

ACRP Board Meeting Minutes
Monday, October 18, 2004
Radisson O'Hare
Chicago, IL.
Board Room

Mike Parnell and President Ron Overton presiding. Attending were:

Devon Beasley	Jerry Klinke	Mike Parnell
Danny Bishop	Paul Kuber	Mike Riggs
James Cahill	Ray Linton	John Sakach
Ritchie Castonguay	Todd Nicholes	
Andy Ciupa	Ron Overton	

Not attending were Rick Knoche, Jim Krull, Skip Ohman, Eric Paivio and Andrew Wilson.

Staff present were Suzanne and Dick Stilwill

- I. The meeting was called to order by Mike Parnell who had been asked to chair the meeting by Chairman Ohman who was unable to attend due to a business commitment. Mr. Parnell called for attendee introductions as the Board had several new members attending for the first time.
- II. Motion to approve the minutes of the January 21, 2004 Board meeting with name correction in section one by Jerry Klinke, second by Devon Beasley. Passed unanimously.
- III. General housekeeping discussion. Certificate of insurance was reviewed. Group reviewed the meeting agenda.
- IV. Financials were reviewed.
 - A. Review of the 2003, YTD 2004 statement of earnings for both the administrative and assembly, the balance sheet as of 9/30/04 and the current bank statement thru 10/10/04.
 - B. Motion to approve the financials as presented by Ray Linton, second by Jerry Klinke. Passed unanimously.
- V. Review of current list of Board members and Officers
 - A. Open Executive committee position of Vice President discussed. Paul Kuber is nominated to fill the open term of office to June of 2005. Staff to set up a ballot and initiate the election process.
 - B. Mike Parnell, Todd Nicholes and Danny Bishop will review article 7, section 9 of the By-Laws to determine any applicable changes regarding issues of vacancies and changing of officers, etc.
 - C. Review of the By-Laws section dealing with the levels of Board representation by member category. Motion by Mike Parnell, second by Andy Ciupa, to recommend a change to the By-Laws Article IV, Section 5 to read as follows. Passed unanimously.

3 to 8 Professional Members
3 to 8 Corporate Members
3 to 8 Associate Members

- VI. Review of membership in section 5 of the Board book.
- A. Review of member roster with respect to the categories of membership. (i.e. Professional, Corporate and Associate) Restructured categories are as follows:
- | | | |
|-------------------------|---|----------------------|
| Professional | - | 14 with two unpaid |
| Additional Professional | - | 11 |
| Corporate | - | 20 with four unpaid |
| Additional Corporate | - | 25 with eight unpaid |
| Associate | - | 26 |
| Additional Associate | - | 20 with one undpaid |
- B. Board to receive listing of paid and unpaid in March 2005
- C. The following is a list of volunteers, who were to contact those companies showing dues unpaid.
- | | | |
|----|---------------------|--|
| 1. | Skip Ohman: | Carpenter Group, Craneworks, Ford Motors, Newell Davis |
| 2. | Mike Parnell: | Chelan, Jeff Boat, Progressive Energy, United States Crane |
| 3. | Ron Overton: | Hane, Dave Ritchie |
| 4. | John Sakach: | Joe Roberts |
| 5. | James Cahill: | Slingmax |
| 6. | Ritchie Castonguay: | Red River College |
- D. Discussion on soliciting new members. James Cahill will contact Ed Shapiro
- VII. Committee reports. The committee listing was updated. A copy of the committee listing is attached to these minutes as attachment A.
- A. Public Safety Committee suggestion was to have the committee work on the mobile and overhead operator safety guidelines during committee meeting. Plan to release the mobile crane operator guidelines in the next several months to be published in numerous industry publications. This would serve to publicize and promote the work of ACRP.
- B. Regulations Committee report by Mike Parnell, who reviewed various work being done on B30 regulations.
- C. Long Range Committee report by James Cahill, who reviewed the goals of the committee and reported that the CEU program is completed. The official IACET plaque designating ACRP as an authorized provider was displayed.
- D. Nominating committee. To prepare a ballot for the Vice President position opening.
- E. Member Services committee. Jerry Klinke reviewed the CEU program and how it would be handled for the CHC educational sessions.
- VIII. Discussion on attendance at the 2004 assembly and CHC. Reasons for not attending ranged from conflict with AWRP, other work related issues, economy, destination and length of conference.
- IX. Board will reconvene at 5:00 pm on Wednesday, the 20th. Staff to obtain a meeting room and advise the Board.

