

Ontario Association of Home Inspectors

Board of Directors Meeting

June 25, 2004

Location: Provincial Training Centre Boardroom Mississauga, Ont.

Attendance:

President Alrek Meipoom, VP Andrew Dixon, Secretary Tom Lloyd, Treasurer Ralph Banks
BOD Members: Carl Inglis, Doug Azar, George Webb, Andrew Bennett, Mike O'Grady
Bill Mullen arrived at 12.45

Guests and committee chairs: Roy Chan DPPC chair, Alden Gibson ASHI Liaison,
Administrator Wendy Gelman, John Fichtinger, Dave Thornam, Glenn Gogal

- 1 Meeting called to order by President Alrek Meipoom
- 2 President Alrek Meipoom welcomed the new BODs and guests.
- 3 President Alrek Meipoom took a moment to explain the meeting procedures as this is the first time that the BOD meetings have been open to the general membership.
The rules are as follows: The guests are only at the meeting to observe the proceedings and are not to interject opinions or statements. They may approach the BOD during the breaks and ask questions etc. Any items that are of a sensitive nature will be discussed behind closed doors and the guests will be asked to step out of the meeting during this time. All discussions that take place are to be considered confidential and are not to be discussed out side of the board room with other members. The meetings are to loosely follow Roberts Rules. This still allows us to have open dialogue with some resemblance of order.

President Alrek Meipoom also stated that the duties of the BOD is to govern the association and not to be doing committee work at this level. President Alrek Meipoom also asked the BOD to join the committees as the knowledge and the time would be very much appreciated. He continued to explain that we as a board need to be kept better informed of the committees progress and will request the various chairs submit reports on a schedule as well as create a time table to be followed. (A sample of the form was distributed to all the BOD)

President Alrek Meipoom read Article 17 of our By-Laws regarding conflict of interest to make all that were present fully aware.

President Alrek Meipoom asked that all BOD disclose if they are a member of a competing association such as NACHI.

(2)

- 4 All of the BOD that were present at the beginning of the meeting introduced them selves and there background and associations that they hold membership in.

President Alrek Meipoom: Inspector in the GTA area. Facilitator for various courses. Sits on the Education and Conference committee. Holds membership in OAH, ASHI, WETT OACETT, OBEC.

Secretary Tom Lloyd: Inspector in the Durham and GTA area. Founding member of PACHI. Sits on the DPPC , education and conference committee. Holds membership in OAH, ASHI, HIF, WETT, EAA, AESAC, OBEC, and OBOA

Carl Inglis: Inspector in the Owen Sound area. Previous PACHI member. Facilitator for the Defect course, report writing and HVAC course. Sits on the board of examiners and is the chief report verifier. Holds membership in OAH.

VP Andrew Dixon: Inspector in the Durham area. Past president of OAH. Previous member of PACHI. CAHPI representative. Sits on the board of examiners. Holds membership on OAH.

Doug Azar: Inspector in the Ottawa area. Journey man carpenter. Algonquin College home inspector course Holds membership in OAH, WETT, and NACHI.

George Webb: Inspector in the London area. Board member for the last 3 years, 2 of which he was secretary. Holds membership in OAH, ASHI

Andrew Bennett: Inspector in the Toronto area. Fine science Technologist. Sits on the board of examiners. Holds membership in OAH, ATTO, and OACETT.

Mike O'Grady: Inspector in the Baltimore area. Previous PACHI member .Previous facilitator for the home inspectors course at Durham College for 8 years. Holds membership in OAH, ASHI, and NACHI.

Treasurer Ralph Banks. Inspector in the Renfrew area. Facilitator of the defect course and at Algonquin College. Chairs the Kingston Regional meetings. Holds membership in OAH.

- 5 President Alrek Meipoom presented all new BOD a copy of Roberts Rules.

(3)

- 6 (a) Minutes from April 13, 2004 deferred once again.
(b) Minutes for June 1, 2004 were read by secretary Tom Lloyd.

Motion made by VP Andrew Dixon

We as a board to accept the June 1, 2004 minutes with amendments made to spelling errors.

Seconded by Ralph Banks

Called to question: All in favour Unanimous Carried

- 7 A discussion took place on issues or concerns from the AGM.

There were a no. of issues with communications with committees, members, and the BOD.

A no. of members feel that the board is not open or approachable.

