

## Board of Directors (BOD) Interim Report

Mr. Stephen Benjamin, Chairman  
North Carolina Department of Agriculture

### 100 INTRODUCTION

The Board of Directors submits this Interim Report for consideration by National Conference on Weights and Measures (NCWM). This report contains the items discussed and actions proposed by the committee during its Interim Meeting in Charleston, South Carolina, January 27-30, 2013. The Board will conduct Open Hearings on the items in Table A during the Annual Meeting. Table A identifies the agenda 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 report 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 Board 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 Board but not proposed for Voting; **(V) Voting Item:** the Board is making recommendations requiring a vote by the active members of NCWM; **(W) Withdrawn Item:** the item has been removed from consideration by the Board.

Some Voting Items are considered individually, others may be grouped in a consent calendar. Consent calendar items are Voting Items that the Board 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 Board will entertain any requests from the floor to remove specific items from the consent calendar to be discussed and voted upon individually.

The Board of Directors may change the status designation of agenda items (Developing, Informational, Voting, and Withdrawn) up until the report is adopted, except that items which are marked Developing, Informational or Withdrawn cannot be changed to Voting Status. Any change from the Interim Report (as contained in this publication) or from what appears on the addendum sheets will be explained to the attendees prior to a motion and will be acted upon by the active members of NCWM prior to calling for the vote.

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**. Additional letters, presentations and data may have been part of the committee's consideration. Please refer to <https://www.ncwm.net/meetings/annual/publication-16> to review these documents.

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.

**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 |

**Table A  
Table of Contents**

| <b>Reference Key</b> | <b>Title of Item</b>   | <b>BOD Page</b> |
|----------------------|--|-----------------|
| <b>100</b>           | <b>INTRODUCTION .....</b>  | <b>1</b>        |
| <b>110</b>           | <b>ACTIVITY REPORTS.....</b>   | <b>3</b>        |
| 110-1                | I Membership and Meeting Attendance .....  | 3               |
| 110-2                | I NCWM Newsletter and Website.....   | 4               |
| 110-3                | I Meetings Update .....  | 6               |
| 110-4                | I Participation in International Standard Setting .....                          | 7               |
| 110-5                | I Associate Membership Committee Activity .....                                  | 7               |
| <b>120</b>           | <b>STRATEGIC PLANNING, POLICIES, AND BYLAWS.....</b>                             | <b>8</b>        |
| 120-1                | I Strategic Planning .....   | 8               |
| 120-2                | I Regional Support .....   | 10              |
| 120-3                | I Standing Committees Support .....  | 10              |
| 120-4                | V Section L. Classifications for Agenda Items, Section M. Developing Items ..... | 12              |
| <b>130</b>           | <b>FINANCIALS.....</b>   | <b>15</b>       |
| 130-1                | I Financial Report.....  | 15              |

**Appendices**

|   |  |    |
|---|--|----|
| A | Item 110-4: Report of the Activities of the International Organization of Legal Metrology (OIML) and Regional Legal Metrology Organizations..... | A1 |
| B | Item 110-5: Associate Membership Committee (AMC) Agenda and Draft Meeting Minutes.....   | B1 |

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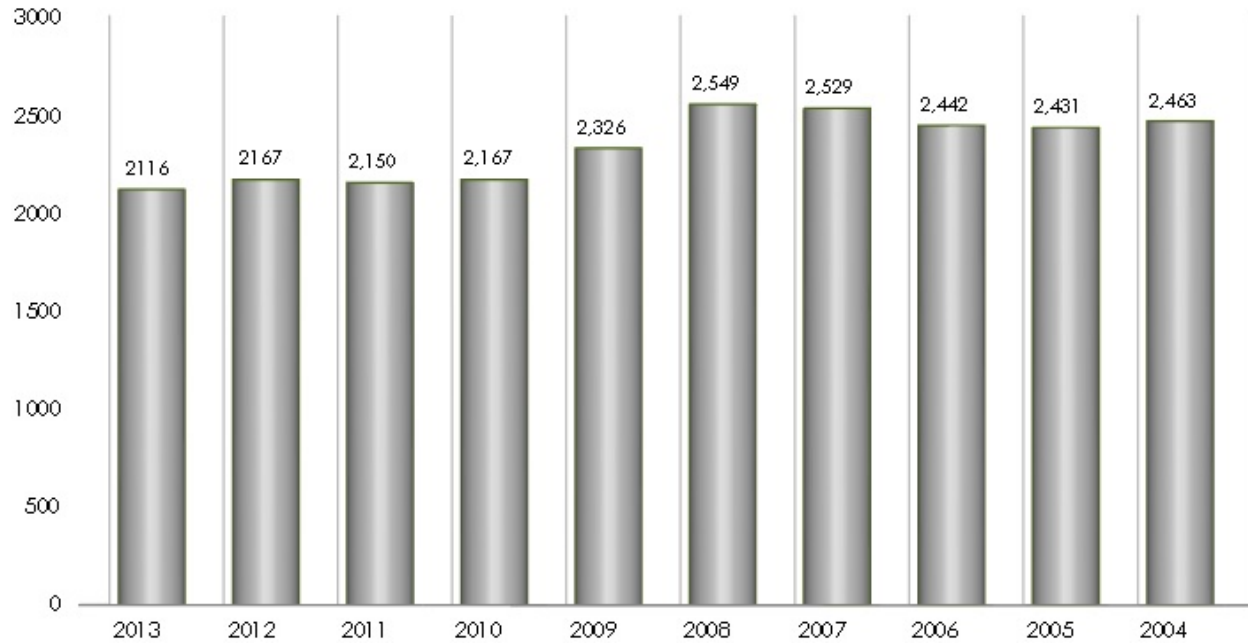
**110 ACTIVITY REPORTS****110-1 I Membership and Meeting Attendance**