Respectfully submitted:

R.E. Stilwill
Staff, ACRP

ACRP Board Meeting Minutes
Monday, October 20, 2004
Radisson O'Hare
Chicago, IL.
Board Room

Mike Parnell and President Ron Overton presiding. Attending were:

Devon Beasley	Jerry Klinke	Mike Parnell
Danny Bishop	Paul Kuber	Mike Riggs
James Cahill	Ray Linton	John Sakach
Ritchie Castonguay	Todd Nicholes	
Andy Ciupa	Ron Overton	

Member guest present was Terry Driscoll

Not attending were Rick Knoche, Jim Krull, Skip Ohman, Eric Paivio and Andrew Wilson.

Staff present were Suzanne and Dick Stilwill

- I. The meeting was called to order by Mike Parnell standing in for Chairman Ohman. Mr. Parnell reviewed the purpose for the meeting, that being to critique the CHC meeting and determine any changes that would be appropriate.
- II. Discussion and critique of CHC by those assembled.
 - A. Paul Kuber reviewed the moderators package in that it included no presenter introduction sheet, an insufficient number of handouts to accommodate those in attendance and no speakers profile.
 - B. Danny Bishop reported that the trouble with the sessions he was handling was that he had trouble with handouts also, specifically knowing where to find them.
 - C. Todd Nicholes had the wrong handouts for his session.
 - D. Other general complaints were as follows:
 - a. No hotel layout showing room locations
 - b. No signs giving the name of the session to aid those looking to attend that particular session.
 - c. No explanation of forms involved. CEU qualified classes had one style of form and non CEU qualified had yet another. Suggestion was to utilize a similar form for both. Confusion about the CEU type form in the CHC book.
 - d. No program to show attendees everything they need to know about the conference.
 - e. Suggestion to increase the number of handouts per session to match the room capacity, plus 10%
 - f. Suggestion to have registration available by June 1st, also exhibitor sign up.
 - g. ACRP to receive updates on registration in a more timely manner. Need software compatible with M/S products to handle data transfer more expeditiously. Present Mercor software does not meet these needs.
 - h. ACRP to receive payments for registrations as per the agreed upon schedule.
 - i. Need a trade show layout with booth locations

- III. Other items of concern.
 - A. There needs to be a pre-conference meeting, during which a number of the problems experienced this year could be handled and resolved ahead of time.
 - B. ACRP needs to investigate the cost of CEU's. It was thought to be approximately \$6.00 per CEU issued.
- IV. Discussion on disassociating ACRP with CHC for 2005. Should ACRP continue with CHC? Concern over conflicting dates resulting in lower attendance, thereby affecting ACRP finances. ACRP has invested thousands of dollars and many man hours in the program to date.
- V. Staff instructed to prepare a letter outlining ACRP's concerns, addressed to Michael Scheibach and Bill Kiesel for a meeting on the 21st. James Cahill and Ron Overton to review. Copy of the letter is shown as attachment B.

Respectfully submitted:

R.E. Stilwill
Staff, ACRP

ACRP Board Meeting Minutes
 Monday, October 21, 2004
 Radisson O'Hare
 Chicago, IL.
 Michigan Room

Mike Parnell and President Ron Overton presiding. Attending were:

Devon Beasley	Jerry Klinke	Mike Parnell
Danny Bishop	Paul Kuber	Mike Riggs
James Cahill	Ray Linton	John Sakach
Ritchie Castonguay	Todd Nicholes	
Andy Ciupa	Ron Overton	

Member guest present was Terry Driscoll. Other guests, representing CHC were Michael Scheibach and Bill Kiesel. Not attending were Rick Knoche, Jim Krull, Skip Ohman, Eric Paivio and Andrew Wilson.

