

# BJCP Board Meeting Minutes

**Meeting Date:** September 26, 2015

**Location:** Great American Beer Festival, Denver, Colorado



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## ATTENDANCE

Present (Quorum): Gordon Strong (President, Mid-Atlantic Rep), Phil Farrell (Vice President, South Rep), Al Boyce (Treasurer, North Rep), Sandy Cockerham (Midwest Rep), Ryan Thomas (Mountain/Northwest Rep), Travis Hammond (West Rep)  
Absent: Ali Kocho-Williams (Northeast/International)

## REVIEW STATUS AND DISCUSSION OF ACTIVE WORK

1. **BJCP Website** - Gordon Strong met with Lindsay Stepp, outside web developer, and scoped out next phase of work on the new web site. Scope includes updating WordPress template, adding new posting templates for style guidelines, defining tags for content, and adding support for responsive design (better support for mobile devices and small screens). Had a lengthy discussion about potential things to do with the web site (calendar application, style guideline database), work needed to finalize migration, future work.
2. **Website Content Management** – Website discussion identified the need for content managers for the website. Travis Hammond will lead with help from Don Blake. We also need an information architecture person (Gordon Strong to talk to Jeff Sanders). Content managers by directorate need to be identified and appointed. Al Boyce requested an org chart to show these positions.
3. **Visually Impaired Judges** – Gordon Strong provided an update on a project to evaluate best practices for incorporating visually impaired judges in competitions.
4. **Electronic Testing for BJCP Written Proficiency Exam** – At NHC 2015 in San Diego, member Kimberly Charles volunteered to investigate the possibility of offering the BJCP Written Proficiency Exam in electronic format through a standardized testing center. Phil Farrell will follow up.
5. **Style Guidelines** – Gordon Strong recapped style guideline work, including translation efforts and support for mobile devices. Some work already done, some nearing completion. An XML file for mobile support has been provided by a member, but needs to be posted. Kris England is coordinating a review of the Spanish language translation of the style guidelines supplied by Chilean members. Soliciting input from people in Argentina, Mexico, Spain, and other countries.

6. **Advanced Judge Training** – Bruce Buerger is working on developing advanced judge training materials through the Continuing Education Program.
7. **Assistant Regional Representatives** – Continued discussion from NHC 2015 about developing more helpers within regions and potential regional realignment. Consensus was to go ahead with adding Assistant Regional Representatives and Country Liaisons first, then look at regional realignment later. Need to have job descriptions nailed down. Travis Hammond has the lead for drafting job descriptions; Sandy Cockerham has some input to supply. Ryan Thomas has some data on natural groupings of judges. Gordon Strong can get John Watson to do Google Earth visualization again. Ryan Thomas and Travis Hammond to share data, but each Rep will get to pick people and areas. First step is to see job descriptions (Regional Representatives and Assistant Regional Representatives), then we will coordinate a discussion/vote on expanding staff later. International growth is higher than elsewhere, and it might not make sense to just lump them all together. Consider languages and time zones.
8. **BJCP Trademark** - Update on past work on trademarking some of our intellectual property. Sandy Cockerham has made progress and will continue to work the issue with outside attorneys. No resources needed at this time.

## **NEW DISCUSSION/PROPOSALS**

1. **Communications Directorate** – All Reps agreed that a plan is needed, and additional staff is a good idea. Dennis Mitchell approved as new Assistant Communication Director, 6-0. Want to see new plan, and look at tie-ins with talk about content managers, web site reorganization and migration, and social media. Might need additional help (graphics people, etc.) after initial roles are defined and staffed, and some planning is done. Getting new web site ready is a prerequisite for some of this work.

(Travis Hammond departed the meeting. Five Board Members (quorum) continued.)

