

BJCP Board Meeting Minutes



Meeting Date: June 11, 2014

Location: National Homebrewers Conference, Grand Rapids, Michigan

ATTENDANCE

Present: Gordon Strong, Phil Farrell, Ryan Thomas, Travis Hammond

Absent: Al Boyce, Ali Kocho-Williams, Sandy Cockerham

DISCUSSION TOPICS

1. Structure and operation of the BJCP board, organization history, lessons learned from previous experiences
2. Status of ongoing projects
 - a. Style Guideline revisions
 - b. Grader Training
 - c. Vocabulary project
3. Brainstorming opportunities for improvement and potential ideas/solutions

#	Opportunity for Improvement (similar ideas grouped together) <small>Description of goal, why the issue is important, current state, and/or desired future state.</small>	Potential Ideas/Solutions
1	<ul style="list-style-type: none">• Increase exam throughput to keep up with demand for qualified judges (#seats per exam, #exams per month)• Reduce grader workload• Decrease grading turnaround time	<ol style="list-style-type: none">A. Streamline the RTP process to reduce workload on Lead Grader. Perhaps checkboxes for each beer and a single text area for general comments.B. Apply Lean to Exam Grading process to eliminate waste and deliver higher quality and more value with less time.C. Review the Exam Program goals, clarify expectations for each rank (knowledge, skills, experience), publicize a roadmap for progression, and revise the Exams accordingly.D. Allow experienced Certified judges to grade the Recognized/Certified exam.<ul style="list-style-type: none">• Simplify Beer Judging Exam (for Recognized and Certified Rank) to judging 2 beers (maybe even classic

		<p>commercial examples) with the style guidelines and no proctors. Ensure examinees can evaluate a beer completely, speak the language, write legibly, provide feedback to brewers, and score reasonably well.</p> <ul style="list-style-type: none"> • Develop a National Level exam – 4 beers judged without guidelines and comparing observations to proctors. • Develop a Master Level exam. Specify knowledge and skills expected of Masters. <p>E. Increase points earned per exam graded</p>
2	<ul style="list-style-type: none"> • Improve interactions within the BJCP Board to provide clear direction, keep informed of status, and to accomplish more 	<p>A. Establish a real-time, continually updated online location for tracking active projects, responsible people, action items, and proposed schedules</p> <p>B. Focus on providing more value to our members</p> <p>C. Host an annual BJCP Board/Officer’s retreat to spend a couple of days focusing on improving the organization. Include Web-based video for those who cannot attend in person. Doodle poll to schedule.</p>
3	<ul style="list-style-type: none"> • Increase interaction between Regional Reps/Board and members to increase awareness of BJCP activities and increase member input 	<p>A. Modify geographic boundaries as the organization grows to allow Reps to visit the region and service our members. The Mountain/Northwest Region contains 10 states that cover a large area including Denver and Seattle. The Northeast Region contains New England and the rest of the world. Additional Rep positions could make future Board deliberations more difficult.</p> <p>B. Appoint “deputy” or “assistant” Reps to better serve the local clusters of judges. Board would need to define roles, numbers of assistants, selection criteria, and responsibilities (exam administration, Regional training/CEP, Competitions). These positions may provide more opportunity for participation and serve as a leadership feeder for the organization.</p> <p>C. Host quarterly BJCP meetings, outside of competition settings for continuing education, socialization, generating ideas, soliciting feedback, and identifying available member resources</p> <p>D. Maintain Regional BJCP email lists for communicating</p>

		<p>judging opportunities, CEP events, and sharing info.</p> <p>E. Have Reps contribute to the newsletter.</p>
4	<ul style="list-style-type: none"> • Increase member participation in improvement projects • Level the workload for those performing the improvements • Delegate more 	<ul style="list-style-type: none"> A. Improve the process of identifying members who wish to contribute and putting them in contact with project leaders B. Develop a process for submittal of ideas and volunteers for leading improvement projects C. Create and maintain an online summary of active projects, status, points of contact, goals, objectives, target due dates, needs, etc. D. Track member suggestions, ideas, and proposals in a log with dates submitted, responsible parties, due dates, and status. E. Share the list of active projects with our members (restrict edit permissions) including points of contact to solicit more member contributions and increase transparency F. Post the needs we identify as RFPs on the website and publish in the newsletter G. Provide board members with training for effective delegation. H. Define structure for delegating, clarifying goals, defining roles, etc. I. Drive automation to reduce work involved in repetitive tasks.
5	<ul style="list-style-type: none"> • Increase interaction between Director level positions and the Board. 	<ul style="list-style-type: none"> A. Conduct annual reviews to check in with all Director level positions • Identify needs and opportunities to provide additional resources and support • Review activities to ensure Directors are continuing to serve our members well
6	<ul style="list-style-type: none"> • Clarify the owners of specific BJCP documents so that members can provide improvement suggestions. • Review/update docs periodically • Consolidate/streamline content 	<ul style="list-style-type: none"> A. Create a document management committee to review proposed changes and provide summaries and suggestions to the Board for approval prior to implementation. Within the Communications Directorate?