Membership levels remain fairly steady, not yet rebounding to levels experienced before the decline in the economy and organizational budgets. 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>Member Type:</b>     | <b>3/13</b> | <b>3/12</b> | <b>3/11</b> | <b>3/10</b>  | <b>3/09</b> | <b>3/08</b> | <b>3/07</b> | <b>3/06</b> | <b>3/05</b> | <b>3/04</b> |
|-------------------------|-------------|-------------|-------------|--------------|-------------|-------------|-------------|-------------|-------------|-------------|
| Associate               | 803         | 807         | 796         | 796          | 797         | 828         | 843         | 824         | 806         | 804         |
| Foreign Associate       | 51          | 57          | 57          | 51           | 51          | 54          | 51          | 57          | 41          | 38          |
| <b>Total Associate</b>  | <b>854</b>  | <b>864</b>  | <b>853</b>  | <b>847</b>   | <b>848</b>  | <b>882</b>  | <b>894</b>  | <b>881</b>  | <b>847</b>  | <b>842</b>  |
| NIST                    | 16          | 16          | 15          | 12           | 13          | 15          | 14          | 11          | 9           | 18          |
| Other Federal           | 10          | 10          | 11          | 12           | 10          | 22          | 9           | 14          | 12          | 18          |
| State                   | 550         | 583         | 569         | 569          | 691         | 817         | 796         | 813         | 830         | 818         |
| Local                   | 477         | 486         | 484         | 519          | 543         | 553         | 565         | 486         | 477         | 522         |
| Foreign Government      | 13          | 14          | 14          | 11           | 22          | 22          | 30          | 21          | 31          | 20          |
| <b>Total Government</b> | <b>1066</b> | <b>1109</b> | <b>1093</b> | <b>1123</b>  | <b>1279</b> | <b>1429</b> | <b>1414</b> | <b>1345</b> | <b>1359</b> | <b>1396</b> |
| <b>Retired</b>          | 196         | 194         | 204         | 197          | 199         | 238         | 221         | 216         | 225         | 225         |
| <b>Grand Total</b>      | <b>2116</b> | <b>2167</b> | <b>2150</b> | <b>2,167</b> | <b>2326</b> | <b>2549</b> | <b>2529</b> | <b>2442</b> | <b>2431</b> | <b>2463</b> |

**Annual Membership Totals**



The attendance for the 2012 and 2013 Interim Meetings in New Orleans and Charleston respectively was very strong. 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 the 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 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:**

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/resource/safety/articles>.

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/member/tests](http://www.ncwm.net/member/tests). 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 I Meetings Update**

#### **Interim Meetings:**

- January 19-22, 2014 Hotel Albuquerque, Albuquerque, New Mexico
- January 18-21, 2015 Hilton Daytona Beach, Daytona Beach, Florida

#### **Annual Meetings:**

- July 14-18, 2013 Seelbach Hilton Louisville, Louisville, Kentucky
- July 13-17, 2014 The Westin, Detroit, Michigan
- July 19-23, 2015 Sheraton Society Hill Hotel, Philadelphia, Pennsylvania

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 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 Philadelphia, Pennsylvania for the 100<sup>th</sup> NCWM Annual Meeting in 2015. The Sheraton Society Hill Hotel provides easy access to the rich history and evening food and entertainment.

#### **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. Robertson, NCWM Office Manager, at (402) 434-4872 or [elisa.robertson@ncwm.net](mailto:elisa.robertson@ncwm.net).

2012 NEWMA Interim Meeting: An industry member and a regulatory member 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 I 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. The resolutions were adopted in 2012. *See the NTEP Committee Interim Meeting Report for more detail.*

Dr. Ehrlich, NIST-OWM, gave a report of OIML activities at the 2013 NCWM Interim Meeting. An updated report is included in the as an appendix to the report of the Board of Directors. (see Appendix A).

## **110-5 I 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.
- **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 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 NEWMA Annual Meeting: The NEWMA Board of Directors expressed appreciation for the support that the AMC has provided through training funds and they look forward to the development of the promotional tool kit.

## 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 2013. Members are able to review the Strategic Plan at online at [www.ncwm.net/about/strategic-plan](http://www.ncwm.net/about/strategic-plan). The Board welcomes member input.

Five 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.

#### **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.

The following new strategies were added to this goal:



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.

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

Initially, a strategy under this goal was to conduct annual surveys of the states to gather specific information for benchmarking purposes. IN 2013, the strategy has been modified to provide flexibility on the frequency and subject matter for surveys.

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.

**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 continues to serve as Certification Exam Coordinator working with the Professional Development Committee and Subject Matter Experts. 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.

Several amendments were made to the various strategies in this goal and a new strategy was added to create a national directory of weights and measures officials at all levels of government. NCWM will need to determine an effective method to compile the information.

**Continue to Improve NTEP:**

NCWM surveyed regulatory officials this past year to determine how they access NTEP Certificates of Conformance in the field. This will be used as a benchmark. As technology advances, NCWM will have a better understanding for how it can make Certificates of Conformance more accessible. In 2013, NCWM will offer a mobile friendly version of the website which will benefit those who access the NTEP database with their smart phones.

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.*

**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.

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

**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, staff has been looking for ways to further streamline the process 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 have been modified based on extensive discussions at the 2012 Committee Orientation sessions. Regional committees should find them to be even less confusing for presenting the discussions, recommendations, and regional decisions.

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

At the 2012 Committee Orientation, additional improvements were made to the NCWM Committee Handbook and to the report templates that regional committees use to submit their reports for inclusion in NCWM Publication 15.

**Task Groups, Subcommittees, Steering Committees:**

Task groups, subcommittees and steering committees 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. 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 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 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.

Two new groups are being established this year; the Promotional Tool Kit Task Group and the Natural Gas Steering Committee. Descriptions are provided below.

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

- **Natural Gas Steering Committee (NEW):**

The Laws and Regulations Committee heard spirited debate at the 2013 Interim Meeting Open hearings on a proposal to recognize the Diesel Gallon Equivalent and Diesel Liter Equivalent 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 has decided to form 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 Laws and Regulations 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 compressed natural gas.

