

National Chimney Sweep Guild
Board of Directors Meeting
May 3, 2011 – Plainfield, IN

President Walker called the meeting of the National Chimney Sweep Guild Board of Directors to order at 9:01 a.m. Eastern.

Directors Present: Jeremy Biswell, Bob Flear, Fred Joy, Phil Mitchell, Mark Maynard, Marge Padgitt, Diane Pilger, Edmund Poplawski, Jay Walker, Randy Brooks (ex-officio)

Directors Absent: Dennis Dobbs (excused)

Staff Present: Mark McSweeney, Melissa Heeke, Ashley Eldridge, Candice Bradbury, Debbie Cornelius and Tracy Marshall (via conference call)

Guests Present: John Pilger and Ginny Heagney

Jay Walker led the group in the Pledge of Allegiance and The Lord's Prayer. He asked that the group holds Dennis Dobbs and family and Jeff Schmittinger's son in their prayers during their difficult times.

Phil Mitchell read the minutes from the February 2011 meeting in Hartford, CT.

A motion was made by Mark Maynard and seconded by Bob Flear to accept the February 2011 minutes of the National Chimney Sweep Guild as amended. Voting in favor: All in favor. Motion carries.

President's Report: As submitted by Jay Walker. ([link to .pdf](#)) He added that he would like to continue to keep board communication a priority for his term.

Treasurer's Report: As submitted by Mark Maynard.

A motion was made by Edmund Poplawski and seconded by Fred Joy to the accept the Treasurer's report as presented. Voting in favor: All in favor. Motion carries.

Executive Director's Report: As submitted by Mark McSweeney ([link to .pdf](#))

Legal Report: As submitted by Tracy Marshall and Keller & Heckman.

Consent Agenda

A motion was made by Jeremy Biswell and seconded by Diane Pilger to accept the consent agenda. ([link to .pdf](#)) Voting in favor: all in favor. Motion carries.

Committee and Task Force Reports

OSHA Task Force: Presented by Mark McSweeney. He added a historical background of work on this project. A discussion was held regarding state adoption of Federal OSHA mandates and the project's impact on daily business operations for Guild members.

PR Task Force: As submitted by Marge Padgitt. She described the work of the task force and mentioned a potential future campaign.

Long Range Planning: As submitted by Diane Pilger. She ensured that the board members received an updated copy of the strategic plan containing revisions from the previous day's workshop.

Technical Advisory Council: As submitted by Jay Walker on behalf of Dennis Dobbs. Mark McSweeney presented a further explanation of the new TAC phone system.

NFPA 31: As submitted by John Pilger.

NFPA 211: As submitted by Randy Brooks.

Site Selection: As submitted by Diane Pilger. She mentioned that plans are in place to encourage attendees to remain active with NCSG programming while in Orlando in 2012. Edmund Poplawski accepted Pilger's invitation to join the committee as the vendor representative. A discussion was held regarding logistics and attractions in Branson, MO, 2013's convention location. Site visits for 2014 will begin this spring with a goal of having a 2014 contract signed by July 2011.

Membership: Presented by Jeremy Biswell. He mentioned plans are in place for future development and thanked the group for their work on the long-range plan during the previous day's workshop. The organization's five-year goal is to increase voting (Voting and Dual) membership by 10 percent.

Government Affairs: As submitted by Phil Mitchell. He added that he plans to increase his communication to state associations upon notice of the introduction of state legislation.

Governance: Presented by Randy Brooks. He explained that the governance committee is focused on looking for strong potential leaders for the organization. A discussion was held regarding nominations for 2012-2013.

Discussion List: Presented by Marge Padgitt. A discussion was held regarding potential changes to the format of and the rules for posting on the discussion list. The board has decided to not make any changes at this time. She added that she is currently seeking committee members.

Recessed at 10:35 a.m.

Reconvened at 10:54 a.m.

Old Business

No old business to report.

New Business

A motion was made by Jeremy Biswell and seconded by Phil Mitchell to accept the resignation of Randy Brooks at Region 6 Director. Voting in favor: All in favor. Motion carries.

A motion was made by Edmund Poplawski and seconded by Mark Maynard to accept the amendment to the NCSG Code of Ethics as presented. A discussion was held regarding the amendments. Voting in favor: Jeremy Biswell, Bob Fleer, Fred Joy, Phil Mitchell, Mark Maynard, Marge Padgitt, Diane Pilger and Edmund Poplawski. Abstaining: Jay Walker. Motion carries.

Conflict of Interest

Board members and Mark McSweeney disclosed potential conflicts of interests including involvement in positions of leadership including directorships or committee member positions with industry organizations. The board has reviewed submitted statements.

A motion was made by Mark Maynard and seconded by Bob Fler that NCSG shall not use Guild funds to purchase alcohol unless pre-approved by the Executive Committee and Executive Director. Voting in favor: All in favor. Motion carries.

A motion was made by Diane Pilger and seconded by Marge Padgitt to resolve that the organization continues to operate the financial functions as approved in the FY10-11 budget for a period of 30 days into FY11-12 if the board is unable to approve the FY11-12 budget prior to August 31, 2011. Voting in favor: All in favor. Motion carries.

The next meeting of the National Chimney Sweep Guild (budget meeting) will be held September 12 and 13, 2011.

A motion was made by Diane Pilger and seconded by Mark Maynard to adjourn the meeting of the National Chimney Sweep Guild. Voting in favor: All in favor. Motion carries.

The meeting was adjourned at 11:47 a.m. Eastern.