International Code Council

(Committee approved 3/18/21)

FIRST COMMITTEE MEETING MINUTES
ICC CONCENSUS COMMITTEE ON LOG STRUCTURES (IS-LOG)

The first teleconference meeting of the ICC Committee on Log Structures (IS-LOG) was convened on March 4, 2021 to initiate the process of developing the next edition of the ICC 400 standard.

1. Meeting Opening

   a. Opening remarks, objective of the meeting, and housekeeping:

      Director of Standards and Staff Secretariat, Karl Aittaniemi called the meeting to order at 2:00 PM ET on March 4, 2021 and welcomed all committee members and Interested Parties. Mr. Aittaniemi noted that the meeting was public in accordance with ICC policy.

   b. Quorum and membership review:

      Mr. Aittaniemi called the roll of the IS-LOG with the following members registering attendance.   Mr. Aittaniemi noted that 5 of 9 committee members is required for a quorum in order to conduct business which was exceeded for the meeting.

NAME	2021 IS-LOG COMMITTEE MEETING			
	#1 3/4/21	#2 3/18/21	#3 4/1/21	#4 4/15/21
Robert Chambers [D]	X			
David Conner [C]	X			
Robert Kenel [B]	X			
William McKinney [H]	X			
Jonathon Paradine [H]	X			
Rob Pickett [A]				
Loren Ross [C]	X			
Donald Sivigny [H]	X			
*Murray Arnott [D]				
TOTAL	8/9	0/9	0/9	0/9

   * Mr. Arnott resigned prior to the first meeting.

   c. Use of Webex platform to conduct teleconference meetings:

      Mr. Aittaniemi explained the basics of using Webex for holding remote teleconference meetings.   He emphasized the use of the mute device during conversations to reduce background noise and interference from call-in users.

   d. ICC Standard Development Process & Policies:

Mr. Aittaniemi noted that an orientation meeting of the committee was held prior to the first public meeting. Items discussed were the ICC Consensus Procedures for standards development as well as ICC Council Policies CP-7 and CP-12 that govern how ICC committees function. Copies were distributed to committee members at the time of appointment. ICC procedures adhere to ANSI's Essential Requirements for developing a consensus document for eventual submittal to ANSI as an American National Standard. An ICC webpage has been created for the IS-LOG committee and public to view the latest news, meeting notices and working documents. The OneDrive file sharing system for committee and work group use is also a source for relevant documents. ANSI's Essential Requirements are also available on ANSI's website.

2. Committee leadership, Chair & Vice Chair of the committee:

   Mr. Pickett was elected Chairman by unanimous vote of the committee.

   Mr. Chambers was elected Vice Chairman by unanimous vote of the committee.

3. *A work plan will be constructed by Mr. Aittaniemi with input from the Chair and Vice Chair and will be discussed with the committee at a later meeting.*

4. Discussion of work groups and work plan:

   Mr. Aittaniemi explained that work groups are created by the committee and require a scope. Work groups may consist of committee members and interested parties in an effort to address specific technical topics in the standard development. The purpose of the work groups is to report to the committee as a whole with recommendations. Interested parties may address the committee at the pleasure of the Chair but cannot vote on committee matters.

   Mr. Pickett received motions to create a Structural and Thermal/Infiltration work group along with respective scope proposals which were approved by the committee. Mr. Aittaniemi will create a work groups table with the respective participants along with an outline for ICC work groups which will be posted on OneDrive.

5. Discussion of Initial Public Input:

   Mr. Aittaniemi explained and is compiling a public input agenda for the committee to adjudicate in future meetings. If there are substantive technical changes, subsequent drafts of the standard may be posted for public comment but shall be restricted to underline/strikethrough revisions. At the end of the committee revisions the draft will be posted for ANSI public review which is a 45-day period.

6. Next Meeting:

   The next meetings were agreed to be conducted every two weeks on Thursdays. Starting on April 1, 2021, meeting durations will be three hours from 1:00 pm to 4:00 pm ET.

7. Other Business: *None*

8. Adjournment

   With no other questions or comments before the committee Mr. Pickett adjourned the meeting at 3:15 PM ET.

   March 4, 2021