

# **ANSI ACCREDITED STANDARDS COMMITTEE A117**

Secretariat: International Code Council (ICC)  
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Chair: Kenneth M. Schoonover, PE  
Vice Chair:  
Secretary: Jay Woodward

## **ANSI ASC A117 Meeting Minutes (Tentative)**

**January 28 to February 1, 2008    Airport Marriott Hotel    St. Louis, MO**

### **Those Present at the Jan. 28 to Feb. 1, 2008 Meeting:**

The following organizations and individual members of the committee, and guests were present at least one day of the meeting. A full report on attendance day-by-day for committee members is attached on page 6 of the minutes.

#### **Principal representatives:**

Patricia Beattie (by phone) – ACB  
Billie Louise Bentzen – AERBVI  
Brian Black - NEII  
Kevin Brinkman – AEMA  
Larry Brown - NAHB  
Dave Collins - AIA  
David Cooper - SMA  
Teresa Cox - ISA  
Bob Evans – ASPE  
Larry Fleming – USDA  
Allan Fraser - NFPA  
Marilyn Golden - DREDF  
Cheryl Kent – HUD  
Bob Lynch - UCPA  
Dominic Marinelli – USA  
Shawn Martin - PMI  
Marsha Mazz - ATBCB  
George McAllister (by phone) – Individual  
Ron Nickson – NAA  
Kim Paarlberg – ICC  
Jake Pauls - Individual  
Larry Perry - BOMA  
Hope Reed – NMGCD  
John Salmen – Individual  
Ken Schoonover – Individual  
Sharon Toji - HLAA  
Curt Wiehle - NCSBCS  
Hale Zukas (by phone) - WID

#### **Alternate representatives:**

Leslie Calloway (by phone) - ABA  
Bill Dundas – ISA  
Gerald Gross - AHLA  
Tom Heiderer (by phone) – MCG  
Judith Irving - LPA  
George Kappenhagen - NEII

Mark Lichter – PVA  
Frank Menendez – PVA  
Dave Miller - SEGD  
Jim Pecht (by phone) – ATBCB  
Michael Santos - ISA  
Larry Schneider – AIA  
Mary Winkler - ASSE

**Designees: (served as representatives for all or part of the meeting)**

Becky Bilyeu - ASID  
Nancy Enos – DREDF & LPA at various times  
Eric Kohring - DREDF  
Wendy Guzman - AOTA  
Gina Hilberry – ACB  
Andrew Lackey - WID

**Members not represented:**

BHMA, IAAPA, NAD, NEMA, Todd Andersen

**Guests:**

Zita Johnson-Betts – DOJ  
Barb Bracy - DOJ  
Nancy Enos –  
Steve Fellman (by phone) – National Assoc. of Theater Owners  
Thomas Fodor – DOJ  
Phillip Garvey (by phone) – Univ. of Pennsylvania  
Rich Gottwald - ISA  
Brian Iwerks (by phone) - Daktronics  
Bob Mackie - DOJ  
Ed Roether – HOK SVE  
Eleanor Smith (by phone) –  
Scott Speser - PVA  
Edward Steinfeld (by phone) – SUNY at Buffalo  
Bill Stewart -

**Staff:**

Jay Woodward – ICC Secretariat  
Ed Wirtschoreck – ICC manager of standards

Summary Minutes  
January 28 to February 1, 2008 Meeting

**I. Welcome and Introductions**

- A. **Call to order.** Ken Schoonover, Chair, called the meeting to order at approximately 9:00 a.m. on January 28, 2008.
- B. **Introductions:** Self-introductions were made by those present. 35 of 43 organizational and individual members were in attendance on the opening day of the meeting. A quorum was established. 14 guests were in attendance on at least one day of the meeting or participated by phone.

**II. Announcements and Administrative items:**

- A. Ed Wirtschoreck, ICC Manager of Standards explained to the committee that there will be some changes needed to the committee procedures. These are changes that are required by ANSI. There will be additional information distributed later and the changes will need to be balloted.
- B. Committee directed staff to prepare a document that organizes the material where all associated items are place in the same location. The document will group the items for purposes of the hearing and discussions. This was to be done for the remainder of this meeting and for future meetings.

