

Board of Directors (BOD)

2014 Interim Agenda

Mr. John Gaccione, NCWM Chair
Westchester County, New York

100 INTRODUCTION

The Board of Directors will hold its quarterly meeting on Friday, Saturday and Sunday, January 17-18, 2014, 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.

Comments may also be submitted after April 1 and in advance of the Annual Meeting through the NCWM Online Position Forum available at www.ncwm.net. This is a forum where members may register unofficial positions, comments, and supporting documents to be viewed by the NCWM Committees and members.

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
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

Details of All Items
(In order by Reference Key)

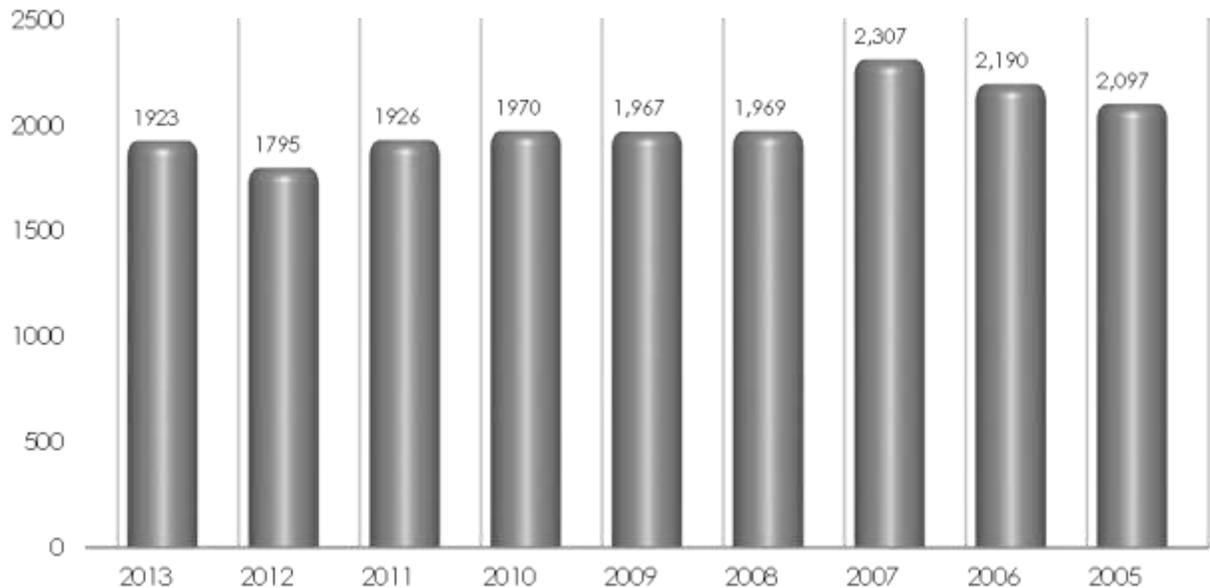
110 ACTIVITY REPORTS**110-1 I Membership and Meeting Attendance**

Membership levels have remained fairly steady for the past several years. NCWM continues to conduct outreach to stakeholders and there are very few states or territories that have not maintained membership. The Board has discussed the reduced pool of potential members, especially regulatory officials, as a result of downsized or eliminated programs from budget cuts. Still, the potential growth in membership is significant once the Professional Certification Program is fully developed and can be referenced for registered service agencies and inspector pay grades. The price structure for the exams is set to heavily favor membership as an alternative to paying non member exam fees.

The following is a comparison of NCWM membership levels as of October 1 for the past ten years. October 1 represents the beginning of a new fiscal year and a new membership year. Those who did not renew memberships prior to this date were declared lapsed so these are the smallest membership levels of each fiscal year. Membership levels will continue to increase throughout the following 12 months as some lapsed members return and new members are welcomed in.

Member Type:	10/13	10/12	10/11	10/10	10/09	10/08	10/07	10/06	10/05
Associate	665	695	701	733	700	687	771	736	737
Foreign Associate	45	40	50	45	43	39	50	44	41
Total Associate	710	735	751	778	743	726	821	780	778
NIST	15	16	16	14	0	0	14	14	11
Other Federal	7	11	10	10	13	10	9	9	12
State	542	381	475	500	506	515	684	620	637
Local	435	450	464	455	495	482	537	512	417
Foreign Government	12	6	12	14	11	23	22	28	20
Total Government	1011	864	977	993	1025	1030	1266	1183	1097
Retired	202	196	198	199	199	213	220	227	222
Grand Total	1923	1795	1926	1970	1967	1969	2307	2190	2097

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 97th Annual Meeting, in Portland, Maine in July. The 98th Annual Meeting in Louisville, Kentucky was attended by several jurisdictions that have not been able to attend in recent years. See Item 110-3 for information on future meetings.

