



# NORTHERN MICHIGAN CODE OFFICIALS ASSOCIATION



Chapter Member ICC

## NMCOA Meeting Minutes - Dec, 7 2018

### **PRESIDENT**

Steven Haugen  
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### **VICE PRESIDENT**

Randy Robinson  
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### **TREASURER**

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### **SECRETARY**

Bryan Stein  
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### **DIRECTOR AT Large**

Matthew Cronk  
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### **PAST PRESIDENT**

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### **EDUCATION CHAIRMAN**

Martin Van Berlo  
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**Call to Order:** The NMCOA Board meeting was held at the Head Waters Meeting Room/Jays Sporting Goods and called to order by President Steven Haugen at 1:30 pm.

**Officer Present:** President, Steven Haugen, Vice President, Randy Robinson, Treasure Mike Kieliszewski, Secretary Bryan Stein Past President Don Gilmet Education Chairman Martin Van Berlo, Director at Large Matthew Cronk.

**Officers Excused:** None

**Secretary Minutes:** The Minutes of the Nov 2, 2018 meeting were presented with no discussion.

Motion to Accept: Mike Kieliszewski Second: Randy Robinson Motion approved – voice vote.

**Treasurer's Report:** was presented with no discussion

Motion to Accept: Bryan Stein Second: Don Gilmet Motion approved – voice vote

**New Business:** 2019 proposed class Schedule are set, Martin Van Berlo has January class set. All reservation for a motel for class instructors go through Martin Van Berlo for room reservation. Martin Van Berlo motion to have Mike file Tax exempt form 501-C6 form for are tax exempt status second by Don Gilmet motion carried. Mike Keliszewski mention that there should be a retention policy and a place where all records are kept Martin Van Berlo said he has copies all the minutes and the Treasures reports for the past three years. Steven Haugen said he has some records. Mike Keliszewski said that we need all records at one place maybe the Education Chair could store all records from here on out Martin Van Berlo said he was okay with that. Raffle pulled in \$240.00

**Bills:** were presented and discussed.

Motion to pay bills as presented: Randy Robinson Second: Don Gilmet Motion approved – voice vote

**Old Business:**

Liability Insurance \$198.00 3 years Motion to pay: Randy Robinson Second: Don Gilmet Motion approved – voice vote

**Adjournment:**

Motion to Adjourn 1:58 pm: Bryan Stein Second: Randy Robinson Motion approved

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