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Board Meeting 05/29/2002, Wednesday  
San Diego, CA. Regency Room, Horton Grand

Meeting called to order by President Roger Ohman, Jr.

Attending the meeting were:

James Cahill,	Rick Knoche,	Ladd Poor,
Ritchie Castonguay,	Wayne Koepke,	Dave Ritchie,
Andy Ciupa,	Jim Krull,	John Sakach,
Brad Closson,	Paul Kuber,	Michael Scheibach,
Russ Donaldson,	Skip Ohman,	Andrew Wilson
Gary Hoffmeister,	Ken Overton,	
Jerry Klinke,	Mike Parnell,	

Bob Scherbarth and Eric Paivio were unable to attend the meeting. Guest member attendees were Ted Blanton, Ron Overton, Mike Riggs and Scott Whitman. Staff present were Suzanne and Dick Stilwill.

## **I. Welcome**

A. Welcome comments from President Skip Ohman, Jr. Review of Board book

B. At this point, President Ohman turned the meeting over to Board Chairman, Mike Parnell.

C. Review and discussion of the Board commitment brochure. Suggestion to add first two paragraphs to the membership documents by Brad Closson. Staff to handle.

## **II. Minutes**

A. Minutes from the previous meeting were reviewed. Motion to approve as written by Paul Kuber, second by Ken Overton. Moved to vote, accepted unanimously

## **III. Election Results**

A. Review of election results. Election final. 36 votes returned, all approving. Discussion of candidates elected. Executive committee consists of Ron Overton, President, Wayne Koepke, Vice President, Paul Kuber, Treasurer and Ritchie Castonguay, Secretary. Two Board position elected were Eric Paivio and Skip Ohman.

## **IV. Attendance Report**

A. Member attendance at the National Assembly was presented with 55 member attendees, 8 non members and 5 spouses. Membership was reported at 104, due to recent membership signings, which occurred at the Assembly.

## **V. Convention review**

A. President Ohman reviewed the schedules for the assembly, including the workshops

## **VI. Financials**

A. Financials were briefly reviewed. Final approval deferred until Saturday Board meeting. Skip Ohman was reconfirmed as funds manager. Staff requested to investigate means to include financials in password protected section of the website.

## **VII. By-Laws review**

A. Reviewed results of the vote, also reviewed recommendations still up for consideration. Discussions of the requirements for passing a change, which requires a number equal to or exceeding 50% of the membership to pass changes. The issue of proxies will be handled by the committee.

B. Board reviewed the changes to the By-Laws on an individual basis.

Item 1, article 4, section 8, requested change, strike “in April of”. Motion to approve by Wayne Koepke, second by Brad Closson, question passed unanimously.

Item 2, article 6, section 3H, requested change, strike “by March 15th”. Motion to approve by Wayne Koepke, second by Paul Kuber, question passed unanimously.

Item 3, article 7, section 5, requested change, change term to two years, effective 2003 election. Motion to approve by Brad Closson, second by Paul Kuber, question passed unanimously.

Item 4, article 8, section 1, requested change, strike “the committee shall strive to present at least two candidates for each balloted position”. Motion to approve by Ken Overton, second by Paul Kuber, question passed unanimously.

Items 5&6 motion tabled until Saturday’s Board meeting, pending research on legality issues.

## **VIII. CCAA Discussion**

A. Discussion on CCAA regarding any means to achieve synergies with working together on common issues. Board requested Wayne Koepke to review the situation and report at the business meeting.

## **IX. Committee Requirements**

A. The chair then polled each committee chairman for requirements to run their individual meetings. No special requirements were requested.

## **X. Motion to adjourn**

Motion to adjourn meeting by Wayne Koepke, second by Paul Kuber, question passed unanimously.

Respectfully submitted,

R.E. Stilwill

Board Meeting 06/01/2002, Saturday  
San Diego, CA. Regency Room, Horton Grand

Meeting called to order by Board Chairman Mike Parnell

Attending the meeting were:

James Cahill,	Wayne Koepke,	Ladd Poor,
Ritchie Castonguay,	Jim Krull,	Dave Ritchie,
Andy Ciupa,	Paul Kuber,	Michael Scheibach,
Brad Closson,	Ken Overton,	Andrew Wilson
Russ Donaldson,	Ron Overton,	
Gary Hoffmeister,	Mike Parnell,	
Rick Knoche,	Eric Paivio,	

Skip Ohman, Jerry Klinke & John Sakach had to leave early for travel reasons. Bob Scherbarth was unable to attend the meeting. Guest member attendees were Gary Carwell and Scott Whitman. Staff present were Suzanne and Dick Stilwill.

### **I. Management Company Review**

A. Discussion of operation hours by the management company, Marketing Concepts, Ltd, on association issues. Board discussed a 40 hour per month schedule at \$40.00 per hour. Motion to approve fee schedule by Brad Closson, second by Paul Kuber. Question approved unanimously.

