Mettler Toledo  
Steven Grabski - Wal-Mart  
Gordon Johnson – Gilbarco, Inc.  
Louis Straub – Fairbanks Scales  
Paul Lewis - Rice Lake Weighing Systems  
Stephen Langford - Cardinal Scale  
Manufacturing Co  
David Calix – NCR Corporation  
Henry Oppermann – W&M Consulting  
Chris Guay – Procter & Gamble  
Pete O'Bryan – Foster Foods

Frank Rusk – Coti-Global Inc.  
Larry Goodbar – Yamato Corp.  
Rob Upright – Vishay Transducers  
Adam Bolain – HJ Heinz  
Rob Underwood – PMAA  
Sam Bell – PMAA / Echols Oil Company  
Gorden Blain – InterteK  
Don Onwiler – NCWM  
Gary Benjamin – NCR Corporation  
Zina Vuroch – Pier 1 Imports  
Tim Broemmer – Avery-Weigh-Tronix  
Bob Murnane – Seraphin Test Measures