

National Chimney Sweep Guild
Board of Directors Meeting
May 11, 2012 – CSIA Technology Center, Plainfield, IN

Minutes approved at the August 17, 2012 meeting.

President Walker called the meeting of the National Chimney Sweep Guild Board of Directors to order at 8:04 am Eastern.

Directors Present: Jeremy Biswell, Dennis Dobbs, Fred Joy, Diane Pilger, Edmund Poplawski, Jay Walker, Randy Brooks (ex-officio)

Directors Absent: Bob Flear (excused), Ken Hoelscher (excused), Phil Mitchell(excused), Mark Maynard (excused)

Staff Present: Mark McSweeney, Melissa Heeke, Ashley Eldridge, Candice Bradbury and Art Garrett (via conference call).

Guest: Bob Ferrari

A motion was made by Dennis Dobbs and seconded by Fred Joy to approve the minutes of the February 2012 meeting. Voting in favor: All in favor. Motion carries.

President's Report: [As submitted](#) by Jay Walker.

Treasurer's Report: As presented by Candice Bradbury

A motion was made by Edmund Poplawski and seconded by Dennis Dobbs to approve the Treasurer's Report as presented. Voting in favor: All in favor. Motion carries.

Executive Director's Report: [As submitted](#) by Mark McSweeney. He added that he has opened an employment search for a new Certification Coordinator. Additionally, he added that the board has received notes from the planning meeting and a copy of the updated strategic plan.

Legal Report: As submitted by Art Garrett.

A motion was made by Diane Pilger and seconded by Dennis Dobbs to approve [the consent agenda as presented](#). Voting in favor: All in favor. Motion carries.

Committee Reports

Long Range Planning: As submitted by Diane Pilger. She thanked the board and staff for participating in the annual planning session.

Bylaw: As submitted by Diane Pilger. Jay Walker mentioned that he'd like to take time to review the bylaws regularly beginning with the August meeting.

Membership Committee: As submitted by Jeremy Biswell. He added that he's pleased with the payment plans that are now available and that he will be working with Bob Ferrari to ensure a smooth transition of the chair position.

National Service Project: As submitted by Jim Bostaph. A discussion was held regarding future projects.

NFPA 31: As submitted by John Pilger.

NFPA 211: As submitted by Randy Brooks. He mentioned that he is chairing a subcommittee on wall pass-throughs and is sitting on a subcommittee on rain cap height requirements. He added that a future meeting is scheduled to be held at the Tech Center. A discussion was held regarding ICC involvement.

NFPA 54: As submitted by Jim Brewer.

Government Affairs: As submitted by Phil Mitchell. A discussion was held regarding potential legislation in Massachusetts.

Ethics Committee: Mark McSweeney presented a brief update on the number of open cases.

Old Business

None submitted.

New Business

- **Confirm appointment of NCSG Region 6 Director**

A motion was made by Fred Joy and seconded by Jeremy Biswell to confirm the appointment of Bob Ferrari as NCSG Region 6 Director. Voting in favor: All in favor. Motion carries.

- **Confirm NCSG Secretary Appointment**

A motion was made by Bob Ferrari and seconded by Edmund Poplawski to confirm the appointment of Jeremy Biswell as Secretary. Voting in favor: All in favor. Motion carries.

A discussion was held regarding the 2013-2014 election and nomination process. Jay reminded the board that each board member and committee chair should be looking for his or her successor.

- **Confirmation of Committee Chair Assignments**

Jay Walker has appointed the following to the Post-Convention Audit Committee: Treasurer, Site Selection Committee Chair, Executive Director and Finance Director. The purpose of this committee is (1) to audit the financial effectiveness of convention and make recommendations to the board for improved future budgets and (2) to gather comments from the board and others for recommended improvements for future conventions.

The meeting was recessed at 9:14 am.

The meeting reconvened at 9:21 am.

The following committee and task force chairs and representatives were named for 2012-2013:

- Bylaws: Diane Pilger
- Capital Improvements Committee Representatives: Jay Walker and Jeremy Biswell
- Convention Site Selection: Diane Pilger
- Ethics: Mark Stoner
- Executive Assessment and Transition Task Force: Jay Walker, Randy Brooks and Diane Pilger
- Government Affairs: Phil Mitchell
- Governance: Randy Brooks
- International Relations: Steve Pietila
- Long Range Planning: Diane Pilger
- Membership: Bob Ferrari
- NFPA 31 Representative: John Pilger
- NFPA 54 Representative: Jim Brewer
- NFPA 211 Representative: Randy Brooks
- Public Awareness Task Force: TBD
- Technical Advisory Council: Dennis Dobbs

A discussion was held regarding the direction of the membership committee.

- **Acceptance of Director Conflict of Interest Statements**
Board members disclosed personal and professional affiliations which may pose potential conflicts.
- **Determination of Budget and November Meeting dates**
Budget meeting: August 15, 16 and 17 (half day), 2012
Fall meeting: November 8, 2012 at 9am Eastern (conference call)

A motion was made Dennis Dobbs and seconded by Edmund Poplawski to adjourn the meeting. Voting in favor: All in favor. Motion carries.

The meeting was adjourned at 10:18am.