



# REGION CHAIR MEETING MINUTES

June 13, 2014

1. Call to order by 1<sup>st</sup> Vice President Sean Farrell at 10:00 AM  
Region Chairs Committee and other members present:
  - 1<sup>st</sup> Vice President Sean Farrell
  - Sgt @ Arms David Beahm
  - Region I: Not Represented
  - Region II: Jerry Heinline
  - Region III: Mike Williams; Kevin Kline
  - Region IV: Caleb Sulzen (unofficially)
  - Region V: Charlie Black; Steve Higginbotham
  - Region VI: Not Represented
  - Region VII: Clarence Jackson
  - Region VIII: Tom Coghil
  
2. 2 Region Chair changes have occurred:
  - Region 1 Chair: David Wyancko is no longer employed by state or local government. Bud Owen has been elected Region 1 Chair
  - Region IV Chair: Caleb Sulzen is no longer employed by state or local government. However he is still participating in a no-voting capacity representing Region IV
  
3. Budget Follow-up:
  - Worked out the last \$7,500 from DHCD
  - Requesting end of year report from Mary Jo to provide update to BODs
  - Dues increase on July 1, 2014, correspondence needs to be sent to membership

4. Apparel:

- Vests are a go for 85<sup>th</sup> Anniversary– need Region Chairs to advocate and sell
- Apparel website being pursued by 2<sup>nd</sup> VP and PIC Chair

5. Education:

- Code Modification and CDP Access is to be deployed in 2-3 more locations across the state by year end so we can maximize VA impacts. Region Chairs need to ensure their voting membership is educated on the program and process. It was suggested to offer it at the fall conference as one of the venues. Education Chair Charlie Black and Region II Chair Jerry Heinline to coordinate with 2<sup>nd</sup> VP John Walsh and DHCD
- Code change training for industry: Region V is preparing the application and will facilitate the DPOR application process as well as host the pilot runs. Need instructors and locations to complete application. Submission of application is slated for late July for September/October for pilot runs in No. VA. Then deploy across the state when the program is approved. Split revenue 50/50 between Region and State organizations
- 2-3 day training session in VA for Building Safety Professionals slated for next summer.
- Leadership development project: in the queue for committee action when time permits

6. Website:

- The website training guide was deployed to the Regions for guidance. Region Chairs need to use the guide before discussing the effectiveness of it. Assigned as homework to be completed by the August 8, 2014 meeting.

7. Strategic Plan Leadership goal:

- The committee reviewed the brainstorm session feedback from Front Royal and revised the current plan as follows: (see attached)



## VBCOA ANALYSIS OF VISION OUTCOME AREAS

Vision Theme: Leadership		
Strengths	Weaknesses	Opportunities
<ul style="list-style-type: none"> <li>• Statewide organization</li> <li>• VML support</li> <li>• Vision of current and past presidents to seek new ideas/goals</li> <li>• 1000 members strong</li> <li>• Past presidents still active</li> <li>• Representation</li> <li>• Funds/ability to raise funds</li> <li>• Dedication/belief in what we do</li> </ul>	<ul style="list-style-type: none"> <li>• Statewide organization</li> <li>• Effective recruitment/membership</li> <li>• Demographics of organization do not match that of state</li> <li>• Funds not shared</li> <li>• Lack of knowledge sharing</li> <li>• Jurisdictions not participating</li> </ul>	<ul style="list-style-type: none"> <li>• Create recruitment program (building officials, specialty groups, minorities, benefits package)</li> <li>• Revitalize leadership mentoring program (create leadership opportunities; guide committee chairs for regional leadership consistency)</li> <li>• Create atmosphere of knowledge sharing (across regions – training, fund raising, issue resolution)</li> <li>• Maximize the use of technology (telecommunications, video conferencing, mobile commuting)</li> </ul>