	<p>when appropriate.</p> <ul style="list-style-type: none"> • General content management 	
7	<ul style="list-style-type: none"> • Develop systems to facilitate the continuous improvement of the quality of scoresheets that judges produce. • Provide feedback to judges on the quality of their scoresheets to continuously improve • Improve the quality of judging provided 	<ul style="list-style-type: none"> A. Provide feedback to judges through a “Yelp”-like judge rating system. Each judge gets a profile under their BJCP ID#/Name, and competition brewers can submit questions, requests for clarification, feedback to judges, and provide a rating. B. Establish a committee on judge standards and performance. C. Update the Judge Practices Manual D. Create a Code of Conduct E. Establish a better process for receiving, routing, and tracking status of complaints and suggestions received regarding judging, competitions, exams, etc. Keep the person who submitted the issue informed of corrective actions. F. Add continuing education requirements to maintain ranks. G. Develop online training materials, videos, and quizzes accessible to all. H. Develop a new judge mentoring program.
8	<ul style="list-style-type: none"> • Clarify Master Level expectations to demonstrate it is achievable • Maintain/increase the honor of the Master Level rank 	<ul style="list-style-type: none"> A. Create a specific Master Level exam and study guide. B. Questions should focus on knowledge, skills, philosophy, and attitudes expected of Master Level judges C. Develop a Master Level continuing education requirement D. Require re-certification every 5 years to maintain status
9	<ul style="list-style-type: none"> • Increase opportunities for Mead and Cider Exams • Encourage more judges to become Mead and Cider Certified 	<ul style="list-style-type: none"> A. Develop online exam for each to achieved Recognized Mead or Cider judge status B. Require tasting exam to achieve Certified Mead or Cider exam status
10	<ul style="list-style-type: none"> • Increase transparency and interaction between the Board and our members 	<ul style="list-style-type: none"> A. Post Board Meeting minutes for member review and comment B. Host Board meetings via Skype or similar and allow members to participate in a “Listen Only” mode. They can submit questions via live chat/whiteboard features.

11	<ul style="list-style-type: none"> Increase consistency of exam grading 	<p>A. Provide online Grader Training resources, videos, and quizzes.</p> <p>B. Host live and web-based grader training sessions. Award continuing education credit for active participation.</p>
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AGENDA ITEMS FOR NEXT BOARD MEETING

Board Meeting (conference call with online desktop share) to be scheduled (via online poll) for a weekend morning in August.

- Review opportunities for improvement and prioritize issues (impact-difficulty exercise)
- Discuss next steps on top priority issues
- Develop action items and define roles and responsibilities
- Discuss how to best work together as an Executive Committee to get things done
- A million beers in 30 years! Currently at 953,340 beers judged. Should hit 1M next year. Consider doing something to celebrate.

ACTION ITEMS

#	Responsible	Action	Due
1	R. Thomas	Prepare a Draft streamlined RTP for Board and Exam Directorate review	September Board Meeting
2	R. Thomas	Prepare a Draft proposal for Assistant Regional Representative positions.	?
3	T. Hammond	Provide options for online collaboration, project status, and member suggestion tracking.	?
4	G. Strong	Prepare training for effective delegation	?
5	R. Thomas	Prepare a questionnaire to guide Director level reviews and discuss the issue with the full Board	?
6	G. Strong	Discuss current responsibilities with Jeff Sanders and thoughts on BJCP document review committee.	?
7	G. Strong	Identify and prioritize opportunities for automation to reduce workloads	?