110-2 I NCWM Newsletter and Website

Newsletter:

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

Website Improvements:

The Board of Directors and staff continue to look for ways to improve the NCWM website. Many small improvements are made on a regular basis through better use of the space and tools already in place.

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

NCWM is now looking into the cost that would be associated with mobile-friendly versions of the regional websites. All 4 of those sites are also hosted through NCWM. Mobile versions do not have the full menu options of the full website so they would be limited to common elements such as “About”, “Meetings”, and “Contact”. If the user wishes to access the full version of the website for other menu options, there will be a link to that full site.

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

Online Position Forum:

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

Beginning in 2014, the Forum will be reconfigured so that members can view the comments and positions that others have submitted prior to submitting their own. However, the site is not a blog. Once a member submits positions, that member cannot submit more positions. It is hoped that this change will promote heavier use of the Forum.

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.

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

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

NCWM Visibility:

NCWM shares many news articles and other items of interest to the weights and measures community on the social networks. This has increased interest in the social network accounts with Facebook, Twitter, and LinkedIn. Now NCWM is investigating services that will assist the organization in optimizing its visibility on the internet through the combined use of social media and more frequent press releases on a wide variety of subject matters. The goal here is to draw more media outlets to NCWM by making it recognized as a resource for such a vast array of subject matters.

Professional Certification Program:

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

Certification is now available in three areas, including:

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

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

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

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
- January 17-20, 2016 Westin San Diego Gaslamp Quarter Hotel, San Diego, California

Annual Meetings:

- July 13-17, 2014 The Westin Book Cadillac Hotel, Detroit, Michigan
- July 19-23, 2015 Sheraton Society Hill Hotel, Philadelphia, Pennsylvania
- July 2016 Location to be determined in the Western 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. We are excited to announce the location for the 2016 Interim Meeting has been booked at the Westin San Diego Gaslamp Quarter Hotel. This was the location of a very successful Annual Meeting in 1994 at the Doubletree Hotel and promises to be a great winter venue.

The 2014 Annual Meeting will be held at the Westin Book Cadillac Hotel in downtown Detroit, Michigan. This Italian Renaissance-style hotel is in the National Register of Historic Places. There are restaurants in the area to assure attendees of evening enjoyment. Detroit's convention business is booming and receiving rave reviews from associations across the country. Attendees will be amazed as they experience the best that the city has to offer in a beautiful downtown venue.

100th NCWM Annual Meeting:

The Board hopes to make the 100th Annual Meeting in 2015 a very special event and one that you won't want to miss. The event will be at the Sheraton Society Hill in Philadelphia with easy access to evening dining and entertainment as well as daytime access to the historic attractions of Philadelphia. In addition to addressing the business of the organization, NCWM will be celebrating its 100th Annual Meeting; 110 years after our first meeting in 1905. A small work group is developing plans for the 100th NCWM Annual Meeting. The Work Group is considering special events and other ideas to commemorate and bring excitement to the occasion. Suggestions may be forwarded to Ms. Robertson, NCWM Office Manager, at (402) 434-4872 or elisa.robertson@ncwm.net.

110-4 I Participation in International Standard Setting

Dr. Ehrlich, NIST-OWM, will provide a report during Open Hearings of the 2014 NCWM Interim Meeting in Albuquerque, NM. An updated report is also included as an appendix to the report of the Board of Directors. (*See Appendix A*).

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

110-5 I Associate Membership Committee Activity

The Associate Membership Committee 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. 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, and Secretary/Treasurer. AMC has established a reputation of promoting and improving NCWM and has demonstrated its desire to improve understanding of weights and measures activities in public and private sectors.

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

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

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

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

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

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

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

120 STRATEGIC PLANNING, POLICIES, AND BYLAWS

120-1 I Strategic Planning

The Executive Director presents a strategic plan progress report each year at the fall Board Meeting. The Board conducts a strategic planning session in January at its quarterly meeting just prior to the Interim meeting. The Board made several updates and changes to the Strategic Plan in January 2013. Members are able to review the Strategic Plan at online at www.ncwm.net. The Board welcomes member input.

