



# International Code Council

**(Committee approved: April 27, 2020)**

## **THIRD COMMITTEE MEETING MINUTES**

The third meeting of the ICC Off-Site and Modular Construction Committee (IS-OSMC) was convened on March 11, 2020 to continue the process of developing the ICC 1200 and ICC 1205 standards. The in-person meeting was held at the World of Modular conference in Orlando, FL.

### 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 11:35 AM Central on March 11, 2020 and welcomed all committee members, ICC staff and interested parties.*

- b. Quorum and membership review:

*Mr. Aittaniemi called the roll of the IS-OSMC with the following members registering attendance. Mr. Aittaniemi noted that 8 of 14 committee members is required for a quorum in order to conduct business which was exceeded for the Wed meeting. The committee paused and continued the meeting on Thur.*

IS-OSMC COMMITTEE MEETING	
NAME	#1

**\*\* Mr. Sedlacek announced his retirement prior to meeting #3 and was replaced by Mr. Wang.**

- c. The meeting agenda was approved by the committee.
- d. The meeting minutes from the Jan 16, 2020 meeting were approved by the committee.

2. Brief recap on work groups:

*Mr. Aittaniemi presented and explained the current work groups and participants involved. Depending on the size of the work group, the frequency of the individual meetings should be scheduled in a way to maximize participation and complete action items.*

*A table that lists the committee members and interested parties that participate in the respective work groups is updated regularly and posted to the OSMC committee webpage. Each work group has a chair that speaks on behalf of the work group when updating progress to the committee. A vice chair is recommended. The chair should be a committee member, a vice chair may be an interested party.*

3. Work groups update to the committee:

*Mr. Tompos requested an update to the committee from the various work groups. The work group chairs updated the committee on progress to date.*

*Mr. Aittaniemi noted that a "I-Codes Definitions Matrix" exists that lists definitions and in which particular I-Code it appears in. This reference document was uploaded to the definitions work group folder.*

4. Next Meeting:

*Due to recent ICC travel restrictions, it is anticipated that future committee meetings will be conducted by remote teleconference via Webex. A meeting notice will be posted and disseminated at least two weeks prior to each meeting.*

5. Other Business, Action Items & Adjournment:

*The action items from the meeting were summarized as follows:*

<i>Mr. Aittaniemi will disseminate the current version of the definitions as updated by the definitions work group to the individual work group folders to enhance consistency when working.</i>	<i>Karl Aittaniemi</i>
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*With no other questions or comments before the committee Mr. Hardiman adjourned the meeting at 1:0*