

**NCSCB Inc. Board Meeting
3M Innovation Center
November 6, 2008**

President Anderson called the meeting to order at 8:30am. President Anderson introduced Brian Inberg and thanked him for hosting the meeting. Mr. Inberg introduced his supervisor Paul Seal's, who welcomed board members and guests to the 3M Innovation Center.

President Anderson called for introductions, the following board members and guests were in attendance:

Mary Germershausen	NECA, Director
Bob Baird	IEC, Director
Tom Lillis	NETA, Director
Jack Heyer	IBEW, Alternate
Steve Anderson	NJATC, Director
Brian Inberg	Manufacturer, Director
Frank McGovern	Manufacturer, Director
Bill Burnet	Manufacturer, Alternate
Ed Pulaski	Manufacturer, Alternate
Kory Schindler	Utility, Director
Tom Moore	Utility, Director
Vern Breuer	Utility, Alternate
Mike Dyer	Engineer, Director
John Honigsberg	Contractor, Director
Dale Merson	Contractor, Director
Glenn Wilson	Contractor, Alternate
Mike Iacobellis	Public at Large, Director
Carley Abner	Public at Large, Director

The following guests were in attendance: Allan Frazier, EG Middleton; George Arhos, ALBAT; Robert Goodman; Dan Reisem, Gene Olson.

June 2008 Board Meeting

Secretary Germershausen reviewed the meeting minutes. Dale Merson noted that his name did not appear on the attendance roster for the June meeting. A motion was made, seconded and passed without objection to approval the minutes with corrections.

Voting Protocol

Treasurer Mike Iacobellis reviewed the voting protocol and determined the following board members were eligible to vote on any motion(s) presented to the board:

Mary Germershausen	NECA		
Bob Baird	IEC	Alternate	John Masarick
Jerry Westerholm	IBEW	Alternate	
Steve Anderson	NJATC		
Brian Inberg	3M	Alternate	Bill Burnett (Tyco)
Frank McGovern	Pirelli	Alternate	Ed Pulaski(Ripley)

Kory Schindler	Xcel	Alternate	Vern Breuer(SRP)
Tom Moore	SRP	Alternate	None
Mike Dyer	SRP	Alternate	None
John Honigsberg	Primary Service	Alternate	None
Dale Merson	Dvorak LLC	Alternate	None
Carley Abner	Public at Large		
Mike Iacobellis	Public at Large		

Treasurer Iacobellis stated the following Directors and Alternates terms will expire in 2009:

Jerry Westerholm, Jack Heyer	IBEW
Bob Baird, John Masarick	IEC
Mary Germershausen	NECA
Steve Anderson	NJATC

He stated there following board positions are vacant: Manufacturer – Director; Utilities Alternate 2 and Alternate 3; Engineer – Director; Contractor – Director and Cable Splicer - Alternate.

Executive Board Meetings

Vice President Honigsberg provided an overview of the executive board meetings that have occurred since the June meeting. Vice President Honigsberg reported the executive board has discussed the following topics: monthly financial, dues structure, website update, communications, and evaluator training, test dates and locations.

Written and Practical test Update.

Secretary Mary Germershausen reported there were 3 administrations of the written examination in 2008; 27 applicants sat for the examination with 18 successfully completing the examination. During 2008 there were five practical examinations for the kit certification examination. A total of 25 applicants participated in the practical examination with 11 successfully completing the examination thus becoming certified cable splicers. As of November 1, 2008 there are 59 NCSCB certified splicers.

Secretary Germershausen reported the written examination will be administered on the following dates in 2009:

- January 10th – McDean, Northern Virginia;
- February 6th – Tidewater Virginia (application cut –off December 19th)
- February 7th - Providence, RI (application cut –off December 19th)
- May 1st – Tidewater, Virginia (application cut –off March 27th)
- May 2nd – Providence, Rhode Island (application cut –off March 27th)

The Kit Certification Practical examination will be administered on the following dates in 2009:

- January 24th – Providence Rhode Island
- April 24th – Tidewater, Virginia
- July 11th – Tidewater, Virginia

Financial Report

Treasurer Mike Iacobellis stated as of November 1, 2008 the checking account balance stands at \$25,240.74. He provided the following financial report on the Fiscal Year to date **Income** vs. **Expense**:

