

Board of Directors (BOD) Interim Agenda

Mr. Kurt Floren, Chairman
Los Angeles County, California

100 INTRODUCTION

The Board of Directors will hold its quarterly board meeting on Friday, Saturday and Sunday, January 20-22, 2012, and continue that meeting during work sessions throughout the remainder of the Interim Meeting. The board will conduct Open Hearings for the items in Table A during the Interim Meeting. Table A identifies the agenda items by reference key, title of item, page number and the appendices by appendix designations. The first three digits of an item's reference key are assigned from the Subject Series List. The acronyms for organizations and technical terms used throughout the agenda are identified in Table B. In some cases, background information will be provided for an item. The fact that an item appears on the agenda does not mean it will be presented to National Conference on Weights and Measures (NCWM) for a vote. The board will review its agenda and may withdraw some items, present some items for information meant for additional study, issue interpretations, or make specific recommendations for change to the publications identified which will be presented for a vote at the Annual Meeting. The board may also take up routine or miscellaneous items brought to its attention after the preparation of this document. The board has not determined whether the items presented will be Voting or Informational in nature; these determinations will result from their deliberations at the Interim Meeting.

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

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

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

Subject Series List

Introduction	100 Series
Activity Reports.....	110 Series
Strategic Planning, Policies, and Bylaws.....	120 Series
Financials.....	130 Series
Other Items – Developing Items.....	140 Series

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Table B
Glossary of Acronyms and Terms

Acronym	Term	Acronym	Term
CTT	Conformity to Type	OIML	International Organization of Legal Metrology
CWMA	Central Weights and Measures Association	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
NIST	National Institute of Standards and Technology	WWMA	Western Weights and Measures Association
NTEP	National Type Evaluation Program		

Details of All Items
(In order by Reference Key)

110 ACTIVITY REPORTS

110-1 Membership and Meeting Attendance

Levels of membership and attendance are largely driven by the items on the agendas and by the economy. NCWM actively reaches out to potential stakeholders notifying them of agenda items that may be of interest and warrant their attention. This effort is believed to have had a positive effect on both membership and meeting attendance in recent years.

The attendance for Interim and Annual Meetings in 2010 were exceptional, exceeding 2009 attendance. The 2011 Interim Meeting was also very well attended but the numbers were down for the Annual Meeting. The board believes the addition of technical sessions for task groups and subcommittees on Sunday afternoons not only improves the standards development process, but also adds value for stakeholders who attend.

Membership levels track closely with the economy as shown in the yearly comparison below. Just as membership was rebounding from the previous recession, the next one hit even harder in 2008 resulting in declines in 2008 and 2009, especially in the public sector. The board is confident that the trend will reverse as it historically does when the economy improves.

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

Table C						
NCWM Membership Report						
	October 2011	October 2010	October 2009	October 2008	October 2007	October 2006
Associate	701	733	700	675	771	736
Foreign Associate	50	45	43	40	50	44
Federal Gov't	10	10	13	11	9	9
NIST	16	14	0	0	14	14
State Gov't	475	500	506	510	684	620
Local Gov't	464	455	495	490	537	512
Foreign Gov't	12	14	11	23	22	28
Retired	198	199	199	213	220	227
Total	1926	1970	1967	1962	2307	2190

110-2 NCWM Newsletter and Website

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.

The website continues to evolve to meet the needs of our committees, members, and stakeholders. The e-commerce feature with an online shopping cart is a popular tool for fast and easy membership renewals, publication orders, meeting registrations, and payment of National Type Evaluation Program (NTEP) certificate maintenance fees.

Online Position Forum:

The Online Position Forum was launched in May 2011. The Online Position Forum is not a voting system. It is simply a method to present positions, opinions, and supporting documents. During the month of May, 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

During the month of June, members are able to view positions, comments, and supporting documents by others as a means of preparing for the deliberations and voting at the Annual Meeting in July. This will give stakeholders the ability to come into the Annual Meeting more informed on the issues and with a better idea of positions others may have.

A suggestion was heard at the 2011 Interim Meeting to also give associations the ability to enter positions and comments, not just individuals. Since the login is based on membership credentials for individuals rather than organizations, this request cannot be accommodated.

There was a lot of support from membership to create the Online Position Forum, but participation the first year was light. The board believes that participation will increase in time as members become more comfortable with it and as committee agenda items generate interest. Following the first experience in 2011, NCWM is working with the developer on some improvements to make the site more user friendly.

Social Networking:

Social networking has quickly expanded into business and customer networking as businesses reach out to the new generation of handheld devices and internet networking to increase public awareness of their services and increase customer base. In the fall of 2010, NCWM opened accounts in LinkedIn, Facebook, and Twitter to improve our outreach. By opening these accounts, NCWM is now more visible in internet search engines and will be more identifiable to tech-savvy stakeholders. Those who follow NCWM on these networks will receive instant notifications from NCWM regarding meetings and announcements. NCWM is gradually increasing its use of social networking which will improve its effectiveness.

Professional Certification Program:

Professional certification exams can be purchased through the online shopping cart at www.ncwm.net/examinations. Exams are free for members and \$75 per exam for non-members. By logging in as a member, the price will be adjusted to \$0 in the shopping cart. 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. Certification is available for retail motor fuel dispensers and the Professional Development Committee (PDC) is actively working to add exams for certification in retail scales, package checking and vehicle tank meters.

The NCWM website continues to be a work in progress. Many good suggestions have been offered and incorporated into the site and the regional sites that are hosted and maintained by NCWM. Ms. Hier, NCWM Project Coordinator, serves as the Webmaster. Comments and suggestions for improvements to the newsletter and website should be directed to NCWM at (402) 434-4880 or info@ncwm.net.

110-3 Meetings Update

Interim Meetings:

- January 22 - 25, 2012 Monteleone, New Orleans, Louisiana
- January 27 - 30, 2013 Francis Marion Hotel, Charleston, South Carolina
- January 19 - 22, 2014 Hotel Albuquerque, Albuquerque, New Mexico
- January 2015 TBD

Annual Meetings:

- July 15 - 19, 2012 Holiday Inn by the Bay, Portland, Maine
- July 14-18, 2013 Seelbach Hilton Louisville, Louisville, Kentucky
- July 2014 TBD in the Central Region

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 2012 Interim Meeting will be held at the Monteleone in New Orleans, Louisiana. The Monteleone is a member of Historic Hotels of America and rests within the New Orleans French Quarter offering something for everyone in the newly revitalized city. The 2012 Annual Meeting will be held at the Holiday Inn by the Bay in Portland, Maine. This hotel has successfully hosted NCWM previously. It is within blocks of the charming Old Port, a working waterfront and the Arts District.