There are 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 in 2013:

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

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

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 was 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 serves 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. Volunteer Subject Matter Experts are needed in the areas of medium and large capacity scales and vehicle tank meters.

There is fast-growing interest among service agencies and regulatory agencies for referencing NCWM Professional Certification as a prerequisite to registering / licensing service agents. This would potentially provide one set of exams to satisfy the testing requirements of many states. Private companies are also very interested in NCWM

Professional Certification as a way of instilling confidence in their customers that they are knowledgeable in regulatory standards. See more discussion on this in the Professional Development Committee report.

Several amendments were made to the various strategies in this goal in 2013 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.

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 less confusing for presenting the discussions, recommendations, and regional decisions. NEWMA committee chairs expressed that the process is now much easier to work with and also members have a clearer understanding of the issues. Downloading agenda items for interim and annual meetings is made much easier. They also stated that the new format for Publication 15 works very well and the deadline works well.

All of the regional websites are hosted through NCWM. NCWM has worked in recent years with the website company to add e commerce to the regional websites using NCWM’s merchant services to process credit card payments. This additional programming is at the regions’ expense, but there is no additional administrative fee

above the standard flat rate of \$200 per year assessed by NCWM to provide support. As of 2013, all 4 regions have now added the e commerce option for online meeting registrations and membership dues (where applicable) using NCWM's merchant services to process the payments. NCWM provides the administrative services of transferring those funds to the appropriate regional bank accounts and communicating with regional Treasurers regarding the details of those transfers.

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.

Each year 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, group email services, 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 formed a new Natural Gas Steering Committee to address rising issues as the compressed and liquefied natural gas markets rapidly expand. The Steering Committee will report to the 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

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

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

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

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

NEWMA reported appreciation from a member 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.

130 FINANCIALS

130-1 I Financial Report

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

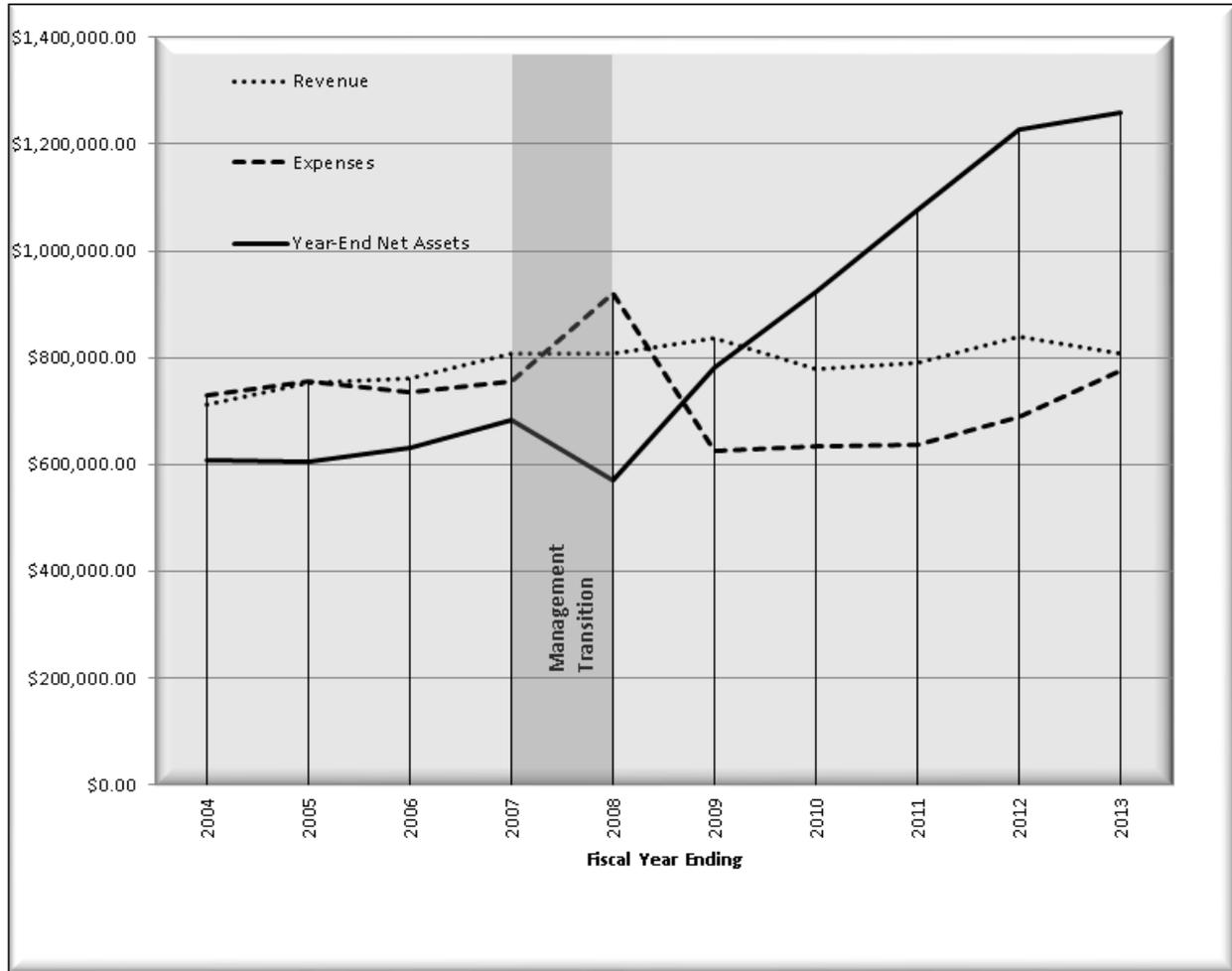
The Board of Directors continues to monitor its ability to fully implement contingency plans based on potential costs compared to reserve funds.

