

ACRP Board Meeting Minutes  
Wednesday, May 11/05  
Hyatt Regency Lexington  
Lexington, KY  
Atlanta/Chicago room

Board Chairman Skip Ohman presiding. Attending were:

Devon Beasley	Rick Knoche	Mike Parnell
Danny Bishop	Paul Kuber	Mike Riggs
James Cahill	Ray Linton	John Sakach
Andy Ciupa.	Todd Nichols	
Jerry Klinke	Skip Ohman	

Not attending were Ritchie Castonguay, Jim Krull, Ron Overton, Eric Paivio and Andrew Wilson.  
Staff present were Suzanne and Dick Stilwill

- I. The meeting was called to order at 8:17AM by Chairman Ohman, who welcomed those in attendance, asked for introduction of attending Board members, followed by a discussion of the agenda items and suggestion of assigned facilitator for each presentation.
- II. Motion to approve minutes from the January meeting in Houston, 1/28/05, by Paul Kuber, second by Jerry Klinke. Motion called to vote. Passed unanimously
- III. Discussion on the 10K mailing piece and ways to continue to keep ACRP in front of members and potential members.
- IV. Mike Parnell reviewed the meeting with Zweig White personnel on CHC that was held in February. Mike reported that they seemed to be resigned to the fact that ACRP would not be involved with CHC as they were in the past.

ACRP agreed to be supportive in CraneWorks magazine with respect to articles. ACRP agreed with the proposal that the association would supply articles as was deemed feasible and that the CraneWorks staff would fill in as needed.

ACRP would include references and links to CHC on the website and in the Masterlink newsletter. Staff will contact Bill Kiesel to arrange for their article describing CHC to be sent to headquarters for inclusion in the next issue.

- V. General meeting planning for 2005 Assembly
  - A. Discussion on the results of the election and decision to install the officers at the first general session. Thereafter, the newly appointed officers would be in charge of running the meeting. Motion to implement the installation of the newly elected officers during the first general session by Devon Beasley, second by Danny Bishop. Moved to vote. Passed unanimously
  - B. All new attendees were assigned a "Big Brother". Paul Kuber will welcome and recognize all new

attendees.

- C. Discussion on Committee Chairman assignments. See attachment A for revised schedule. Committee meeting rooms were announced, with Member Services meeting in Atlanta/Chicago, Regulations in San Francisco room and Public Safety in the Washington room. Nominations and Long Range would not be needing a room.

Jim Cahill asked that each committee develop target dates for key items to be addressed, in order to facilitate required input and output from each committee toward completion of items on their agenda in a timely fashion.

Chairman assignments were as follows:

Regulations	Chair	- Ritchie Castonguay
	Vice Chair	- Mike Parnell
Public Safety	Chair	- Mike Riggs
	Vice Chair	- Devon Beasley
Member Services	Chair	- Andy Ciupa

See Attachment A for a revised committee chart

- D. Review of the meeting agenda by Andy Ciupa, the rigging challenge schedule, presentations, etc.
- VI. Financials were reviewed. The 2004/05 profit & loss to plan and 2005 first quarter balance sheet were discussed.
- A. Discussion on various anticipated variances to budget were discussed, one of which was the attendee book, the costs of which were not included in the Assembly budget
- B. Motion to approve the financial report by Paul Kuber, second by Jerry Klinke. Passed unanimously.
- VII. Review of election results. Staff reported that the required 52 votes needed for the election were received and that the slate of Officers and Board positions were approved.
- VIII. Review of membership listing on pages 23 through 28 of the boardbook.
- A. Staff reported on the membership status as of May 3, 2005, at which time ACRP had 92 paid members, 15 unpaid memberships and 7 members who had elected to drop their membership. A total of 114 members were billed for membership As of the date of the Board meeting, this information was updated to 97 paid members, 8 unpaid members and 9 dropped members, based upon phone calls made to unpaid member companies by staff..
- IX. Open discussion involved a continued review of committee plans.
- A. Member Services committee. Suggestion to assemble a document containing all the guidelines and associated publications developed by ACRP into a booklet. This would be made available to ACRP members and as a draw for membership, available at a charge to non members.

- B. Develop a better format to ascertain results of web inquiries. Determine a way to “close the loop” on such inquiries so as to evaluate the value to the industry.
  
- X. Discussion on meeting site for the 2006 Assembly. Motion to set New Orleans as the official site by Ray Linton, second by Devon Beasley. Call to vote. Passed unanimously. Paul Kuber and Skip Ohman will head up tour site procurement.
  
- XI. Discussion on sending Assembly books to the non attendees. Committee to determine the proper course of action and report to the Board for approval. The cost exposure would be an estimated cost of \$55.00 each for producing the additional books, boxing and mailing based upon the cost estimate by Andy Ciupa for previously produced books by Syncrude.
  