**Chair**

Mr. Mahesh Albuquerque  
CDLE- Oil and Public Safety  
Denver, CO  
Email: [mahesh.albuquerque@state.co.us](mailto:mahesh.albuquerque@state.co.us)

- **Promotional Tool Kit Task Group (NEW):**

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](mailto:steve.benjamin@ncagr.gov)

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

This new group reports to the Professional Development Committee 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.

**Chair**

Mr. Michael Cleary  
Retired  
Sacramento, CA  
Email: [mcleary55@sbcglobal.net](mailto:mcleary55@sbcglobal.net)

- **Retail Motor Fuel Dispenser Price Posting and Computer Capability Task Group:**  
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 V Section L. Classifications for Agenda Items, Section M. Developing Items**

**Source:**

NCWM Board of Directors (2013)

**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 is 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.

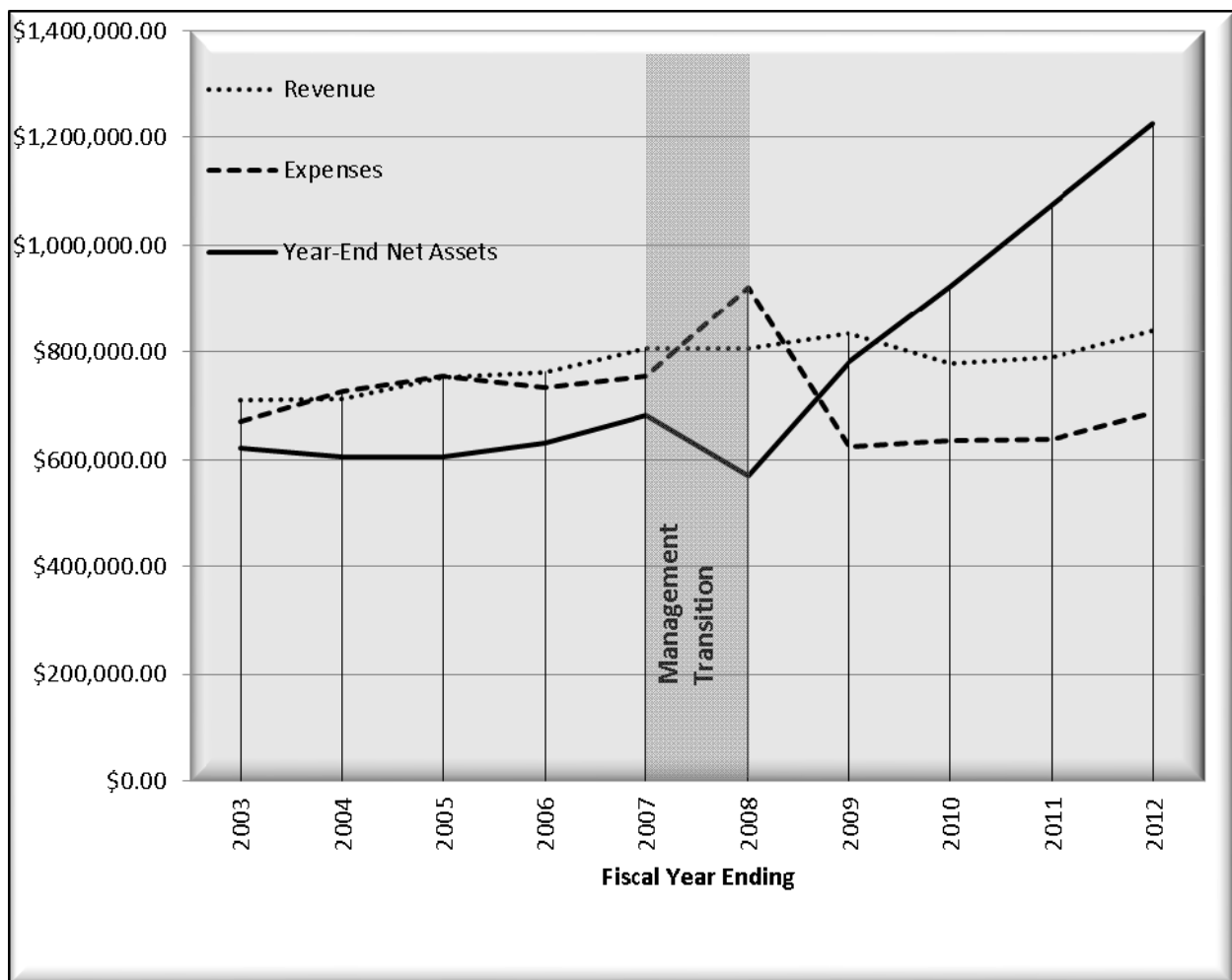
2012 NEWMA Interim Meeting: Members expressed that the language should be the same in both Handbooks 44 and 130. The propose language clearly relates the current interpretation of the definitions.

## 130 FINANCIALS

### 130-1 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.

Below is a graphic view of 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 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.