## VBCOA VISION OUTCOME STATEMENTS AND GOALS

<p><b>LEADERSHIP</b> We have strong, diverse membership and participation and internal leadership that ensures a viable, sustainable organization</p>
<p>6. Create an effective recruitment program</p> <p>7. Develop and implement an effective orientation program</p> <p>8. Develop and implement an effective leadership mentoring program</p> <p>9. Develop a strategy to ensure greater access to knowledge, training, and best practices across the state</p>
<p>President, Immediate Past President / Nominations Chair, <b>Region III Chair</b>, Region V Chair, Admin Chair, Education Committee rep, BCAAC rep, Energy Chair, Property Maintenance Chair</p>

## VBCOA ACTION PLANS

**LEADERSHIP** -We have strong, diverse membership and participation and internal leadership that ensures a viable, sustainable organization

Goal 6: Create an effective recruitment program

Key Tasks and Activities	Start and Completion Dates	Responsibility
1. Survey <u>Maintain communications with stakeholders</u> building officials, technical assistants, specialty groups, client groups, and professional organizations to learn about membership and membership their needs with a goal of expanding <u>sion</u> membership and a focus on diversity	<del>2/1/-08 to 5/31/08</del> <u>Ongoing</u>	Membership Committee
2. Create <u>Assemble</u> a recruitment package that addresses who, what, where, when and why you should join/participate in VBCOA	<del>10/31/08</del> <u>1/1/15</u>	Membership Committee
3. Send package to new <u>all</u> building officials and all new technical assistants on a <u>quarterly recurring basis</u> , based on DHCD registration	<del>10/31/08</del> <u>4/1/15</u> & ongoing	Membership Committee <u>w/2<sup>nd</sup> VP to send 4 months with annual conference package</u>
<u>4. Contact DHCD for inclusion of presentation in all Code Core Academy Modules (hand out package at core or follow-up email)</u>	<u>7/1/15</u>	<u>2<sup>nd</sup> VP with BCAAC Rep</u>
<u>5. Implement plan to have representative attend all core module trainings to present/handout benefit/recruitment package to participant; explore electronic distribution</u>	<del>10/31/08</del> <u>7/1/15</u> & ongoing	Membership Committee
<u>Measures: Number of communications; number of packages sent out; number of presentations/packages provided at DHCD modules</u>		

Goal 7: Develop and implement an effective orientation program

Key Tasks and Activities	Start and Completion Dates	Responsibility
1. Create a brief orientation presentation on what VBCOA does and what it means to be a member and to welcome them to the membership	By 08 midyr meeting	Current Past Presidents
2- <u>1. Contact each Region Chairperson to schedule a date that the Orientation presentation can be given at each region's monthly meeting on an as needed basis</u>	Contact ASAP; presentation by mid-08 to end of 2009 <u>Ongoing</u>	Membership Committee <u>Region Chairs</u>

3. Advertise time and place information to all members/new members via websites (VBCOA, DHCD, IAEI, VFPA, VPMIA, etc.); include a schedule in VBCOA Directory	By mid-yr meeting 2008	Membership Committee and Past President
4. <u>2.</u> Contact DHCD for inclusion of presentation in all Code Academy Modules <u>Region sponsorship of 2 1<sup>st</sup> timer conference attendees annually at discounted rate</u>	Now until incorporated	Membership Committee and Past President
Measures: <ul style="list-style-type: none"> <li>• Completed presentations; presentation scheduled and provided</li> <li>• Increased participation in regional and state events</li> </ul>		

Goal 8: Develop and implement an effective leadership mentoring program

Key Tasks and Activities	Start and Completion Dates	Responsibility
1. Develop a new Leadership Guide that provides a framework for the organization and the leadership paths available in year one	Start by <u>mid-year 2014 / Complete is unknown</u>	Ad Hoc Committee appointed by President- <u>Region Chairs</u>
2. Expand the Leadership Guide in year two to designate skill sets required for each of the positions and address methods for preparing oneself for leadership	By 10/09 <u>12/1/15</u>	Nominations Committee overseen by the Region Chairs and 1 <sup>st</sup> VP
3. Amend Association job descriptions to include an expectation and strategy for mentoring of subordinate positions to disperse the responsibility for mentoring across the organization and to build in accountability and oversight	By 10/08 <u>12/1/15</u>	Nominations Committee overseen by the Region Chairs and 1 <sup>st</sup> VP
Measures: <u>Completion of a new guide; Number of updates to guide; Completion of job description changes</u>		