The 2013 Interim Meeting will be at the Francis Marion Hotel in historic downtown Charleston, South Carolina. It is truly a beautiful hotel situated perfectly for attendees to get the full Charleston experience. The 2013 Annual Meeting will be held at the Seelbach Hilton in Louisville, Kentucky. The hotel was built in 1905 and is listed on the National Register of Historic Places. Attendees can simply walk out the door to experience Fourth Street Live where there are plenty of restaurants and entertainment.

The board received recommendations from the Central Weights and Measures Association (CWMA) for a host city for the 2014 Annual Meeting. Of the five cities recommended, the board has narrowed the list to Milwaukee, Kansas City, or Cleveland.

100th 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. The board has formed a small work group to develop plans for the 100th NCWM Annual Meeting in 2015. The group will consider locations and special events to commemorate and bring excitement to the occasion. Suggestions may be forwarded to Ms. Tretheway, NCWM Office Manager, at (402) 434-4880 or shari.tretheway@ncwm.net.

110-4 Participation in International Standard Setting

An International Organization of Legal Metrology (OIML) Seminar on Conformity to Type (CTT) was held in June 2011 in Utrecht, The Netherlands. OIML is considering development of a CTT program. 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, Inc., 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. It is unclear whether OIML will pursue a CTT program. Additional discussions are planned.

Dr. Ehrlich will brief the Board of Directors and NCWM members on key activities of OIML and regional legal metrology organizations during Open Hearings of the 2012 Interim Meeting (see Appendix A).

120 STRATEGIC PLANNING, POLICIES, AND BYLAWS

120-1 Strategic Planning

The board will review the Strategic Plan at the January 2012 Interim Meeting. Members are asked to provide input before that meeting on the five current goals in the strategic plan and any other goals that they believe should be included.

Five primary goals are contained in the strategic plan.

1. Enhance NCWM as a national and international resource for measurement standards development.
2. Promote uniform training for individuals involved in weights and measures.
3. Continue to improve NTEP.
4. Expand the role of NCWM as a resource for state and local weights and measures programs.
5. Ensure financial stability of NCWM.

The Strategic Plan in its entirety may be viewed in the Members Only area at www.ncwm.net/content/strategic-plan.

NCWM as a National and International Resource:

Mr. Patoray, International Bureau of Legal Metrology Director, highlighted the first goal for NCWM to enhance its role as a national and international resource for measurement standards development. He extended an offer to assist NCWM in this goal and to work effectively toward the mutual benefit of both organizations and their missions.

Professional Certification Program:

The board is continuing to refine the strategies and measurements for meeting these goals. One of the strategies for the second goal is the implementation of a Professional Certification Program for weights and measures officials. This strategy has been placed as a top priority. In 2011, the board contracted the services of Mr. Andersen to serve

as Certification Exam Coordinator working with the PDC. 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 service agents. It is unknown at this time whether the difficulty of the exams will be appropriate to test an individual's expertise without undue delay in becoming state-registered. The delay can be costly for service agencies because they need employees who are recognized by the state to work independently with the privileges of being registered. To address these questions, NCWM has contacted state directors to generate a list of service agents from various states to voluntarily take the Retail Motor Fuel Dispenser Exam. There will be no fee for this trial. If an individual passes the exam, but is not an NCWM member, he/she will be required to either pay membership dues or the examination fee to obtain NCWM certification.

Viable Support for NTEP Laboratories:

Another strategy of high priority is to maintain viable support for NTEP laboratories under the third goal. Mr. Truex, NTEP Administrator, monitors the number of full-time employees 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.

120-2 Regional Support

Shopping Cart Service for Regional Websites:

NCWM hosts all four regional websites. In 2010, the Western Weights and Measures Association (WWMA) asked NCWM to create a shopping cart on their site for online meeting registrations. WWMA reported to NCWM Board of Directors that the online meeting registrations worked very well for them. It provides a means for WWMA members to pay dues and meeting registrations with credit cards. The transaction is processed through NCWM PayPal™ account and NCWM transfers the funds to the region's bank account, less credit card fees of about 3.5%.

Two additional regions, the CWMA and the Southern Weights and Measures Association have requested online membership and meeting registration through their websites. This programming will be completed in time for 2012 meeting registrations. Cost will vary according to the complexity of the project, but range from around \$1,200 - \$1,500.

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. A requirement was established that all proposals would be submitted electronically to simplify report writing for regional committees. A suggestion from a member prompted NCWM to post all new proposals on the regional websites. This addition was very well received and NCWM hopes to receive additional suggestions to improve services for members and regional associations.

120-3 Standing Committees

Committee Orientation:

In 2010, NCWM began conducting Committee Orientation for committee chairs and new committee members. It is held at NIST, OWM in Gaithersburg, Maryland, to facilitate participation of all NIST Technical Advisors. The program presented by NCWM Chairman and Executive Director includes a half-day session for committee chairs followed by a full day for the new committee members. 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. Because the response to the first meeting in 2010 was so positive, the orientation was held again in November 2011 with a similar program.

Task Groups and Subcommittees:

Presently, there are two task groups in place to address specific issues. They are listed below along with contact information. Each task group reports to the appropriate NCWM standing committee. The task groups will disband at the completion of their assignments. Also listed below are two subcommittees and their contact information. These subcommittees are charged with ongoing responsibilities in support of NCWM Laws and Regulations (L&R) Committee.

Resources offered by NCWM to these task groups and subcommittees include 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.

The board expresses great appreciation to the volunteers who serve on these important task groups and subcommittees in support of the work of this organization.

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

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

Chair

Ms. Maureen Henzler
Kansas Department of Agriculture
2510 SW Gainsboro Road
Topeka, KS 66614
Phone: (785) 862-2415
Fax: (785) 862-2460
Email: maureen.henzler@kds.ks.gov.

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

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

Chair

Mr. Jeff Humphreys
Los Angeles Agricultural Commissioner / Weights and Measures
11012 Garfield Avenue
South Gate, CA 90280
Phone: (562) 622-0404
Fax: (562) 861-0278
Email: jhumphreys@acwm.lacounty.gov.

Co-Chair

Ms. Fran Elson-Houston
Ohio Department of Agriculture
8995 East Main Street
Reynoldsburg, OH 43068
Phone: (614) 728-6290
Fax: (614) 728-6424
Email: 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.

- **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.

