

ACRP Board Meeting Minutes  
Friday, January 27, 2006  
Harrah's  
Las Vegas, NV.  
Silver room

Board Chairman Mike Parnell presiding. Attending were:

Devon Beasley	Rick Knoche	Mike Parnell
Danny Bishop	Paul Kuber	Mike Riggs
James Cahill	Ray Linton	John Sakach
John Hellums	Todd Nichols	
Jerry Klinke	Ron Overton	

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

- I. The meeting was called to order at 8:20AM by Chairman Parnell, 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 May meeting in Lexington, 5/11/05, by Ray Linton, second by Paul Kuber, with the addition of Todd Nichols to the list of those attending. Motion called to vote. Passed unanimously
- III. Discussion on the plans to develop the membership levels, targeting the corporate category of members. ACRP to develop a letter thanking the various Corporate member companies for allowing their employees to participate on the Board of Directors and attend the National Assemblies.
- IV. The meeting was turned over to President James Cahill at 8:30AM.
  - A. Mr. Cahill discussed emphasis on committees and their work and plans for the future of ACRP. He suggested developing a board/banner listing the goals of each committee to give the general membership an idea of each committee's plans and to afford individuals a means to choose a committee that might interest them. Also include a room number on the Board to help with people traffic flow.
  - B. Mr. Cahill also suggested that each committee chairperson describe their committee and hand out SWOT cards to serve as invitation to join the group. Add some time to the agenda to allow for their presentations. Use powerpoint to demonstrate the goals.
  - C. Devon Beasley was appointed to chair the Members Services Committee.
  - D. Chairman action items to be developed by Jim Cahill and Devon Beasley.

- V. Discussion of plans for membership
- A. How to spread the word about the association. Suggestion was a marketing postcard. Ask Associate members to mail the cards to their mailing lists. Mike Parnell volunteered to review the member list and contact them to ascertain if they would be willing to mail the cards to their lists. This project will cancel the business card version by Jerry Klinke, previously approved. Staff presented a sample of a post card and a quote to print 20,000 standard size cards at approximately \$.04 per card, plus approximately \$100.00 shipping and an oversized card at \$.089 per card.
    - a. Mike Parnell will design the post card.
    - b. Responses would go to Paul Kuber for follow up.
  - B. Target the Professional, Associate and Corporate companies who are not yet members.
    - a. Corporate targets are such companies as railroads, utilities, paper mills, etc.
  - C. Suggestion by Ron Overton that the trainers include a page in their training manuals (membership brochure). Jerry Klinke to send ACRP office a PDF file of the membership brochure, which is then to be sent to the members of the Board. Ron will send his version of this insert to Jim Cahill for approval. Jerry Klinke mentioned that he presently inserts the training guidelines into his books.
- VI. Discussion on committees work.
- A. Suggestion to develop a document which lists all the guidelines available for purchase for new members, others, etc.
  - B. Cahill reviewed the committee chart, shown on page 28 of the board book and updated committee appointments per schedule A of these minutes.
  - C. Assembly to renamed as “General Assembly” for 2006 and beyond.
  - D. Cahill asked each committee chair to fill out the committee Questionnaire which he handed out and return to him within a week of the Board meeting. Jim Cahill’s fax number is 617-558-0460 and his email is [jcahill@jfwhite.com](mailto:jcahill@jfwhite.com). See Attachment B.
  - E. Cahill handed out a copy of the Long Range Planning Committee goals and action items as an example of the plan for each committee. It was suggested that a copy of the action items for each committee be included in the Houston General Assembly book.
  - F. Regulations committee. Report by Mike Parnell, who stated that all but one of the action items are complete for this committee. Discussion of ANSI regulations, specifically B30.5 has some major revisions coming out. B30.1 dealing with jacks, will be reorganized into sub categories.
  - G. Parnell asked for permission to have a letter from ACRP to support a chapter 5 to the above from the ACRP President. Motion to proceed with this request by Paul Kuber, second by Ray Linton. Passed unanimously. Parnell will email Cahill and Staff a copy of verbiage for the document.