There appears to be animosity towards other members that is causing dissension.

The members ship want value for their money and feel that they are not getting it presently.

Secretary Tom Lloyd explained that these are all valid concerns and that we are trying to make the association more user friendly by reviewing how we conduct meetings, communicate with the membership and keep the BOD transparent and approachable. By moving the BOD meetings around and having visitation to the meeting groups will go a long way to achieving some of the goals. A no. of incentives that the committees are working on will also help the membership to see the present BOD is aggressively moving forward in the affairs of the association.

VP Andrew Dixon added that we are working towards an association Ombudsman. Although the last advertisement was unsuccessful Administrator Wendy Gelman was instructed to once again advertise the position as well as a web site administrator.

Secretary Tom Lloyd mentioned that we have a back drop that advertises the OAH that could be used for local home and real estate shows. This could be used to help in the branding process and not to be used to promote individual members and or companies. Treasurer Ralph Banks volunteered to notify the meeting group chairs with the request that they research their own respective real estate boards. We as an association could also supply swag to all of the real estate educational seminars.

(4)

This could include pens, writing pads, magnets etc. The real estate boards would most likely appreciate this and it would be a great branding opportunity for the association. The BOD requested that Wendy contact OREA and ask for a schedule of realtor training sessions throughout Ontario. The PR committee will be charged with this task.

8 2005 AGM, Date and location

Treasurer Ralph Banks made a motion that we hold the AGM the evening before the Winter Workshop to increase attendance.

Seconded by Carl Inglis

Called to question; All in favour Unanimous Carried

President Alrek Meipoom led this discussion on increasing the attendance at the AGM. The BOD agreed to have the meeting the night before the winter workshop. George Webb was asked to make arrangements in London for the Friday evening (Feb.24, 2005) as George and the London based members are hosting the next winter work shop.

9 Committee reports: Insurance Committee

Insurance Chair Alan Carson was unable to attend the BOD meeting but did forward a written progress report that was read to the board. The basic analogy is that the committee is pressing forward on this matter and the progress is very slow as there are a no. of players involved from the insurance end. So at this time there is not a group policy available.

Mike O'Grady made a motion that the BOD is in full support of the Insurance committee and that we would accept there report as read.

Seconded by Doug Azar

Called to question; All in favour: Unanimous Carried

10 Committee reports: DPPC Committee

DPPC Chair Roy Chan informed the BOD and guests that the committee has resolved a number of complaints with new ones being forwarded to the committee as they come in.

(5)

There is still a back log of cases that have been inherited due to lack of volunteers in the past for this committee. Doug Azar made the suggestion that the committee sent out a letter to complainant from the older cases to see if they want to press forward with the complaint. This may alleviate some of the back log. Many members have refused to forward on the information to the committee. Roy has explained that this is essential so that we can look at the concerns and help guide the member and pass on information to the membership so that we will continue to strengthen the association.

Roy also informed the BOD that a number of cases will be going to a hearing. The logistics still need to be worked out regarding the process. Secretary Tom Lloyd made the suggestion that when a complaint comes in, Wendy is to request a full copy of the report to be passed on to the committee. This should help to expatiate the waiting that is now present. In other words, prove your case

Ralph Banks made a motion that the BOD of directors are in full support of the DPPC and that we would affirm the chair as well as accept the report as read.

Seconded by Carl Inglis

Called to question; All in favour	Unanimous	Carried
Abstained	Secretary Tom Lloyd (conflict of interest)	

11 Committee Reports: ASHI Liaison

Alden Gibson our ASHI liaison has informed us that the a number of members have taken advantage of the new membership agreement with ASHI. It would be great if we could get more interest in this. Alden informed the BOD of the up coming ASHI meetings that he was scheduled to attend. Alden is to talk to ASHI regarding the branding kits etc. He will report back to the BOD on what we will be able to use for the OAHI branding experience. It was felt that there is no need to re-invent the wheel as we have a great relation ship with ASHI and they have already spent a great deal of resources on the development. Alden told the BOD that the executive should attend the ASHI meeting on Oct.24, 2004. This would be a great opportunity to solidify our partnership as well as learn a great deal from them as they have already gone through a lot of the issues we as an association are now facing. Alden mentioned that ASHI may pay up to \$300.00 towards this. He is to find this out for certain and report back to us at a later date. Alden informed the BOD that he was not able to give us a full report as the ASHI rules forbid this until all information has been passed by the ASHI BOD. Alden has spent to date 20 to 24 days state side on ASHI business. The BOD thanked Alden for his report and hard work. and are looking forward to his next report.