- XII. Motion to adjourn by Devon Beasley, second by Paul Kuber. Passed Unanimously.

Respectfully submitted:

R.E. Stilwill  
Staff, ACRP

ACRP Board Meeting Minutes  
Saturday, May 14, 2005  
Hyatt Regency Lexington  
Lexington, KY  
San Francisco/Washington room

Board Chairman Skip Ohman presiding. In attendance were:

Devon Beasley	Jerry Klink	Skip Ohman
Danny Bishop	Rick Knoche	Mike Parnell
James Cahill	Paul Kuber	Eric Paivio
Andy Ciupa.	Ray Linton	Mike Riggs
John Hellum	Todd Nichols	John Sakach

Not attending were Andrew Wilson, Jim Krull and Ron Overton

Staff present were Suzanne and Dick Stilwill

Meeting was called to order at 10:45 AM by Skip Ohman.

I. First order of business was the election of the incoming Board Chairman. Nominations from the floor included Danny Bishop, Andy Ciupa and Mike Parnell. Mr. Bishop and Mr. Parnell both declined the nomination. There followed a vote of the Board members in attendance for Andy Ciupa to be elected Chairman of the Board for the 2005/06 term of office. Passed unanimously.

Skip Ohman passes leadership of the Board meeting to Andy Ciupa.

- II. National Assembly - Discussion on Member Services Committee and the Sub Chair on the National Assembly. Decision was to break out the Assembly Chair as a separate entity, with Member Services being responsible for the remainder of the areas of responsibility.
- A. Danny Bishop was appointed as Convention Chairman for the National Assembly following a suggestion to break out the Convention chair from Member Services.
- a. Danny was asked to develop a strategy to maximize attendance throughout the meeting, so as to not lose attendees toward the end of the sessions.
  - b. Future meeting sites are to include Long Beach, Tampa, San Antonio and Phoenix for consideration for '07.
  - c. Theme for 2006 to be about "off shore and marine". 2007 will be tentatively themed as construction.
- B. Discussion on Assembly. Suggestion to move the Assembly back a day into a Tuesday to Friday time frame. Also add a publication tabletop to the registration so that participants can display publications for pick up by attendees. Specify that publications be hole punched if possible. See Attachment B for tentative agenda

- C. Discussion on making sure to include an “Industry Update” segment included with the future Assembly programs. Suggestion to contact Brad Closson for an update in ASME. Mike Parnell to handle the contact.
- III. Discussion on the position of Funds Manager. Motion to appoint Skip Ohman to continue in the position of ACRP Funds Manager by Mike Parnell, second by Paul Kuber. Passed unanimously.
- A. Staff requested to verify who is listed as the second signature on the checking account and advise the Board.
  - B. Staff requested to include the letter from the CPA in the Board Book in the future.
- IV. CHC participation and CraneWorks articles.
- A. Mike Parnell requested that Zweig White make a formal request as to what are their need and intention with regard to ACRP participation in CHC for 2006.
  - B. Jim Cahill discussed his conversation with Peter Gallanis of Craneworks magazine with regard to forming an editorial committee to provide articles for the magazine.
    - a. Terry Driscoll was designated as the contact person for ACRP’s commitment of six articles for Craneworks. Following is a summary of the subject matter discussed for these articles:
      1. Terry Driscoll to do an article on the 2005 Assembly.
      2. Article on Mobile Crane training guidelines
      3. Terry Driscoll to provide two articles for the next two issues.
      4. Article on Overhead Crane training guidelines.
      5. Danny Bishop to provide an article on the New Orleans Assembly to be scheduled for May ‘06.
      6. Rick Geddes to be solicited to write an article on overhead cranes
    - b. Jim Cahill will call Peter Gallanis to clarify the plans of the editorial committee and insure that ACRP receive credit for submissions and that the committee is not burdened with insuring articles validity. Jim will also confirm that we will have the ACRP corner.
  - C. John Hellums, in Houston, will have the booth shipped to him after use at AWRF meeting for use at CHC. John Hellums, Mike Parnell and Troy from Jeff Boat will man the booth at CHC.
- V. Masterlink schedule for ‘05 and ‘06. Staff to develop an issue for distribution in February and September. February will promote the Assembly and the September issue will cover what occurred at the Assembly and industry issues. John Hellums to contribute a B30 update.
- VI. January Board meeting scheduled for Las Vegas, January 27, 2006. Scheduled as a full 8 hour session on Friday, which would allow travel on the Thursday the 26th and either the evening of the 27th or on Saturday the 28th.
- VII. American General Contractors discussion. Jim Cahill asked for guidance on what to present during his presentation at an upcoming meeting as far as what ACRP might have to offer AGC from the aspect of ACRP being the trainers to the industry and how that might be used to upgrade their training to their members.

