**Approved**

**Chimney Safety Institute of America**

## Board of Directors Meeting

## August 6th, Plainfield IN, Technology Center

President Chuck Roydhouse called the meeting of the Chimney Safety Institute of America Board of Directors to order at 9:02am

**Directors Present**: Chuck Roydhouse, Tommy Nelms, Darin Bibeau, Avery Soderman, John Pilger, Chuck Hall, Mark Stoner, John Ceaser

**Directors Absent:** Hope Stevenson, Kurt Felgemacher

**Guests Present:** Art Garrett, Jasper Drengler

**Staff present:** Russ Dimmitt, Megan McMahon  
  
**A motion was made** by Tommy Nelms to accept minutes from the May 2019 minutes. Seconded by Darin Bibeau Approved unanimously.

**President’s Report:** As submitted by Chuck Roydhouse

**Treasurer’s Report:** As submitted by Darin Bibeau

**Motion made by** motioned to accept Treasurers report, by Chuck Hall, seconded by John Pilger. Motion passed.

**Executive Director Report:** As submitted by Megan McMahon

**Director of Education Report**: As submitted by Russ Dimmitt

**Legal Report:** As submitted by Art Garrett, Keller & Heckman LLP.

**Consent Agenda**

* **Affiliated Trades Committee Report** as submitted by Chuck Hall
  + Added FDIC to schedule and confirmed volunteers to assist with the booth
  + Staff to purchase pop-up banners to distribute to board members to take to regional and state shows
* **Certification Committee Report** as submitted by Tommy Nelms
* Waiting on the new manual and exam for updates
* **CEU Committee Report** as submitted by Donna Kasmer
  + Shift from Donna to new program coordinator as the internal facilitator
* **Education Development Committee Report** as submitted by John Ceaser
* **Governance Committee Report** as submitted by Hope Stevenson
* **International Relations Committee Report** as submitted by John Pilger
* **Long Range Planning Committee Report** as submitted by Tommy Nelms
  + Avery Soderman will take over the Long Range Planning Committee
* **Product Acceptance Committee Report** as submitted by Megan McMahon on behalf of Eric Adair
* **C-DET Committee Report** as submitted by John Bently

* **Ethics Committee** as submitted by John Pilger
  + Mark Stoner will be chair moving forward
    - * Members include John Pilger, Lisa Felgemacher and Doug Hetsch
* **Finance Committee Report** as submitted by Darin Bibeau
* **Master Chimney Sweep Taskforce Report** as submitted by John Pilger
* **Safety Committee** as submitted by Tommy Nelms

**Motion made by** motioned made by John Ceaser to accept consent agenda, seconded by Chuck Hall. Motion Passes.

**Old Business**

* No new business at this time

**New Business**

* Approval of the Fiscal year 19-20 Budget
  + Motion to approve by Tommy Nelms and seconded by Chuck Hall. Motion passes.
* Promoting OSHA Standards of Industry Awareness (John Ceaser)
  + John Ceaser explained his recent interaction and fine with the New Hampshire OSHA group. The CSIA BOD agreed that we need to advocate safety continuously within the industry and share stories to promote awareness. It was noted that we have focused on homeowner safety for years and now is the time for us to shift to include the safety of the technicians within the industry.
* Proposal from CRANKIN, LLC (Bob Ferrari)
  + In attempts to accelerate the work NCSG is doing with our legal team to get OSHA standards within our industry, Crankin will use other industries approved regulations and compile them into a document to submit to OSHA for approval in the Chimney and Venting industry.
  + CSIA is willing to consider paying for half of the expense but would like clarification on what the “program” within the contract is.
* Safety Direction
  + Share stories to spread awareness
  + Offer classes concentrating on safety
  + Safety audit to be conducted on the CSIA Technology Center
* Set next meeting dates:
  + November 13th, 10am-12pm est. GoToMeeting

Motion to adjourn by Tommy Nelms and seconded John Pilger by at 10:52.