The following is the balance sheet as of September 30, 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 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.

ASSETS	<u>September 30, 2013</u>	<u>September 30, 2012</u>
Current Assets	\$	\$
Checking/Savings		
Associate Member Fund	23,147.27	18,216.30
NIST Training Grant	46,677.64	0.00
Certificates of Deposit	1,149,123.91	1,146,123.91
Checking	27,282.86	36,538.62
Savings	186,792.17	147,653.87
Total Checking/Savings	<u>\$ 1,433,023.85</u>	<u>\$ 1,348,532.70</u>
Accounts Receivable	1,570.78	1,244.29
Other Current Assets	30,545.24	31,224.09
Other Assets	10,386.64	10,545.31
TOTAL ASSETS	<u>\$ 1,475,526.51</u>	<u>\$ 1,391,546.39</u>
LIABILITIES & EQUITY		
Liabilities		
Current Liabilities	162,096.50	147,648.41
Total Liabilities	<u>162,096.50</u>	<u>147,648.41</u>
Equity		
Unrestricted Net Assets	1,241,545.65	1,094,168.35
Net Income	71,884.36	149,729.63
Total Equity	<u>1,313,430.01</u>	<u>1,243,897.98</u>
TOTAL LIABILITIES & EQUITY	<u>\$ 1,475,526.51</u>	<u>\$ 1,391,546.39</u>

The following 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 chart shows significant savings in the following years even though NCWM has invested significantly in new initiatives during that time.

The increase of expenses in the last fiscal year ending in 2013 was due to a major rebuild of the NCWM website to include many enhancements, especially benefiting NTEP stakeholders.



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- Mr. John Gaccione, Westchester County, New York | Chairman
 - Mr. Ronald Hayes, Missouri | Chairman-Elect
 - Mr. Stephen Benjamin, North Carolina | NTEP Committee Chair
 - Mr. Mark Coyne, City of Brockton, Massachusetts | Treasurer
 - Mr. Jerry Buendel, Washington | Active Membership - Western
 - Mr. Craig VanBuren, Michigan | Active Membership - Central
 - Mr. Mr. Kenneth Ramsburg, Maryland | Active Membership - Southern
 - Mr. James Cassidy, City of Cambridge, Massachusetts | Active Membership - Northeastern
 - Mr. Chris Guay, Procter and Gamble | Associate Membership
 - Mr. Steve Giguere, Maine | At-Large
 - Mr. Mr. Chuck Corr, Archer Daniels Midland Co. | At-Large

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

Board of Directors

Appendix A

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

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

(To be Provided by Dr. Charles Ehrlich, NIST Office of Weights and Measures)

Appendix B

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

Robert Murnane, Chair
Associate Membership Committee

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

AGENDA

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

AMC Draft Meeting Minutes

July 16th, 2013
Louisville KY,

Call to Order

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

Meeting Minutes

A copy of the 2013 Interim meeting minutes was distributed. These minutes were reviewed and a motion was made by Mr. Flocken and seconded by Mr. Johnson 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 reports that AMC fund has a balance of \$26,602.49. Ms. Jucoch questions what the plans are for the current balance. Chairman Murnane explains the process for scholarships and how money is approved thru the online form for request for training. There were questions regarding where the money comes from to support the balance. Chairman Murnane reports that \$15 from each membership is deposited in the AMC account.

