



World Organization of Building Officials
Board of Governors Meeting
Minutes -- 22 April 2004
Tokyo, Japan

1. 9:05 AM – Chairman George Miller called the meeting to order and welcomed the delegates and attendees. He also thanked Mr. Yamanka for his hospitality and assistance in organizing the meeting and technical session.

2. The meeting proceeded with self-introductions of the members and guests.

Attendees: **Officers:** George Miller, President, David Gibson, Vice President,
Robert Solomon, Secretary/Treasurer
 Governors: Harbi Arafat, Raymond Chan, Omi Channan, Imad Eldurubi,
Martin Reiss, Tim Ward, Yasunori Yamanaka
 Guests: Zuhair Arafat, Christine Braybrook, Kenneth Yun,
JCBO-Secretary/General, Yoshinori Hayashi, BCJ-Mitsuhiro Takeda

3. The minutes of the 20 May 2003 Governors meeting were approved as presented. The minutes of the 18 May 2003 Governors meeting had not been submitted.

4. Secretary Treasurers Report. NFPA had asked that a Memorandum of Understanding (MOU) between WOBO and NFPA be prepared and executed before NFPA assumed responsibility for management of WOBO funds. Give the status of this MOU, the report from May of 2003 had indicated that approximately \$32,000.00 USD had remained in the WOBO account under the control of the UAE Contractors Association. Secretary/Treasurer Robert Solomon reported that the MOU had been finalized and signed by NFPA and will be presented to the Governors for approval at this meeting. (EDITORS NOTE: Following review by the Governors, the MOU was approved with minor edits.)

5. Mr. Miller opened the floor to discussion of the appropriate goals that WOBO should be considering in order to strengthen and expand the influence of the organization. The following items were discussed.

A. Participation at events

- i. Joint Events – have local jurisdictions meet during local regional events – some events could attract 300 attendees. Smaller, regional events may be more effective at getting WOBO broader recognition.
- ii. World Congress Events – consider holding the meeting in conjunction with other organizations to increase attendance at the World Congress. This approach may attract 500 to 600 attendees.
- iii. Consider holding WOBO Governors meeting in partnership with other major organizations.
- iv. Review the possibility of holding a meeting/event in each of the Governors countries on an annual basis. Consider tying in WOBO membership as part of registration fee. For example, a premium registration fee, or a portion of the normal registration fee could be directed toward a one year membership in WOBO. [NOTE: When attending non WOBO events in another Governors region, make sure to notify Governor of your schedule.]

B. Marketing of WOBO.

- i. The Governors asked for development of a standardized presentation on WOBO. This will give them something to handout or make available to attendees or contacts at events the Governors routinely participate in.
- ii. Member benefits. Distribution of certificates, member pins and membership cards will be moving forward. The Governors were asked to consider other items that may help draw new members to WOBO, as well as to retain the existing members.

C. Responsibilities.

- i. Review ways that other WOBO members may comment on local building regulations and/or requirements. Can some of this be done via Regional Councils or Regional Chapters? Is there something that can be done to tailor a technical assistance program to a particular country or at least to the country members?
- ii. Technical Assistance – Make WOBO members available to provide technical assistance on special projects and problems-either within their country/region as well to regions countries where other members are located.
- iii. WOBO Governors – There is a need to broaden the composition/countries of where the Governors are representative of. For example: look at representatives from mainland China, India, and other Middle Eastern countries.

COMMENTS FROM GOVERNORS. The Governors provided input on these (and related) suggestions concerning outreach opportunities.

- David Gibson – Suggesting sending certificates from local region rather than from secretary/treasurer. This may permit for more rapid dues collection, but may present difficulty for ensuring the proper dues payment for the WOBO treasury.
- Omi Channan – Follow up on opportunities and prospects with the UN; President can appoint Special Assistant – they can try and get financial support from various private corporations/companies that have UN funding for various initiatives.
- Imad Eldurabi – Perhaps WOBO can assist or provide local support at regional disasters. If available, one or more governors could participate in a response/recovery type of effort and utilize expertise of other Governors as needed
- Representation is too directed towards heavy US participation. Marketing strategy needs to be developed to show positive actual benefits for all members. The Governors should consider a broader and better distribution of Governors – mainland China, India, Eastern Europe, Russia, Eastern Europe, South America are currently not represented or under represented both Governor wise and membership wise.
- Update member information. NFPA is working to collect, develop and maintain an accurate mailing list for all members.
- Emphasis on Governors taking up regional roles and responsibilities

WOBO STRATEGIC BUSINESS PLAN -- Comments – The Governors comments to the plan were sent in July of 2003. Another copy will be sent to the Governors.

