

BJCP Board Meeting Minutes

Meeting Date: June 9, 2015

Location: National Homebrewers Conference, San Diego, California



ATTENDANCE

Present (Quorum): Gordon Strong, Phil Farrell, Al Boyce, Sandy Cockerham, Travis Hammond

Absent: Ryan Thomas, Ali Kocho-Williams

DISCUSSION TOPICS AND OPEN QUESTIONS

1. Reviewed key accomplishments over the last year
 - a. Quarterly Written Exams
 - b. 2015 Style Guidelines
2. BJCP treasury continues to gain funding each year. The Board is seeking proposals for funding projects that benefit our membership or improve our services.
 - a. We plan to develop a system for collecting ideas for potential improvements, prioritize ideas based on their potential benefit versus the cost/difficulty of implementing, tracking the progress of their implementation, and sharing this information with our members.
 - b. Potential ideas for funding discussed include:
 - i. Leadership training/Management training for BJCP officers
 - ii. Formal Board Meeting annually at NHC or GABF with travel subsidy
 1. Discussed potential budget for this activity in the \$3,500 per year range based on need. We can partner up for hotel costs and take advantage of subsidies provided by AHA for Governing Committee Members, Conference Speakers, and Judges.
 2. To be finalized with further discussion of the Board
3. Trademark for the BJCP logo
 - a. The BJCP logo is not currently trademarked
 - b. Al Boyce has experience with trademarking and expects this to be a \$5,000 to \$8,000 task.
 - c. Sandy Cockerham knows a lawyer contact familiar with trademarking
4. Exam Grading
 - a. The Board would like increased communication with the Exam Directorate
 - b. Status of the Grader Incentive Program. Did anyone receive credit toward their NHC registration this year?

- c. Are there systems in place to monitor the progress of exams through the grading process? How do we know when graders are late? What are the protocol for following up with late graders? Do we need more scheduling help to track the progress of grading?
 - d. Discussion of preliminary proposal from Steve Piatz on flattening exam review structure.
 - e. Could advanced Certified judges (with >20 judging points) who complete a training program become exam graders to supplement the pool of National judges currently required for grading?
 - f. Are their statistics for exam grading throughput? Did streamlining the RTPs decrease turnaround time? Do RTPs work? Are they efficient for graders while providing actionable feedback for improvement to our members?
 - g. Are there issues with exam protests? There seems to be a strong reluctance of the exam directorate to address protests.
 - h. Are 6 beers required on the Beer Judging Exam to evaluate the skill level of an Apprentice, Recognized, or Certified judge? Could the same results be achieved with 5 beers? 4 beers? 3 beers?
 - i. These topics to be discussed further with the Exam Directorate.
5. Assistant Regional Representatives (ARRs)
- a. Some regions are geographically very large. Clusters of members occur in various cities within the regions that may be far away from the Regional Representatives.
 - b. Regional Representatives considering selecting ARR (up to 3 per region) to serve as local contacts and sources of information for scheduling exams, identifying proctors, organizing competitions, continuing education activities, recruiting graders, providing feedback from members, and disseminating information from the Board.
 - c. ARRs will serve as a feeder position for future Regional Representatives, Committee Members, and Directors.
6. BJCP Website Update
- a. Recruiting an information architect/content manager to assist with organization of new website.
 - b. Developing a content management system
 - c. Developing a document review committee
 - d. Can we harvest scoresheets with known scores and use them as examples on the website?
7. Communication Directorate
- a. Expand and/or rework staff positions to include members with specific skills such as website development and maintenance
 - b. Clarify roles and responsibilities

ACTION ITEMS/NEEDS

#	Responsible	Action	Due
1	S. Cockerham	Contact trademark attorney. Provide BJCP Board a summary of considerations for trademarking the BJCP logo, potential costs, and recommend a plan of action.	November 1
2	T. Hammond	Evaluate methods to solicit and prioritize improvement ideas from members. Present options to the Board prior to presenting options to the Staff.	December 1
3	T. Hammond	Coordinate preparation of a job description for Assistant Regional Representatives (ARRs).	December 1
4	G. Strong	Prepare agenda for Board Meeting/Conference Call	December 1
5	R. Thomas	Provide status update on the Exam Grader incentive program and proposed modifications (if any)	December 1

AGENDA ITEMS FOR NEXT BOARD MEETING/CONFERENCE CALL

Board Meeting/Conference Call with online desktop share to be scheduled (via online poll) for a weekend morning in the fall.

1. Discuss funding for BJCP Board/Staff Meetings
2. Review Assistant Regional Representative position responsibilities