

## **Addendum Sheet Board of Directors (BOD) Interim Report**

Mr. James Cassidy, Chairman  
City of Cambridge, Massachusetts

### **INTRODUCTION**

The Board of Directors submits its Committee Interim Report for consideration by National Conference on Weights and Measures (NCWM). This addendum sheet contains the report items published in *NCWM Publication 16, Committee Reports for the 103<sup>rd</sup> Annual Meeting*. The addendum sheet will address the following items during the Annual Meeting.

Items are grouped according to item status: **(VC) Voting Consent Calendar:** the committee has grouped these items for a single vote; **(V) Voting Item:** the committee is making recommendations requiring a vote by the active members of NCWM; **(I) Informational Item:** the item is under consideration by the committee but not proposed for Voting; **(A) Assigned Item:** the committee has assigned development of the item to a recognized subcommittee or task group within NCWM; **(D) Developing Item:** the committee determined the item has merit; however, the item was returned to the submitter or other designated party for further development before any action can be taken at the national level; **(W) Withdrawn Item:** the item has been removed from consideration by the committee.



<b>Informational Item(s)</b>		
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**Details of All Items**  
*(In order by Reference Key)*

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**ACT – ACTIVITY REPORTS**

**ACT-1 I Membership**

No changes.

**ACT-2 I Meetings**

No changes.

**ACT-3 I Participation in International Standard Setting**

The Board of Directors expresses appreciation to Dr. Charles Ehrlich for his report and for the important efforts of the NIST Office of Weights and Measures around the world.

**ACT-4 I Associate Membership Committee Activity**

The Board of Directors expresses its appreciation to the Associate Membership Committee for its efforts to promote and improve NCWM programs and activities and the many training events around the country through AMC funding.

**ACT-5 I Task Groups, Subcommittees, Steering Committees**

Updates we received from the task groups and subcommittee, including a request for those interested in appointment to a new Safety Awareness Subcommittee to be a permanent replacement of the original task group.

See Item SPB-2: Improving the Standards Development Process for updates from the Charter Team and subsequent discussions.

**ACT-6 I Regional Association Activities**

The location of the NEWMA Annual Meeting will be corrected to Norwich, Connecticut.

**SPB – STRATEGIC PLANNING, POLICIES, AND BYLAWS**

**SPB-1 I Strategic Planning**

No changes.

**SPB-2 I Improve the NCWM Standards Development Process**

Charter Team Chair, Jerry Buendel summarized the recommendations the Team has developed. There was considerable discussion at their meeting this week regarding concerns that items under Developing status might not receive due process before upgrading to Voting status unless stakeholders are allowed to comment on them in Open Hearings. Several ideas were put forward as a remedy. One is to allow comments at Interim meetings, but not at Annual Meetings. This way, comments at the annual meetings might result in upgrading the item for the next Annual without having limited due process. Another suggestion is to have committees review items in early November that were Developing or Assigned to determine if their status should be raised for the Interim Meeting prior to publishing of Publication 15. A third idea was to declassify all carryover items after the Annual Meeting, take comments on all items at the Interim Meeting and then reassign a status for the next Annual Meeting.

Mr. Onwiler presented a new template for committee reports which was developed by a focus group of the standing committee chairs and him earlier this year. The template is designed to provide more concise and consistent reports that better serve the reader in gleaning important content. It would also simplify the report-writing for committees if used as intended. An example was presented where a current item on the S&T Committee agenda was reduced from 6 pages to 4 pages without losing the important content on discussions and committee actions. See Attachment I for the template.

Comments were generally supportive of the proposed report format provided important context is retained in the effort to be concise. Another suggestion would be to timeline the actions of the committee in the report. For developing items, the developer could add to this report format based on written comments they receive from stakeholders. This would ensure that comments submitted to them are not lost as the item moves forward.

Chairman Cassidy requested that the Team evaluate the effectiveness of those recommendations and modifications of our process that have already been put into place.

A concern was raised regarding the editorial change of retroactive dates for modifications to the Taxi Meter Code in 2017. It was argued that the change was substantive and should not have been made without standing committee action. The board was asked to consider addressing this type of action in NCWM policy.

**SPB-3 I Publication and Distribution of NCWM Work Products**

No changes.

**SPB-4 I Policy 3.2.2. Procedures to Modify Handbooks (Creating “Assigned” status)**

No changes.

**SPB-4 I Policy 3.2.2. Procedures to Modify Handbooks (Deadline for Proposals)**

No changes.

**SPB-5 I Exam Proctoring**

No changes.

**SPB-6 I Basic Exam Fees**

No changes.

## FIN – FINANCIAL

### FIN-1 I Financial Report

Treasurer Ray Johnson reported that the Board continues to monitor its ability to fully implement contingency plans based on potential costs compared to reserve funds.

Three CDs have matured in April and were reinvested along with available cash in the amount of a 5-year, \$121,000 CD at 2.95 %. Two additional CDs matured and were reinvested along with available cash in the amount of a 5-year, \$161,000 CD at 3.15%. One more CD matured and was reinvested with available cash in a 5-year, \$62,000 CD at 3.25%. Interests rates continue to improve.

An Annual Audit was conducted on the previous fiscal year by Dana F. Cole and Company, an outside entity that provides another layer of accountability. The audit revealed no concerns. Overall, NCWM finances are in good order.



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Mr. James Cassidy, City of Cambridge, Massachusetts | Chairman  
Mr. Brett Gurney, Utah | Chair-Elect  
Ms. Kristin Macey, California | NTEP Committee Chair  
Mr. Raymond Johnson, New Mexico | Treasurer  
Mr. Mahesh Albuquerque, Colorado | Active Membership - Western  
Mr. Craig VanBuren, Michigan | Active Membership - Central  
Mr. Kenneth Ramsburg, Maryland | Active Membership - Southern  
Mr. Jack Walsh, Town of Wellesley, Massachusetts | Active Membership - Northeastern  
Mr. Chris Guay, Procter and Gamble | Associate Membership  
Mr. Chuck Corr, Archer Daniels Midland Co. | At-Large  
Ms. Julie Quinn, Minnesota | At-Large

Mr. Don Onwiler, NCWM | Executive Director  
Dr. Douglas Olson, NIST, OWM | Executive Secretary  
Mr. Jim Truex, NCWM | NTEP Administrator  
Mr. Carl Cotton, Measurement Canada | Board of Directors Advisor

### Board of Directors

**ATTACHMENT**

**Proposed Committee Report Template**

**[Item No.] [Status] [Title]**

**Source:**

[Organization]

**Purpose:**

[Concise statement of intent, such as problem being fixed]

**Item under Consideration:**

[Proposed Language]

**Previous Action:**

(e.g.) 2016: Informational  
2017: Voting – Returned to Committee  
2018: Voting

**Original Justification:**

[From the Form 15]

**Arguments in Favor:**

- A
- B
- C

**Arguments Against:**

- A
- B
- C

**Item Development:**

[Explain changes made to the proposed language and why.]

**Regional Associations' Comments:**

[Refresh each year based on regional reports]