**III. Membership.**

- A. Membership task group presented their report and a review of existing membership and recommendation regarding a new application for membership from Brain Injury Association of America (BIAA). A copy of the membership report is attached at the end of this document (See pages 7 through 9).

Membership task group made the following recommendations:  
SEGD (Society for Environmental Graphic Design): Recommend termination of membership.  
George McAllister – Individual member: Recommend termination of membership.  
NAD (National Association of the Deaf): Recommend warning letter regarding participation.

- B. The committee took the following actions on membership:

1. Direct secretary to send written notice to SEGD prior to the next meeting. The letter should go to both the committee members as well as the organization and inform them that the motion to terminate their membership will be on the agenda for the next meeting. Motion/Second: Approved.
  2. Terminate the membership of George McAllister. Motion/Second: Failed. (No additional action taken.)
  3. Direct secretary to send a warning letter to NAD regarding participation. Motion/Second: Approved.
- C. The committee held a discussion regarding new membership application of BIAA: Task group recommends approval. Question was raised regarding whether BIAA would represent/include stroke victims. BIAA would probably represent all types of brain injuries. Motion to accept BIAA as a new organizational member. Membership application was approved.

#### **IV. Proposals.**

- A. The committee reviewed the actions and ballot comments taken previously on both Public Proposals and Committee Proposals. Committee discussion and actions taken for all items with the exception of: proposals # 87, 181, 252, 257, 259, 262, 264, 266, 267, 268, 272, 273, 274, 275, 278, 279, 280, 282, 286, 289, 294, 295, 296, 297, 298, 300, 301, 302, 303.
- These items will be reported based upon the previously balloted results and any ballot comments for these items will be moved forward as “public comments” in accordance with Section A.8.1.3.1 of the committee procedures.
- B. Committee held discussion regarding the next steps in the process. The First Draft which will be released after this meeting will show all items that have been approved by the committee. The changes will be shown in a legislative draft format with underline and strikeouts indicating changes between the 2003 edition of the standard and the proposed new edition. Public comments will only be accepted on those items which are changed within the standard. Comments will not be accepted for items that did not change. As an example a discussion was held after a review of item #5. That item was not approved and it has been acted on twice by the committee. This item will not go forward in the draft and it will not be available for public review and public comment. Item #5 can only be commented on by the original proponent who may submit a comment to the committee in regards to this being an unresolved item.

- C. Staff was directed to prepare a ballot which will re-ballot all of the items which result in a change based on action taken at the St. Louis meeting. These include any modifications approved in St. Louis; any that were approved in St. Louis that were initially disapproved; and any that were disapproved in St. Louis that were initially approved.

## V. Task Groups

- A. Additional appointments made to the following task groups;

Curt Wiehle will be the new appointee for the regulatory position on the membership task group. Curt will be a replacement for Shahriar Amiri who is no longer on the A117 committee. Staff will prepare the updated membership task group roster showing the rotating membership for the task group members.

Shawn Martin requested to be put onto the Wheeled Mobility task group. Motion/Second to add Shawn to the task group. The motion was approved and Shawn will be added.

## VI. New Business

- A. **Schedule next meeting.** Next meeting will be held to review any public comments received on the First Draft, proponent comments on unresolved items and any new ballot comments received from the committee. The meeting was tentatively scheduled for the week of April 28<sup>th</sup> to May 2<sup>nd</sup>, 2008 with a back up option of the week of May 5<sup>th</sup> through 9<sup>th</sup>, 2008. The location will be announced once it is available.
- B. Additional discussion was held regarding meeting locations. Some of the comments from the discussion include: HUD prefers the meeting in D.C.; Hotel expense and reduced rates available outside of D.C. are nice; Would like to know how many meetings will be out of D.C. for budgeting purposes; Hotels in a more urban area or locations with restaurants would be good. The St. Louis hotel did not have additional restaurants nearby and therefore dining was very limited.
- C. Place item on next meeting agenda regarding discussion of change in secretariat. This would include possible changes of groups that may be interested in being the secretariat for the committee or can handle some of the administrative items. Additional items related to this part of the discussion included:
  - (a) What are procedural and copyright issues?

(b) Chairman Schoonover indicated that committee members should send information to him regarding concerns about the secretariat and committee procedures.

(c) Committee wanted to know what the options are. Can the secretariat be changed? Is that a committee option or not?