BOD 2013 Interim Report

The following is the balance sheet as of March 31, 2013 in comparison with the same time the previous year. Assets in the balance sheet are inflated by the by the NIST Training Initiative Grant that was awarded to NCWM later 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 Associate Membership Committee in accordance with Committee Bylaws.

| <b>ASSETS</b>                         | <u>March 31, 2013</u>         | <u>March 31, 2012</u>         |
|---------------------------------------|-------------------------------|-------------------------------|
| Current Assets                        | \$                            | \$                            |
| Checking/Savings                      |                               |                               |
| Associate Member Fund                 | 28,821.72                     | 20,601.39                     |
| NIST Training Grant                   | 93,810.69                     | 0.00                          |
| Certificates of Deposit               | 1,149,123.91                  | 1,118,348.07                  |
| Checking                              | 27,331.73                     | 46,748.06                     |
| Savings                               | 286,653.58                    | 158,512.39                    |
| Total Checking/Savings                | <u>\$ 1,585,741.63</u>        | <u>\$ 1,344,209.91</u>        |
| Accounts Receivable                   | 8,332.73                      | 555.00                        |
| Other Current Assets                  | 29,072.04                     | 38,122.22                     |
| Other Assets                          | 11,889.11                     | 7,331.30                      |
| <b>TOTAL ASSETS</b>                   | <b><u>\$ 1,635,035.54</u></b> | <b><u>\$ 1,390,218.43</u></b> |
| <b>LIABILITIES &amp; EQUITY</b>       |                               |                               |
| Liabilities                           |                               |                               |
| Current Liabilities                   | 18,615.09                     | 17,334.90                     |
| Total Liabilities                     | <u>18,615.09</u>              | <u>17,334.90</u>              |
| Equity                                |                               |                               |
| Unrestricted Net Assets               | 1,243,897.98                  | 1,094,161.18                  |
| Net Income                            | 372,522.44                    | 278,722.35                    |
| Total Equity                          | <u>1,616,420.42</u>           | <u>1,372,883.53</u>           |
| <b>TOTAL LIABILITIES &amp; EQUITY</b> | <b><u>\$ 1,635,035.51</u></b> | <b><u>\$ 1,390,218.43</u></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)

#### INTRODUCTION

The NIST, OWM is responsible for coordinating United States 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](mailto:charles.ehrlich@nist.gov).

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

#### Table A

##### Table of Contents

| <b>Title of Content</b>   | <b>BOD - A Page</b> |
|---|---------------------|
| <b>I. REPORT ON THE ACTIVITIES OF THE OIML TECHNICAL COMMITTEES.....</b>  | <b>A2</b>           |
| TC 3/SC 5 Conformity Assessment (United States).....  | A2                  |
| TC 5/SC 1 Environmental Conditions (Netherlands).....   | A3                  |
| TC 5/SC 2 Software (Germany and BIML).....  | A3                  |
| TC 6 Prepackaged Products (South Africa).....   | A3                  |
| TC 8 Measurement of Quantities of Fluids (Japan).....   | A4                  |
| TC 8/SC 1 Static Volume and Mass Measurement (Germany).....   | A4                  |
| TC 8/SC 3 Dynamic Volume and Mass Measurement for Liquids Other Than Water<br>(United States and Germany).....              | A4                  |
| TC 8/SC 5 Water Meters (UK).....  | A4                  |
| TC 8/SC 6 Measurement of Cryogenic Liquids (United States).....   | A4                  |
| TC 8/SC 7 Gas Metering (Netherlands).....   | A5                  |
| TC 9 Instruments for Measuring Mass (United States).....  | A5                  |
| TC 9/SC 2 Automatic Weighing Instruments (United Kingdom).....  | A5                  |
| TC 17/SC 1 Humidity (China and United States).....  | A5                  |
| TC 17/SC 8 Quality Analysis of Agricultural Products (Australia).....   | A6                  |
| OIML Mutual Acceptance Arrangement (MAA).....   | A6                  |
| <b>II. REPORT ON THE 47th MEETING OF THE CIML IN BUCHAREST, ROMANIA IN OCTOBER<br/>2012 .....</b>                           | <b>A6</b>           |
| <b>III. REPORT ON THE 14th OIML CONFERENCE IN BUCHAREST, ROMANIA IN OCTOBER 2012...A7</b>                                   | <b>A7</b>           |
| <b>IV. FUTURE OIML MEETINGS .....</b>   | <b>A8</b>           |
| <b>V. REGIONAL LEGAL METROLOGY ORGANIZATIONS.....</b>   | <b>A8</b>           |
| Meeting of the Inter-American Metrology System (SIM) General Assembly and the SIM Legal Metrology<br>Work Group (LMWG)..... | A8                  |
| Asia-Pacific Legal Metrology Forum (APLMF).....   | A8                  |

**Table B****Glossary of Acronyms and Terms**

| <b>Acronym</b> | <b>Term</b>                                  | <b>Acronym</b> | <b>Term</b>                                    |
|----------------|--|----------------|--|
| 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 Draft <sup>1</sup>                 | 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 Document <sup>2</sup>                  | SC             | Technical Subcommittee                         |
| DoMC           | Declaration of Mutual Confidence             | SIM            | Inter-American Metrology System                |
| DR             | Draft Recommendation <sup>2</sup>            | TC             | Technical Committee                            |
| DV             | Draft Vocabulary <sup>3</sup>                | 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 Draft <sup>3</sup>                     |

<sup>1</sup> 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.

<sup>2</sup> 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

<sup>3</sup>WD: precedes the development of a CD; in this document, successive drafts are number 1 WD, 2 WD, etc.

**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 Convenors, 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 *Certificate System* and B 10 *Mutual Acceptance Arrangement* (MAA) were recently revised to incorporate updated practices, and to provide full consistency (including terminology) between the two documents. At the International Committee of Legal Metrology (CIML) Meeting in Bucharest in October, 2012, an Amendment to B10 was approved that allows for the voluntary use of test data from manufacturer's test laboratories (MTLs) under specially supervised conditions. A Workshop is planned for the 2013 CIML Meeting (in Vietnam) to gather experiences of the various users and other stakeholders in the MAA. The 2<sup>nd</sup> Committee Draft (2 CD) of a new OIML document entitled *The Role of Measurement Uncertainty in Conformity Assessment Decisions in Legal Metrology* is under development by the Secretariat. 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. For more information on the activities of this subcommittee, please contact Dr. Charles Ehrlich at (301) 975-4834 or [charles.ehrlich@nist.gov](mailto:charles.ehrlich@nist.gov).

