

ACRP Board Meeting Minutes
Friday, January 26, 2007
New Frontier Hotel
Las Vegas, NV.
Pueblo Room

P.O. Box 61589
Vancouver, WA.
98666-1589

Bus. 1-800-690-3921
Fax: (360)-834-3507



Board Chairman Mike Parnell presiding. Attending were:

| | | |
|--------------------|--------------|---------------|
| Devon Beasley | John Hellums | Mike Parnell |
| Danny Bishop | Jerry Klinke | Mike Riggs |
| James Cahill | Rick Knoche | John Sakach |
| Ritchie Castonguay | Paul Kuber | Mike Terry |
| Brad Closson | Ray Linton | Andrew Wilson |
| Scott Fleming | Todd Nichols | |
| Tom Gilbert | Ron Overton | |

Staff present was Dick Stilwill

- I. The meeting was called to order at 8:15 AM by Chairman Parnell, who welcomed those in attendance, asked for the introduction of attending Board members, followed by a discussion of the agenda items.
- II.
 - A. Motion to approve minutes from the May 9th meeting in Houston, TX, by Paul Kuber, second by John Hellums. Motion called to vote. Passed unanimously.
 - B. Motion to approve minutes from the May 12th meeting in Houston, TX, by Paul Kuber, second by John Hellums. Motion called to vote. Passed unanimously.
- III. Discussion on establishing a standard Board gift for those individuals leaving service on the Board. Jim Krull was cited as an example. Scott Fleming is taking care of getting the award put together. Jim Cahill will compile a list of potential recipients.
- IV. Management reported on various administrative issues.
 - A. We invoiced 131 ACRP members for dues for 2007. We experienced an exceptional increase in 2006 over 2005 in every single membership category. We were pleased with the increase in 2006 which added 24 memberships. It is gratifying to note that the increases are not mainly additional members from existing member companies, but represent new company members. A comparative list of member levels by year is shown on page 33 of the Boardbook.
 - B. Our bank balance as of the statement shown on page 17 shows a balance in the checking account of \$ 63,177.13. This does not reflect any in transits, so should be viewed as such. The investment account is presently invested at 5.1% with a current value as of December 31st of \$26, 176.56. The combined total of checking and investments is \$89, 353.69.
 - C. Our estimated combined profit/loss from all operations for 2006 is \$13, 005.00. (Estimated prior to CPA review) This is the result of income being over plan by 16% and expenses being under plan by 3%. This performance was against a breakeven budget.

- D. Staff was asked to send a listing of membership, indicating paid and unpaid to James Cahill.
 - E. Staff requested to send membership applications to the following: John Hellums- 50; Mike Parnell - 100; James Cahill - 25; Mike Riggs - 50; Danny Bishop - 50; plus ten to each Board member not listed.
- V. Review of the committee structure from list shown on page 8 of the Boardbook.
- A. Staff requested to add the name of the committee to the Assembly name badges. Along with a statement to the effect “Ask me about the *.* Committee”.
 - B. Regulations committee report by Mike Parnell. Mike reported on the status of various B30 committee projects.
 - a. Jacks, Airbags and Rollers are being addressed by the B30.1 committee. It was noted that ACRP is making an impact on the industry being recognized by ASME.
 - b. Mike Parnell has volunteered to participate with the ASME group developing a certification process.
 - C. Member services committee reported on the activities of the various sub committees. Included in these are the General Assembly planning, technical material publishing and articles for industry magazines.
 - D. Discussion on who would volunteer to write articles for upcoming issues of Craneworks. articles to be approximately 1200 words in length. Danny Bishop, James Cahill and Ron Overton all volunteered to write articles.
 - E. Staff directed to put the “Document Control” information into the members only section of the website.
 - F. Discussion on the literature mailing program and the fact that a number of suppliers of this literature are charging or going electronic. This was felt to be a great member benefit and should be continued. Motion to allocate an amount up to \$8,000.00 to cover the purchase of literature for at least two publications for the 2007 year only, Paul Kuber, second by Mike Riggs. Passed unanimously. Budget to be updated to reflect this change. Danny Bishop to establish the target date for the mailings and to supply a list of the mailed items, to be posted as a member benefit. A list of publications and how to obtain them is also to be developed by this sub committee.
 - G. Public Safety committee has completed the rigging inspection guidelines and will be sending it to the Board for review with the thought of presenting it at the 2007 General Assembly.
 - H. Nominating committee reported on plans for the 2007 election of officers, specifically the positions of President and Vice President. Staff to remove the President, Vice President and Secretary/Treasurer from the Board list.
 - I. Long Range Planning committee reported on that status of that committee’s project. A handout detailed the status of each item. James Cahill requested that each of the committee chairs fill out a form detailing that committee’s status prior to the General Assembly.