Mr. Flocken states that the annual dues are expected to increase the balance. Mr. Lewis reports one of the benefits of being a member is you get discount on the NTEP certification fees. Chairman Murnane reports that there are discounts for testing as well.

Mr. Johnson reports there are currently 2156 members in the conference; 803 associate members depending on the issue.

The financial report was reviewed and a motion was made by Mr. Johnson and seconded by Mr. Flocken to approve the financial report as written.

Board of Directors Report

Mr. Johnson, AMC representative on NCWM Board of Directors, gave a report regarding board activities:

Mr. Johnson reports that the conference has lost some very experienced weights and measures officials.

Terrence McBride had to resign from the BOD due to budget/travel issues with his program. And Clark Cooney of Oregon retired.

The SWMA Meeting will be in Charleston, WV October 7-9 2013 and the Measuring Sector Meeting will meet after the SWMA Meeting.

AMC- Nothing new other than we are waiting request for any kind of assistance on the new tool kit; whether funds or anything.

Several States & NIST are requesting help with travel expenses for training. States & NIST can provide the training, but lack of travel funds is limiting attendance at these important training programs.

NIST- package inspection, training need help in funding materials (groceries) needed for these classes.

NIST/WMD Carol Hockert reported that Marc Butler resigned. She is looking to fill this position as soon as possible.

Work group updates – The taximeters WG is looking for a statement from NIST regarding the use of alternative devices. A newsletter article that may help address what tools the states have when looking at devices that are not covered in HB 44 or NTEB approved.

NCWM Treasurers Report – The NCWM is in good financial shape.

Activity reports current membership is 2156.

Annual and Interim Meetings – 2015 Planning for the 100th meeting is in process –Need AMC input. Chairmen Murnane ask that we discuss under new business

Toolkit Work Group - NCWM Chair Steve Benjamin met with the NEWMA and CWMA. First priorities for these groups are for a video and templates (CWMA). Mr. Benjamin will meet with the SWMA and WWMA associations this week. A task group will meet Sunday afternoon.

NTEP Staffing – NCWM advertised a new position for additional NTEP personnel. There is a lot of interest and candidates.

Professional Development Committee (PDC) Report

Mr. Grabski mentioned that getting the trainers out traveling will be a big help. Chairman Murane mentions that he appreciates the work that the PDC has completed. Pretty much everyone that is at the conference for business has a course that pertains to them.

Laws and Regulations (L&R) Committee Report

Steve Grabski will be move to L&R from PDC, No updates for L&R

AMC Fund Disbursement Report

Chairmen Murnane reports that the Washington request was paid and the California request is still pending. California's training will take place in August.

Filling Vacant Positions

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.

Old Business

Mr. Gurney reports that there is a request for some training for Northern Mariana Islands a US territory looking for training on package inspections. Don Onwiler and NIST put their heads together on who could go do this training. The person that could do this training is Mr. Gurney. The Northern Mariana Islands will be putting a request together for approximately \$4300 they want the AMC to think it over.

Chairmen Murnane asks does NIST have an online course for the training. Are the Northern Mariana Islands members of the conference? Could the training be completed thru webinar or WebEx? Chairmen Murnane asks that they check into the online training and then apply online.

Mr. Gurney states originally there were going to be approximately 25 people needing training, and then there were some issues with getting all the folks there.

Mr. Floken states that the more information that can be provided in the application the better and we can look at it as a cost vs. value

Mr. Lewis states that they should make sure they request enough funds; AMC will not approve extra funds.

Chairmen Murnane ask that Mr. Gurney go and get the information regarding WebEx, Webinar, NIST and online training, put in the application and the committee will vote on it.

Mr. Oppermann states he believes that it is a worth while request. Chairmen Murnane ask if NIST is available for the training.

Mr. Onwiler reports that the Northern Mariana Islands does not have NCWM membership at this time. Mr. Onwiler states that NCWM does have a WebEx account that he uses to host meetings for NCWM groups.