### **TC 5/SC 1 Environmental Conditions (Netherlands)**

The Secretariat distributed the 2 CD revision of OIML Document D 11 *General requirements for measuring instruments - Environmental conditions*, in January 2012. 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. The United States submitted comments on the 2 CD in March 2012. Before distribution of the 2 CD, the United States participated in a meeting of TC 5/SC 1 to discuss the D 11 document in Utrecht, The Netherlands. Highlights of the discussions in Utrecht included: 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. The OIML Expert Report E 5 *Overview of the Present Status of the Standards Referred to in OIML D 11 – General Requirements for Electronic Measuring Instruments* was recently published and updates all of the IEC references for testing requirements in D 11. The DD of D 11 passed its CIML preliminary ballot in December 2012. It is expected that this new revision of D 11 will be published in 2013. Please contact Mr. Ralph Richter at (301) 975-3997 or [ralph.richter@nist.gov](mailto:ralph.richter@nist.gov), if you would like further information on this project.

### **TC 5/SC 2 Software (Germany and BIML)**

The OIML D 31 *General Requirements for Software-controlled Measuring Instruments* has been published and 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](mailto: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 US 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 (same deadline) was conducted on a proposal for a new TC 6 project *Guidance for defining the system requirements for a certification system for prepackages*. The US voted against this proposal, on the grounds that even such an OIML Guidance Document could be construed as endorsing an OIML IQ Mark program. The results of the CIML vote on this proposal, and the best way forward, are still being decided.

A meeting of TC 6 was held in Tokyo, Japan, in October 2012. Besides the IQ Mark project, two other important projects were heavily discussed: 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 (SED) has been participating in a small ad-hoc work group to improve the statistics in R 87. A 1<sup>st</sup> Committee Draft of R 87 has been developed and circulated for comment by the Secretariat. Also, the Secretariat has developed and circulated for comment a 3<sup>rd</sup> Committee Draft of R 79. The comment period for both of these CDs ended in March 2013. Both drafts contain proposed revisions that NIST OWM believes are 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 R87 and R79, the U.S. voted “no” on R79 (votes are not taken on 1<sup>st</sup> Committee Drafts, so only comments were submitted on R87). The main reason for opposing both drafts is that they include proposed definitions for prepackage, packaging material and product that are likely to result in confusion for consumers and packers alike.

For more information on the activities of this subcommittee, and to participate in the U.S. review of these CDs, please contact Mr. Ken Butcher at (301) 975-4859 or [kbutcher@nist.gov](mailto: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](mailto: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. Please contact Mr. Ralph Richter at (301) 975-3997 or [ralph.richter@nist.gov](mailto: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)**

Subcommittee work is continuing on the development of OIML R 117-2, *Dynamic Measuring Systems for Liquids Other Than Water, Part 2, Test Methods*, and R 117-3 *Test Report Format*. New annexes for measuring systems for foaming potable liquids, for pipelines, and for aircraft refueling are being developed. The Project Group for the development of R 117 also continues to hold international web-meetings to accelerate the work on this high

priority document.

A meeting of the full TC 8/SC 3 subcommittee was hosted by the European Committee of Manufacturers of Petroleum Measuring Systems (CECOD) and the Syndicat de la Mesure at their Paris headquarters in November 2012. The subcommittee meeting was attended by 31 participants, including official representatives from 15 countries. Additionally, several 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 2CD of R117-2 is planned to be distributed in April 2013, and a meeting of the R117 Project Group will be held 1-3 Oct 2013 in London. 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](mailto:ralph.richter@nist.gov).

#### **TC 8/SC 5 Water Meters (UK)**

OIML, the International Standardization Organization (ISO), and the European Committee for Standardization (CEN) are working 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 3 CD of the harmonized document was distributed in June of 2012. The U.S. submitted comments on the 3 CD in September 2012 and participated in a meeting of the Joint Working Group of these three organizations in London in October 2012. The American Water Works Association Committee on Water Meters is assisting in these efforts. The DR of R 49 was distributed for CIML preliminary ballot in February 2013. Please contact Mr. Ralph Richter at (301) 975-3997 or [ralph.richter@nist.gov](mailto:ralph.richter@nist.gov), if you would like copies of documents or to participate in this project.

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

The Secretariat for R 81, *Dynamic Measuring Devices and Systems for Cryogenic Liquids* is working to complete project 1 to update: (1) electronic tests in accordance with the latest edition of OIML D 11 and/or the latest IEC and ISO standards; (2) technical requirements to include new developments in hydrogen measurements; and (3) current recommendations for density equations. OIML R 81 (1998) will be reformatted into two distinct parts in the format that is recommended for OIML Recommendations. The Secretariat will ask members of TC 8/SC 6 and the USNWG to review and formally comment on the first committee draft of revised R 81, Part 1: Metrological and technical requirements and Part 2: Metrological controls and performance tests in the spring of 2013. To obtain more information or to participate in this project, please contact Ms. Juana Williams at (301) 975-3989 or [juana.williams@nist.gov](mailto: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 May 2012. Extensive United States comments on the 1 CD, the 2 CD, and the DR were developed in cooperation with the measurement committees of the American Gas Association. The OIML R 137 document is especially important to the United States 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. Meetings of the working group that is developing this new standard ANSI B 109.zero were held in Charleston, South Carolina, in January 2013 and in Plano, Texas, in March 2013. Please contact Mr. Ralph Richter at (301) 975-3997 or [ralph.richter@nist.gov](mailto:ralph.richter@nist.gov), if you would like to participate in these efforts or if you would like to obtain a copy of any of these gas measurement documents.

The Project Group that is developing OIML R 139, *Compressed gaseous fuel measuring systems for vehicles*, distributed the 1 CD of the revised R 139 in May 2012. This standard is important to US 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 submitted comments on the 1 CD in August 2012, and participated in a Project Group meeting in November 2012 in Delft, The Netherlands. The US voted “yes” with comments on the 2 CD of R139 in April 2013. To obtain more information or to participate in this project, please contact Ms. Juana Williams at (301) 975-3989 or [juana.williams@nist.gov](mailto:juana.williams@nist.gov).

