



MINUTES

WOBO Board of Governors Meeting September 20, 2006 Disney's Coronado Springs Resort Lake Buena Vista, FL

1. The meeting was called to order at 9:15 AM by President George D. Miller.
2. Self introduction of members and guests was completed. Those present included:

George Miller – USA	President
David Gibson – UK	Vice President
Robert Solomon – USA	Secretary/Treasurer
Raymond Chan – Hong Kong SAR	Governor
Imad Eldurubi – Jordan	Governor
Shuji Mukunoki – Japan	Governor
Martin Reiss – USA	Governor
Barry Schafer – Australia	Governor
Tim Ward – USA	Governor

Guests:

Christine Braybook – UK

3. The agenda was reviewed. No additional agenda items were suggested.
4. The minutes of the November, 2005 meeting in Hong Kong were approved with one correction. Item 12 of the minutes should have been titled as: Existing Building Discussion Paper.
5. The treasurer's report and overview was provided by Governor Solomon. The balance on hand as of September 1, 2006 was \$46,638.00. Based upon receipt of updated and renewed memberships, elimination of duplicate members and elimination of non-renewed memberships, it is estimated that the WOBO membership is hovering around 210 members. Specific discussion points included:
 - Should the credit card payment option be taken away given the relatively high fees that hit the WOBO account? No. International members (that is from

outside the U.S.) need to maintain the convenience of using a credit card payment. Bank processing fees are way down in 2006. The majority of fees have been the result of checks that were drawn on non – US banks in other than U.S. dollars.

- All of the Governors were asked to remind members of the importance of providing payments in the form of U.S. dollars in order to continue the trend in reduced bank fees that has been occurring.
6. WOBO Brochure. The governors discussed the brochure that had been prepared and circulated in July of 2006. The brochure contents will be updated and expanded to include the recently elected governors. It was also suggested that email addresses for each governor be added as well.
7. WOBO Outreach Activities.
- As noted at the membership meeting, Governors Channan and Solomon attended the U.N. World Urban Forum (WUF) in Vancouver, BC in June, 2006. Governor Channan has many contacts (a most impressive list) within the UN Habitat program. There are several standing offers for WOBO to further engage in the activities of Habitat, but it will take both human and financial resources to further build up any such relationships. Because of the limited financial resources of WOBO, it will be incumbent on the individual members to determine how the necessary resources can be brought to bear on furthering any relationship building.
 - A discussion on the need to, or desire to, create MOU's with various organizations was held. Since WOBO is a broad based membership organization, the MOU model does not seem to be appropriate in most cases. WOBO established an MOU with NFPA, but only as it relates to NFPA handling the finances on behalf of WOBO. Governors Gibson and Solomon will look at circumstances in which an MOU may be of benefit.
 - Governor Eldurubi recommended that a series of 15 to 20 Power Point slides be developed that could be used by the Governors to provide an overview of WOBO. Governor Solomon agreed to put something together on that for use in 2007.
 - All of the Governors were reminded to send web content to NFPA so it could be added to the WOBO Website. (See Item 9 also).

8. WOBO Strategic Business Plan

Discussion on the business plan centered on ways to increase the membership base. The following items were considered:

- Look at different membership tiers such as individual and organizational. An organizational membership would presumably cost more, but could also give a larger number of voting members. For example:

ORGANIZATIONAL MEMBERSHIP: \$200.00 USD and 5
voting members

INDIVIDUAL MEMBERSHIP: \$50.00 USD and 1
voting member

The organizational membership level would still have to define the names of the designated representatives for voting purposes.

- Offer co-sponsored seminars. This is a good vehicle to increase awareness of WOBO and to possibly increase the revenue stream for WOBO. The difficulty with this approach is the revenue risk associated with the model. WOBO would be expected to front various costs (venue, meals, breaks, class materials, instructor expenses, etc). If a program did not materialize or if attendance was less than nominal, it could result in a loss of income.
- Look at “affiliate” membership model. The discussion on this point focused as utilizing the member base of existing groups and granting WOBO “affiliate” status to those members based upon some scale or formula. ICC (the organization) would pay some fixed amount to WOBO, and the ICC members would become affiliate members of WOBO. A sliding scale example could be considered as follows based on the membership size.

Type A Membership: More than 10,000 members.

Type B Membership: More than 1000, but 10,000 or fewer members.

Type C Membership: 1000 or fewer members.

A payment method based on the number of members in the organization would have to be devised. The questions that would have to be settled on are:

- Determining the amount to pay based upon the size of the organization getting the “affiliate” status.
- Would/should a certain number of voting positions accompany the “affiliate” status?
- Would/should there be a limit on the number of “affiliate” memberships granted?

- Determine if any special benefits would have to be bestowed on an “affiliate” member. In general terms, all member privileges except voting rights would prevail.

A variation of this model would be to offer a discounted member price to members of the organization. For example, a dues paying member of ABE may be able to qualify for a discounted membership in WOBO. This would require that some additional logistical consideration be overcome, but that does not seem to be insurmountable.

President Miller appointed a Task Group consisting of Mr. Reiss (Chair), Mr. Gibson and Mr. Solomon to consider these options and determine what type of membership categories may be feasible to consider.

The Task Group should also consider distinctions between other combinations including individual, organizational and corporate memberships. In addition, consideration if there should be any distinction between for profit and non-profit organizations should be discussed.

It was noted that a related item for future discussion will have to consider the need to consider the membership fee structure as well. This presumably will include a tiered fee with some form of increased benefit.

9. Newsletter. It was suggested that a monthly (preferred) or at least quarterly update be provided to the membership or on line to retain interest. New web page information might include additional resource links, update to coming events and information on regional seminars that would be of interest.

10. Subcommittee Reports

- Bylaws. The bylaws subcommittee (Tim Ward – Chair, Imad Eldurubi, and Barry Shafer) have no recommended changes at this time.
- Awards. The awards subcommittee (Raymond Chan – Chair, Imad Eldurubi) reported that they are always considering what criteria should be considered and for what level of service. The Governors did pass a motion to recognize the efforts of Ms. Chris Ellis for her administrative support to WOBO. She has, among other achievements, streamlined the membership renewal process, culled the membership list to provide a current list without duplicates and has assisted with the organization and logistics of WOBO events in May 2003, April 2004, November 2005 and September 2006. Governor Solomon will arrange for a NFPA Employee Recognition Reward for Chris.
- The Governors passed a Resolution thanking Barry Shafer and Yasunori Yamanaka for their service on the Board of Governors. This meeting represents their last year as Governors. Their contribution and efforts to support WOBO and its mission have been invaluable.

11. New Business. Governor Solomon was asked to check into obtaining special WOBO pins that would be unique for the Governors as well as a badge of some sort for each Governor.
12. Next Meetings. The Governors were asked to consider ideas for the 2009 World Congress. As in the past, the WOBO Congress will have to be co-located as an event within a larger organized conference.

The Governors contemplated a meeting in the later part of 2007. Potential options are:

- November 7-10, 2007 – Kent, UK
- December 10-11, 2007 – Cairo, Egypt
- November/December, 2007 – Vancouver, Canada

13. Adjournment. The meeting adjourned at 11:55 AM.

Minutes prepared by Robert E. Solomon, P.E.