120-4 NCWM Publications 15 and 16

NCWM Publications 15 and 16 are documents that provide the agendas and reports for NCWM Interim and Annual Meetings. Though they are NCWM publications, NIST, OWM has supported NCWM by preparing and publishing the documents. The NIST, OWM has less staff dedicated to publications than in the past. That, combined with the cumbersome process they are subjected to when publishing documents prompted NCWM to assume this responsibility. Beginning in the fall of 2011, NCWM is now responsible for *NCWM Publication 15 and 16*. As a result, NIST, OWM staff will have more time to devote to training development and other publications such as *NCWM Annual Report, NIST Handbooks 44, 130 and 133, National Type Evaluation Technical Committee Sector Reports*, etc.

This change in responsibilities does affect flow of information and documents through the fall season in preparation for regional meetings and submitting reports at their completion. The 2012 *NCWM Publication 15* represents NCWM's first product under this new initiative. The processes to reach this final product will be examined and refined based on experience and input from regional and national committee members, NIST, OWM staff, and the members.

There will be less shifting of responsibilities in the development of *NCWM Publication 16*. The committees retain responsibility for developing the final reports for *NCWM Publication 16*. Once completed, they will submit those reports to NCWM for inclusion in *NCWM Publication 16*.

120-5 NCWM Bylaws Administrative Updates

Source:

NCWM Board of Directors (2012)

Purpose:

Update bylaws to reflect new management procedures, shifting responsibilities, and changes to policy.

Item Under Consideration:

Amend various sections throughout NCWM bylaws as follows:

Article IV - Membership Fees and Records

Section 2 - Membership Records

The ~~Board of Directors shall designate an individual or organization to be responsible for membership, including collection of membership fees and maintenance of membership records.~~ corporation shall collect membership fees and maintain membership records.

Article V - Use of the Insignia

The insignia of the Corporation ~~may be used or displayed only by members of the Corporation with express written approval from the Board of Directors.~~ is trademarked. Use or display of the insignia by members is allowed except that the Corporation may prohibit any use that is deemed by the Corporation to be inappropriate.

Article VI - Directors

Section 4 - Insurance and Indemnification of Directors

A. Insurance and Indemnification of Directors

The ~~Board of Directors~~ Corporation is authorized to purchase insurance, including but not limited to, general liability insurance, errors and omissions insurance, and directors and officers liability insurance, together with any other insurance deemed by the Board to be reasonable, in such sums and for such premiums as the ~~Board~~ Corporation determines are appropriate.

Article VII - Duties of the Directors and Appointive Officials

Section 1 - Chairman

The Corporation Chairman ~~has the role of Chief Executive Officer of the Corporation and, as such,~~ has the broad authority ~~customarily associated with that role,~~ including, but not limited to, the authority to make policy decisions on behalf of the Corporation and take such actions as are necessary to put these decisions into effect. The Chairman is the principal presiding officer at the meetings of the Corporation and of the Board of Directors, makes appointments to the several standing and special purpose committees, and appoints other Corporation officials to serve during his or her term of office.

~~All contracts or other obligations requiring Corporation funding must be signed by the Chairman or his or her designee.~~

Section 5 - Treasurer

The Treasurer ensures the integrity of the fiscal affairs of the Corporation and serves on the Board of Directors of the Corporation. The Treasurer performs other duties as assigned by the Chairman.

~~The Treasurer may appoint, with approval of the Board, an assistant to assist the Treasurer in the discharge of his or her duties.~~

Article IX - Committees

Section 1 - Special Purpose Committees

The Special Purpose Committees consist of the following:

A. Nominating Committee

The Nominating Committee (referenced in Article VI, Section 3) shall be appointed annually by the Chairman and shall consist of the most recent active Past Chairman of the Corporation as Committee Chairman and six active members, to include at least one member representing each of the four regions. The nominating committee shall make recommendations to the Corporation for nominations for the Board of Directors. The nominating committee shall give due weight and consideration to the recommendation of the Associate Membership Committee regarding the Associate Director nomination.

~~B. Resolutions Committee~~

~~The Resolutions Committee shall be appointed by the Chairman and shall consist of three members appointed for 3-year staggered terms.~~

~~C. Finance Committee~~

The Finance Committee shall be comprised of the Chairman-Elect, Nominated Chairman-Elect, Treasurer, and the two At-Large Directors Director representing the Associate Membership Committee, and the Executive Director. Each member's term on the Finance Committee shall coincide with the member's term ~~as Director of office~~.

Section 3 - National Type Evaluation Program (NTEP) Committee

The NTEP Committee is comprised of five members: the Immediate Past Chairman, the Chairman and the Chair-Elect of the Conference and two regional Directors from the Board of Directors. The NTEP Committee must include at least one member from each of the four regions. ~~(amendment passed July, 2001)~~ The NTEP Administrator shall serve in an advisory role to the NTEP Committee.

The NTEP Committee ~~fixes~~ may develop recommendations to the Board of Directors for NTEP fees including, but not limited to application fees to obtain a NTEP Certificate of Conformance and the annual maintenance fee for retaining a ~~National Type Evaluation Program~~ NTEP Certificate of Conformance. The NTEP Committee is responsible for the operation of the NTEP program with respect to its fiscal management, providing guidance related to the activities of the program and establishing policy and procedures.

Through the Chairman of the NTEP Committee, members are appointed from the Advisory, Active, and Associate Members to the Technical Committees of the National Type Evaluation Program. The Associate members represent the interest of manufacturers, retail sales organizations, and users of commercial devices. The Active members represent the interest of government officials and the consumer. These committees make technical, policy, and procedural recommendations to the NTEP Committee for implementation.

Section 5 - Duties and Fields of Operation of Board of Directors and Committees

A. Board of Directors

The Board of Directors is the governing body of the Corporation and is authorized to make all decisions relating thereto, including but not limited to the following:

1. conducts the business of the National Conference on Weights and Measures, Inc., as a Corporation, which at a minimum includes (a) overseeing the preparation and filing of the biennial report and fee with the Nebraska Secretary of State in compliance with Neb. Rev. Stat. Section 21-301.
2. reviews and approves the budget;
3. selects the place and dates, ~~and also fixes the registration fee~~ for each meeting of the Corporation;
4. fixes all fees including but not limited to meeting registrations, fees associated with NTEP administration, publications, and the annual membership fee; ~~and~~
5. advises the responsible individual or organization, as designated by the Chairman, with respect to the programs for the meetings of the Corporation and its committees, and makes recommendations to the Corporation, the Corporation officers, and the committee chairmen; ~~and~~.
6. reviews an annual audit report prepared by an external auditor whose services are retained by the corporation to assess the accuracy of the financial statements, the accounting principles used, and evaluate overall financial statement presentation.

The Board of Directors, in the interval between meetings of the Corporation:

1. authorizes meetings of Corporation committees in accordance with the provisions of Article VIII, Section 3,
2. authorizes expenditures that are not in the budget, and
3. acts for the Corporation in all routine or emergency situations that may arise.