Staff present were Suzanne and Dick Stilwill

- I. The meeting was called to order by Mike Parnell standing in for Chairman Ohman. Mr. Parnell reviewed the purpose for the meeting and welcomed Michael Scheibach and Bill Kiesel to meeting.
- II. Michael Scheibach discussed several items he felt to be of interest to the group.
 - A. Mercor Media has merged with Zweig White to form a new company called Zweig White Information Services. Mr. Scheibach described this as a positive move which will afford more support for future conferences.
 - B. With regard to the letter describing ACRP concerns:
 - a. Mr Scheibach acknowledged the need for a pre-conference meeting.
 - b. Recommended that registrations for ACRP assembly be split off from the CHC registration.
 - c. Was open to moving the dates to avoid conflicts with other industry events.
 - d. Stated that CHC was firmly committed to making the ACRP/CHC cooperative effort work.
 - e. Reviewed some numbers on attendance and stated that 2004 CHC would reach approximately the same level of attendance as 2003.
 - C. Discussion on specific concerns listed in the letter. Mr Scheibach assured the attendees that these concerns would be addressed and resolved, but was somewhat adverse to any extended discussion of the list of concerns.
 - D. Mr Scheibach disclosed that he would not be directly involved with future CHC conferences and that Bill Kiesel would be our contact in the future.
- III. Mr Scheibach and Mr. Kiesel left the meeting at this point and discussion continued on the direction the Board felt would be in the best interests of the association. Mike Parnell proposed that ACRP not participate with CHC in the 2005 program and further that ACRP return to their own program and National Assembly.

Motion to disassociate ACRP with CHC by Mike Parnell, second by Todd Nicholes. Question called for a written vote with yes denoting dissolving the relationship with CHC and no denoting being opposed to the motion.

The written vote count was 13 - Yes, 0 - No

- IV. Staff directed to investigate an Assembly in Lexington, KY, with a tour of Link Belt, the first or second week of May. Staff directed to survey the membership on the two dates to determine the most applicable date.

Respectfully submitted:

R.E. Stilwill
Staff, ACRP

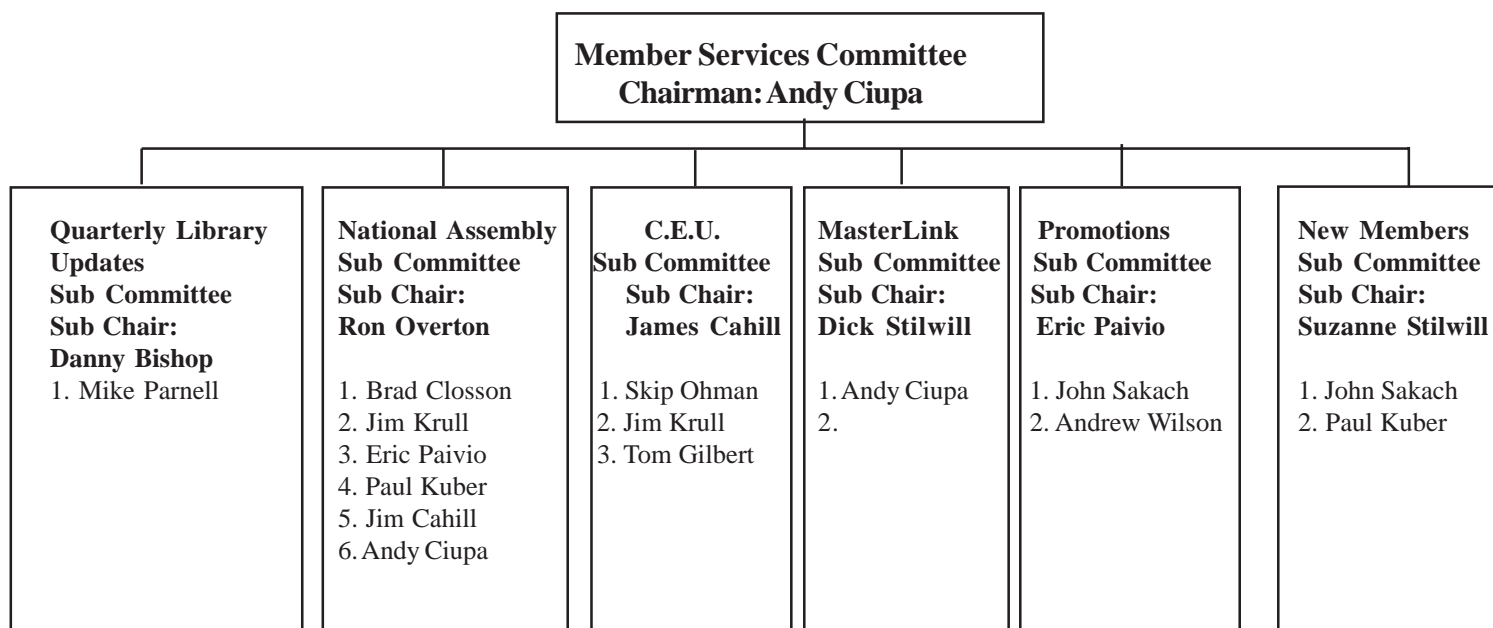
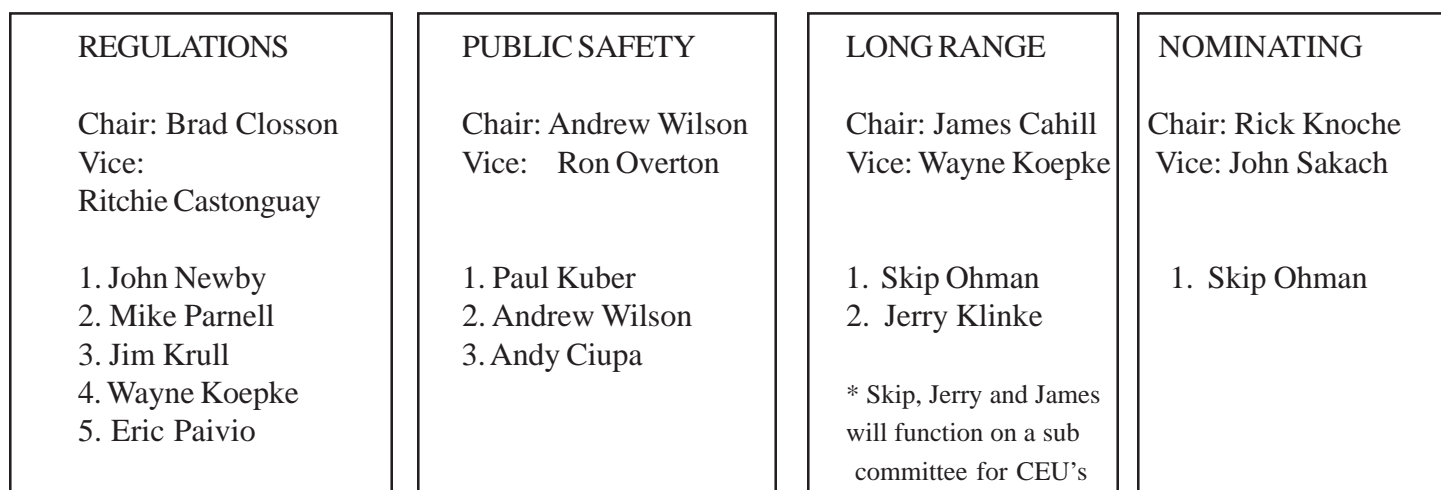
ACRP COMMITTEE STRUCTURE

KEY POINTS:

Committee efforts are key to the future
 Committee efforts must be enhanced before and at Assembly

REQUESTED COMMITTEE CHAIRMAN AND VICE CHAIRMAN AT NATIONAL ASSEMBLY:

1. Actively recruit committee members
2. Plan and manage committee meetings at National Assembly
3. Present objectives, goals and progress of committees to the full membership.
4. Establish milestones for ongoing progress.



