

ACRP Board Meeting Minutes
Friday, January 28, 2005
JW Marriott
Houston, TX
Galveston Room

Board Chairman Skip Ohman presiding. Attending were:

| | | |
|--------------------|--------------|----------------|
| Danny Bishop | Jerry Klinke | Eric Paivio |
| James Cahill | Jim Krull | Mike Riggs |
| Ritchie Castonguay | Paul Kuber | John Sakach |
| Andy Ciupa | Ray Linton | Andrew Wilson. |
| | Skip Ohman | |

Not attending were Devon Beasley, Rick Knoche, Todd Nicholes, and Ron Overton
Member guests attending were Mike Parnell and John Hellums

Staff present were Suzanne and Dick Stilwill

- I. The meeting was called to order by Chairman Ohman at 8:10 AM. Chairman Ohman called for attendee introductions as the first order of business. A quorum of Board members were present. Meeting was opened with a quick review of the agenda along with a review of the Board member responsibilities, specifically fiduciary, assembly planning and the subject of CHC support
- II. Motion to approve the minutes of the October 18,20 & 21, 2004 Board meetings by Paul Kuber, second by Andy Ciupa. Passed unanimously.
- III. Management report by Suzanne Stilwill. Items discussed were the office activities dealing with dues billings, newsletters, ballots and accounts payable issues. Website hits were reported for the year at approximately 748, 000.
 - A. Staff requested to process member registrations through Jerry Klinke in order to place member in proper classification.
 - B. Discussion dealing with membership activities. Staff requested to keep Board apprised of membership activities with regard to contacts at CHC. Mike Riggs and Andrew Wilson volunteered to help with follow up on the CHC potential members. Jerry Klinke presented a list of the people who attended the training sessions at CHC. Staff requested to send the list to the Board members so that they can contact those individuals with whom they feel they can best solicit for membership. Mike Parnell volunteered to review the CHC list and the ASME B30 committee and sub committee members for member candidates.
 - C. Discussion on membership growth. Jerry Klinke volunteered to update the membership brochure, adding testimonials and highlighting the new standards recently developed by the Safety committee. Target date is to get the revised printed brochure (10,000 to be printed) to Mike Parnell's office by February 20th. Mike has volunteered to take the brochures and assemble them into shippable packages to member volunteers for mailing to prospective members. Staff requested to print 10,000 6X9 envelopes with the ACRP logo and return address. Staff also asked to prepare the Lexington registration brochure with a cover letter to accompany the member mailings

IV. Financials were reviewed.

- A. Review of the 2003, 2004 statement of earnings for both the administrative and assembly, the balance sheet as of 12/31/04 and the current bank statement thru 01/17/05.
- B. Motion to approve the financials with update to increase the advertising line item to \$8,000 by Paul Kuber, second by Ray Linton. Passed unanimously.

V. 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 report by Mike Parnell. Reviewed the mobile crane operator and the overhead crane operator guidelines. The drafts were reviewed and revised by those attending the meeting. Operator verification of knowledge and skills will be included in all future and previously published guidelines.

Motion to adopt the revised mobile crane operator guidelines as an official ACRP document by Ray Linton, second by Mike Riggs. Passed unanimously.

Motion to adopt the revised overhead crane operator guidelines as an official ACRP document by Ray Linton, second by Paul Kuber. Passed unanimously.

Committee plans to undertake the writing of the rigging inspection guidelines next.

- B. Nominating committee report by John Sakach. To prepare a ballot for the two year terms of the three officer positions. Motion requesting the committee to target for six Board positions to be filled in each member category by Andy Ciupa, second by Ritchie Castonguay. Passed unanimously.
- C. Long Range Committee report by James Cahill, who reviewed the goals of the committee and reported that the CEU program is completed. Mr. Cahill asked for input on ideas for the committee to incorporate in their planning. Numerous ideas were discussed to include member benefits, education and training. Also mentioned was a certification for trainers program.
- D. IACET committee. The authorized provider status allows ACRP to market the fact that the association is indeed an authorized provider and this fact should be used in all ACRP publications. It is the intention of the committee to make as many of the upcoming training events at the 2005 Assembly as possible, qualify for IACET CEU's. Jerry Klinke reported on the CEU's issued at CHC. Board reviewed the activities and feedback and determined there was no need for any action on the matter.
- E. Member Services committee. Andy Ciupa discussed preliminary plans for the 2005 Assembly in Lexington, KY. This will be ACRP's 10th anniversary. The theme for the meeting will be "A Decade of Excellence in Training". Copy of tentative agenda shown on attachment B