Special meetings of the Board may be held at the discretion of the Chairman, and may take place in any manner technologically possible, including, but not limited to, telephone conference calls and electronic mail. A quorum shall consist of 7 members of the Board. Voting may be cast in any manner prescribed by the Chairman. All questions before the Board of Directors will be decided whenever practical, by voice vote or by ballot, and will be decided on the basis of the majority of votes cast.

The Board serves as a policy and coordinating body in matters of national and international significance which may include such areas as metrication; the interaction with organizations such as the International Organization of Legal Metrology (OIML), American National Standards Institute (ANSI), International Organization for Standardization (ISO), ~~American Society for Testing and Materials (ASTM)~~ ASTM International, National Conference of Standards Laboratories (NCSL), and such internal matters as may be required, ~~including, for example, the Retiree Organization.~~

The Chairman, on behalf of the Board, annually presents a report on Corporation activities.

F. Resolutions Committee

~~Each year at the Annual Meeting of the Corporation, the Resolutions Committee presents for Corporation action such resolutions as it has been directed by the Corporation to prepare, and such additional resolutions as are deemed appropriate by the Committee.~~

G. Finance Committee

The Finance Committee ~~may appoint an external auditor to audit the books of the Corporation and, if an auditor is appointed, will evaluate the recommendations of the auditor and recommend an action thereon to the Board.~~ provides review and preliminary approval of the draft budget before it is presented to the Board of Directors for final approval.

Background / Discussion:

In 2010, the bylaws were amended after thorough legal review to reflect NCWM as a Nebraska corporation and to provide additional liability protections. In 2011, the bylaws were amended following a parliamentary review of voting procedures.

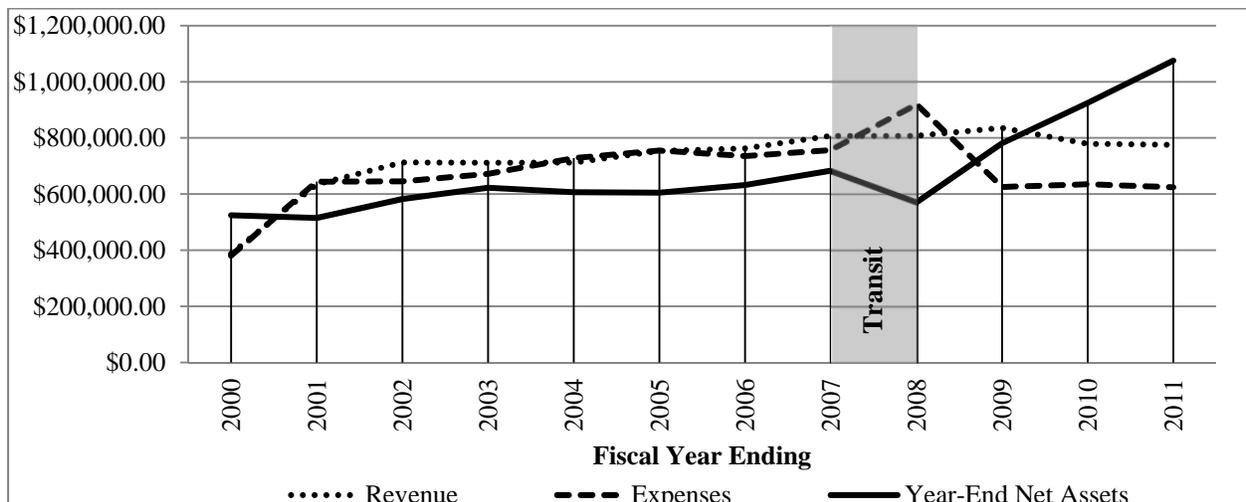
This year, NCWM conducted an administrative review of the bylaws to determine if amendments are needed to reflect new management procedures, shifting of responsibilities, and changes in policy. Based on that review, the board is presenting the above excerpts of the NCWM bylaws with proposed amendments.

130 FINANCIALS

130-1 Financial Report

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

Below is a graphic view of the past 11 fiscal years based on year-end audit reports. The spike in expenses in 2008 reflects the cost of the management transition. The management company was still under contract that year while NCWM hired employees, 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.



BOD 2012 Interim Agenda

The following is the balance sheet as of September 30, 2011 in comparison with the same time the previous year.

ASSETS	<u>September 30, 2011</u>	<u>September 30, 2010</u>
Current Assets		
Checking/Savings		
Associate Member Fund	18,434.11	18,209.23
Certificates of Deposit	953,991.55	797,589.27
Checking	41,656.42	28,816.38
Savings	196,211.63	170,510.56
Total Checking/Savings	\$ 1,210,293.71	\$ 1,015,125.44
Accounts Receivable	10.00	8,635.00
Other Current Assets	50,952.11	46,315.93
Other Assets	6,744.21	7,401.92
TOTAL ASSETS	\$ 1,268,000.3	\$ 1,077,478.29
LIABILITIES & EQUITY		
Liabilities	174,278.63	146,056.78
Current Liabilities		
Total Liabilities	174,278.63	146,056.78
Equity		
Unrestricted Net Assets	931,421.51	784,771.17
Net Income	162,299.89	146,650.34
Total Equity	1,093,721.4	931,421.51
TOTAL LIABILITIES & EQUITY	\$ 1,268,000.03	\$ 1,077,478.29

Mr. Kurt Floren, Los Angeles County, California | Chairman
 Mr. Stephen Benjamin, North Carolina | Chairman-Elect
 Mr. Tim Tyson, Kansas | NTEP Committee Chair
 Mr. Mark Coyne, City of Brockton, Massachusetts | Treasurer
 Mr. Brett Saum, San Luis Obispo County, California | 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. John Gaccione, Westchester County, New York | At-Large
 Mr. Stephen Langford, Cardinal Scale Manufacturing, Co. | 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

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 the OIML and other international legal metrology organizations. Learn more about OIML at www.oiml.org and about the NIST, OWM at www.nist.gov/owm. Dr. Charles Ehrlich, Program Leader of the International Legal Metrology Program, can be contacted at (301) 975-4834 by fax at (301) 975-8091 or charles.ehrlich@nist.gov.

Note: OIML publications are available without cost at www.oiml.org.