(d) Would have concern doing anything without knowing what the committee concerns are. What are the problems and issues.

- D. Staff to develop and place a partial work plan and discussion of the plan on the agenda for the next meeting.

**The meeting was adjourned at 2:50 p.m. on Friday, February 1, 2008**

**Attendance (daily report)**

Organization	I.C.	Jan/Feb 08				
		1	2	3	4	5
ABA	BO					
ACB	CU					
AEMA	PD					
AERBVI	P					
AHLA	BO					
AIA	P					
AOTA	P					
ASID	P					
ASPE	P					
ASSE	P					
ASTC	P					
ATBCB	R					
BHMA	PD					
BOMA	BO					
DREDF	CU					
HLAA	CU					
HUD	R					
IAAPA	BO					
ICC	R					
ISA	PD					
LPA	CU					
MCDPS	R					
NAA	BO					
NAD	CU					
NAHB	BO					
NCSBCS	R					
NEII	PD					
NEMA	PD					

NFPA	R					
NMGCD	CU					
PMI	PD					
PVA	CU					
SEGD	P					
SMA	PD					
UCPA	CU					
USA	CU					
USDA	R					
WID	CU					
Todd Andersen	P					
George McAllister	P					
Jake Pauls	P					
John Salmen	P					
Ken Schoonover	P					
Totals		35	35	34	34	30

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A117 Membership Subcommittee Report  
January, 2008

Committee Members:

Larry Perry, (BOMA)  
 Robert Lynch, (UCPA)  
 Billie Louise Bentzen, (AERBVI)  
 Kevin Brinkman, (AEMA) - Chair  
 Jay Woodward, Secretary (ICC)

The Membership Subcommittee of the ANSI Accredited Standards Committee A117 met on January 23, 2008 by teleconference to discuss membership participation and one new application for Committee membership.

**Membership Participation**

The ANSI ASC A117 Committee Membership Policy includes requirements for participation at meetings and for returning ballots as shown below:

2. "Attendance at committee meetings is a vital part of a member's participation in the business of the Committee, and attendance at meetings should be considered equally with non-return of ballots as grounds for termination of membership. Failure to attend two consecutive meetings of the Committee shall constitute grounds for

termination of membership.”

The Membership Subcommittee reviewed the attached participation records for the members. The Membership Subcommittee is recommending termination of membership for two members and a warning letter for a third as shown below:

SEGD (P) – Recommendation for termination. SEGD has not attended the last two committee meetings and has not returned any ballots during this cycle.

George McAllister (P) – Recommendation for termination. Mr. McAllister has not attended the last two committee meetings and has only returned 2 of 5 ballots.

NAD (CU) – Recommendation for letter of warning. NAD did not attend the last committee meeting and has not returned any ballots this cycle.

### **Applications for Membership**

The Membership Subcommittee reviewed an application from the Brain Injury Association of America BIAA. Prior to the discussion, Mr. Lynch excused himself and left the conference call because he is listed as the Primary Voting Representative for BIAA. BIAA is applying in the Consumer/User category.

### **Balance**

Section 1.2.2 of the 1997 Edition of the **ANSI Procedures for Development and Coordination of American National Standards** states: “The standards development process should have a balance of interest and shall not be dominated by any single interest category.” While the historical criteria for determining dominance have been one-third of the total membership in a single interest category, neither the ANS Procedures nor the A117 Procedures require that the Committee employ these exacting criteria. However, the Membership Subcommittee believes the one-third criteria to be a useful guide.

Currently, the Committee is comprised of 43 total members (38 organizational members and 5 individual “professional” members). The current breakdown of the Committee by category is below:

Builder/owner/operator (BO)	6
Consumer/user (CU)	10
Professional (P)	13
Producer/distributor (PD)	7
Regulatory (R)	7
Total Members	43

From the above data, the applicant, BIAA, could be added without upsetting balance.

## **Specific Subcommittee Recommendations**

Brain Injury Association of America BIAA.

The Subcommittee recommends approval of the BIAA application. The Subcommittee felt that BIAA could bring knowledge of the needs of people who have suffered a brain injury to the membership. The subcommittee does not believe that this area of knowledge is represented through the current membership. Mr. Lynch, the primary voting member for the group, has also participated in the A117 Committee for several years while representing UCPA.