A list of responsible persons for functions involved with the assembly and a list of educational topics were discussed as follows:

- a. Responsible for speakers: Danny Bishop, Andy Ciupa.
- b. Responsible for workshops: Andy Ciupa, Danny Bishop, Mike Parnell, Skip Ohman

- c. Responsible for sponsorship: Suzanne/Dick Stilwill- Thanks to those who are already committed to sponsoring (JF White, Crosby)
- d. Responsible for golf tourney: John Sakash, Ritchie Castonguay, Ray Linton
- e. Responsible for new members/spouses: Paul Kuber
- f. Responsible for tour coordination: Suzanne/Dick Stilwill, Ray Linton
- g. Responsible for hotel facilities: Suzanne/Dick Stilwill
- h. Responsible for setup at hotel: registration, booth, posters and conference rooms
- i. Responsible for participant manual: Suzanne/Dick Stilwill, Andy Ciupa
- j. Responsible for registration/ mailing: Suzanne/Dick Stilwill/Mike Parnell
- k. Responsible for 10 Year ACRP anniversary gift: Suzanne/Dick Stilwill, Jim Cahill

Potential Speakers/Workshops:

| TOPIC | PRESENTER/ACRP Member |
|---|------------------------------|
| CDAC | Mike Parnell |
| B30.26 | Mike Parnell |
| Benefits of Good Training Programs | Mike Riggs |
| Crosby Rigging Blocks | Skip Ohman |
| Hillman Rollers | Mike Parnell |
| Simplex Jacks | Mike Parnell |
| Industrial Rigging | Mike Parnell |
| Advanced Rigging | Mike Parnell |
| OSHA Representative | John Sakash |
| Mobile Crane Presentation | Link Belt/John Sakash |
| Magnets for use on cranes | Andrew Wilson |
| UE-1 Project Heavy Lift Overview | Syncrude/Andy Ciupa |
| AWRF - Setting the standards for sling manufactures | |
| Data Loggers - Demag Klaus Misner | Andy Ciupa |
| Theatrical Rigging | Jim Krull |
| Ground Bearing Pressure | |
| Adult Learning | Mike Riggs |
| Pile Driving using crawler cranes | Ritchie Castonguay |
| Dual Crane lifts | |
| Lifting Requirements in Oil Refineries/Petrochemical Plants | |
| Special Crane operations - Pile Driving - Side Booms - | |
| Magnet Work - Rail - Recovery work | |
| IACET Overview | Jerry Klinke |
| Crane Operator Certification - | |
| Progression to obtaining a Alberta Hoisting Ticket - | Syncrude - Andy Ciupa |
| Jeopardy Buttons | Skip Ohman |

Discussion on fee schedule for the 2005 Assembly. Motion to charge \$495.00 per attendee by Paul Kuber, second by Ritchie Castonguay. Passed unanimously

Discussion on the 10th anniversary gift for attendees. Jim Cahill suggested a sports bag, with imprinting. Motion to amend the Assembly budget to include \$25.00 per attendee for the attendee gift by Jim Cahill, second by John Sakach. Passed unanimously.

Discussion on future sites for the National Assembly. 2006 National Assembly targeted for New Orleans with a theme of "Special Crane Operations" and would involve special applications such as pile driving, applicable stands and equipment lift planning, duty cycle work, etc. Staff instructed to investigate the week of May 10-13th for this Assembly.