### **II. Internet Review**

A. Motion on the Internet budget to be increased to \$2,500.00 per year by Ken Overton, second by Paul Kuber. Management fee was increased to \$1,600.00 per month to cover additional duties related to the website. Question approved unanimously. This to allow the association to increase the capabilities of the site.

B. Motion to move the existing ACRP website to the Affiniscap hosting by Wayne Koepke, second by Paul Kuber. Question passed unanimously.

C. An Internet committee was established consisting of Jerry Klinke, Member Services Committee Chairman, with Andy Ciupa chairing the Internet subcommittee. Gary Carwell, Michael Scheibach and Ron Overton will serve on the committee.

D. The committee will set the format of the home page, the details of the sub pages, the potential for advertising income, security issues and specific member needs for content, to name a few of the necessary steps to set the site in operation.

### **III. CD**

A. Discussion on CD issues was tabled until the January Board meeting.

### **IV. Masterlink/Membership**

A. Discussion on Masterlink promotion. Jerry Klinke, Skip Ohman and Dave Ritchie will work on a committee to set advertising guidelines and explore other issues involving the newsletter. Ron Overton will review the focus of Masterlink, its uses, marketing potential or use as a member only communication.

B. Membership promotion will be handled by the same above mentioned committee. They will also be involved with membership growth and planning on ways to increase membership. Ron Overton will communicate action plans on promotion with the committee members and will get this information to the Board before the next Board meeting.

## V. Safety Committee

A. Discussion on using the website as a means to get the issues involved with Ladd Poor's committee posted for review. This committee's work represents the association's position on what training guidelines should be and how they are to be distributed to the public sector.

B. August 1st is the target date for review of the first two guidelines and October 1st for the other four, followed by approval in January and finally presentation to the general assembly at the next meeting.

## VI. ACRP Position Papers

A. Motion for a best practices statement dealing with ACRP position documents handling by Mike Parnell, second by Ken Overton. Question passed unanimously. Best practice involves the Association President presenting such documents destined for public release for review and adoption by at least a 2/3 approval of the Board and then the same process for the general assembly. Documents passing this review process are then approved for public consumption.

~~B. Staff is requested to attach this best practices procedure to the last page of the By-Laws:~~

### ACRP "Official Position" Documents

The Board has determined that "official position" documents which are released for general public use must be previously approved by 2/3 of the Board and 2/3 of the Membership. This approval requirement excludes The Master Link newsletter, requests for information or interpretation, regulation and standards inquiries, and other business communiqués.

Documents which have been produced and meet the definition of "official position" included the 10 Point Standards of Excellence in Training and the Crane Inspection Guideline on disk. The upcoming Guidelines for Training being produced by the Public Safety and Training Committee will be "official position" documents and will need to be approved by the above process.

## VII. Committee Review

A. Review of the committees by Ron Overton, who discussed the member participation to date in the various committees. Following is a listing of the committee membership to date:

Public Safety -	Russ Donaldson and Andrew Wilson
Regulations -	Mike Parnell and Ritchie Castonguay
Long Range Planning -	Jim Cahill and Michael Scheibach
Nominating -	Rick Knoche and John Sakach
Member Services -	Jerry Klinke

Under Member Services are these sub committees

CEU -	Jim Cahill
Internet -	Andy Ciupa
Promotion -	Jerry Klinke and Skip Ohman
New Member -	Suzanne Stilwill
Assembly -	Ron Overton, Skip Ohman and Paul Kuber. With assistance from Danny Bishop, Joe Crispell, Gary Carwell, Dave Ritchie (golf), Jim Krull (speakers) and Eric Paivio (speakers)

### **VIII. Chairman Confirmation**

A. Motion to confirm Mike Parnell as Chairman of the Board by Ron Overton, second by Ken Overton. Passed unanimously.

### **IX. OSHA Representative**

A. Discussion to select an appointee to represent ACRP on the OSHA negotiated rule making committee dealing with sub part "N", which was previously approved as an action by the general assembly. Jim Cahill was appointed as the ACRP representative to be submitted for approval for participation on the committee by OSHA, by Board unanimous action.

### **X. January Board Meeting**

A. Discussion as to timing of the January Board meeting. Staff to email the Board with a selection of available dates in a good, better, best format. Staff was also directed to reduce the Board expense budget for 2003, by eliminating the room expense. Board members will pay for their own room in the future.

### **XI. Executive Committee**

A. Suzanne Stilwill reported on the results of her inquiry as to the law with regard to the executive committee members, specifically the Treasurers and Secretary position. She reported that under Washington State law, the association was required to maintain at least three positions. Secretary, Vice President and President. The President can not hold the Secretary and President position simultaneously. Nominating committee to make a recommendation to the Board.

### **XII. Motion to adjourn**

Motion to adjourn by Mike Parnell, second Paul Kuber. Passed unanimously.

Respectfully submitted,

R.E. Stilwill