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Table B
Glossary of Acronyms and Terms

Acronym	Term	Acronym	Term
ANSI	American National Standards Institute	ILMP	International Legal Metrology Program
APEC	Asia-Pacific Economic Cooperation	IR	International Recommendation
APLMF	Asia-Pacific Legal Metrology Forum	IWG	International Work Group
B	Basic Publication	LMWG	Legal Metrology Work Group
BIML	International Bureau of Legal Metrology	MAA	Mutual Acceptance Agreement
BIPM	International Bureau of Weights and Measures	MC	Measurement Canada
CD	Committee Draft ¹	MTL	Manufacturers' Testing Laboratory
CIML	International Committee of Legal Metrology	NIST	National Institute of Standards and Technology
CPR	Committee on Participation Review	NTEP	National Type Evaluation Program
CTT	Conformity to Type	OIML	International Organization of Legal Metrology
D	Document	OWM	Office of Weights and Measures
DD	Draft Document ²	R	Recommendation
DoMC	Declaration of Mutual Confidence	SC	Technical Subcommittee
DR	Draft Recommendation ²	SIM	Inter-American Metrology System
DV	Draft Vocabulary ³	TC	Technical Committee
GA	General Assembly	USNWG	U.S. National Work Group
IEC	International Electrotechnical Commission	VIM	International Vocabulary of Metrology
IQ Mark	International Quantity Mark	VIML	International Vocabulary of Legal Metrology
ISO	International Standardization Organization	WD	Working Draft ³

¹ CD: a draft at the stage of development within a technical committee or subcommittee; in this document, successive drafts are numbered 1 CD, 2 CD, etc.

² DD, DR, and DV: a draft document approved at the level of the technical committee or subcommittee concerned and sent to BIML for approval by CIML

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

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 (TC) and technical subcommittees (SC) of specific interest to members of the National Conference on Weights and Measures. Also included are schedules of future activities of the Secretariats, the U.S. National Work Groups (USNWG), and the International Work Groups (IWG) of the committees and subcommittees.

TC 3/SC 5 Conformity Assessment (United States)

The subcommittee held a meeting in Paris, France, in October 2010 to discuss the revision of the basic publications (B) 3 *Certificate System* and B 10 *Mutual Acceptance Arrangement (MAA)*. The International Committee of Legal

Metrology (CIML) Preliminary Ballots on B 3 and B 10 closed in July 2011 without any negative votes, and a final CIML vote was held at the CIML Meeting in Prague in October 2011. Both B 3 and B 10 passed the CIML vote. International comments on a new document entitled *The Role of Measurement Uncertainty in Conformity Assessment Decisions in Legal Metrology* have been received and are being used by the Secretariat to develop the 2 Committee Draft (CD). Please see the MAA section in the National Type Evaluation Program (NTEP) 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.

TC 5/SC 1 Environmental Conditions (Netherlands)

The Secretariat distributed the 1 CD revision of document (D) 11 *General Requirements for Electronic Measuring Instruments*, in February 2011. 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 1 CD in May 2011. The United States also participated in a meeting of TC 5/SC 1 to discuss the D 11 document and international comments on the 1 CD in Utrecht, The Netherlands, in June 2011. 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 International Electrotechnical Commission (IEC) references for testing requirements in D 11. The 2 CD of D 11 is expected in early 2012. Please contact Mr. Ralph Richter at (301) 975-3997 or 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 the CIML, and the United States is waiting for the first draft of this document. Please contact Dr. Ambler Thompson at (301) 975-2333 or ambler@nist.gov if you would like to discuss OIML software efforts.

TC 6 Prepackaged Products (South Africa)

A project to develop an OIML International Quantity Mark (IQ Mark) is still ongoing. The IQ Mark is intended to eliminate the need for redundant inspections for compliance with legal metrology requirements for labeling and net contents. Receiving countries want imported packages to meet all of their legal metrology requirements – and packers in exporting countries want to ensure prepackages will not be rejected or require additional inspections after arriving in the destination country. The initial proposal for the program would require that participating packagers meet specific requirements in order to participate in a program for quantity control and labeling of prepackaged goods. The United States is participating in a work group that is developing guidelines on acceptable manufacturing practices that would be used in the IQ Mark's accreditation programs. The United States believes the effort to manage and certify quality control systems will add unnecessary extra costs to all participating suppliers. Even though there is significant opposition to the IQ Mark effort from several countries (including the United States, Denmark, Switzerland and Canada), TC 6 continues to move forward with this project under the premise that such a voluntary system would be of value to developing countries. The United States voted “no” on the 2 CD of the IQ Mark document in May 2010 and received the 3 CD from the Secretariat in August 2011. The United States will vote “no” on this draft as well. The Secretariat has indicated that if roughly half of the P-members of TC 6 continue to oppose this project, the Secretariat will propose to the CIML to stop the project.

NIST is assisting TC 6 in two other important projects: 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 OIML R 79 *Labeling Requirements for Prepackaged Products*.

NIST hosted a meeting of TC 6 in Gaithersburg, Maryland from 26 to 30 September 2011. Please contact Mr. Ken Butcher at (301) 975-4859 or kbutcher@nist.gov, if you would like more information about the work of this subcommittee or to participate in any of these projects.

TC 8 Measurement of Quantities of Fluids (Japan)

In October 2011, the CIML reassigned responsibility of TC 8 from Switzerland to Japan. Additionally, the CIML has approved projects to revise the following TC 8 documents: R 63 *Petroleum Measurement Tables* (1994) and R

119 *Pipe Provers for Testing of Measuring Systems for Liquids Other Than Water* (1996). Both of these documents are important for other OIML recommendations involving liquid measurement. Please contact Mr. Ralph Richter at (301) 975-3997 or ralph.richter@nist.gov, if you would like copies of the documents or to participate in any of these projects.

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

The United States now chairs an IWG 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. Please contact Mr. Ralph Richter at (301) 975-3997 or ralph.richter@nist.gov, if you would like copies of the documents or to participate in any of these projects.

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

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*. The first CD of R 117-2 was distributed in March 2011. While the 1 CD of R 117-2 generated over 400 international comments that will all need to be resolved, there was excellent acceptance of the methodology and concepts used in the complex new recommendation. A meeting of the IWG for the development of R 117 is scheduled to be held in Braunschweig, Germany, in November 2011 to resolve international comments on the 1 CD and to work to develop new annexes for measuring systems for foaming potable liquids, for pipelines, and for aircraft refueling. The IWG for the development of R 117 also continues to hold international webinars to accelerate the work on this high priority document. A meeting of the full TC 8/SC 3 subcommittee will probably be scheduled in the first half of 2012. If you have any questions or would like to participate in the next phases of this project, please contact Mr. Ralph Richter at (301) 975-3997 or ralph.richter@nist.gov.

