



# NORTHERN MICHIGAN CODE OFFICIALS ASSOCIATION



Chapter Member ICC

## NMCOA Meeting Minutes January 18, 2019

### PRESIDENT

Randy Robinson  
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### VICE PRESIDENT

Mike Kieliszewski  
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### TREASURER

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### SECRETARY

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### DIRECTOR AT LARGE

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### PAST PRESIDENT

Steven Haugen  
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### EDUCATION CHAIRMAN

Martin Van Berlo  
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**Call to Order:** The NMCOA Board meeting was held at the Headwater Room in Gaylord Michigan and called to order by President Randy Robinson at 12:06 pm.

**Officers Present:** President Randy Robinson, Vice President Mike Kieliszewski, Treasurer Bryan Stein, Secretary Matt Cronk and Education Chairman Martie Van Berlo.

**Officer's Excused:** Director at Large Gerald Bleau and Past President Steven Haugen.

**Secretary Minutes:** The Minutes of the December 7, 2018 meeting were presented with no further discussion. Motion to Accept: Mike Kieliszewski, Second: Bryan Stein.

***Motion Carried.***

**Treasurer's Report:** The Treasurer's report was presented by former Treasurer Mike Kieliszewski with no further discussion. Motion to Accept: Randy Robinson, Second: Martie Van Berlo.

***Motion Carried.***

### **New Business:**

A brief discussion was held regarding which classes have been confirmed for the upcoming year. Discussion was held regarding filing IRS forms. Mike Kieliszewski to file exemption forms, complete and submit 990 forms and review with new Treasurer Bryan Stein. A discussion was held regarding our new raffle system proceeds. Martie Van Berlo presented Treasurer Bryan Stein with \$200.00 cash in membership fees, \$215.00 in cash from the previous raffle, 47 checks for 2019 membership for a total of \$4,700.00 and a check of \$42.00 for logo-wear. He was also presented receipts for insurance, postage, instructor lodging, logo-wear and program fees. Discussion was held regarding MADCAD content and subscription rates for 2019. Martie Van Berlo was able to obtain a discount ranging from 5-15% on various codes to bring the total cost from \$21,000 down to \$17,666. Further discussion was held regarding outside organizations inquiring to join our MADCAD group in an effort to reduce the costs to their jurisdictions. The board agreed unanimously to restrict MADCAD membership solely to NMCOA members in an effort to protect our smaller subscription fees.

**Bills:** Motion to pay bills as presented: Randy Robinson, Second: Bryan Stein.

***Motion Carried.***

**Old Business:** Liability insurance for the year has been paid. Discussion was held regarding an option to increase our coverage due to an increase in assets in comparison to when the policy was originally purchased. It was decided to review the application for additional coverage at a future meeting to decide if extra coverage is warranted.

**Adjournment:** With no further business to discuss, a motion to adjourn was presented by: Randy Robinson, Second: Bryan Stein. *Motion Carried.* Meeting was adjourned at 12:24 pm.