- H. Public Safety Committee report by Mike Riggs. Riggs reviewed the rough draft of the Rigging Inspector Guidelines. Staff asked to email Riggs the mobile, overhead and rigging guidelines. Riggs will email the rough draft of the Rigging inspection Guidelines to association headquarters.
- a. Cahill requested that this committee develop a publication which would be offered for sale as part of their action items.
  - b. Parnell requested that the draft be put into the same format as previously released guideline.
  - c. Goal is to pin down #4 Mobile Crane Inspector for Assembly
  - d. Klinke suggested a formal review process, which would insure format and include date of, tracking number, etc. Klinke to the clearing house for publications. Cahill asked for a flow diagram showing tracking. Action item to be added to this committee is the means for formal document control.
  - e. Terry Driscoll to expedite articles to Peter Galantis at CranWorks
- I. Nominating Committee report by Rick Knoche. Knoche reported that all association officers are up for re-election. Staff to provide Knoche a listing of paid members on or about March 1, 2006 and to disseminate the ballot designated by the nominating committee as soon as received.
- J. General Assembly Committee. Report by Danny Bishop.
- a. Assembly book to use a front page of advertising for this year, with five to six boxes at the bottom of the page at a sell price of \$250.00 each. This front cover would replace the advertising tabs throughout the book. Assembly books will be offered for sale to non attendees at a price of \$75.00
  - b. The Board set a registration cancellation policy to the effect that any registrations cancelled with 5 to 7 days of the event would have the following penalty applied. Before the cut off date would receive 100% refund. Cancellation received after the cutoff date would be eligible for a 50% refund.
  - c. Review of the tentative agenda. Suggestion to move the committee presentations to just before the break outs.
  - d. Discussion on the certification process under the National Organization for Competency Assurance. (NOCA). Cahill is attempting to get a speaker from NOCA to address the group on how to develop their own certified training programs.
  - e. Discussion on several other potential presenters such as Versabar.
  - f. Ron Overton will assume responsibility for introducing the speakers
  - g. John Sakach will handle the golf details for this Assembly.
  - h. Spouse tour was suggested to be the Galleria.
  - i. Staff to arrange for reference material tables at the General Assembly in Houston.
  - j. Bishop requested donors of prizes for the Jeopardy part of the program. Parnell will contribute \$200.00 worth of prizes. Todd Nichols will bring eleven flashlights. Other contributors are needed.
  - k. John Hellums volunteered to accept shipments of any required materials at his company facility, as the hotel is not equipped to handle any large amount of materials.
  - l. Cahill will contribute to a powerpoint presentation for the committees.
  - m. Klinke will assist with photography for the General Assembly.
  - n. Ron Overton will handle placing announcements of the Houston General Assembly with industry publications, such as CraneWorks.
  - o. Tentative General Assembly schedule, see attachment C

- VII. Motion to hold the 2007 General Assembly in San Diego using a similar time frame to this year Assembly by Mike Parnell, second by John Sakach. Passed unanimously. Staff to investigate Charleston, South Carolina of the 2008 General Assembly. Tour possibilities for San Diego were the utilities such as San Diego Gas & Electric or Cal Edison
- VIII. Staff directed to email the directory to each member of the Board.
- IX. Staff to develop a questionnaire dealing with how the membership would prefer to receive their newsletters. Mail, email or both.
- X. Financials were reviewed. The 2005 profit & loss to plan and 2005 balance sheet were discussed. 2006 tentative budget presented.
  - A. Motion to approve the Administrative Budget for 2006 by Paul Kuber, second by John Hellums. Passed unanimously.
  - B. Motion to approve the General Assembly Budget for 2006 by Jerry Klinke, second by Paul Kuber. Passed unanimously.
- XI. Review of membership listing on pages 22 through 27 of the Boardbook.
  - A. Board members volunteered to contact the various unpaid companies as a reminder that they needed to pay their dues in February in order to be eligible to vote in the upcoming election.
- XII. Motion to adjourn by Danny Bishop, second by Paul Kuber. Passed Unanimously.

Respectfully submitted:

R.E. Stilwill  
Staff, ACRP

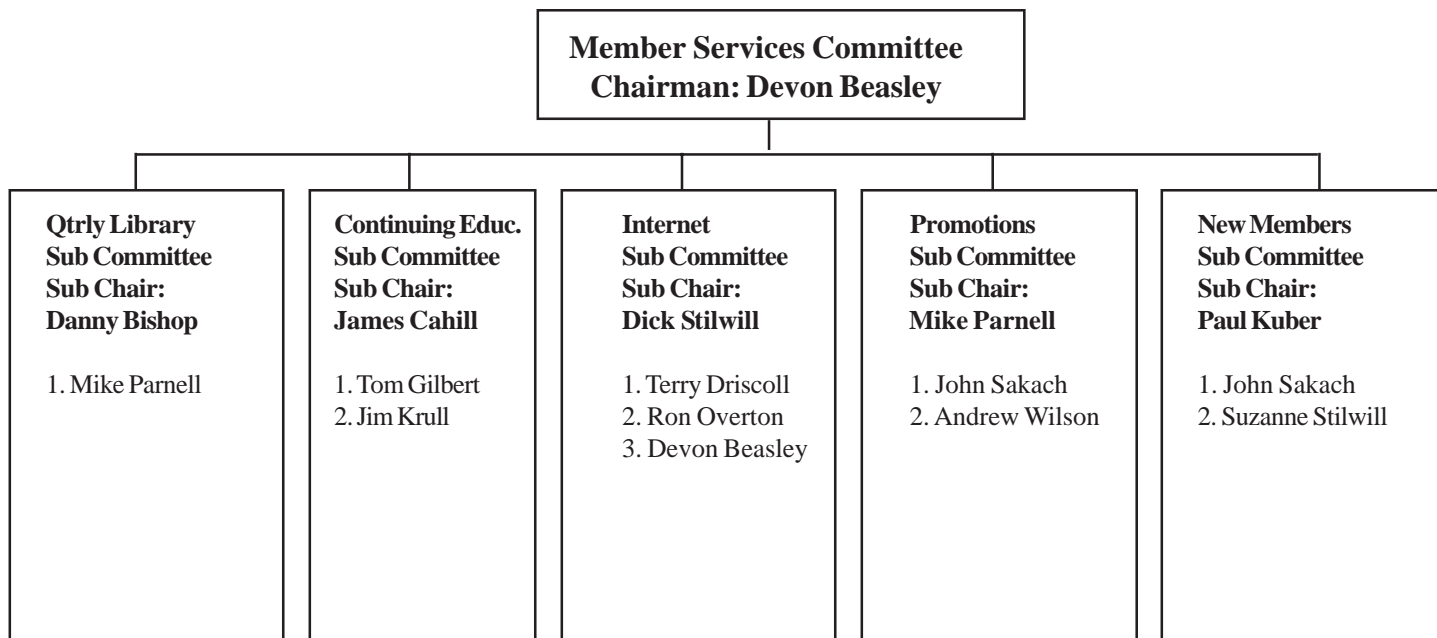
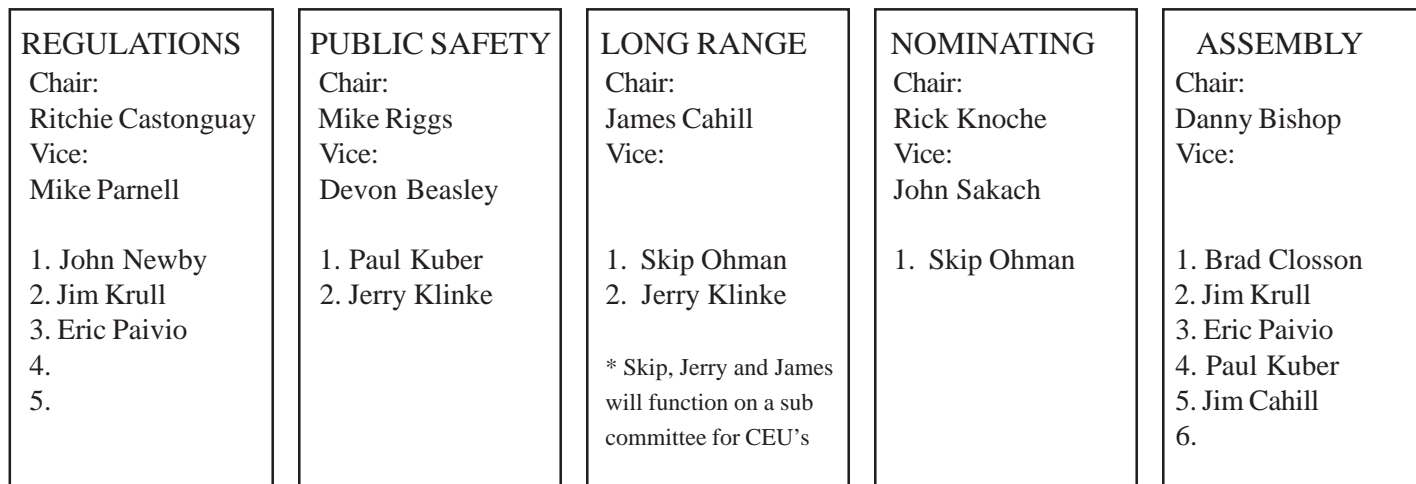
## ACRP COMMITTEE STRUCTURE

