## Approved

## Chimney Safety Institute of America

## Board of Directors Meeting

## May 10, 2019 CSIA Technology Center

President Chuck Roydhouse called the meeting of the Chimney Safety Institute of America Board of Directors to order at 8:30 am

**Directors Present**: Mark Stoner, Chuck Roydhouse, Chuck Hall, Tommy Nelms, Darin Bibeau, John Ceasar, Avery Soderman, Kurt Felgamacher,

**Directors Absent:** Hope Stevenson, John Pilger (on official CSIA business)

**Guests Present:** Jasper Drengler

**Staff present:** Russ Dimmitt, Megan McMahon  
  
**A motion was made** by to accept minutes from Chuck Hall to accept the April 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 and seconded by Tommy Nelms. Motion passed.

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

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

**Director of Marketing Report:** As submitted by Megan McMahon

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

**Consent Agenda**

* **Affiliated Trades Committee Report**
  + As submitted
* **Certification Committee Report**
* No update
* **CEU Committee Report** as submitted by Donna Kasmer
  + - Additional questions were presented in regards to what is- no activity, denied and approved?
* **Education Development Committee Report** as submitted by Tommy Nelms  
  - discussion was had regarding ropes and Jim Brewer. Our OSHA Group is in the process of hiring Jim Brewer to be one of their instructors.
  + Additional commentary made regarding instructors and finding new and younger instructors. Megan and Russ indicated they are in constant search of individuals that fit this.
  + A suggestion was made to look at master sweep pool as a potential to find new instructors
* **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 Chuck Roydhouse
* **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
  + - John is going to finish out the current case and then Mark Stoner is going to take over that committee – Mark will let Annemarie know about the committee changes
* **Finance Committee Report** as submitted by Darin Bibeau
  + Mark Stoner mentioned potentially changing the auditors
    - RFP to be sent to new firm (s) for potential use moving forward
    - Megan will create the RFP and submit proposals to Darin for review
* **Master Chimney Sweep Taskforce Report** as submitted by John Pilger
  + - Chuck R would like to see this moved from a taskforce to a committee
    - Also mentioned the wood and pellet and attempting to bring that back for ease of obtaining
    - Tracking on who is close to obtaining the certification (with CSIA/tenure)
* **Roadshow committee report** as submitted by Megan McMahon on behalf of Mike Segerstrom
  + Push the OSHA- Taryn sent the updated list to Russ
* **Safety Committee**- submitted by John Ceaser

* **Motion made by** motioned made by Tommy Nelms to accept consent agenda, seconded by Darin Bibeau. Motion Passes.

No old business to discuss

New Business

* Seating of new board members
  + Kurt Felgemacher
  + Avery Soderman
* Swearing in of board members – Megan read the oath of office to the board of directors in addition to the treasurers and presidents separate oath
* Vacancy- Chuck Roydhouse thanked Mike Segerstrom for his service and asked the board to send him suggestions for additional interest in board members or committee members
* Conflict of interest declarations
* Affiliated trades
* Next meeting dates:
  + August 5-6, 2019 Tech Center, Plainfield, IN

Motion to adjourn by Nelms and then Hall at 9:54am