

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

Bill Calloway, Chair  
Crompco

---

**Table A  
Table of Contents**

---

<b>Title of Content</b>	<b>Page</b>
<b>AGENDA</b> .....	<b>1</b>
<b>AMC DRAFT MEETING MINUTES</b> .....	<b>2</b>
Call to Order .....	2
Meeting Minutes .....	2
Financial Condition .....	2
Board of Directors Report.....	2
Professional Development Committee (PDC) Report .....	4
Laws and Regulations (L&R) Committee Report.....	4
AMC Fund Disbursement Report.....	4
Filling Vacant Positions.....	5
Old Business .....	5
New Business .....	5
Adjournment.....	5
Individuals in Attendance .....	5

---

**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 Interim Meeting Minutes

January 20th, 2015  
Daytona, Florida

### Call to Order

The meeting was called to order at ~5:15 pm by the AMC chairman Calloway. There was a small delay in starting the meeting due to a schedule conflict with the meeting room.

### Meeting Minutes

The minutes from the previous AMC meeting were unanimously approved.

### Financial Condition

- The financial report review indicated that the AMC account has a balance of \$34,570.31 as of January 20, 2015.
- Bob Murnane inquired about all outstanding disbursements of which it was determined that there were approximately \$15,170 of outstanding disbursements (funds that have been approved for training but the training has not occurred)
- It was determined that there was approximately \$5,295 remaining available for Scholarship Applications.
- A discussion regarding the approval of AMC funds for training concluded that the AMC will have to be more selective in approving funds for training as the account balance diminishes.
- There was a consensus that the AMC should approve funds for training that will benefit larger groups of W&M officials.
- The AMC should consider collecting the Scholarship Applications and wait until our next meeting to evaluate which applications benefit the most people prior to approving them. By waiting until the meeting will enable the AMC to evaluate multiple applications prior to approval.

### Board of Directors Report

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

- The BOD wants to make the AMC Scholarship Application more visible to the various Directors. This can be done by relocating the application on the website.
- There is an Asia Pacific Metrology Forum in which 20 countries will participate in November of 2015. Chuck Ehrlich from NIST was in attendance and wanted to discuss the Forum with the AMC. The APMF discussion was added to the "New Business" category of the meeting.
- The BOD wanted input from the AMC regarding the schedule of NCWM meetings. The BOD is considering to start NCWM meetings on Monday instead of the weekends in order to help facilitate more attendance. The AMC members had various opinions. It was decided to discuss in more detail during "New Business" section of the AMC meeting.
- The 100 year NCWM anniversary is this July at the Annual Meeting. The BOD is planning the event with a speaker. The BOD inquired if the AMC will be contributing any funding to the event - N. David Smith travel? Create pins? Other give-aways?
- Steve Langford made a motion to contribute \$5,000 to the conference in support of the 100 year anniversary. It was determined that the vote be tabled until later in the meeting "New Business" because there was still additional proposals to be reviewed by Chuck Ehrlich regarding the APMF forum.

- NIST Administrator Workshop in spring (for new W&Ms Administrators – about 30 current state administrators have never had this training) Covering Hbk 155.
- NIST OWM Budget tight but doable.
- Traceability assessment in US showed 45 states are in excellent shape.
- AMC guideline for assessing funding requests for training updated?.
- Board starting to look at Policies and By-laws to address and streamline procedures for introducing items and voting procedures.
- Board plans to establish new section for standards and documents which are not part of the Handbooks.
- AMC funds to support 100<sup>th</sup> meeting –
- APLMF Meeting planned in autumn (likely November) 2015 in California or Hawaii
  
- A review of the Regional Association meetings was conducted along with their locations

*Central Regional:*

- 2015 Central meeting will be at Crown Plaza North in Columbus (May 18 to 22nd)
- Mike Miller is new W&M Director in Indiana

*North Eastern Regional:*

- May 4 to May 8 - Saratoga Springs NY NE Chair is Cheryl from New Hampshire, vice Chair is Mark from Vermont. 2016 NE meeting in Vermont is currently planned.
- Vermont adopting Uniform Pricing Regulation in HB 130.
- New York starting motor oil testing. Issue had been identified in New Jersey.

*Southern Regional:*

- Dale Saunders stepped down as the Director of W&M in Virginia
- Southern Meeting this year is in Biloxi, Mississippi October 24 to 28<sup>th</sup>.

*Western Regional:*

- Utah focused on training, and extended to other states –
  - 8 Western states present at retail motor fuel dispensers training in Sept
  - 9 Western states present at small scale training in November
  - Feb hosting Price Verification Training
  - March hosting Vehicle Scale Training
  - Looking at Audit Trails Training
- 9/27 to 10/1 2015 Western W&MA Conference in Boise ID
- 2016 Western Conference still being planned for Hawaii
- New Mexico establishing new regulations for CNG
- Privatization of Montana program has been dropped from consideration.
- Arizona citing Uber for various violations for local regulations
- Colorado required to inspect marihuana scales used for commercial and non-commercial
- Using gas equivalent gallons and DGE in Colorado
- Steve Cook retiring from California Feb 2<sup>nd</sup> (been back from NIST since 2011)
- California using GGE and DGE for fuel.

