



NORTHERN MICHIGAN CODE OFFICIALS ASSOCIATION



Chapter Member ICC

NMCOA Meeting Minutes February 15, 2019

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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 12:18 pm.

Officers Present: President Randy Robinson, Vice President Mike Kieliszewski, Treasurer Bryan Stein, Secretary Matthew Cronk, Past President Steven Haugen and Education Chairman Martie Van Berlo.

Officer's Excused: Director at Large Gerald Bleau.

Secretary Minutes: The Minutes of the January 18, 2019 meeting were presented with no further discussion. Motion to Accept: Steve Haugen, Second: Mike Kieliszewski.

Motion Carried.

Treasurer's Report: The Treasurer's report was presented by Treasurer Bryan Stein with no further discussion. Motion to Accept: Steve Haugen, Second: Martie Van Berlo.

Motion Carried.

New Business:

A brief discussion was held regarding March classes. Bryan Stein is currently in discussions with Ayers Basement Systems to have them teach a full day. Ayers is currently in the process of trying to gain approval through the State of Michigan for several classes. Past President Steve Haugen inquired into what the organization was currently paying Martie as our Educational Chairman. It was noted that over the years Martie has continually taken on more responsibility, such as now handling all lodging reservations for guest speakers. Discussion was held as to whether or not the organization should consider paying Martie for his additional workload. **Mike Kieliszewski presented a motion** to increase Martie Van Berlo's stipend as Educational Chairman by \$50.00 to a total of \$550.00 per year. Motion was seconded by Steve Haugen. Martie Van Berlo abstained from voting. **Motion Carried.** Discussion was held regarding the use of a standardized form or method to invite program presenters to speak. Martie agreed to send an email to all board members with a detailed procedure for doing so. Bryan Stein discussed obtaining a new check card for the bank account due to some organizations not wanting to accept checks any longer. Bryan to contact the bank and apply for a card. Discussion was held regarding ordering name tags for the board members. It was agreed that name tags are important so that members of the organization can get to know the members of the board. Martie has already ordered new name tags. Martie presented Treasurer

Bryan Stein with checks for \$4,600 in membership fees, \$8,050 for MADCAD and the proceeds of \$263.00 for the days raffle intake.

Bills: Motion to pay bills as presented: Mike Kieliszewski, Second: Steve Haugen.

Motion Carried.

Old Business: President Randy Robinson inquired about our tax exempt status. Mike Kieliszewski stated that we are applying to be a 501C6. Mike had Martie review the application and it is ready to send in after a few corrections. Discussion was held regarding former filings and where all forms are kept. Steve Haugen agreed to scan all forms so that they are all in one place and easily able to be reproduced if requested by the IRS. Discussion was held regarding MADCAD membership. Only 30-35% of the membership of MADCAD has been paid with MADCAD needing to be paid the beginning of March. Discussion was held as to how to insure that the membership pays promptly.

Adjournment: With no further business to discuss, a motion to adjourn was presented by: Steve Haugen, Second: Randy Robinson. ***Motion Carried.*** Meeting was adjourned at 12:36 pm.

