

**Approved**  
National Chimney Sweep Guild  
Board of Directors Meeting  
November 9, 2016 – 10 a.m. EST  
Plainfield, IN, Board Members Joining via Go-To-Meeting

President Jeremy Biswell called the meeting of the National Chimney Sweep Guild Board of Directors to order at 10: 03 am EST

**Directors Present:** Jeremy Biswell, Jasper Drengler, Ron Rust, Mike Elliott, Jeff Keefer, Tom Hunkele, Stuart Karanovich, Ed Ridgeway, Diane Pilger (ex-officio), Greg Boss, Bob Ferrari

**Directors Absent:** Dennis Dobbs

**Staff Present:** Frances Kelly, Megan McMahon, Ashley Eldridge, Darcy Marlett

**Guests Present:** Jay Walker, Governance Chair

**A motion was made** Ed Ridgway by and seconded by Jeff Keefer to accept the minutes from the August 5, 2016: All in favor. Motion carries. A couple of minor corrections were made to the minutes prior to final approval.

**President's Report:** As submitted by Jeremy Biswell

**Treasurer's Report:** As submitted by Ron Rust

**A motion was made by** Jasper Drengler and seconded by Greg Boss to accept the Treasurer's Report. All in favor. Motion carries.

**Executive Director's Report:** As submitted by Frances Kelly

**Education Director's Report:** As submitted by Ashley Eldridge

**Marketing Report:** As submitted by Darcy Marlett

**Membership Coordinator Report:** As submitted by Debbie Cornelius

**Legal Report:** As submitted by Art Garrett

**Consent Agenda**

**Director Reports:**

- **Region 1** as submitted by Mike Elliott
- **Region 2** as submitted by Ed Ridgeway
- **Region 3** as submitted by Ron Rust
- **Region 4** as submitted by Jeff Keefer
- **Region 5** as submitted by Jasper Drengler

- **Region 6** as submitted by Bob Ferrari
- **Supplier Director** as submitted by Stuart Karanovich

**Committee Reports:** As submitted

- **Bylaw Report** as submitted by Jasper Drengler
- **Ethics Committee Report** as submitted by Andy Raycroft
- **Governance Report** as submitted by Jay Walker
- **International Relations Report** as submitted by John Pilger
- **Membership Committee Report** as submitted by Bob Ferrari
- **NFPA 211** No Report
- **NFPA 31** as submitted by John Pilger
- **NFPA 54** No Report
- **Site Selection** as submitted by Frances Kelly
- **Technical Advisory Council Report** as submitted by Michael Segerstrom
- **Apprenticeship Committee Report** as submitted by Jim Bostaph
- **Scholarship Committee Report** as submitted by Gregg Boss

**A motion was made** Ron Rust by and seconded by Bob Ferrari to accept the consent agenda. All in favor. Motion carries.

**Old Business**

- None at this time

**New Business**

- Intent to run for office
  - Jasper Drengler intends to run for president
  - Ron Rust intends to run for treasurer
  - Tom Hunkele intends to run for secretary
- Employee handbook updates – updates were needed to accommodate the Department of Labor changes that will take effect December 01, 2016.

**A motion was made** by Ron Rust seconded by Bob Ferrari to accept the changes to the employee handbook. All in favor. Motion carries.

- Convention planning- celebrating the 40th
- Next meeting date: March 14, 2017, 1-3 pm EST, Galt House, Louisville, KY. Business dress is requested for the meeting.

**A motion was made** Greg Boss by and seconded by Ron Rust to adjourn the meeting.

**Meeting adjourned** at 11:09