VI. General Assembly discussion items.

- A. John Hellums to supply contact information for James Shelton with OSHA as a possible presenter for the May General Assembly.
- B. Committees need to be on the look out for new technologies, which might enhance the trainers presentations and or the attendees perception of the information presented.
- C. Tour discussion.
 - a. One option would be a presentation on the Otay River Bridge project in San Diego.
 - b. The second would be a tour of self erecting cranes in a rental yard. Ron Overton will follow up in contacting a crane rental company that may be able to accommodate this tour.
- D. Possible presentations for the General Assembly.
 - a. Mike Gelskey has volunteered to do a rigging seminar.
 - b. Brad Closson to do a presentation on planning for an accident investigation. Plan Brad's presentation for Friday morning
 - c. Joe Orlando of Ciambro to present on the Air Force Memorial rigging.
- E. Staff to investigate the availability of an enclosed harbor dinner cruise for the ACRP Banquet.
- F. Staff directed to make the Assembly books
- G. All information for the 2007 General Assembly to be sent into the association office by February 15, 2007 in order to have the registration package out by March 1, 2007. Registration package will include a sponsorship form. Mike Parnell authorized a \$250.00 sponsorship for an ad on the General Assembly book notebook for his company
- H. Mike Parnell will handle getting a post card announcement of the 2007 General Assembly printed and will facilitate the mailing of these cards with ACRP member companies.
- I. Staff to blast email and include in the registration package, information on the availability of literature tables at the 2007 General Assembly.
- J. Brad Closson volunteered to accept shipments for the 2007 General Assembly at his home.
- K. John Sakach will handle the golf tournament arrangements for the 2007 General Assembly.
- L. Scott Fleming appointed the 2008 General Assembly chairman, Tom Gilbert was appointed as the Vice Chairman for 2008 and would be the 2009 Chairman.
- M. Staff directed to update the budget for the General Assembly to reflect higher attendance numbers.

VII. Board approved the requested increase in management fee for Marketing Concepts, Ltd. The new monthly administration fee will be \$1,500.00 per month and the General Assembly fee will be \$500.00. Budget is to be updated to reflect this change.