Goal 9: Develop a strategy to ensure greater access to knowledge, training, and best practices across the state

Key Tasks and Activities	Start and Completion Date	Responsibility
1. Conduct Region Chairs meeting 4 times per year to share knowledge and experiences, training practices, fund raising and success stories.	4/08 and ongoing	Region Chairs Committee with 1stVP
2. Amend the bylaws <u>job description</u> to require that the Sergeant at Arms <u>1<sup>st</sup> Vice President</u> oversee the committee chairs in successfully implementing an ongoing strategy to share knowledge, training, and best practices across the state.	4/08 and ongoing <u>4/1/15</u>	Sergeant-at-Arms <u>1<sup>st</sup> VP</u>

<u>3. Progress towards making our website even better and more user friendly. Explore 3<sup>rd</sup> party management and updates</u>	<u>10/1/14 and ongoing</u>	<u>Webmaster with Region Chairs</u>
<b>Measures:</b> Number of Region Chair meetings conducted per year; number of amended job descriptions;		

\*\*\* Significant discussion occurred regarding a drop in participation levels and how to get city/county leaders to allow increased participation from members.

### Brainstorm Worksession

6: Leadership - 6: Create an effective recruitment program

1. Benefits/"What's In It For Me"  
Let's face it; this is really what it comes down to. We should use already developed information to show the benefits that VBCOA provides.
2. Looking for Potential  
The Region Chairs should be looking at not only the prospect of local participation, but also at the state level.
  - a. Provide opportunity  
This gets back into the mentoring aspects.
3. Economy and same staff  
Have set answers to how this still helps localities even though it requires some commitment of time and resources.
  - a. Rotate  
Can't remember exactly on this one, but I believe it was to rotate participation in jurisdictions to allow everyone the chance to see what VBCOA is about.
4. Lack of information to achieve  
The information is out there (on the website), but people are not finding it.
5. Blogs  
This can fill a niche for people that use. DHCD has it out there working and it gets the "important" information out. Should not be used to just send everyday items out or it will become a nuisance instead of a tool.
6. Technology  
See blogs, website, etc.
7. Building Official  
Concerted effort to reach out to officials that are not participating with the realization that not everyone will, but it can't hurt to touch base on a regular basis.
8. What is VBCOA  
This is the whole strategic plan effort.

9. Need to fill state posts: DHCD  
So that participation can lead to new job opportunities.

7 & 8: Leadership - 7: Develop and implement an effective orientation program

- 8: Develop and implement an effective leadership mentoring program

1. "Grab" new attendees

Not literally, but if someone is new to an event make a "real" effort to engage them to see what they want out being there. Sometimes it will be just to attend for training. Sometimes however it will be to get involved.

2. "First Timer" badges

This would allow others to know who may need some additional attention as to where to go or where they need to be. It is not meant as a target, but often times new people get overlooked and made to feel that they are not needed.

3. Promote "women" in Code Enforcement

Take the opportunity to use ICC's leadership in getting more women in to the industry.

4. Why came here or not & percentage of involvement

Goes hand in hand with #1 and #2. Don't push or drill for answers, but make an effort to see what they want to be within the organization.

5. Region level "challenge" new participation

Get the Region's to do whatever they can to promote state level participation. This needs to come from the Region Chairs since they are almost the only formal contact that state has to the Regions.

9: Leadership - 9: Develop a strategy to ensure greater access to knowledge, training, and best practices across the state

1. Working towards with new website

Self-explaining.