Revised 10/10/04



October 21, 2004

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Dear Mr. Scheibach:
 Mr. Kiesel:

It is the considered opinion of the Board members of the Association of Crane & Rigging Professionals (ACRP) that there are operational issues which need to be discussed and remedies planned and executed to insure the continued success of the joint CHC/ACRP Assembly.

Many of the issues which surfaced in the first two days of the CHC should not have occurred, although some were quickly remedied by either the ACRP volunteers or the CHC personnel. We feel that the majority of these concerns are logistical and correctable. Therefore, we submit for your consideration the following list of issues and concerns.

1. Registration.
 - A. Consensus was the registration process was difficult and confusing, both via the website and the printed forms.
 - B. No ability to register as a non member for the ACRP Assembly.
 - C. We need to receive ongoing accurate names and numbers of the registrants for the ACRP Assembly for our planning purposes.

2. Administration and Communication
 - A. Software problems. Need compatible software solutions that will allow timely electronic data transfer without multiple entry. (for CEU forms and class roster)
 - B. Lack of a representative of Mercor at the ACRP Assembly. This would appear to have been resolved by our verbal agreement with Bill Kiesel.
 - C. A pre conference planning meeting between CHC Staff and the ACRP volunteers on Tuesday evening was not held. (A communication issue on both our parts)
 - D. Audio visual requirements did not appear to be properly planned.
 - E. A check off list, with specific dates, to aid in assuring key areas are covered on time.

3. Attendee information/program - needs to include the following:
 - A. Include in the opening session remarks an explanation of the room locations, CEU program and where to get assistance
 - B. A layout of hotel or location of hotel meeting rooms.
 - C. Session signage to properly identify which course was being held in each room.
 - D. A list of attendees.
 - E. A trade show layout and list of exhibitors.
 - F. Schedule of events locating course and identifying of rooms.

4. Handouts.
 - A. We would suggest one master copy of all handouts be provided for all attendees. This could include speaker information, exhibitor information, and other related lists.
 - B. In the majority of the sessions, there were not enough handouts for the attendees. Suggestion was to budget the printing to match the capacity of the room, plus 10%.

- C. In some cases handouts were poorly collated or were incomplete. Some of these were speaker provided.
 - D. On the first day, the location of handouts was not consistent from room to room. Under a cabinet in some instances and out in the hall in others.
 - E. On the first day, the handout boxes were not properly identified as to which session they were intended for when more than one session was taking place in the same room.
5. CEU
- A. Confusion and concern over the CEU/Professional development form put forth by CHC.
 - B. There was concern over the apparent disregard of the agreement with Mercor that ACRP was to provide the CHC's CEU process. The ACRP spent considerable time and money to develop and be approved by IACET to provide this CEU program for the attendees of the 2004 CHC.
 - C. Confusion and concern as to why the keynote speaker was charged with explaining the CEU process to the attendees.
6. Evaluations
- A. 2 different types of evaluation forms created confusion. (CHC, CEU evaluation). We can tailor both evaluation forms to be similar for 2005.
7. Identification/Recognition
- A. Change of classification from co-sponsor to partner
 - B. ACRP not listed on Books and other materials
 - C. Identification of ACRP's role in the conference unclear to participants
8. Date Conflicts
- A. We would like your consideration in potentially choosing a different time of year to hold the conference so as to avoid months during which the established existing industry meetings are heaviest. The conflict with AWRP not only potentially affected CHC, but we have identified a number of ACRP members who did not attend the ACRP Assembly due to this conflict, which reflects directly on our associations income.
9. Finances
- A. Payment was not received for registrants as per our agreement.

In order to perform our functions smoothly during the 2004 CHC, some of these issues proved to be challenging for the ACRP volunteers to remedy. We feel with better two way communication (on both our parts), a detailed planning and check list, and a final pre-conference meeting (CHC and ACRP), most of these issues could have been avoided.

We appreciate your past cooperation and look forward to hearing your plans to address the above mentioned issues thus insuring a successful 2005 CHC/ACRP Assembly in Houston.

Sincerely,

Ron Overton
President