12 Committee Reports: Board of Examiners

Report Verification:

Carl Inglis the chief report verifier reported on behalf of the committee. Carl informed the BOD that there is a great deal of time invested in this process and that it can be confrontational at times as some members feel that the process is designed to hold them back. and not help them meet the standards. There is presently a back log of 14 reports which will take approx.28 hours to complete. The committee has verified 336 sets of reports in the last 2.5 years.

Board of Examiners:

The rejection rate has gone from 40% to 33% in this time. Carl stated that he processes 7 to 10 exemption reviews a month. There are presently no back log for exemptions. Carl informed the BOD that there are 2 complaints on file from colleges regarding other colleges not spending as much time on the electrical and HVAC components as well as the code of ethics. Carl informed the BOD that they are being inundated by private colleges and schools to approve their courses. He further informed us that Terry Carson has approached the community colleges to gather as much information as possible regarding there home inspector courses. He is to report back to us at a later date. Carl has asked that the web page should be changed to reflect that private instructional firms can not be accredited by a third party.

Mike O'Grady made the motion to accept the report as read and that we are in full support of the Board of Examiners..

Seconded by Doug Azar

Called to question; All in favour Unanimous Carried
Abstained; Carl Inglis (conflict of interest)

13 Secretary Tom Lloyd reported on behalf of the Education and Conference committee. He informed the BOD that the 2005 conference committee will be held in Niagara Falls on October 14, 15, and 16Th. Tom informed the BOD that we are changing a number of things from the last conference and are implementing some ideas borrowed from ASHI.

Vice President Andrew Dixon made a motion to accept the education report and to affirm the BOD full support for the committee.

Seconded by Mike O'Grady

Called to question; All in favour Unanimous Carried
Abstained: President Alrek Meipoom, Secretary Tom Lloyd (conflict of interest)

14 Committee Reports: PR Committee

President Alrek Meipoom reported to the BOD that John Harris is the chair of this committee. As John was not present to report President Meipoom explained on John's behalf about the up coming changes to the web page. Treasurer Ralph Banks will pass the info on to the regional chairs to forward on to the meeting groups. President Alrek Meipoom has contacted a number of people to see if we can get a few volunteers for this committee but has been unsuccessful to date.

Wendy Gelman our office administrator was requested to gather information regarding OREA and other real estate boards trade shows and educational seminars. We may be able to come up with some type of swag to send to these events in order to promote OAH I in a fairly inexpensive way. At the very least the backdrop would be made available to the various meeting groups to promote the OAH I.

15 Committee Reports; Technical Review Committee

President Alrek Meipoom advised the BOD that Claude Lawrenson is the chair and was not able to attend the meeting but forward a report that was read by Alrek. The report in short stated that the revised ASHI Code of Ethics is being reviewed as to how they may impact the OAH I.. Claude also made mention of Advisory Notice #2 (Vermiculite Insulation) that was recently released. Lyle Ball has been replaced with Brian Edwards.

Mike O'Grady made a motion to accept this report as read and to affirm the BOD full support for this committee.

Seconded by Andrew Bennett

Called to question; All in favour Unanimous Carried

16 Carl Inglis made a motion that the association start to make random audits of members educational points for members in 3 year or over category.

Seconded by Ralph Banks

Called to question; All in favour Unanimous Carried

17 Wendy Gelman has reported that 432 information packages went out as of June with 16% join rate. Treasurer Ralph Banks has told the BOD that he is in receipt of a number of NSF cheques mostly for information packages. It was decided that packages that are paid by cheque will not be sent out for a minimum of 4 weeks to allow cheques to clear.

President Alrek Meipoom led a discussion on Making no changes to the status of Wendy Gelman in regards to her position with in the OAH. The BOD all agreed that it would remain as the status quo for the next 12 months.

- . 18 President Alrek Meipoom presented the final 2003 conference report. The bottom line is that once all was said and done we made \$29193.86.

Mike O'Grady made a motion that we accept the report as read and congratulated the committee.

