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Board Meeting 01/17/2003, Friday
Las Vegas, Harrah's, Suite 1

Meeting called to order by President Ron Overton

Attending the meeting were:

James Cahill,
Ritchie Castonguay,
Andy Ciupa,
Jerry Klinke,
Wayne Koepke,
Rick Knoche

Jim Krull,
Paul Kuber,
Skip Ohman,
Ken Overton,
Ron Overton,

Mike Parnell,
Ladd Poor,
Dave Ritchie,
John Sakach,
Michael Scheibach,
Andrew Wilson

Brad Closson, Russ Donaldson, Gary Hoffmeister, Eric Paivio and Bob Scherbarth were unable to attend the meeting. Russ Donaldson, Gary Hoffmeister and Bob Scherbarth have submitted their resignations from the Board to the association office. Guest member attendees were Luc Bidal. Staff present were Suzanne and Dick Stilwill.

I. Welcome

A. Welcome comments from President Ron Overton Review of Board book

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

1. Review and discussion of the Board functions.
2. Introduction of attendees

II. Minutes

A. Minutes from the previous meeting were reviewed. Motion to approve as written by Jerry Klinke, second by Wayne Koepke. Moved to vote, accepted unanimously

III. Financials review

A. Review of financials by Skip Ohman, the Association Funds Manager. Future financials are to have page numbers to facilitate easier review. Discussion on allocation of management fee. Decision to be considered and a proposal returned for Board review.

B. Motion to approve as written by Andrew Wilson, second by John Sakach. Moved to vote, accepted unanimously

IV. By-Laws review

- A. Discussion on the issue of combining the positions of Secretary and Treasurer into the Secretary/Treasurer position for purposes of reducing the Executive committee from four to three members.
- B. Group agreed to consider changing Article 8, section 8, to read that Board vacancies that do not bring the board categories below the prescribed minimum level, will be filled at the next general assembly meeting.
- C. Motion for a best practices statement dealing with ACRP position documents handling made during the Board Meeting 06/01/2002, Saturday, page 2, item VI to be tabled permanently as this is covered in Article VII of the association By-Laws by Ken Overton, second by Skip Ohman, passed unanimously.
- D. Mike Parnell and Ritchie Castonguay will prepare a memo on the subject for the membership. Also staff to include an article in Masterlink, highlighting the major highlights of this section of the By-Laws, also include information in the new member packet and add to the code of ethics on the website.
- E. Develop a disclaimer statement for the website dealing with position papers, etc.
- F. Mike Parnell will prepare a summary of proposed By-Laws changes to be sent to members in good standing on February 16th, 2003, for approval consideration.
- G. Mike Parnell reviewed proposed changes to the By-Laws and asked for a verbal approval on all the proposed changes for the attending Board members.
- H. Revisions of the By-Laws are to be sent to those members in good standing after February 15, 2003.
 - a. Motion to send out the ballot as outlined above by Mike Parnell, second Paul Kuber. Passed unanimously.
 - b. Motion to eliminate Article VI, section 1, item d, the word "Treasurer". Also Section 6, item a through e, by Michael Scheibach, second by Jim Krull, passed unanimously.
 - c. Motion to amend Article VI, section 1, item c to read Secretary/Treasurer by Skip Ohman, second by Paul Kuber. Passed unanimously.
 - d. Motion to change the word "Secretary" or "Treasurer" to Secretary/treasurer throughout the By-Laws by Wayne Koepke, second by Paul Kuber. Passed unanimously.
 - e. Motion to change the duties under Article VI, section 5, items a through d, to read duties as assigned by the President, by Wayne Koepke, second by Skip Ohman. Passed unanimously.

V. Annual Assembly Review

- A. Report by Suzanne Stilwill on the status of the plans for the 2003 Assembly in Detroit. Hotel, surrounding area attractions, issues on transportation from airport.
- B. Group discussion on room rate levels. Convention committee to submit potential sites to Suzanne who will provide available room rates and associated costs for each site. This will enable the committee to select sites with room rates in the under \$99.00 range.
- C. Michael Scheibach informed the Board that Mercor will supply ACRP with a free ad for the 2003 assembly. They will also use ACRP contributor articles in their magazines to help promote Detroit.

VI. Masterlink Review

- A. Use as a recruiting tool
- B. Frequency of publication discussed. Spring issue to cover the assembly. Fall issue to cover the events of the assembly.
- C. Article submission timing also discussed.
- D. Discussion on using extra copies for distribution to prospective members.

VII. CHC 2003 (Crane & Hoist Conference & Exhibition) Review

- A. Michael Scheibach reported on the status of the CHC in Chicago around October 1st, 2003.
- B. Website to be launched next week with link to the ACRP website
- C. CHC will be promoted in the February issue of four of the Mercor magazines along with a email blast to 80,000 addresses. ACRP, as co-sponsor to derive a lot of exposure.
- D. CHC is planning on 50 booths. The program is due to be published in the March/April time period.
- E. The plans call for 40 sessions with 10 session per track.
- F. Mike Parnell reported on the Portland meeting. ACRP benefits as co-sponsor of the event would be the exposure to the attendees, the education and the potential for new members.
- G. ACRP can have a booth at the show. Use to project the image of the association.
- H. Michael Scheibach agreed to allow any ACRP member who attends the meeting in Detroit, to attend the CHC in Chicago with no registration fee.

I. Discussion about future plans for a combined CHC and ACRP meeting. Study moving together in 2004.

J. Skip Ohman requested a project chart to assist in putting together the training tracks. Mike Parnell assumed responsibility for coordination of a timeline.

VIII. Committee Reports review

A. Public Safety Committee report by Andrew Wilson. The committee is expecting to have completed work on the rigger training and overhead operator documentation. Target date is April 15th. The committee expects to have the information available for the attendees in Detroit.

B. Regulations & Standards Committee report by Mike Parnell. The committee has sent requests to ASME for clarification on standards such as hook deformation, container cranes standards, rigging hardware updates, etc.

C. Long Range Planning Committee report by James Cahill. Reported on the committee's goals and planning. They are developing timelines for each item.

D. Nominating Committee report by Rick Knoche. Reported on members up for election and open board positions brought about by several resignations. Gary Hoffmeister, Bob Scherbarth and Russ Donaldson all had submitted their resignations.

E. Member Services Committee report by Jerry Klinke.

a. Discussion on work for the CD. Motion to update the budget by \$1,200.00 to cover the cost of producing the new CD by Ken Overton, second Skip Ohman. Passed unanimously.

b. Discussion on the new member mentoring program. New member are to asked for their suggestion as to a person to serve as their big brother, if they know someone in the membership they would prefer to serve in this capacity. Staff requested to send new member information to Paul Kuber, who will set up the big brother.

F. National Assembly report by Ron Overton. Discussion on agenda plans and tours.

a. Skip Ohman and Ron Overton will contact Gary Carwell and Joe Crispell on possible Rouge plant tour.

b. All Assembly sponsors receive a complimentary ad in the program.

c. Ron Overton will put together a checklist of Assembly activities.

d. Suggestion to contact Michigan OSHA office for possible presenters.

e. Discussion on developing the program to qualify for CEU application.

IX. General discussion

A. Motion to offer the members of CCAA the same registration rate for the Detroit Assembly as those offered to ACRP members by Skip Ohman, second Wayne Koepke. Passed unanimously.

B. Request to establish a calendar with dues dates for committees, Board members, etc on all association actions. Wayne Koepke will produce the document.

X. Adjournment

A. Motion to adjourn by Paul Kuber, second Skip ohman. Passed unanimously

Respectfully submitted,

R.E. Stilwill