Chairmen Murnane reports that there may be an issue if they are not members.

Mr. Lewis states that not all the inspectors that are trained with AMC funds are members.

Mr. Gurney will get the information for the requested training and put in a request for funds when all details become available.

New Business

Chairman Murnane states that Julie Quinn with the state of MN is requesting money to send people for travel.

Mr. Floken states that we will pay for travel for trainers, but not but for travel for people to get training.

Chairmen Murnane states that it's difficult to control. Uou don't know what the benefits are and what we will get out of it. We will pay for trainers to travel and facilities but not for trainees to get training.

Chairmen Murnane states we will buy the items for packing checking and tools.

Chairmen Murnane asks is there something that the AMC wants to do for the 100 anniversary meeting. Mr. Lewis asks do we want to make a pin or a paper weight.

Mr. Floken states that the SMA was looking into sponsoring a lunch but we cannot do that. The conference will not accept sponsorship.

Mr. Floken states that he would rather spend the money on training as it's designed.

Mr. Onwiler reports that the conference will not accept any sponsorship, the policy is very clear, if a group wants to go off and do something on their own, NCWM cannot endorse it and that activity would violate a gentlemen's agreement against hospitality suites. The work group is asking to suspend the rules for one event. The decision has not been made.

Chairmen Murnane states he would like to the policy to stand, news media were to get ahold of it and spin it the wrong way it would look very bad for the conference.

Mr. Onwiler states that NIST put together the very 1st handbook standards adopted by NCWM as a gift to the attendees of NCWM's 100 year anniversary event.

Is there a difference between providing food and beverage vs. providing a gift? Mr. Onwiler does not know if that would be allowed, but that's still sponsorship and it's a board decision. Don encourages that we voice comments to the board regarding sponsorship.

Mr. Lewis states that members are welcome to set up their own booth and give away items. Mr. Onwiler states that NCWM is not sponsoring it.

Mr. Onwiler wants the 100th to be a success.

Chairmen Murnane does not want to relax the rules and that we want to stay above reproach at all times. We don't want companies to have hospitality suites serving shrimp cocktails all night and that's negative for the conference.

Mr. Flocken states that he supports what Chairmen Murnane says. Mr. Flocken states that giving away a gift or pin is not money well spent. We need to save the money for training opportunities.

Ms. Hemida asks can we call suppliers and put on training for the conference. Chairmen Murnane states that the training would be more beneficial at the regional level. Most of the folks attending the National meeting are not the ones needing training,

Ms. Hemida asks why not come up with something about the history of weights and measures past 100 years of events. How did we get to where we are now a Video or a DVD of a 5 to 7 min video of the history?

Chairmen Murnane asks how about weights and measure history as a video, understanding the history of weights and measures.

Mr. Oppermann reports that Mr. Onwiler told him the estimated cost is \$1000/ min. We would not need a very lengthy video.

Ms. Juroch asks if the Smithsonian has anything on the history of scales.

You have to touch everything, scales, gas pumps, all parts of weights and measures.

Chairmen Murnane and the group like the DVD idea, Ms. Hemida will get with Mr. Onwiler and let us know on the feedback.

Adjournment

Mr. Oppermann says thank you Chairmen Murnane for his effort for his contribution

Mr. Lewis moved to adjourned the meeting, a motion was made and the meeting was adjourned at 5:58 p.m.

Respectfully submitted by,
Mr. David Calix
Secretary, AMC

Individuals in Attendance

Mr. David Calix - NCR
Mr. Paul Lewis – Rice Lake
Mr. Gordon Johnson – Gilbarco
Ms. Zina Juroch – Pier 1 Imports

BOD 2014 Interim Report
Appendix B – AMC Agenda and Draft Minutes

Mr. Henry Oppermann W+M Consulting
Mr. Darrell Flocken – Mettler-Toledo LLC
Mr. Louis Straub – Fairbanks Scales
Mr. Rob Upright – Vishay Transducers
Mr. Steven Grabski – Walmart Stores
Ms. Maile Hemida – Hogan Lovell’s USUP
Mr. Adam Bolain – HJ Heinz
Mr. Russ Lewis – Marathon Petroleum
Mr. Curt Williams – CP Williams Energy Consulting
Mr. John Hughes – Rice Lake Weighing Systems
Mr. Pete O’ - Bryan Foster Farms
Mr. Bill Callaway – Crompco
Mr. Bob Murnane - Seraphin