#### **TC 9 Instruments for Measuring Mass (United States)**

The CIML approved a work item to revise OIML R 60:2000 *Metrological Regulation for Load Cells*. This revision 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 a 1st Committee Draft of R 60 Parts 1&2 (Metrological and technical requirements and Metrological controls and performance tests) to TC 9 members in August 2012. Comments on the 1 CD were due in November 2012 and will be incorporated into a 2 CD. The 2 CD is planned to be circulated in the spring of 2013. For more information on these efforts, please contact Mr. John Barton at (301) 975-4002 or [john.barton@nist.gov](mailto: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 approved by a direct CIML online vote in April 2011, and R 106-1 was published in February 2012. The DR of R 106-2 was approved by the CIML in May 2012 and is awaiting publication by the BIML. 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](mailto:john.barton@nist.gov).

The Secretariat is in the process of revising OIML R 50 *Continuous Totalizing Automatic Weighing Instruments (Belt Weighers)*. The United States submitted comments on the 5 CD, Parts 1 & 2, of this Recommendation in October 2012. The Secretariat is now developing a DR of R 50-1 and R 50-2 for submission to the BIML as a CIML preliminary ballot. Comments have been returned on Part 3 of this Recommendation, and the Secretariat is now developing the 2 CD of Part 3. For more information on this effort, please contact Mr. John Barton at (301) 975-4002 or [john.barton@nist.gov](mailto:john.barton@nist.gov).

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

The Co Secretariats are working with a small International Project Group to revise OIML R 59 *Moisture Meters for Cereal Grains and Oilseeds*. All drafts have been distributed to the USNWG, which for the most part is a subset of the National Type Evaluation Program Grain Analyzer Sector. A preliminary 6 CD was developed based on international comments received on the 5 CD, and a meeting of TC 17/SC 1 was held in Orlando, Florida, to address those comments. Per discussions during that meeting, Germany submitted suggestions for additional software requirements that were included in the 6 CD. The 6 CD was distributed in March 2013 with comments to be submitted by June 2013. Meetings of TC 17/SC 1 and TC 17/SC8 will be held at NIST in Gaithersburg, 23-25 July 2013. Please contact Ms. G. Diane Lee at (301) 975-4405 or [diane.lee@nist.gov](mailto:diane.lee@nist.gov) if you would like to participate in this IWG.

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

This subcommittee was formed to study the issues and write a working draft document *Measuring Instruments for Protein Determination in Grains*. Australia is the Secretariat. At a TC 17/SC 8 meeting hosted by NIST, the subcommittee discussed comments concerning the maximum permissible errors and harmonization of the TC 17/SC 8 Recommendation for protein with the TC 17/SC 1 Recommendation for moisture. International comments on the 2 CD were received and compiled. These comments were discussed at a meeting of TC 17/SC 8 in Orlando,



Florida. The Secretariat completed the 3 CD based on the meeting discussion in Orlando, Florida. The US submitted comments on the 3 CD in October 2012. Meetings of TC 17/SC 1 and TC 17/SC8 will be held at NIST in Gaithersburg, 23-25 July 2013. Please contact Ms. G. Diane Lee at (301) 975-4405 or [diane.lee@nist.gov](mailto: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 email [charles.ehrlich@nist.gov](mailto:charles.ehrlich@nist.gov).

## **II. Report on the 47th CIML Meeting in Bucharest, Romania in October 2012**

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 of the 2011 OIML accounts, the CIML approved the 2011 accounts, and instructed its President to present them to the 14th OIML Conference.

Mr. Patoray announced that there are seven new OIML Corresponding Members (all from Africa): Gambia, Liberia, Malawi, Mauritania, Namibia, Nigeria and Sierra Leone. He also announced that Colombia would soon become an OIML Member State.

Dr. Grahame Harvey (Australia), currently serving as CIML 1<sup>st</sup> Vice President, announced that he was stepping down as the CIML Member from Australia due to financial considerations in Australia. Because of this, he also announced that he would not be running for reelection as CIML 1<sup>st</sup> Vice President. Discussions during the course of the CIML meeting eventually led to the appointment of the CIML 2<sup>nd</sup> Vice President (Roman Schwartz of PTB in Germany) to the position of 1<sup>st</sup> Vice President, with the decision to leave the position of 2<sup>nd</sup> Vice President empty until a new election could be held at the 2013 CIML meeting.

It was decided that the OIML Translation Center already has enough money to cover paying for a backlog of English to French translations of OIML publications, and that in the future such translations should be paid out of a regular budget line item. No formal action was taken on this item.

The CIML adopted 25 Resolutions in Bucharest. The most noteworthy resolutions included:

- the proposed 2013-2016 budget was agreed to be forwarded to the OIML Conference (including a line item for indirect support to developing countries, in areas such as training videos);
- the draft revision of the OIML Financial regulations were adopted (with minor amendments);
- Corresponding Members may now participate as Observing Members on OIML Technical Committees, Subcommittees, and Project Groups (without having to pay a fee);
- the revision of OIML B 6 *Directives for the Technical Work* was approved (subject to any necessary editorial changes that the US submitted);
- the extension of the OIML Mutual Acceptance Arrangement to include test data from manufacturer's test labs (MTLs) on a voluntary basis was approved; and
- the NIST wording pertaining to a Resolution on the New SI was accepted.

The CIML approved the following Draft Publications in Bucharest:

- Revision of OIML D 1 *Considerations for a law on metrology*,
- Revision of OIML R 46 *Electrical energy meters - Part 1: Metrological and technical requirements and Part 2: Metrological controls and performance tests*,
- Revision of OIML R 106-2 *Automatic rail weighbridges - Part 2: Test report format*.