Seconded by Doug Azar

Called to question; All in favour Unanimous
Abstained; President Alrek Meipoom, Secretary Tom Lloyd (conflict of interest)

- 19 CAHPI Rep. Report

Vice President Andrew Dixon had nothing new to report regarding CAHPI.

Vice President Andrew Dixon requested that the CAHPI By-Laws be put up onto the OAH web site for comment by the membership. Treasurer Ralph Banks has asked that this be forwarded to Wendy to be further forwarded to the membership as the regional chairs have not done this as of yet. This information is to be discussed at a later date and hopefully be passed in Sept. and brought to the AGM.. Carl Inglis asked if they have gone to legal council as of yet. Bill Mullen said that they have indeed. Secretary Tom Lloyd questioned as to weather or not Bill Mullen is now considered a OAH rep as he is now on the OAH BOD. Bill answered this with no. Andrew Bennett posed a question of the clause regarding the removal of a BOD. Vice President Andrew Dixon suggested that this question be included with the proposed changes the membership might have. Secretary Tom Lloyd asked Bill Mullen how the formation of NACHI and his membership in the same will affect the CMHC and CAHPI national incentive. Bill responded that it will not be affected at all as NACHI has no voice in the incentive now or in the future. Secretary Tom Lloyd passed on a message to Bill Mullen from CMHC regarding not being able to contact him. CMHC has been working on helping CAHPI but are becoming frustrated at the slow movement. Bill assured the BOD of directors that he has being trying to return calls but has been unsuccessful. He will try once again.

- 20 Vice President Andrew Dixon directed the topic of CAHPI supplying funds to OAH to Bill Mullen. It was explained that we have to move forward with some type of brand advertising to give the membership value for there dollar. Andrew Dixon is to see if there is a time table that is set for this.

- 21 Secretary Tom Lloyd asked if there is a way that we can defrag the web page and move things into member only areas so that non members will not benefit from the hard work of paying members. President Alrek Meipoom told the BOD that this process is being looked into. The suggestion was made to see if we could possibly get a count on the areas visited so that we will see what is important to the membership. Alrek is looking into this.
- 22 Treasurer Ralph Banks spoke on the EII. He said that the members forum will give the members an opportunity to speak there mind. He cautioned that we will need to appoint a web site administrator and set up rules of etiquette. The BOD is to review this a move forward on this asap.
- 23 The BOD would like to set up a forum to deal with the future goals for committees. Planning and reporting are important aspects that must be looked at to allow the smooth transition of information.
- 24 George Webb made a motion to accept the First quarter financial report as read.
- Seconded by Doug Azar
- Call to question; All in favour Unanimous Carried
- 25 President Alrek Meipoom spoke on the membership surveys that are to be sent out on line with a one time log on so as not to corrupt the survey. He is to see if a general comment section can be added on to the bottom. This survey is only to find out what and who are membership is so that we can better serve them.
- 26 The long range planning initiative that was to be released last Feb. has been put on hold temporarily due to lack of time. Treasurer Ralph Banks suggested that we hold a three day meeting to deal with this one item. All were in agreement.
- 27 The BOD looked at the report from the Risk Management Task Force. Treasurer Ralph Banks questioned that Franchises appear not to be looked after adequately. We would like to see more Lawyers added to the roster. The BOD would like the various committees further develop the program. The BOD unanimously recommended that the paper be sent back to Jeff Clark to clean it up and once again report back to us upon completion.
- 28 The By-Laws that were forwarded at the AGM were sent to Terry Carson and are to be presented at the next AGM.

29 Bill Mullen has asked that any member who would like to nominate a member for the CAHPI awards to please forward it on to him

30 New Business

1) Treasurer Ralph Banks made a motion that the Web Site Administration paper is to be added to the membership renewal forms, and the following changes are to be added. Students are to be added and ASHI is to be excluded from 5.

Seconded by Carl Inglis

Call to question; All in favour George Webb opposed Carried

2) Vice President Andrew Dixon told the BOD that the auditors reports must be to the members at least 10 days prior to a vote.

3) Carl Inglis questioned as to weather or not we have proceeded to the point of having our By-Laws etc. put on to a CD. If we are not to this point yet we should make this the first order of business for the PR committee.

31 Next meeting is set for Aug.13, 2004 at the Provincial Training Centre with a BOD meeting Aug 14, 2004 in Owen Sound.

32 Meeting closed by President Alrek Meipoom

Seconded by Carl Inglis