

**Western Weights and Measures Association
Board of Directors Meeting
November 23, 2021 – Conducted Virtually**

Meeting Minutes

Call to Order 10:32 am Pacific

Welcome – Cadence Matijevich, President

Roll call – Mahesh Albuquerque, Secretary/Treasurer

Present

Alaska - Garret Brown
Arizona – Kevin Allen
California – Kevin Schnepf
Colorado – Mahesh Albuquerque
Idaho – Kevin Merritt
Montana – Brent Ricks
Nevada – Cadence Matijevich
Utah – Miland Kofford
Los Angeles County, CA – Kurt Floren
Past-President – Scott Simmons
President-Elect – David Aguayo, San Luis Obispo, CA

Absent

Hawaii
New Mexico*
Oregon
Washington
Wyoming
Associate Member Representative

*Board member Roxanne Chepsongol was absent, but Eric Frantz attended on behalf of New Mexico

Old Business

None

New Business

2025 Annual Technical Meeting Host/Location

Cadence Matijevich – Montana has expressed interest in hosting in 2025
Motion by Mahesh Albuquerque to approve Montana as host for 2025 meeting
Second by Kurt Floren
All ayes

Association Annual Membership Dues

Amount

Renewal Period/Process

(Combining with Annual Meeting Registration Fee)

Cadence Matijevich – WWMA website reflects conflicting information regarding the amount for membership dues, partially because the membership dues have been combined with the registration fee for the annual meeting in recent years. In some places on the website the dues are listed as \$25 and in other places they are listed as \$50. Discussion of fees charged by other regional weights and measures associations.

Kevin Schnepf – The association should provide itemized membership benefits information.

Kurt Floren – Inquired as to what the annual membership fee was intended to cover.

There was general discussion amongst the board members as to what a reasonable amount would be for both membership dues and the fee for registration for the annual meeting.

Kevin Schnepf – Article VIII of the WWMA Bylaws specifies how the registration fees for the annual meeting shall be set.

Scott Simmons – Guest registration fee for the annual meeting should be lower than the full registration.

Motion by Mahesh Albuquerque to set WWMA annual membership dues at \$50

Second by Kurt Floren

All ayes

Supporting the preparation and work of WWMA Standing Committees

Vetting and acceptance of proposals/NCWM Form 15s

Committee member orientation/training

Support from NCWM

Agenda Review meetings

Timing

Scope

Annual Meeting duration

Cadence Matijevich – This new business item has been added to the agenda in response to the WWMA Professional Development Committee's (PDC) report at the 2021 WWMA Annual Technical Meeting. In that report the PDC identified a need for greater support for and

preparation of the members of the WWMA's standing committees. Background information on the various sub-topics for this business item was provided.

David Aguayo – There is a need for support for the committees in the period prior to the meeting and for committee chairs as they transition into that position.

Kevin Schnepf – Supports establishing a process for vetting of National Conference on Weights and Measures (NCWM) Form 15 proposals submitted to the WWMA. Believes the WWMA should provide guidance on how to prepare a quality submission.

Kurt Floren – Maintaining WWMA's sovereignty is important. Would be the intent of the WWMA to reject proposals? Just new proposals?

Mahesh Albuquerque - Voiced support for Kevin and Kurt's comments.

Cadence Matijevich – Who would conduct such a review/vetting of the proposals? Chair of respective committee and President?

Kurt Floren – The process should acknowledge receipt of the proposal, even if the item will not be heard by the WWMA.

Kevin Allen – Generally agrees with comments made by other board members on the topic of Form 15 review. Believes it is important to establish specific criteria for acceptance and rejection.

Kevin Schnepf – Supports comments by board members regarding Form 15s.

Cadence Matijevich – Solicited input from board members regarding committee training.

Kurt Floren – There should be mandatory training for standing committee members. Suggested a timeframe to hold training of approximately two weeks prior to annual meeting, that the training be conducted virtually. Such training should include:

- Educating members on the interconnectivity between the WWMA and NCWM, but also reinforce that the WWMA is a sovereign entity.
- Process for reviewing agenda items
- Process for committee to come to a recommendation as to the status of agenda items
- Review how the NCWM Interim Meeting sets the agenda for the NCWM Annual Meeting

David Aguayo – Supports Kurt’s suggestions. Training should also include a review of parliamentary procedures. Recommends a review of the WWMA Standing Committee Guide; suggests that an update might be needed.

Brent Ricks – Voiced support for committee training and the suggestions made by Kurt and David.

Cadence Matijevich – Solicited input from board members on the current agenda review process.

David Aguayo – The agenda review should be conducted as its own meeting; keep separate from any training.

Mahesh Albuquerque – The training should reiterate the need for committee members to prepare in advance for the agenda review.

There was general discussion amongst the members regarding how the agenda review meetings are conducted.

Kurt Floren – Questioned how to find the right balance between allowing observation/transparency while preserving the forum for open discussion between committee members. Suggested that the committee chairpersons should have microphones. Stated that the committee chair should make it clear to attendees that the committee cannot and will not take comments from observers during the agenda review meeting. Suggested that the committee chairpersons should provide a review of each agenda item for the committee’s consideration and to encourage dialogue amongst the committee members as to what information should be sought from membership during the open hearing for each item.

Scott Simmons – Training should be provided for committee chairpersons as to the purpose of the agenda meeting and how the agenda meeting should be conducted. Suggested this could be included as a component of the committee training discussed previously.

Cadence Matijevich – Solicited input from board members on the duration of the annual meeting and if there is a need to extend to allow the committees additional time to complete their work.

Kevin Allen – Indicated he believes the current duration is appropriate and that, if implemented, some of the items discussed during today’s meeting should help to expedite the committees’ work. Suggested revisiting after a year or two to see if the improvements have indeed helped.

There was a nodding of heads of board members present indicating support for Kevin’s suggesting.

Cadence Matijevich - Intends to exercise the authority granted to the WWMA President under Article IV, Section 1 of the WWMA bylaws to appoint special committees to continue work on the items discussed during the meeting, specifically:

- Establishing a process for review and approval/rejection of Form 15 proposals submitted to WWMA
- Establishing training for WWMA standing committees
- Updating the WWMA Standing Committee Guide

Board members were asked to consider participating on one or more of these special committees and/or to submit names of persons in their respective state/jurisdictions to participate.

Cadence Matijevich – Call for any other new business.

No additional business items identified.

Meeting adjourned at 11:58 am Pacific.

These minutes were approved by the WWM Board of Directors on Monday, April 25, 2022