The CIML granted a special approval to OIML R 126 *Evidential breath analyzers*. Previously, in the preliminary ballot stage of R 126, the DR received five negative votes, some of which contained objections requiring substantial changes to the draft. Because the Secretariat of TC 17/SC 7 did not see any possibility to prepare a further draft that would remove the objections expressed in the preliminary ballot and because it was agreed that the revised text is a substantial improvement over the old version of OIML R 126 – the CIML decided to approve R 126 and then immediately start a revision process on the Recommendation.

### III. Report on the 14<sup>th</sup> OIML Conference in Bucharest, Romania in October 2012

The OIML Conference adopted 16 Resolutions in Bucharest, many of which had to do with formalizing the adoption of Resolutions from the CIML Meeting on budgetary, policy and administrative matters.

The audited accounts for 2008-2011 were approved, and it was decided that the budget surpluses (net results) from the 2009–2012 financial period were to be kept in reserve. The proposed budget for the calendar years 2013-2016 was also approved.

The following OIML Recommendations and Documents, approved by the CIML between 2009 and 2012, were officially sanctioned by the Conference:

- D 1:2012 *Considerations for a law on metrology*;
- D 16:2011 *Principles of assurance of metrological control*;
- R 35-2:2011 *Material measures of length for general use. Part 2: Test methods*;
- R 35-3:2011 *Material measures of length for general use. Part 3: Test report format*;
- R 46-1 and R 46-2:2012 *Active electrical energy meters*;
- R 80-1:2009 *Road and rail tankers with level gauging. Part 1: Metrological and technical requirements*;
- R 106-1:2011 *Automatic rail-weighbridges. Part 1: Metrological and technical requirements – Tests*;
- R 106-2:2012 *Automatic rail-weighbridges. Part 2: Test report format*;
- R 120:2010 *Standard capacity measures for testing measuring systems for liquids other than water*;
- R 126:2012 *Evidential breath analyzers*;
- R 134-2:2009 *Automatic instruments for weighing road vehicles in motion and measuring axle loads. Part 2: Test report format*;
- R 137-1&2:2012 *Gas meters. Part 1: Metrological and technical requirements and Part 2 Metrological controls and performance tests*;
- Am R 138:2009 – Amendment to R 138:2007 *Vessels for commercial transactions*;
- R 143:2009 *Instruments for the continuous measurement of SO<sub>2</sub> in stationary source emissions*;

The Conference also sanctioned the OIML Strategy as documented in OIML B 15:2011. The Conference instructed the CIML to implement this strategy while taking into account the budgetary resources.

#### **IV. Future OIML Meetings**

The CIML accepted the invitation of Vietnam to host the 48th CIML Meeting next year in Ho Chi Minh City during the week of 7-11 October 2013.

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.

#### **IV. Regional Legal Metrology Organizations**

##### **Meeting of the Inter-American Metrology System (SIM) General Assembly and the SIM Legal Metrology Work Group (LMWG)**

The SIM General Assembly (GA) was held in San Jose, Costa Rica, in November 2012. Mr. Jose Dajes Castro, from INDECOPI in Lima, Peru, serves as the SIM President. Mr. Marcos Senna at [mjsenna@inmetro.gov.br](mailto:mjsenna@inmetro.gov.br), of INMETRO in Brazil, recently announced his resignation as the Chairman of the SIM LMWG. A new Chairman is being sought. 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](mailto:ralph.richter@nist.gov) for more information on SIM.

##### **Asia-Pacific Legal Metrology Forum (APLMF)**

The 19<sup>th</sup> Meeting of APLMF was held November 5-9, 2012 in Cebu, The Philippines. 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 most active is the work group on Training Coordination chaired by Australia.

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. The APLMF Secretariat spent a considerable amount of time, with the assistance of the United States, developing a proposal to obtain support from the Asia-Pacific Economic Cooperation (APEC) -Trade and Investment Liberalization and Facilitation funding in order to support the delivery of the training in 2012. 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.

Discussions in Cebu included a review of the events and training courses held since the last APLMF meeting; these included:

- An APLMF-APMP Joint Symposium on “Metrology for Economic and Social Sustainability” (Beijing);
- An APLMF Training Course on “Traceability in Rice Moisture Measurement” (Indonesia, ‘self-funded’);
- A Training Course on “Verification of Non-automatic Weighing Instruments (Papua New Guinea);
- A Workshop on Technical Regulation and Harmonization of Bulk Fuel Trade Transactions in the APEC Region, Part 1 – “Improving the Custody Transfer of Liquid Fuel in the Asia-Pacific Region” (Singapore) (Ralph Richter of the NIST Office of Weights and Measures was the trainer); and
- A Workshop on Technical Regulation and Harmonization of Bulk Fuel Trade Transactions in the APEC Region, Part 2 – “Verification of bulk fuel using volumetric methods” (Thailand).

The United States was represented at the meeting in Cebu by Dr. Charles Ehrlich, who serves as Chairman of the APLMF work group on Mutual Recognition Arrangements. Dr. Ehrlich gave an extensive report and update on the

BOD 2013 Interim Report

Appendix A – Report on the Activities of OIML and Regional Legal Metrology Organizations

OIML MAA and presented the United States Country Report. The 2013 APLMF meeting will be held in Yogyakarta, Indonesia, 5-8 November 2013.

**Appendix B**

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

Robert Murnane, Chair  
Associate Membership Committee

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**Table A  
Table of Contents**

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| <b>Title of Content</b>                               | <b>Page</b> |
|---|-------------|
| <b>AGENDA</b> .....                                   | <b>1</b>    |
| <b>AMC DRAFT MEETING MINUTES</b> .....                | <b>2</b>    |
| Call to Order .....                                   | 2           |
| Meeting Minutes .....                                 | 2           |
| Financial Condition .....                             | 2           |
| Board of Directors Report.....                        | 2           |
| Professional Development Committee (PDC) Report ..... | 3           |
| Laws and Regulations (L&R) Committee Report.....      | 3           |
| AMC Fund Disbursement Report .....                    | 3           |
| Filling Vacant Positions.....                         | 3           |
| Old Business .....                                    | 4           |
| New Business .....                                    | 4           |
| Adjournment.....                                      | 4           |
| Individuals in Attendance .....                       | 4           |

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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**

January 29<sup>th</sup> 2013  
Charleston South Carolina

### **Call to Order**

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

### **Meeting Minutes**

A copy of the July 2012 meeting minutes was distributed. These minutes were reviewed and a motion was made by Chris Guay and seconded by Steven Grabski 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 deposits & disbursements and reported a current balance of \$28,000 as of 1-17. Some disbursements still pending \$4000 still to come out due to missing receipts. New York and Massachusetts training funds have not been dispersed.