TC 8/SC 5 Water Meters (UK)

OIML, International Standardization Organization (ISO), and the European Committee for Standardization 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 Joint Working Group of these three organizations distributed the 2 CD of the harmonized document in May 2011 – with international comments returned in August 2011. NIST is hosting a joint meeting of the three organizations in Gaithersburg in November 2011. The American Water Works Association Committee on Water Meters is assisting in these efforts. Please contact Mr. Ralph Richter at (301) 975-3997 or 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 (2004) 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 recently developed OIML recommendations. The Secretariat will ask members of TC 8/SC 6 and the USNWG to review and formally comment on the first draft of revised R 81, Part 1: Metrological and technical requirements and Part 2: Metrological controls and performance tests in the Fall of 2011. To obtain more information or to participate in this project, please contact Ms. Juana Williams at (301) 975-3989 or juana.williams@nist.gov.

TC 8/SC 7 Gas Metering (Netherlands)

The Secretariat distributed the preliminary Draft Recommendation (DR) of OIML R 137-1 and R 137-2, *Gas Meters; Part 1: Metrological and Technical Requirements, and Part 2: Metrological Controls and Performance Tests* in May 2011. Extensive United States comments on both the 1 CD and the 2 CD 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 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 Savannah, Georgia, in February 2011 and in Fort Worth, Texas, in September 2011. The CIML has resolved that

the DR of R 137 will be submitted for direct CIML online approval in the first quarter of 2012. Please contact Mr. Ralph Richter at (301) 975-3997 or ralph.richter@nist.gov, if you would like to participate in these efforts of if you would like to obtain a copy of any of these gas measurement documents.

TC 9 Instruments for Measuring Mass (United States)

The CIML approved a new 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 first working draft revision of R 60, incorporating a major re-formatting of the document. USNWG members and TC 9 members were requested to return comments on R 60 by March 2011. A meeting was held 19-20 September 2011 in Braunschweig, Germany, to discuss the intended scope of R 60 that will be incorporated into a 1 CD of R 60. For more information on these efforts, please contact Mr. John Barton at (301) 975-4002 or john.barton@nist.gov.

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

R 134 1, *Automatic Instruments for Weighing Road Vehicles in Motion and Measuring Axle Loads*, has been approved by the CIML and published. United States comments concerning terminology and document scope were incorporated in the document. The test report format of this document, R 134 2, has also been published. The United States Federal Highway Administration is sponsoring a project wherein it is anticipated that both OIML R 134 and an American Society of Testing Materials standard will be used to help develop a new code in *NIST Handbook 44* applicable to in-motion weighing systems for the pre-screening of road vehicles. A USNWG met in July 2011 to kick off this project. To receive a copy of the OIML documents or to obtain more information on this work, please contact Mr. Richard Harshman at (301) 975-8107 or richard.harshman@nist.gov.

The DR of OIML R 106, Part 1 *Automatic Rail Weighbridges*, was approved by a direct CIML online vote in April 2011. The 4 CD of R 106-2 was approved by a TC 9/SC 2 vote in April 2011, and has been submitted to the International Bureau of Legal Metrology (BIML) as a DR. 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.

The Secretariat is in the process of revising OIML R 50 *Continuous Totalizing Automatic Weighing Instruments (Belt Weighers)*. The United States returned comments on the 3 CD of this R in July 2010, and participated in a meeting on R 50 in Teddington, United Kingdom, in April 2011. In September 2011, a 4 CD was circulated to members of TC 9/SC 2 for review and comment. Responses are due to be submitted to the Secretariat by March 30, 2012. For more information on this effort, please contact Mr. John Barton at (301) 975-4002 or john.barton@nist.gov.

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

The Co Secretariats are working with a small IWG 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 Technical Committee 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 September 2010 in Orlando, Florida. Per discussions during that meeting, Germany submitted suggestions for additional software requirements that will be included in the 6 CD. Please contact Ms. G. Diane Lee at (301) 975-4405 or diane.lee@nist.gov if you would like to participate in this IWG.

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

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 R for protein with the TC 17/SC 1 R for moisture. The Secretariat distributed a 2 CD of the document in February 2010. International comments on the 2 CD were received and compiled. These comments were discussed at a meeting of TC 17/SC 8 in September 2010 in Orlando, Florida. The Secretariat is developing the 3 CD based on discussion during the September 2010 meeting. Please contact Ms. G. Diane Lee at (301) 975-4405 or diane.lee@nist.gov, if you would like to participate in this IWG.

OIML Mutual Acceptance Arrangement (MAA)

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

II. Report on the 46th CIML Meeting in Prague, Czech Republic, in October 2011

Mr. Mason, CIML member from the United Kingdom, assumed his responsibilities as the newly-elected President of the CIML for a six-year term, taking over from Mr. Johnston, CIML member from Canada.

Mr. 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.

Mr. Kool, BIML Assistant Director for the last five years, had his contract renewed for another five years.

It was agreed that the funds in the special account of the BIML Translation Center may be used, as necessary, for translation and interpretation activities that are not currently part of the normal operation of the Bureau, in particular:

- the translation of documents (with particular priority to translating from English to French to reduce the backlog of Publications into French);
- interpretation on an experimental basis at Conferences and Committee Meetings;
- converting existing documents of interest to the work of the Organization (minutes and resolutions of past Conferences and Committee Meetings and other relevant documents) into a suitable electronic format.

Zimbabwe and Georgia were welcomed as new OIML Corresponding Members.

A new Memorandum of Understanding with IEC was approved, and the Bureau was instructed to draw up a joint work program with the IEC and report on the progress at the 47th CIML Meeting.

The prospective establishment of a liaison with the Consumer Policy Committee of ISO was discussed. The Bureau was instructed to identify possible liaison activities, to encourage such activities at the TC and SC level, and to report on the progress at the 47th CIML Meeting.

The ongoing collaboration at all levels between the OIML and the International Bureau of Weights and Measures (BIPM) was discussed. The CIML requested its President and the BIML Director to intensify the cooperation with the BIPM in operational activities and to pursue further discussions and studies with the BIPM concerning a possible collocation.

The CIML approved the following Recommendation:

- OIML R 35-2 *Material Measures of Length for General Use - Part 2: Test methods*.

The CIML instructed the BIML to submit the following DR to direct CIML online approval after they have passed the appropriate subcommittee vote and then received sufficient support in the preliminary ballot:

- Draft Revision of OIML R 126 *Evidential Breath Analyzers*;
- Draft Revision of OIML R 137 (Parts 1 and 2) *Gas Meters*.

The CIML reassigned the responsibility for the Secretariat of TC 8 *Measurement of Quantities of Fluids* to Japan.