CONTACT WITH UN

- UN Commission on Housing. We have not had any direct contact with this organization.
- Barcelona, Nairobi Conferences – Do these events trigger a need for WOBO to attend? Until a detailed agenda or program is made available, it is questionable of the benefit for WOBO to have a presence.
- Secretariat to find out what the schedule and location is for various meetings. An effort will also be made to find a direct contact(s) at the UN. The size and magnitude of the UN is such that small organizations like WOBO can be ‘lost’ in the scheme of the various UN programs.
- September 2004 UN Habitat Meeting – David Gibson may be able to attend the meeting. Any information gleaned by the Secretariat will be forwarded for David.
- WOBO should consider development of formal policies on:

- Sustainability (including Green Building Design)
- Quality control on design and construction

These subjects would appear to fit well with the UN programs that cut across the environment (UNEP) as well as the developing nation programs.

- April 11-15, 2005 - Governing Council of UN Human Settlements Organization. The secretariat will attempt to obtain more information and any details associated with this event.
- Secretariat will make contact with UNIDO, UNESCO, ILO and UN Habitat to introduce WOBO. Robert Solomon has worked with ILO on two projects in the past and will try and use that contact to gain access to the right individuals. It was agreed to collect information such as:
 - Which UN organizations are critical?
 - Where are they headquartered?
 - Who are the contacts?
 - Obtain a schedule of meetings, including location, and topics.
- It was also suggested that WOBO consider making contacts with WAFTO (World Association of Feral Technical Organizations). WAFTO has 16 member countries at present. Robert Solomon will make contact with John Nosse/Rick Okawa at ICC-ES to determine if there may be some role for WOBO.

NEWSLETTER

- The WOBO Newsletter will be produced by NFPA effective immediately.
- Newsletter will move towards quarterly update – mainly as email newsletter.

6. SEVENTH WORLD CONGRESS AND NEXT MEETING

The next Congress will likely be held in 2006.

Location – Europe and Middle East should be given top consideration

Venue:

Dates:

Each Governor is asked to consider their preference for the 2006 event.

The Governors discussed trying to co-host with some other organizations and calling it a conference versus congress and offer a discount to WOBO members. The sponsoring, or primary organization could consider the discount, or conversely, if a slight premium is paid, the individual may be granted a one year membership in WOBO.

In addition, it was noted that groups like ICC and NFPA should consider offering a discount of some type for WOBO members for attendance at their annual conferences.

The Governor tentatively agreed on a meeting for 2005. Location for the 2005 Governors meeting includes Hong Kong, China or Jordan. Governor Chan indicated his willingness to assist with setting up an event in Hong Kong. (Also, related to the World Congress in 2006 - Jordan or Cairo were mentioned as possible host locations)

7. NEW BUSINESS

A. The business MOU with NFPA was discussed. Two editorial changes were made to the draft MOU on P. 1 (change 'founded' to 'incorporated' and add in July 1984). The MOU was approved with the changes. NFPA president James Shannon will sign it as will George Miller on behalf of WOBO.

B. A number of items relating to the WOBO by-laws were discussed. A subcommittee to review the by-laws was appointed. It consists of: Tim Ward (chair), Harbi Arafat, and David Gibson. They are to review the by-laws, address any outdated provisions, and consider adding in any new items and deleting any out dated or un-necessary information. The proposed changes from the subcommittee are to be sent to the secretariat. They will be discussed at the next meeting of the Governors.

C. An awards committee was established. It consists of Raymond Chan (chair), Imad Eldurubi and Yasunori Yamanka. They will consider the names nominated for various awards and make a recommendation to the Governors at the next meeting.

D. Imad Eldurubi noted the recently created "The Building Safety Foundation" (<http://www.buildingsafetyfoundation.org>). The foundation was established in 2004 to increase building safety issues to the public and to serve a forum to discuss emerging events and technology.

E. Mickey Reiss noted that the China Fire 2004 exhibit (October 2004) may be a good venue to try and distribute information about WOBO.

F. Tim Ward asked if it might be possible in the strategic business plan to discuss the possibility of travel expense/reimbursement for some of the Governors activities on an as needed

basis. It was noted that the bylaws currently address this item. The bylaws subcommittee was asked to look into this matter further and determine if additional changes are necessary to make funds available on an as needed basis.

G. The Governors were informed of other committees that may be considered in the future. They include:

Membership Committee

Technical Committee

Legal Committee

I. With no further business, the meeting adjourned at 1:25 pm

Minutes prepared by Robert Solomon, PE

Secretary/Treasurer WOBO