## Approved

## Chimney Safety Institute of America

## Board of Directors Meeting

## July 17th, 2020 Plainfield, IN

President Chuck Roydhouse called the meeting of the Chimney Safety Institute of America Board of Directors to order at 9:03am

**Directors Present**: Chuck Roydhouse, Tommy Nelms, Mark Stoner, Hope Stevenson (Zoom), Darin Bibeau, John Pilger, John Ceaser, Avery Soderman

**Directors Absent:** Kurt Felgamacher

**Guests Present:** Art Garrett

**Staff present:** Russ Dimmitt, Megan McMahon  
  
**A motion was made** by Tommy Nelms to accept minutes from the March 31, 2020 minutes. Seconded by John Ceasar. Approved unanimously.

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

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

**Motion made by** John Pilger to accept Treasurers report, and seconded by Tommy Nelms. 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
* **Certification Committee Report** as submitted by John Ceaser
* **CEU Committee Report** as submitted by Chuck Roydhouse
* **Education Development Committee Report** as submitted by John Ceasar
* **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
* **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 Mark Stoner
* **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 John Pilger** to accept consent agenda, seconded by Darin Bibeau. Motion Passes.

Old Business

* Certified Chimney Specialist Update
  + Talking points to be put together for the board to accurately answer questions

New Business

* Swearing in (oath of office) of board members
* Conflict of interest declarations
* NFI Core Exam – CSIA Exception
  + Study cost to be split with PDRI for similarities between NFI core exam and CSIA Certified Chimney Sweep Exam. If a CCS (sweep) wants to become NFI certified, they will not have to take the CORE exam, they will just be required to take the fuel type.
  + Board agrees to participate in the study and split the cost with NFI
* CCS Spanish exam and manual
  + Board agrees we should continue to explore the option – put the cost into the budget for FY 20-21
* CCP
* Presidents Role
* Mission, Vision, Core Values revisions
  + Mission Statement- Promote public awareness of chimney, venting and clothes dryer safety by educating and certifying industry professionals.
  + Vision- Every family enjoys a safe, warm home.
  + Core Values
    - Professionalism is its own value
    - Professionalism- possessing the knowledge, skills and good judgment to be the primary resource to our customers.
  + Motion to accept the changes by Tommy and second John C. to approve the changes. All approve- motion passes
* Dave Hannah- Chimney Phoenix- Hall of Fame
  + Board agreed to explore Hall of Fame type recognition at a later date
* Next meeting dates
  + August 12-13th, 2020 Plainfield, IN

**Motion made by** Mark Stoner and seconded by Darin Bibeau toadjourn at 12:08pm.