Income:

Membership Dues	\$33,750.00
Test Fees	\$15,905.00(27 written and 25 practical)
Total	\$49,655.00

Expenses:

Book Keeping	\$ 1,800.00
Banking	214.00
Certificates	434.00
Communications	1,800.00
D&O Insurance	2,452.00
Evaluators	1,443.50
Evaluator Training	6,011.55
Legal Fees	8,113.23
Postage	\$ 18.13
Prometric	5,580.00
Website Services	180.00
Total	-\$ 28,048.31
Loan Repay	-\$ 30,000.00
 Deficit of	 -\$8,393.31

Proposed 2009 Operations Expenses:

Banking Fees	\$ 414.00
Book Keeping	\$ 3,600.00
Certifications and Mailings	\$ 500.00
Communications Officer	\$ 3,600.00
D & O Insurance	\$ 2,500.00
General Liability Insurance	\$ 3,500.00
Legal Fees	\$ 2,000.00
Loan Repayment	\$20,286.00
Postage	\$ 300.00
Testing based on four tests in 2009:	
Practical Kit	\$18,500.00
Prometric	\$12,000.00
Website	\$ 1,350.00
Total	\$66,750.00

Treasurer Iacobellis made the following recommendations:

- Increase the written test fee to from \$245 to \$295.
- Failure to report for the written examination the applicants forfeits 50% of the exam fee.
- If an applicant fails the written examination and applies for a retest the applicant will pay 50% of the test fee, unless more than 10 are scheduled for the next exam date in the same locations and space is available at the test location.

After much discussion by the board members, the following motion was made by Treasurer Iacobellis and seconded by Jereme Wilson:

Remove the wording: \$50 application fee and increase the written examination fee from \$245 dollars to \$ 295 dollars. Increase the recertification fee from \$50 to \$100 dollars. The motion was moved without objection.

Failure to appear at a written exam and retest fee

The board discussed the absenteeism issue with applicants who have applied and have submitted payment for the written examination. After much discussion by board members, a motion was made by Bob Baird and seconded by Kory Schindler. In the event that an applicant fails to appear for the written examination, they will forfeit the \$295 application fee. If an applicant fails the examination fee, the retest fee will be \$200. The new fee will become effective, for any new applicants as of 1/1/2009. Anyone already in the system will be held to the existing price structure. This language shall be added to the application on the website and will also state the NCSCB Inc will not refund funds for failure to appear at the examination.

Dues Structure

Vice President John Honigsberg presented the following dues proposal to the board members for consideration:

Certified Cable splicing certificate holders	\$ 75.00 per year
Associate Members (Non-board members, no voting rights)	\$150.00 per year
Individual Membership Board members, Voting Rights Includes Utilities, Engineers, Contractors, Cable Splicers and Public at Large	\$250.00 per year
Manufacturer/Organization Board members, voting rights Includes Manufacturers, NECA, IBEW, IEC, NJATC and NETA	\$1500.00 per year

After much discussion by the board members the following motion was made by Vice President John Honigsberg and seconded by Treasurer Mike Iacobellis:

The annual fee for an **Associate** membership will be **\$150.00**; the annual fee for an **Individual** membership will be **\$250.00**. The following entities qualify for individual membership (Utilities, Engineers, Contractors, Cable Splicers and Public at Large. The annual fee for **Manufacturer/Organization** members will be **\$1500.00** per year. The following entities qualify for Manufacturer/Organization membership (manufacturers of cable, medium voltage splicing and terminating technology, and equipment; and the following organizations NECA, IBEW, IEC, NJATC and NETA). The motion passed without objection.

Practical Examination Fee Increase

Treasurer Mike Iacobellis proposed the following increase for the practical examination. The fee increase will cover the cost of the materials, evaluators and administrators expenses, travel and hotel. The breakdown is as follows:

Materials 3 kits	\$ 225.00(Does not include shipping materials to sites or cable
Evaluator #1 – 1.5 days	\$ 600.00(\$400.00 per day)
Evaluator #2 – 1.5 days	\$ 600.00(\$400.00 per day)

Administrator – 2 days	\$ 800.00(Set-up testing site, paperwork, and breakdown test site
Travel	\$1500.00
Hotel Accommodations'	\$ 900.00
Total	\$4,625.00 divided by 8 = \$578.50
25% overhead & profit*	\$144.65
	\$723.15

Proposed new practical test fee for the kit certification = \$725.00

The twenty-five percent overhead and profit includes the loan payment of forty dollars, credit card fee of eighteen dollars, certificate and card cost of ten dollars. This will leave a balance of seventy-seven dollars which will be applied to the overall operational expenses to include shipping of materials.

