

Approved- Final
Chimney Safety Institute of America
Board of Directors Meeting
May 15, 2018 – 8:30 a.m. EST
CSIA Technology Center, Plainfield, IN

President Chuck Hall called the meeting of the Chimney Safety Institute of America Board of Directors to order at 8:35 am.

Directors Present: Chuck Hall, Mark Stoner, John Pilger, Mike Segerstrom, Tommy Nelms, Hope Stevenson, Darin Bibeau, Eric Adair,

Directors Absent: Art Garrett, Eugene LaFlamme

Staff Present: Megan McMahon, Zach Zagar, Russ Dimmitt

Guests Present: NCSG President Jasper Drengler

A motion was made by Hope Stevenson to accept minutes from April as edited. Seconded by Chuck Roydhouse. Approved unanimously.

President's Report: As submitted by Chuck Hall.

Treasurer's Report: As submitted by Darin Bibeau.

Motion made by motioned to accept Treasurers report, by Mike Segerstrom, seconded by Tommy Nelms. Motion carried.

Association Manager Report: As submitted by Megan McMahon.

Director of Education Report: As submitted by Russ Dimmitt

Director of Marketing Report: As submitted by Zach Zagar.

Question from Stoner regarding certification numbers. CCS – steady; CDET on the rise.

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

Consent Agenda

Committee Reports:

- **Affiliated Trades Report** as submitted by Patrick Tinsley.
- **Certification Committee Report** as submitted by Mike Segerstrom.
- **CEU Committee Report** as submitted by Bo Tasso.

Hall reported a conversation with Donna regarding manual CEU input. Megan and staff are working on improving automation.

- **Education Development Committee Report** as submitted by Tommy Nelms.

Hall asked for print date for manual. Nelms assures board that manual will be in use for tests by Norfolk convention.

- **Governance Committee Report** as submitted by Hope Stevenson.

Stoner: What is max # of board? Min of 9, Max of 11.

- **International Relations Committee Report** as submitted by John Pilger.
- **Long-range Planning Report** as submitted by Chuck Roydhouse.
- **Product Acceptance Committee Report** as submitted by Eric Adair.
- **C-DET Committee Report** as submitted by John Bently.
- **Apprenticeship Committee Report** no new activity to report at this time.
- **Ethics Committee Report** submitted by Eric Adair.
- **Finance Committee Report** submitted by Darin Bibeau.
- **Master Chimney Sweep Taskforce Report** as submitted by John Pilger.

Pilger spoke with EPA BurnWise, consideration for adding BurnWise course as Master Sweep requirement. Need additional ideas to promote credential.

- **Roadshow** as submitted by Mike Segerstrom.

Masonry will no longer be a Road Show course.

Motion made by motioned to accept the consent agenda, by Tommy Nelms, seconded by John Pilger. Motion carried.

Old Business

- Facility Expansion – on hold due to tepid response to Ropes in Texas. Potential to broaden idea to include additional safety topics. Temporarily tabled.

New Business

- Industry outreach (Pilger)
 - Need to increase presence (education or attendance) at state/regional events and supplier regional education events.
- Marketing (Pilger)
 - Marketing strategies for eLearning, in-person courses, etc
- Legal Review of Manual – committee considering Eugene LaFlamme to evaluate manual.
- Annual conflict of interest disclosures (declared and signed)
- Annual board orientation signatures (signed)

- Review of ethics and board requirements.

Motion to recess at 1pm by John Pilger, seconded by Tommy Nelms, passed.

Motion to reconvene at 5:28 by John Pilger, Tommy Nelms seconded, passed.

Discussion about CEU's at third party events and potential changes in policy.

Next meeting dates:

- August 13-14 – Budget Meeting – Plainfield, IN

Motion to adjourn by Hope Stevenson; 2nd by Darin Bibeau

Meeting adjourned by Chuck Hall at 5:39 pm