Associate Membership Committee Meeting Minutes
Wednesday, July 29th, 2026
NCWM 2026 Annual Meeting – Philadelphia, PA

Call to order: Chairman Jim Pettinato called the meeting to order at 7:33 AM EDT.

Roll call/Introductions: All attendees were asked to introduce themselves and sign the attendance sheet. The Associate Member Committee members present were:

- Jim Pettinato [Chair]
- Brent Price [Vice-chair and L&R Representative]
- Reid Wagner [Secretary/Treasurer]
- Ray Johnson [BOD Representative]
- Perry Lawton [PDC Representative]
- Bill Callaway
- Bob Murnane
- David Boykin
- Chris Wagner

There were approximately 28 attendees overall present at the meeting.

Approval of agenda: The committee reviewed and approved the meeting agenda.

Approval of last meeting minutes: The committee reviewed and approved the previous minutes of the 2026 Interim meeting held in Mobile, AL.

Financial Report: The committee reviewed and approved the financial report. In summary, the account balance as of 6/30/2026 was $24,384.11. Approved payments pending in the amount of $4,123.12 were noted in the committee financial report for the toolkit. Net available funds, less approved pending payments, was reported to be $20,260.99.

NCWM Standing Committee Reports: The committee heard reports from standing committee representatives in attendance.

<u>Board of Directors (BOD)</u>: Ray Johnson delivered the BOD report.

- BOD held June strategic planning meeting.
- The proposed increase of AMC dues, from $115 to $140, was approved. The dues increase will take effect FY27/28.
- The work recently completed by the Standards Development Task Group to evaluate the NCWM Charter Team 2 Report of 2018 was noted to be comprehensive, and AMC members are encouraged to review the recommendations.
    - Link: [Final Report from the NCWM SDTG (Published June 1, 2026)]

<u>Laws & Regulations (L&R)</u>: Brent Price delivered the L&R report.

- Three voting items were considered, two with voting consent and no changes of status on items from the 2026 NCWM Interim Meeting.

- Several items are assigned to task groups, and the Committee is awaiting their work and updates to be presented at the 2027 NCWM Interim Meeting.

Professional Development Committee (PDC): Perry Lawton delivered the PDC report.

- The PDC is working to improve communication between various working groups and the PDC.
- The PDC is also investigating capabilities to uplift professional development courses that are emphasizing soft skills.

Old Business:

- The AMC received one training reimbursement inquiry from Wisconsin, but no application has been formally submitted. No additional funding requests have been received since the 2026 NCWM Interim Meeting.
- The increase in associate membership dues and response timing to requests was reviewed.
    - The increase from $115 to $140 was clarified to take effect in fiscal year (FY27/28)
        - Current invoices still reflect $115 for FY26/27
    - Typical response times to funding requests are noted to be on the order of days, which is dependent upon the time it takes to receive sufficient responses from the committee to reach a majority decision.

New Business:

- Assignments to the Committee
    - Jim Pettinato, Brent Price, Reid Wagner, and David Boykin terms expire in 2026 (at the end of the Annual Meeting). All but David Boykin expressed a willingness to continue as AMC committee members. Additionally, Prentiss Searles has retired, leaving another position open. It was communicated to the attendees that anyone interested in an appointment was welcome to volunteer. After some discussion, two additional committee members were appointed:
        - Bryan Just, API
        - Liz Mashie – Wal-Mart
- Election of officers:
    - There was a motion from the floor to nominate the current officers to continue in their roles for the 2026-2027 NCWM session. Motion was seconded and passed. The following Officers positions are retained:
        - Chairman: Jim Pettinato, Guidant
        - Vice-Chairman: Brent Price, Gilbarco
        - Secretary/Treasurer: Reid Wagner, Growth Energy
- Pending requests for funding:
    - AMC agreed to reimburse half of the expenses incurred to develop the promotional video debuted during the NCWM General Session. $623.12 was previously approved for reimbursement under the Toolkit Task Group, however, the total required reimbursement came out to approximately $1465. The AMC requested that Stephen Benjamin put in a new request for additional reimbursement to cover the remaining costs. The additional reimbursements will be reflected in the next AMC financial report.

- Discussion ensued noting the value of promotional and training content such as videos or handouts. The value was widely recognized by the committee.
    - A motion and second was made to allocate $5000 toward the development of “promotional and training content”. The motion passed after brief discussion.
    - The remaining Toolkit Task Group promotional video reimbursements would be deducted from this new fund.

- Pending funding for Connecticut metrology training was also discussed due to the appearance of the line item across multiple AMC financial reports.
    - The funds were originally requested for Connecticut metrology training, which also aimed to create a mentorship program.
    - To date, the funds have not been spent on the program, and the committee was unsure if the work to commence the program has begun.
    - The NCWM Director will reach out to the requestor to get an updated status.
- The committee discussed an addition, or change, to the funding application form, process, or AMC bylaws to help ensure funds requested are utilized in a reasonable timeframe.
    - After discussion, consensus was reached that 18 months would be an appropriate timeframe for submitting a reimbursement request for pending approved funding.
    - AMC will work to draft a policy document, suggest new language on the application form, or make a recommendation to change the bylaws which will be reviewed at the 2027 NCWM Interim Meeting.

Next Meeting: The next meeting is planned in conjunction with the 2027 NCWM Interim Meeting during the week of January 24th in Redondo Beach, CA; exact time and date TBD.

Meeting Adjournment: Meeting adjourned at 8:26 AM EDT.

Associate Membership Committee:

- *Jim Pettinato (Chair)*
- *Brent Price (Vice-chair, L&R representative)*
- *Reid Wagner (Secretary/Treasurer)*
- *Ray Johnson (BOD representative)*
- *Perry Lawton (PDC representative)*
- *Bill Callaway*
- *Bob Murnane*
- *Bryan Just*
- *Liz Mashie*
- *Chris Wagner*