Mr. Langford asked for more details on a \$2500 withdraw that came out on the 28<sup>th</sup>

Chairman Murnane asked for a more detailed report of the financials going forward and Mr. Onwiler will research and follow up with details.

Chairman Murnane asked Mr. Onwiler anytime a transfer comes out of the account the chairman is notified.

Mr. Langford made a motion to approve the Financials, Mr. Flocken 2<sup>nd</sup>. Mr. Grabski opposed. Mr. Grabski wants to table it until all the details come out from the withdraw on the 28<sup>th</sup>.

Mr. Onwiler reports the funds that came out on the 28<sup>th</sup> –are funds that were approved for New York state weights and measures. The money was transferred to the NCWM account before being disbursed to New York State Weights and Measures. The reason is the AMC funds are in a Savings account and must be sent to checking for disbursements.

Mr. Langford asked if we need to revote after Mr. Onwiler provided new information on the transfer. Mr. Grabski states we don't need to revote as the vote passed.

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.

- The board met Friday a very productive meeting, the board updated the strategic plan and changed one of the goals is to reflect the work the associate membership does. The board is putting the AMC Committee back on the agenda.
- The work of the tool box is still being delayed. Henry Oppermann is the only volunteer. No progress has been made. John Hughes volunteered to assist with the tool box improvements.
- Training remains a strong goal of the conference.

- 2015 Interim – CHANGE in location from Tampa. New location, Daytona Beach, FL Hilton Daytona beach resort. January 18 – 21, 2015
- 2015 Annual – Philadelphia July 12 – 16, 2015 Sheraton Society Hill. Work continues with planning, Paul Lewis AMC Committee.
- The Associate Committee voted and nominated Christopher Guay and Paul Lewis for the Associate Director Position.
- Next BOD Meeting Next NEWMA annual meeting May 6 – 9, 2013, BOD May 9 -10, 2013.
- NCWM is in good shape. Refer to PUB 15 report and open hearing comments.

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:

- PDC is making good progress currently 3 exams are out on the web; PDC is re-analyzing some of the test questions.
- Carol Hockert opened up a train the trainer program. Currently it is only open to inspectors not industry. There is some conflict and concern on around if the train the trainer program is open to both industry and state inspectors. Concern is around industry folks training a competitor. Mr. Onwiler will get clarification on if it is open to industry as well.

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

Rob Underwood, the Associate Membership Representative on the L&R gave a report about the Committees activities. The key items were:

- Mr. Underwood reports that L&R is forming a task group to define the diesel gallon equivalent to natural gas, group is looking for nominees for the task group 10 or 15 people.
- L&R is still in session.

### **AMC Fund Disbursement Report**

Chairman Murnane reported that the following funds requests below were submitted.

MA Division of Standards - \$1000 training funds – approved by committee

MA Division of Standards - \$1000 training funds for NEMA meeting – approved by committee

State of Idaho Bureau of Weights and Measures metrology lab Training 15-17 - \$1000 – approved by committee

New York State W&M Association \$2500 training – approved by committee

Chairman Murnane states there is one more request coming; Chairman Murnane will send an e-mail out to the committee when he receives it.

Chairman Murnane asks that we do not approve disbursements of funds \$2500 to each of the regions and ask the regions to request funds individually. Bob recommends that we allow the states to request money individually.

No other discussion was accepted.

### **Filling Vacant Positions**

Chairman Murnane is looking for volunteers to recommend to the chair elect for the committees PDC & L&R.

L&R Rob Underwood's 5 year term has ended.

PDC – Steve Grabski agreed to move to L& R- Richard Shipmaster agreed to represent PDC

Paul Lewis agreed to fill Associate chair

Bill Callaway agreed to fill Vice Chair

David Calix agreed to fill Secretary Treasure

Associate Committee Member - Darrel Flocken – will stay on as a committee member.

Associate Committee Member - Chairman Murnane – will stay on as a committee member.

Associate Committee Member – Michael Gaspers term ends this year.

Associate Committee Member – Bill Callaway will be added at the end on the July meeting.

All members will start their terms at the end of the July meeting. Committee will revisit at the end of the July meeting.

### **Old Business**

None to report

### **New Business**

Mr. Lewis made the recommendation that NCWM track receipts for requested training funds. Therefore the AMC does not need to track receipts. Mr. Onwiler states he needs 2 people looking at the receipts to ensure accountability and someone from the AMC committee should approve the receipts. Currently Mr. Onwiler sends the receipts to the chair and the chair confirms and approves. Chairman Murnane and Mr. Onwiler agree to keep the process as is no changes.

### **Adjournment**

Chairman Murnane adjourned the meeting at 5:58 p.m.

Respectfully submitted by,  
David Calix,  
Secretary, AMC

### **Individuals in Attendance**

Darrell Flocken – Mettler Toledo LLC

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

Chris Guay – Procter & Gamble

Pete O'Bryan – Foster Foods

Frank Rusk – Coti-Global

Rob Upright – Vishay Transducers

Rob Underwood – PMAA

Don Onwiler – NCWM

Bob Murnane – Seraphin Test Measures

Richard Shipmaster – Rice Lake Weighing systems

Bill Callaway – Crompco

John Hughes – Rice Lake Weighing Systems

Rhonda Powell – Georgia Pacific Corp

Kelly Davis – Renewable Fuels Association