**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.



Revised 1/27/06



### ACRP Committee:

Chairman: \_\_\_\_\_ Vice-Chairman \_\_\_\_\_

Committee Members: \_\_\_\_\_

ACTION ITEM # 2006-\_\_ TITLE \_\_\_\_\_

Discussion: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Conclusions: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Tasks to follow:	Person Responsible	Target Date
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

February to do:

March to do:

April to do:

May to do:

On-going (after General Assembly)



2006

**National Assembly & Workshop**  
*A Decade of Excellence in Training*

**May 9-12, 2006**

**Tentative Agenda**  
**Hyatt Regency Houston**

<p><b>Tuesday</b>  <b>May 9, 2006</b></p>	<p>8:00 AM 12:00 PM                  1:00 PM 6:00 PM                  3:00 PM 7:00 PM                  7:00 PM 9:00 PM</p>	<p><b>Board Meeting</b> (Arboretum 1-2 - 2nd floor)  <b>Golf Tournament</b>  <b>Registration</b> (Regency Foyer - 2nd floor)  <b>Welcome Reception -</b>                  Cocktails &amp; Hor d'Oeuvres (Window Box - 2nd floor)</p>
<p><b>Wednesday</b>  <b>May 10, 2006</b></p>	<p>7:15 AM                   8:00 AM 8:30 AM                   8:30AM 9:15 AM                  9:15AM 9:30AM                  9:30AM 10:45AM                  10:45AM 11:00AM                  11:00AM 12:00PM                  12:00PM 1:00PM                  1:00 PM 5:00PM</p>	<p><b>Breakfast</b> (Window Box - 2nd floor)                  (Sponsorships Available, Contact Association Office)                  (All Educational sessions will be in the Regency - 2nd floor)  <b>General Session - Welcome, Opening Remarks,</b>                  Review of Assembly Goals, Introduction of New Members  <b>ACRP Rigging Jeopardy - Rigging Basics</b>  <b>Break</b> (Regency Foyer - 2nd floor)  <b>Presentation - Design &amp; Use of Jumbo Slings for Offshore Environments</b>  <b>Break</b> (Regency Foyer - 2nd floor)  <b>Presentation - MMS Crane &amp; Material Handling Requirements</b>  <b>Lunch</b> (Window Box - 2nd floor)  <b>Tour</b>  <b>Dinner on your own</b></p>
<p><b>Thursday</b>  <b>May 11, 2006</b></p>	<p>7:30 AM                   8:00 AM 8:45 AM                   8:45 AM 9:45 AM                  9:45 AM 10:00                  10:00AM AM                  11:30 AM 11:30AM                  12:30 PM 12:30 PM                  1:30 PM                  2:15 PM 2:15 PM                  2:30 PM 2:30 PM                  4:00 PM                  7:00PM 5:00 PM                  9:00 PM</p>	<p><b>Continental Breakfast -</b> (Regency - 2nd floor)                  (All Educational sessions will be in the Regency - 2nd floor)  <b>General Session-</b> Assembly Update and ACRP Jeopardy Challenge   <b>Presentation - Effective Testing Design Methods</b>  <b>Break</b> (Regency Foyer - 2nd floor)  <b>Presentation: Operating Barge Mounted Cranes</b>  <b>Lunch -</b> (Window Box - 2nd floor)  <b>Presentation - Use of High Performace Synthetic Slings for Offshore Activities</b>  <b>Committee Overview/Goals Update</b>  <b>Break</b> (Regency Foyer - 2nd floor)  <b>Committee Breakout Meetings and Reports</b>                  (Live Oak &amp; Willow rooms - 4th floor)  <b>Election Results and Business Meeting</b>  <b>ACRP Banquet</b> (Cottonwood A/B - 3rd floor)</p>
<p><b>Friday</b>  <b>May 12, 2006</b></p>	<p>7:30 AM                   8:00AM 8:45 AM                  8:45 AM 9:45 AM                  9:45 AM 10:00AM                  10:00 PM 11:00 PM                  11:00AM 11:30AM                   11:45AM 1:00PM</p>	<p><b>Continental Breakfast - -</b> (Regency - 2nd floor)                  (All Educational sessions will be in the Regency - 2nd floor)  <b>ACRP Fianl Rigging Jeopardy</b>  <b>Presentation: ASME Standards Update</b>  <b>Break</b> (Regency Foyer - 2nd floor)   <b>Rigging Jeopardy Awards and Closing</b>   <b>Board meeting -</b> (Live Oak - 4th floor)                  All board members are requested to attend</p>

**Attachment C**