- VI. Discussion on 2005 CHC. Board was charged with determining what support ACRP could offer for the meeting.
 - A. Motion authorizing Mike Parnell to communicate with Michael Scheibach at a meeting scheduled for February 1, 2005 by Jim Cahill, second by Paul Kuber. Passed unanimously. The details of the communication are shown on attachment C.
 - B. Discussion on article submission to Craneworks magazine. Skip Ohman volunteered to be the contact person between Craneworks and ACRP. Board felt that a submission schedule similar to 2004 would be workable.
- VII. Motion to adjourn by Andrew Wilson, second by Ritchie Castonguay. Passed unanimously.

Respectfully submitted:

R.E. Stilwill
Staff, ACRP

ACRP COMMITTEE STRUCTURE

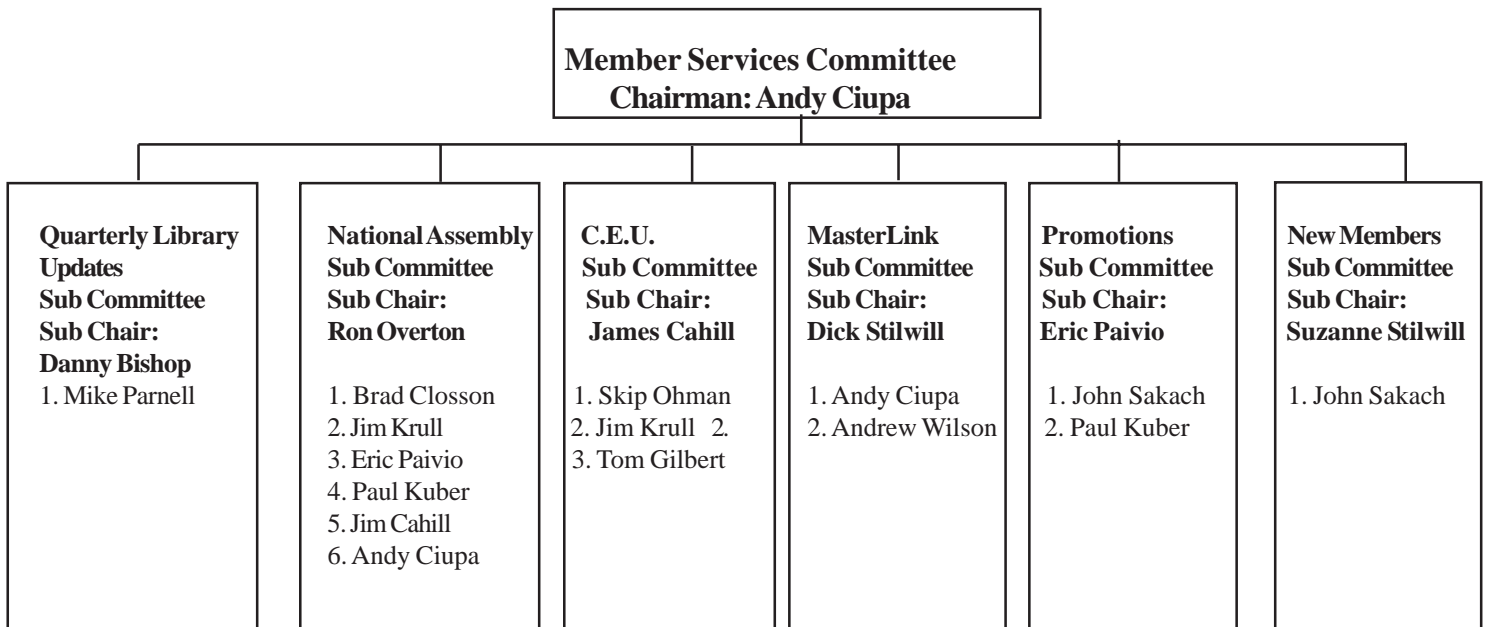
KEY POINTS:

- 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.