After much discussion by the board, President Anderson appointed a Practical Exam Cost committee to review the fee structure for the kit certification practical examination. Bob Baird was appointed Chairman of the committee. The following board members volunteered to work on the committee: Dale Merson, Glenn Wilson and Mike Iacobellis. The committee will provide the executive committee with a detailed cost analysis for the kit certification practical examination before the end of the year.

Communications

President Anderson requested that anyone who is not receiving the electronic newsletter should provide Communications Officer Carley Abner with their contact information. Carley provided the board with an overview of the electronic newsletter and requested topics for articles, installation tips or photographs of installations.

Communications Officer Abner also reviewed the current NCSCB website, and discussed design options for the new website. He requested help with updating information on the site. Board members are encouraged to review the site and submit corrections or new information to Carley at ncscb@etcmail.com.

Presentation on New Technology

Brian Inberg, 3M; Bill Burnet, Raychem; and Frank McGovern, Prysmian provided the board with PowerPoint presentations on the latest technology for wind turbine and alternate energy systems.

Board of Director Terms

Treasurer Mike Iacobellis reported the Officers terms will expire as of February 7, 2009. President Anderson appointed Tom Moore Chairman of the Nominations committee. Tom Moore requested that all interested parties please see him during on of the coffee breaks or during the lunch break. Under old business; Chairman Moore inquired if the present officers were interested in continuing in their positions. The four officers: President, Vice President, Secretary and Treasurer all agreed to continue in their respective positions. A motion was made to cast one vote for each candidate. The motion carried without objection.

The 2009 NCSCB Officers are:

President Steve Anderson
Vice President John Honigsberg

Secretary Mary Germershausen
Treasurer Mike Iacobellis

Master Specifications

Vice President John Honigsberg reported on his meeting with Master Spec in Alexandria, Virginia on November 4, 2008. Vice President Honigsberg stated the NCSCB was offered the opportunity to be the entity for certification as mandated in the GSA (Federal Specifications) Section 1600 pertaining to Medium Voltage Installations.

Hand Applied Tape Beta Exam:

Chairman Brian Inberg provided the board with an overview of the beta examination that took place on Wednesday November 5, 2008. Chairman Inberg thanked Tom Moore, George Arhos, Allen Frazier, Gene Olson and Glenn Wilson for participating in the beta session. Vern Breuer and Jereme Wilson were the evaluators for the session. Mike Iacobellis, John Honigsberg, Steve Anderson and Mary Germershausen observed the beta session.

As a result of the beta session, both the specification and the evaluation form will be revised. A second beta examination will be held in Tidewater Virginia on Saturday November 22, 2008.

Pfisterer Connex Termination

Carley Abner provided the board with a PowerPoint presentation on the latest connector technology. The presentation will be available on the website.

Committees

President Anderson appointed the following Committee Chairmen; Tom Moore – Website Committee and Mike Dyer Study Guide. The following board members volunteered to work on the website committee: Bill Burnet and Tom Lillis. The following board members volunteered to work on the study guide committee: Tom Moore and Jereme Wilson.

Trade Show Participation/ Industry Meetings:

President Anderson named Bill Burnet Chairman of the Trade Show committee. The following individuals volunteered to work on the committee: Vern Breuer and George Arhos. Bill Burnet requested Board members forward the dates and locations of tradeshow in 2009. Bill Burnet will forward the information to the website committee.

2009 Meeting Dates /Locations/Host

- May 20th – Travel Day; Meeting Day - May 21,2009; May 22 - Travel Day -
Location: Fuquay Varino, SC
Host: Raychem
- November 4th – Travel Day; November 5, 2009 – Meeting Day November 6 – Travel day
Location: South Carolina,
Host: Prysmian

Meeting adjourned at 4:27 pm

Respectfully submitted
Mary M Germershausen
Secretary