The CIML approved the following Draft BPs:

- Revision of *OIML B 3 OIML Basic Certificate System for OIML Type Evaluation of Measuring Instruments*;
- Revision of OIML B 10-1 and OIML B 10-2 (combined into a single document B 10) *Framework for a Mutual Acceptance Arrangement on OIML Type Evaluations*.

The CIML, noting the report of TC 3/SC 5 on the issue of the acceptance of manufacturers' test results within a declaration of mutual confidence (DoMC) under the MAA, and recalling its Resolution no. 20 at the 43rd CIML Meeting, decided that Issuing Participants may request the registration of Manufacturers' Testing Laboratories (MTLs) under a DoMC, provided that the conditions agreed by TC 3/SC 5 and laid down in a respective amendment to, or revision of, OIML B 10 are met, and that after this amendment to, or revision of, OIML B 10, MAA Type Evaluation Reports that contain test results from MTLs may be accepted by participants on a voluntary basis.

The CIML approved as a new work item for OIML TC 3/SC 5:

- the amendment to, or the revision of, OIML B 10 *Framework for a MAA on OIML Type Evaluations* to include appropriate conditions for the registration of MTLs under a DoMC.

However, the CIML also decided that the registration of MTLs under a DoMC remains excluded from the scope of the MAA, until this amendment to, or revision of, OIML B 10 is approved.

The CIML, noting the written report of the seminar on *Conformity to Type (CTT)* held in Utrecht, the Netherlands, on 29 and 30 June 2011, and noting the oral report and presentation by the CIML Member for New Zealand, Mr. O'Brien, on the outcome of the follow-up CTT Seminar held in Prague on 10 October 2011, approved the establishment of a new subcommittee of TC 3, to be titled *Conformity to Type*, which shall undertake as a work item the development of a guidance document on the *Scope for Pre-market Surveillance Activities Focused on the Conformity Assessment of Measuring Instruments to Give Assurance that Manufactured (or Production) Instruments Meet Their Approved Type*. The responsibility for the Secretariat of the new subcommittee was assigned jointly to New Zealand and the BIML.

The new subcommittee was invited to take into account:

- the information provided at the seminars held in June and October 2011; and
- the current programs in the United States and the European Union and any best practices identified elsewhere.

The CIML approved, subject to re-titling the proposed "Working Groups" as "Project Groups" and other necessary editorial changes, the revision of:

- OIML B 6-1 *Directives for OIML Technical Work. Part 1: Structures and Procedures for the Development of OIML Publications*; and
- OIML B 6-2 *Directives for OIML Technical Work. Part 2: Guide to the Drafting and Presentation of OIML Publications*.

The BIML was instructed to produce a guidance document for B 6-1 and B 6-2 no later than 1 December 2011 setting out the arrangements for implementation and to introduce the new arrangements from 1 January 2012 in an orderly way. An ad-hoc working group was established, chaired by the CIML Second Vice-President, to consider improvements to OIML B 6-1 and OIML B 6-2, suggested by CIML members in the light of the experience of operating the new procedures, and instructed the ad-hoc working group to present proposals for the amendment of OIML B 6-1 and OIML B 6-2 for consideration at its 47th Meeting.

The CIML, noting the development of the 3rd edition of the *International Vocabulary of Metrology - Basic and General Concepts and Associated Terms (VIM)* by the Joint Committee for Guides in Metrology of which the OIML is a Member Organization, noting the publication of the 3rd edition of the VIM as an OIML Vocabulary (OIML V 2-200:2010), recalling the requirements for the drafting and presentation of terms and definitions in OIML Recommendations and Documents as laid down in Annex B of OIML B 6-2:1993, and in particular paragraph B.1.2 *Avoidance of Duplications and Contradictions*, and considering the imminent completion of the revision of the International Vocabulary of Legal Metrology (VIML) by OIML TC 1, resolved:

- a) that new, and revisions of existing, OIML Recommendations and Documents should apply the terminology and definitions of the VIM and the VIML without amendment,
- b) that terms and definitions from international vocabularies from other fields (for instance statistics) may be adapted when the concept that they pertain to in legal metrology is different and that such conceptual differences should be explained in a note,
- c) that when, in OIML Publications other than Recommendations and Documents, terms and definitions are used that differ from those in the VIM and the VIML, these differences should be indicated in notes, as appropriate.

The BIML was further instructed to monitor the correct implementation of this resolution at all stages of the preparation of OIML publications.

The CIML encouraged all its members and relevant TCs, in particular TC 2, TC 9, TC 9/SC 3 and TC 11, to actively participate in the discussion and provide comments to the ad-hoc OIML Working Group “New SI” before 24 February 2012, in particular on the impact that the proposed new SI unit redefinitions might have on legal metrology matters.

The CIML, taking into consideration that:

- the net revenue from the paid subscriptions for the OIML Bulletin is relatively small;
- the OIML Bulletin is still an indispensable means of communication to the members and other interested parties; and
- the OIML Bulletin should be circulated to as wide an audience as possible,

concluded that:

- the OIML Bulletin should be rendered free of charge;
- electronic versions of all issues of the OIML Bulletin should be available for download on the OIML web site without restriction;
- printed copies of the OIML Bulletin should be provided only to OIML member states and corresponding members,
- and requested the 14th Conference consider this opinion in the budget for the 2013–2016 budget period.

The committee decided to award Prof. Dr. Lev Issaev, its former member for the Russian Federation, the title of Member of Honor, in recognition of his work for the OIML over a period of more than 30 years.

III. Future OIML Meetings

The 14th OIML Conference and 47th CIML Meeting will be held in Romania in October 2012.

IV. Regional Legal Metrology Organizations

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

The 2010 SIM General Assembly (GA) was held in Miami, Florida, on November 2. The GA was originally scheduled to be held in St. Lucia but needed to instead be held in Miami because of Hurricane Tomas. Mr. Dajes, INDECOPI Peru, was presented by the Organization of American States as the sole candidate for the SIM Presidency. Mr. Senna at mjsenna@inmetro.gov.br, of INMETRO in Brazil, serves as the Chairman of the SIM LMWG. The organization is working to build capacity in legal metrology for SIM member countries. Please contact Mr. Ralph Richter at (301) 975-3997 or ralph.richter@nist.gov for more information.

Asia-Pacific Legal Metrology Forum (APLMF)

The 18th Meeting of the Asia-Pacific Legal Metrology Forum (APLMF) was held September 5-8, 2011 in Busan, South Korea. The People's Republic of China holds the Presidency and Secretariat of the APLMF. Mr. Changcheng, APLMF President and Vice Minister of AQSIQ, chaired the meeting. The 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. There were no training courses given by APLMF in 2011. 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 which was agreed upon at the 17th APLMF meeting (see below). 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, the APLMF needs to do a more thorough job of assessing and documenting the impact of the training courses on the economies that receive the training.