### **Professional Development Committee (PDC) Report**

Mr Shipman, the AMC representative on the PDC gave a report about the committee's activities.

- A lot of discussion about getting more states on board with the certification program. We are tracking participation by state and region.
- There has been some discussion about bringing service organizations into the program.
- Gateway program is being discussed. Techs will need an appropriate level of test that enables them to get into the field and gain experience necessary to take the more advanced certifications.
- Don Onwiler has challenged to the committee to think about taking the program to the next level. Things to be considered are test proctoring and program accreditation.

### **Laws and Regulations (L&R) Committee Report**

Mr. Grabski, the AMC representative on the L&R Committee gave a report about the committee's activities.

- Provided information on what would be voting, developmental, informational or withdrawn.
- Updated the group about the joint meeting with S&T.
- Reported that LNG could be sold by DGE, DLE, GGE, GLE or mass.

### **AMC Fund Disbursement Report**

Mr. Calloway, the AMC chairman presented the following training fund requests

- NYS Weights and Measures Association Training School request for AMC Funds (\$3,000). Funds to be used for the conference room at the hotel for the training seminar. Unanimously Approved
- Northwest Vehicle Scale Inspection Class (AK, WA, UT) request for AMC Funds (\$4,000). It is anticipated that there will be 25 participants. Unanimously Approved
- SWMA Request for AMC funds to conduct presentation of NCWM Training Manual during the SWMA meeting (\$2500). Approved contingent on the AMC only paying for Travel, lodging & meals for only two nights and excluding registration fees to the SWMA meeting in Biloxi, MS.

### Discussion Regarding Applications for AMC Funds

- It was determined that the website Scholarship Application and the downloadable Scholarship Application are different. The two applications will be amended to require the same information.
- Don Onwiler is going to review the applications prior to submitting to the AMC. The AMC voiced a concern regarding the thoroughness of the applications and in the future will require the applications to include more specific information for what the AMC funds will be used.
- It was agreed that the AMC will increase the scrutiny of Scholarship Application and change the approval process the following:
  - The online application and the downloadable application will be amended so that they are identical.
  - Don Onwiler reviewing the applications prior to submitting to AMC
  - The AMC will require the applications to be thoroughly completed to include specifically what the funds will be paying for as well as how many students will benefit from the training.
  - AMC will wait until the meetings to vote on the applications

### **Filling Vacant Positions**

There were no open vacant positions to discuss

### **Old Business**

- In past meetings the AMC discussed providing NCWM pins for the 100 year conference. There was various debate regarding the pins however the group decided that the conference may prefer funding instead of pins.

### **New Business**

- Chuck Ehrlich presented an overview of the Asian Pacific Metrology Forum that is schedule for November 2015. The location is to be determined and the forum is open to businesses as well as the regulatory agencies.
  - The goal of the forum is to exchange ideas among the participants. There are over 20 countries that will be in attendance all of whom are interested in the United States organization of metrology & commerce.
  - The event will be special and as such the APMF will be submitting an application to AMC to host an event during the forum. The APMF will be requesting \$3,000 to \$5,000 for the event.
- A vote on Steve Langford's motion to give the NCWM \$5,000 for the 100 year anniversary was conducted after some discussion on the motion. The discussion included various opinions regarding the use of AMC funds. The majority of the AMC concluded that AMC funds were to be used for training purposes. A vote was taken and 4 were in favor of the donation and 8 were against the donation. The motion failed.
- Bob Murnane suggested that the AMC meetings should be moved to the conclusion of the Open Hearings during the NCWM.

### **Adjournment**

With no further new business Chair Callaway adjourned the meeting at 6:55 pm

Respectfully submitted by,  
Mr. Richard Shipman,  
Secretary/Treasurer

### **Individuals in Attendance**

Mr. Richard Shipman, Rice Lake Weighing Systems  
Mr. Chris Guay, Proctor & Gamble  
Mr. Ed Luthy, Schenick Process, LLC  
Mr. Steve Grabski, Walmart  
Ms. Ann Boeckman, Craft Foods  
Mr. Paul Lewis Sr., Rice Lake Weighing Systems  
Mr. Eric Golden, Cardinal Scale  
Mr. Steven Langford, Cardinal Scale  
Mr. Don Onwiler, NCWM  
Mr. Krister Hard Af Segterstad, IKEA N.A. Services, LLC  
Mr. Bob Murname, Seraphin  
Mr. Louis Straub, Fairbanks Scales  
Mr. Chuck Ehrlich, NIST OWM  
Mr. Rob Upright, Vishay Transducers  
Mr. Russel Vires, Mettler Toledo  
Mr. David Calix, NCR  
Mr. Bill Calloway, Crompco