

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

January 11, 2022  
Ron Gibson,  
Chair Seraphin

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### Details of All Items (In order by Reference Key)

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#### 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 Meeting Minutes**

**I. Call to order – 7:34 am**

**II. Minutes approved from previous meeting**

Approved – 7:37 am

**III. Financial Condition**

**AMC Account Balance**

\$61,070.37

**Pending Payments**

Toolkit Task Group	\$1,660.00
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NYS W&M Association	\$4,000.00
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**Available Funds**

\$55,410.37

Approved Financial Condition 7:41am

**IV. NCWM Industry Representatives Reports**

**a) Board of Directors Report – Chris Guay**

- (a) Form 15 – Should we continue to allow option of designating a submitter to send an item to just one region? Most new items go to all regions, and most who submit for just one, change it to all after talking with Don. Primary downside is that a submitter may not be able to all regions, leaving those regions to try to understand the proposal without submitter. Give submitters option to provide additional comments, calls, presentations, etc. as desired by submitter and regions? Generally, an item benefits from more discussion. Also, add a checkbox for retroactive/nonretroactive items?
- (b) Review of Charter Team Recommendations -- Will the NCWM be more efficient if the NCWM process allows for voting twice a year? As new technology develops quickly, will this make the conference more effective and relevant?
- (c) Bylaw Change – The terminology for the NCWM Nominating Committee is being updated to make it clearer that an Associate Member can be a member of that Committee. The board is also going to propose harmonizing the terminology of different “groups” used between the bylaws and policies, using the names we regularly use. (Subcommittees, Steering Committees, Task Groups).
- (d) Editorial Changes – The Board has adopted a policy to include a definition of editorial change consistent with that included in NIST Handbook 130. NIST will be adding the definition to Handbooks to 133 and 44 in addition. NIST and NCWM are working to establish a process to ensure editorial changes are adequately vetted.
- (e) W&Ms Inspector/Program of the Year Awards..... Perhaps nominated by State and Local programs/managers is being contemplated.
- (f) Investment Policy for NCWM savings.... Allows a defined portion of NCWM savings to be invested in low-risk equities.
- (g) Field Inspector Manual.... Developed to encourage inspector training and uniformity.
- (h) 17 States on Board with LPG **Survey** -- Phase 1: Stamped tare weight compared to stamped weight-- DOT is relaxing tolerances -- Accuracy/economics and safety. Phase 2: How is location selling? Weight/volume/fixed price and whether price info provided? What is a fill? Looking for info to improve method of file.... Phase 3: Exchange locations – how much product are people bringing back – how low is empty... How much product is then added to make tank full?

- (i) Annual W&M Trade Show – 2 or 3 day show for exhibitors, training and technical sessions. Is this a good opportunity for current members and reaching new potential members? As early as April 2024. Educational – no standard setting as part of the session.

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b) **PDC – Jim Pettinato**

- No News To Report

c) **L&R**

- No Update

**Regional Summaries**

**Central Update:**

Nothing to report

**Northeast Update:**

Nothing to report

**Southern Update:**

Nothing to report

**Western Update:**

Nothing to report

**Other Organizations**

**NIST:**

Nothing to report

**OIML:**

Nothing to report

**Canada:**

Nothing to report

**Membership**

**Future NCWM Meetings**

7/10 – 7/14/2022	Annual Meeting Tacoma, WA
1/08 – 1/11/2023	Interim Meeting Savannah, GA

**AMC Position**

**V. AMC Fund Disbursement Requests**

- None at the time of meeting

**VI. Filling Vacant Positions**

None

**VII. Old Business**

None

**VIII. New Business**

- None

**IX. Adjournment**

At 8:09am

Respectfully submitted by,  
Mr. Ron Gibson Chair

**Attendees**

Ron Gibson – Seraphin

Bob Murnane – Seraphin

Jim Pettinato – TechnipFMC – Zoom

Bill Callaway – Crompco- Zoom

Chris Guay – Proctor and Gamble