2. **Exam Protest/Regrading Fee** – A proposal was received from the Exam Directorate requesting implementation of a \$25 exam regrading fee. More detail is needed, such as how someone would pay. If the problem is workload of exam graders and impact on active exams, then the protest process will be changed to be initiated through the Assistant Exam Director (Sandy Cockerham), with regrading done by a separate team composed of former-Exam Directors who volunteered for the job. This plan and fee were approved 5-0.
3. **Limits on Open Exams** – A proposal was received from the Exam Directorate to limit BJCP Members to a maximum of one of any type of exam open (being grade) at a time. The Board agreed with the idea but wants to see the actual text of the policy with a discussion of the

process. Do we have data on those people who would have been impacted by such a policy? Concept approved 5-0, but won't be put into place until an actual policy is seen and reviewed.

(Ryan Thomas departed the meeting. Four Board Members (quorum) continued.)

4. **Senior Mead Judge Rank** – A proposal to create a Senior Mead Judge Rank, requiring an 80 on the Mead Judging Exam and 20 experience points. Pin design TBD. Concept approved 4-0.
5. **Legacy Exam Path to National rank** - Discussion of member proposal to allow judges who are Certified rank under the 70% (BJCP Legacy Essay Exam score)/30% (BJCP Legacy Tasting Exam) method for calculating combined exam scores but would be National rank under the current 50% (BJCP Written Proficiency Exam)/50% (BJCP Beer Judging Exam) to have a way to become National rank. Board agreed 4-0 to redirect to Exam Directorate for consideration. Board opinion is that current policy is appropriate.
6. **BJCP Written Proficiency Exam time limit** - Discussion of member proposal to extend BJCP Written Proficiency Exam time limit beyond 90 minutes. Board agreed 4-0 to redirect to Exam Directorate for consideration. Board opinion is that current time limit is appropriate.
7. **Ethics Committee** - Board voted to approve an Ethics Committee, 4-0. Ethics Committee to begin work in defining a judge Code of Conduct, to update the judge procedures manual, to establish a peer review committee, and to define an escalating disciplinary process. Sandy Cockerham appointed as chair. Prior volunteers Don Blake and Mirella Amato were mentioned as potential members. Sandy Cockerham to provide charter for feedback from Board before beginning. Discussed tie in to new Assistant Regional Representatives and to specific issues worked or reported in the past.
8. Open-ended discussion of Exam Directorate proposal to alter requirement that feedback on the exam (and elsewhere) be required to include specific technical fixes involving recipes and process unknown by the judge. Discussion to be referred to the full Board list for discussion before having a larger. Can impact multiple areas (exams, competition, training). Consensus was to recommend to Exam Directorate that normal competition scoresheets be used on the exam. General opinions expressed were that the proposal was supported 3-1 with Al Boyce dissenting; proposal tabled due to lack of majority support due to quorum. Wider discussions and socialization is needed for anything this major.

**ACTION ITEMS/NEEDS**

#	Responsible	Action	Due
1	T. Hammond	Identify and appoint content managers by directorate. Develop an organizational chart for website content managers and share	12/31/15

		with the Board.	
2	G. Strong	Identify an information architecture lead.	12/31/15
3	P. Farrell	Follow up with Kimberly Charles regarding electronic testing of the BJCP Written Proficiency Exam.	12/31/15
4	G. Strong	Post the 2015 Style Guidelines XML file for mobile support.	
5	K. England	Coordinate a review of the Spanish language translation of the 2015 Style Guidelines supplied by Chilean members.	
6	T. Hammond	Prepare draft job descriptions for BJCP Regional Representatives and Assistant Regional Representatives for Board review.	12/31/15
7	T. Hammond	Prepare draft job descriptions for BJCP Country Liaisons for Board review.	
8	G. Strong	Contact John Watson to update Google Earth judge location visualization.	
9	S. Cockerham	Summarize BJCP trademark considerations, potential costs, and recommend a plan of action for Board consideration.	
10	S. Piatz	Prepare the text of a policy and process for limiting members to one open exam of any given type at a time.	
11	A. Boyce	Senior Mead Judge pin design	
12	S. Cockerham	Prepare a charter for the Ethics Committee for Board review.	
13	G. Strong	Prepare agenda for Board Meeting at NHC	May 15