- A. Discussion on what to promote to AGC. Lift planning, marine cranes and mines were discussed as alternative venues for future Assemblies, which would appeal to AGC members.
- VIII. Membership recruitment discussion evolved around serving the market in which ACRP is involved, rather than trying to be all things to all people.
- A. Mike Parnell will make contact with all the professional membership classification companies listed in Craneworks for purposes of soliciting them for membership in ACRP.
  - B. Jim Cahill volunteered to work the construction side for the same purpose.
  - C. Skip Ohman volunteered to pursue the AWRF trainer members for membership in ACRP.
  - D. Suggestion to ask Jim Krull to solicit Columbus McKinnon's contacts for ACRP membership
  - E. Suggestion to develop a business card, using a flip open card format (4"x3 1/2" folded in two), to be used for membership solicitation by members. Jerry Klinke to develop the format. Motion to develop and print a quantity of these business sized cards, not to exceed a quantity of 5000 by Paul Kuber, second by John Hellums. Passed unanimously.
  - F. Discussion on using large post card format for future mailers to conserve on mailing expense and stuffing.
- IX. AWRF attendance. Schedule attendance at their product and information exposition and have the booth shipped there for use at the meeting on September 25, 2006. Have the booth shipped to J.F. White Contracting Co., Michael Barrett, 56 Old Page Street, Stoughton, MA 02072. Jim Cahill, Mike Parnell and Skip Ohman will man the booth for this meeting.
- X. Staff presented a review of the AFLAC insurance proposal. AFLAC to send a package to the Board members for review.
- XI. Skip Ohman volunteered to have Crosby assemble the conference books for the non attendees. Crosby will be shipped the remaining indexes and the files for the contents of the book and will assemble and ship them to non attendees along with a letter from Jim Cahill. Motion to have Crosby handle this project and thereby save the association the approximate \$55.00 per book cost by Ray Linton, second by Paul Kuber. Passed unanimously.
- IV. Motion to adjourn by Andy Ciupa, second by Paul Kuber. Passed Unanimously.

Respectfully submitted:

R.E. Stilwill  
Staff, ACRP

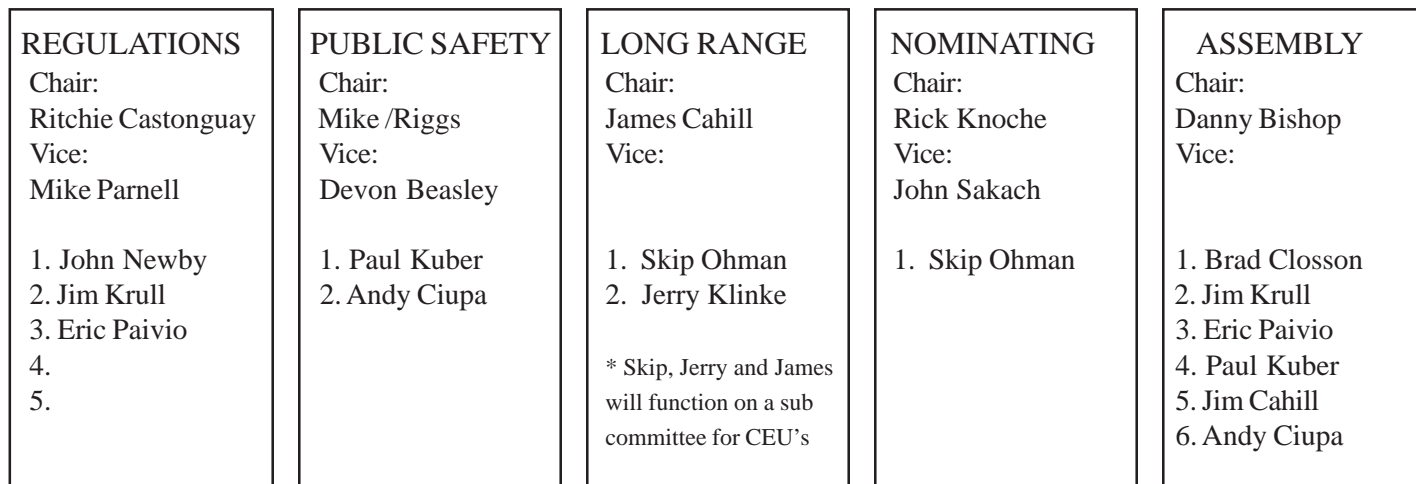
## ACRP COMMITTEE STRUCTURE

**KEY POINTS:**

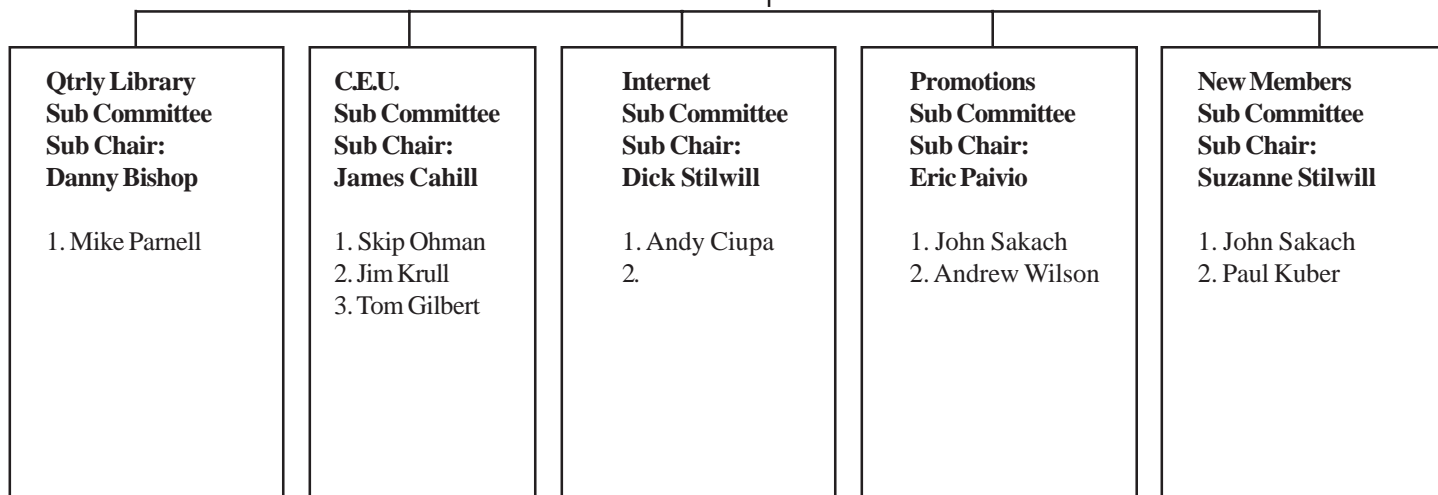
- Committee efforts are key to the future
- Committee efforts must be enhanced before and at Assembly

**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.



**Member Services Committee  
 Chairman: Andy Ciupa**



Revised 6/01/05



2006

National Assembly & Workshop  
A Decade of Excellence in Training

2006

New Orleans, LA

<p><b>Tuesday</b> May 9, 2006</p>	<p>8:00 AM 12:00 PM 1:00 PM 6:00 PM 3:00 AM 7:00 PM 7:00 PM 9:00 PM</p>	<p>Board Meeting - Golf Tournament Registration Welcome Reception -Cocktails &amp; Hor d'Oeuvres -</p>
<p><b>Wednesday</b> May 10, 2006</p>	<p>7:30 AM 8:00AM 8:45AM  8:45AM 9:45AM 9:45AM 10:00AM 10:00AM 11:00AM 11:00AM 12:00PM 12:00PM 1:00PM 1:00 PM 5:00PM</p>	<p>J.F. White Breakfast - General Session - Welcome, Opening Remarks, Review of Assembly Goals, Introduction of New Members and "ACRP Rigging Challenge" - Regency East Half  Presentation <i>Break as appropriate</i> Presentation Presentation Lunch - Tour  <b>Dinner on your own</b></p>
<p><b>Thursday</b> May 11, 2006</p>	<p>7:30AM 8:00AM 8:30AM  8:30AM 9:30AM  9:30AM 11:00AM  11:00AM 12:00PM 12:15PM 1:15PM 1:15PM 2:15PM 2:15PM 2:30PM 2:30PM 3:30PM 3:30PM 4:30PM  7:00PM 9:00PM</p>	<p>Continental Breakfast - Regency East Half General Session- Assembly Update and "ACRP Rigging Challenge"  Presentation  Standing Committee Meetings - Break as appropriate Break out rooms - Election Results, and Business Meeting - Lunch - Presentation Break Presentation Presentation  ACRP Banquet -</p>
<p><b>Friday</b> May 12, 2006</p>	<p>7:30AM 8:00AM 9:00AM 9:00AM 11:00PM  11:00PM 3:00PM</p>	<p>Continental Breakfast - General Session- "Final ACRP Rigging Challenge" - Committee reports and planning  Board meeting - All board members are requested to attend  <b>Attachment B</b></p>