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| <p>REGULATIONS</p> <p>Chair: Brad Closson Vice: Ritchie Castonguay</p> <ol style="list-style-type: none"> 1. John Newby 2. Mike Parnell 3. Jim Krull 4. Eric Paivio 5. | <p>PUBLIC SAFETY</p> <p>Chair: Andrew Wilson Vice: Ron Overton</p> <ol style="list-style-type: none"> 1. Paul Kuber 2. Andy Ciupa 3. Mike Parnell 4. Devon Beasley 5. Mike Riggs | <p>LONG RANGE</p> <p>Chair: James Cahill Vice: Skip Ohman</p> <ol style="list-style-type: none"> 1. Skip Ohman 2. Jerry Klinke <p>* Skip, Jerry and James will function on a sub committee for CEU's</p> | <p>NOMINATING</p> <p>Chair: Rick Knoche Vice: John Sakach</p> <ol style="list-style-type: none"> 1. Danny Bishop |
|--|--|---|--|



Revised 1/28/05

ACRP 2005
National Assembly & Workshop

2005
Hyatt, Lexington, KY.

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|---|---------------------------|---|
| Wednesday May 11, 2005 | 8:00 AM - 12:00 PM | Board Meeting |
| | 1:00 PM - 6:00 PM | Golf Tournament |
| | 11:00 AM - 7:00 PM | Registration |
| | 7:00 PM - 9:00 PM | Welcome Reception - Cocktails and Heavy Hors |

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|--|-----------------------------|---|
| Thursday May 12, 2005 | 7:30 AM | Continental Breakfast |
| | 8:00AM - 9:00AM | General Session - Welcome, Opening Remarks, Review of Assembly Goals, Introduction of New Members and "ACRP Rigging Challenge" |
| | 9:00AM - 10:30PM | Educational Session- <i>Break as appropriate</i> |
| | 10:30PM - 12:00 Noon | Educational Session- |
| | 12:00PM - 1:00PM | Lunch |
| | 1:00 PM - 5:00PM | Tour - |
| | | Dinner on your own |

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|--------------------------------------|--------------------------|--|
| Friday May 13, 2005 | 7:30AM | Continental Breakfast |
| | 8:00AM - 8:30AM | General Session- Assembly Update and "ACRP Rigging Challenge" |
| | 8:30AM - 9:30AM | Educational Session- |
| | 9:30AM - 11:00AM | Standing Committee Meetings - Break as appropriate |
| | 11:00AM - 12:00PM | Election Results, and Business Meeting |
| | 12:00PM - 1:00PM | Lunch |
| | 1:00PM - 2:30PM | Educational Session- |
| | 2:30PM - 2:45PM | Break |
| | 2:45PM - 3:45PM | Educational Session- |
| | 3:45PM - 4:45PM | Educational Session- |
| | 7:00PM - 9:00PM | ACRP Banquet |

| | | |
|--|--------------------------|--|
| Saturday May 14, 2005 | 7:30AM | Continental Breakfast |
| | 8:00AM - 9:00AM | General Session- "Final ACRP Rigging Challenge" |
| | 10:00AM - 11:00PM | Committee reports and planning |
| | 11:00PM - 3:00PM | Board meeting |
| | | All board members are requested to attend |

Motion to ACRP Board of Directors
RE: Support of CHC 2005

The ACRP Board of Directors requests the following communication be provided to CHC and ZweigWhite at February 2005 Meeting in Vancouver, WA

Part 1

ACRP supports CHC in promoting improvement of crane and rigging operations to industry professionals in North America.

ACRP will provide support to CHC in the following manner:

- Post CHC Conference logo's on ACRP website (Stilwill)
- ACRP will post the CHC Conference logo in our newsletter to our members (Stilwill)
- Encourage ACRP Members to attend and make presentations at CHC 2005 (ACRP Board to members @ May meeting)
- ACRP will have a manned booth at CHC 2005 (Skip Ohman)

ACRP is unable to provide CEU's at CHC 2005 in accordance with our IACET Authorized Provider status agreement.

ACRP currently does not have the resources to arrange for or coordinate speakers for CHC at this time.

Part 2

- Provide technical and informational articles to Craneworks at the same level of support as in 2004. (Skip Ohman and Ron Overton to be clearinghouse.)

Respectfully submitted,

James Cahill
ACRP Board Member

Motion approved by ACRP Board of Directors