VIII. Motion to adjourn by Paul Kuber, second by Danny Bishop. Passed unanimously.

ACRP COMMITTEE STRUCTURE

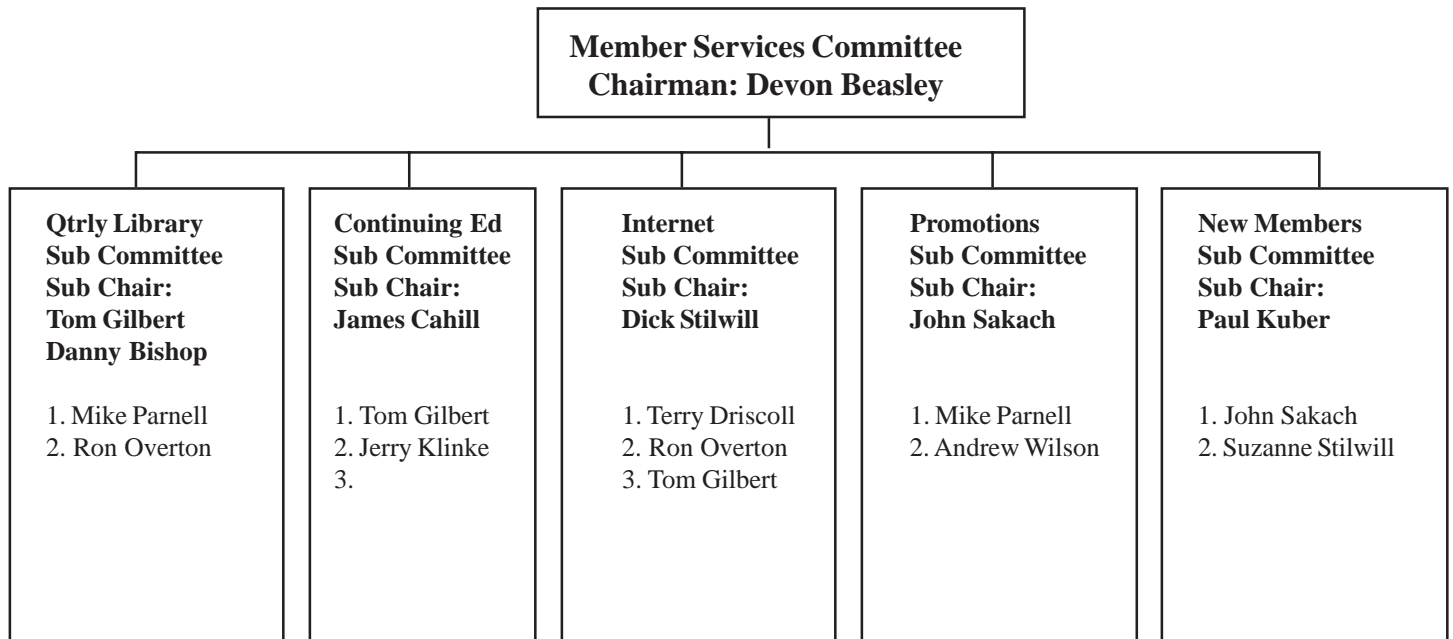
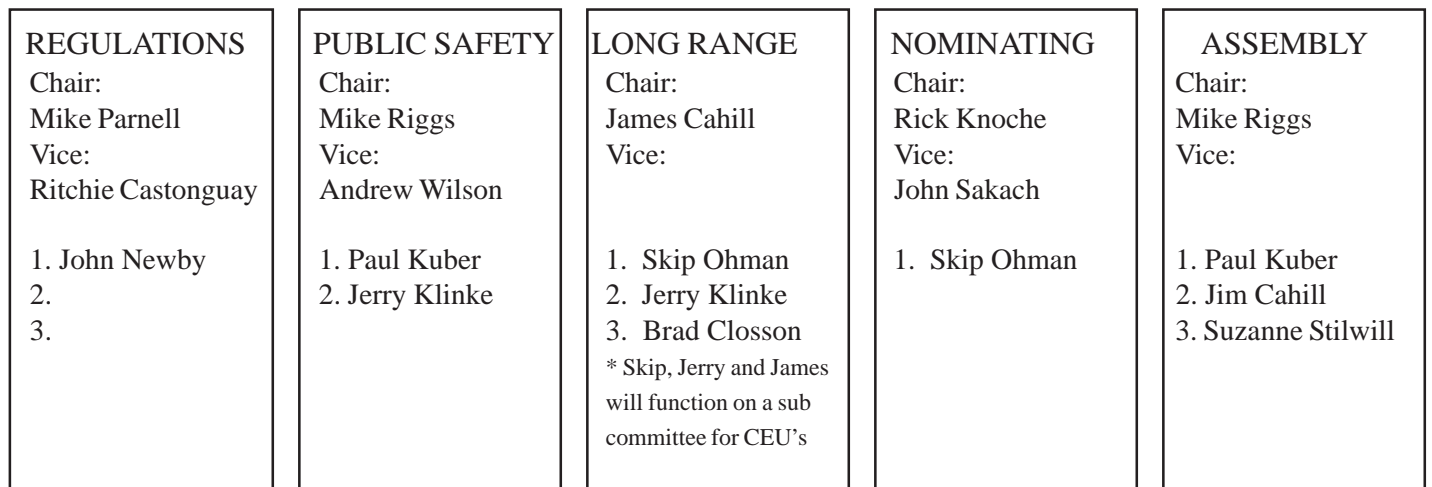
KEY POINTS:

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.