The Secretariat reported that APLMF has been successful in obtaining APEC funding to deliver two training programs in 2012. The proposed training activities are: 1) A case study and workshop that examines significant recent improvements in the measurement and custody transfer of bunker fuel, in Singapore, and 2) A “train-the-trainer” course on verification of in-line (pipeline) turbine and positive displacement metering systems used for hydrocarbon products in the bulk fuel supply chain.

APLMF members also considered and approved an initiation of self-funded training activities. In 2012, there will be such training in rice moisture measurement, given by Japan.

The United States was represented at the meeting in Busan by Dr. Charles Ehrlich, who serves as Chairman of the APLMF work group on Mutual Recognition Arrangements, and by Mr. Ralph Richter. Dr. Ehrlich gave an extensive report and update on the OIML MAA. Mr. Richter prepared and presented the United States Country Report. The 2012 APLMF meeting is scheduled to be held in Manila.

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Appendix B

Associate Membership Committee (AMC) Agenda and Draft Meeting Minutes

Robert Murnane, Jr., Chair
Seraphin Test Measures

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AMC Draft Meeting Minutes

July 18, 2011
Missoula, Montana

Call to Order

Chair Robert Murnane called the meeting to order at 4:00 p.m.

Meeting Minutes

A copy of the January 2011 meeting minutes was distributed. These minutes were reviewed and a motion was made by Mr. Thomas McGee and seconded by Mr. Steven Langford to approve the minutes as written. With no further discussion the minutes were approved.

Financial Condition

A copy of the Financial Report was distributed. Chair Murnane reviewed the deposit / disbursements and reported a current balance of \$18,425.73 as of June 30, 2011. A motion was made and seconded to accept the Financial Report. With no other discussion the Financial Report was accepted.

Board of Directors Report

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

- Verified Conformity Assessment Program Procedures (VCAP) – it was reported that load cell manufacturers have completed their audits with a few manufacturers in the final stages but on track. The board reported considering Load Receiving Elements of 2,000 lbs and under using non-NTEP approved load cells as the next focus area.
- The Treasurer's report indicated that NCWM is in good financial condition and approved the 2012 budget as proposed.
- The board reported that the Online Position Forum was up and running in time for comments on the Annual Meeting agenda items. While the comments were light there is no concern as this was the first year of use.

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

Professional Development Committee (PDC) Report

Mr. Steven Grabski, the Associate Membership Representative on the PDC gave a report about the committee's activities. Progress continues on the online testing and the committee is planning to work with the regional associations on the idea of having one registration test for service personnel that is accepted by all states.

Laws and Regulations (L&R) Committee Report

Due to conflicting committee meeting times Mr. Rob Underwood, the Associate Membership Representative was not able to provide his report on L&R activities.

AMC Fund Disbursement Report

Chair Murnane reported that no new funds requests have been received. Chair Murnane sent out a reminder email and did receive some feedback on possible future requests.

Filling Vacant Positions

There were no vacant positions to fill; however, all members present were reminded that the position of the Chair, Vice Chair and the Secretary/Treasurer become vacant at the end of the 2012 Annual Meeting. These positions need to be filled during the AMC Meeting at the 2012 Interim Meeting.

See the updated AMC Members and Officers list, located at the end of this document, for a complete list of AMC members.

Current Standing Committee Representatives

- Mr. Gordon Johnson – Gilbarco, Inc.: represents the AMC on the Board of Directors. Expires 07/2013.
- Mr. Rob Underwood - Petroleum Marketers Association of America; represents the AMC on the L&R. Expires 07/2013.
- Mr. Steven Grabski – Wal-Mart Stores, Inc.; represents the AMC on the PDC. Expires 07/2013.

Chair Murnane will work with NCWM staff to update the AMC Membership Committee information in the Conference Report.

Old Business

None to report.

New Business

Chair Murnane proposed three changes to the Funds Request Approval Process document. The changes are proposed to better align the document with the AMC By-laws. A copy of the proposed changes was distributed to members present for review. The proposed changes were:

1. Add the following sentence to the end of the Procedure paragraph. **Training funds may also be approved throughout the year by using Article IV, Section 3 and 4 of the By-laws.**
2. Modify sentence 5 in the section titled “AMC Training Fund Request Selection Criteria:”. 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.
3. Add the following to the end of sentence 5. in the section titled “AMC Training Fund Request Selection Criteria:”. **This would only be an option when qualified volunteers are not available.**

These changes were reviewed and a motion was made by Chair Murnane and seconded by Mr. Thomas McGee to accept the changes as written. With no further discussion the changes were approved.

Mr. Richard Suiter commented on the struggling state budgets and how industry has more influence in this area than state personnel. Richard suggested that the AMC consider helping in this area. Chair Murnane suggested that this committee could help in the development of a “Toolbox” containing various documents which weights and measures officials could pull from when meeting with their managers on budget issues. As this topic was also a discussion point with the board, it was suggested that Chair Murnane present the AMC interest in participating and/or supporting this type of effort.

Adjournment

With no further new business Chair Murnane adjourned the meeting at 4:42 p.m.

Respectfully submitted by,
Mr. Darrell Flocken,
Secretary, AMC

AMC Members and Officers Effective 07/18/2011

Chair: Mr. Robert Murnane, Jr.
Vice Chair: Mr. Christopher Guay
Secretary/Treasurer: Mr. Darrell Flocken

AMC Members

Paul Hoar	2012
Darrell Flocken	2013
Michael Gaspers	2013
Paul A. Lewis, Sr.	2014
Robert Murnane, Jr.	2014
Steven Grabski	2015
Christopher Guay	2015
Thomas McGee	2015
Rob Underwood	2015
Pete O'Bryan	2016

Individuals in Attendance

Mr. Darrell Flocken, Mettler-Toledo, Inc.
Mr. Paul A. Lewis, Sr., Rice Lake Weighing Systems, Inc.
Mr. Steven Grabski, Wal-mart Stores, Inc.
Mr. Thomas McGee, PMP Corporation
Mr. Christopher Bradley, Seraphin Test Measure
Mr. David Calix, NCR Corporation
Mr. James Hewston, Scale Source
Mr. Gordon Johnson, Gilbarco, Inc.
Mr. Michael Keilty, Endress + Hauser Flowtec AG USA
Mr. Michael Kerr, Southern Company Services
Mr. Stephen Langford, Cardinal Scale Manufacturing Co., LLC
Mr. Henry Oppermann, Weights and Measures Consulting, LLC
Mr. Louis Straub, Fairbanks Scales, Inc.
Mr. Richard Suiter, Richard Suiter Consulting