Accrual Basis

Association of Crane and Rigging Professionals
Statement of Earnings
 12/31/06

| | 2004 Actual | 2005 Actual | 2006 Est. | 2006 Budget | % Budget | 2007 Budget | Notes |
|--|------------------|--------------------|------------------|------------------|-------------|-------------------|------------|
| Ordinary Income/Expense | | | | | | | |
| Income | | | | | | | |
| Admin. Sponsor Website | \$ 3,200 | \$ 2,800 | \$ 2,800 | \$ 3,200 | 88% | \$ 2,800 | |
| Admin. Event Sponsor | \$ - | | | | | | |
| Admin. Other Income | \$ 1,135 | \$ 110 | | \$ 500 | 0% | | |
| Admin. Ad Sponsor | \$ - | \$ 750 | \$ 600 | \$ 750 | 80% | \$ 500 | |
| Admin. Interest | \$ 121 | \$ 580 | \$ 635 | \$ 400 | 159% | \$ 500 | |
| Admin. Dues Income | | | | | | | |
| Admin. Dues Income Professional | \$ 8,624 | \$ 8,882 | \$ 8,413 | \$ 8,415 | 100% | \$ 8,910 | 19 |
| Admin. Addit. Dues Income Professional | \$ 2,640 | \$ 1,477 | \$ 1,265 | \$ 1,215 | 104% | \$ 1,485 | 11 |
| Admin. Dues Income Corporate | \$ 12,468 | \$ 9,228 | \$ 8,910 | \$ 8,910 | 100% | \$ 11,880 | 24 |
| Admin. Addit. Dues Income Corporate | \$ 2,862 | \$ 3,555 | \$ 4,387 | \$ 3,240 | 135% | \$ 4,860 | 38 |
| Admin. Dues Income Associate | \$ 6,976 | \$ 11,932 | \$ 13,860 | \$ 11,880 | 117% | \$ 13,365 | 29 |
| Admin. Addit. Dues Income Associate | \$ 1,793 | \$ 1,970 | \$ 2,025 | \$ 1,350 | 150% | \$ 1,620 | 12 |
| Admin Total Income | <u>\$ 39,619</u> | <u>\$ 41,284</u> | <u>\$ 42,894</u> | <u>\$ 39,860</u> | <u>108%</u> | <u>\$ 45,920</u> | <u>131</u> |
| Admin. Advertising | | | | | | | |
| Admin. Advertising | \$ - | \$ 5,535 | \$ 140 | \$ 5,000 | 3% | \$ 5,000 | |
| Admin. Bank Service Charge | \$ 43 | | \$ 103 | \$ 50 | | \$ 150 | |
| Admin. Board Meeting Expense | \$ 4,431 | \$ 2,154 | \$ 3,991 | \$ 4,000 | 100% | \$ 4,000 | |
| Admin. CEU IACET Expense | \$ 5,851 | \$ 695 | \$ 750 | \$ 750 | 100% | \$ 750 | |
| Admin. CHC Booth Expense | \$ 2,678 | | | \$ 250 | 0% | | |
| Admin. Credit Card Fees | \$ 400 | \$ 1,249 | \$ 809 | \$ 1,000 | 81% | \$ 1,200 | |
| Admin. Dues & Subscriptions | \$ 450 | \$ 1,100 | | \$ 550 | 0% | \$ 550 | |
| Admin. Insurance Dir./Officers | \$ 801 | \$ 739 | \$ 739 | \$ 850 | 87% | \$ 850 | |
| Admin. Internet | \$ 2,352 | \$ 2,602 | \$ 2,602 | \$ 2,600 | 100% | \$ 2,602 | |
| Admin. Legal and Accounting | \$ 664 | \$ 650 | \$ 650 | \$ 750 | 87% | \$ 750 | |
| Admin. Licenses & Permits | \$ 10 | | \$ 10 | \$ 10 | 100% | \$ 10 | |
| Admin. Management Fee | \$ 15,750 | \$ 15,750 | \$ 15,750 | \$ 15,750 | 100% | \$ 18,000 | |
| Admin. Newsletter Expense | \$ 1,070 | \$ 1,524 | \$ 1,565 | \$ 1,900 | 82% | \$ 1,900 | |
| Admin. Member Materials | | \$ 358 | \$ 658 | \$ 400 | 164% | \$ - | |
| Admin. Member Gifts | \$ - | | | | | | |
| Admin. Office Supplies | \$ 592 | \$ 805 | \$ 779 | \$ 800 | 97% | \$ 800 | |
| Admin. Postage & Shipping | \$ 861 | \$ 1,185 | \$ 1,979 | \$ 1,200 | 165% | \$ 2,000 | |
| Admin. Printing & Photocopy | \$ 1,357 | \$ 1,567 | \$ 1,570 | \$ 1,500 | 105% | \$ 1,600 | |
| Admin. Telephone | \$ 1,023 | \$ 1,294 | \$ 1,325 | \$ 1,300 | 102% | \$ 1,500 | |
| Admin. Travel & Enter | \$ 941 | \$ 1,129 | \$ 1,197 | \$ 1,200 | 100% | \$ 1,200 | |
| Admin Total Expense | <u>\$ 39,271</u> | <u>\$ 39,335</u> | <u>\$ 34,616</u> | <u>\$ 39,860</u> | <u>87%</u> | <u>\$ 42,862</u> | |
| Admin. Net Income/Loss | <u>\$ 348</u> | <u>\$ 2,948</u> | <u>\$ 8,278</u> | <u>\$ -</u> | | <u>\$ 3,058</u> | |
| Admin. Member Materials 2007 only | | | | | | <u>\$ 8,000</u> | |
| Admin. Net Income/Loss | <u>\$ 348</u> | <u>\$ 2,948.47</u> | <u>\$ 8,278</u> | <u>\$ -</u> | | <u>\$ (4,942)</u> | |

Accrual Basis

Association of Crane and Rigging Professionals
Statement of Earnings
 12/31/06

| | 2004 Actual | 2005 Actual | 2006 Est. | 2006 Budget | % Budget | 2007 Budget | Notes |
|-------------------------------------|------------------|------------------|------------------|------------------|-------------|------------------|-------|
| Conv. MEETING NATIONAL | | | | | | | |
| Members | \$ 14,220 | \$ 21,780 | \$ 23,835 | \$ 24,750 | 98% | \$ 30,890 | |
| CHC Fee | | | | | | | |
| Non-Members | \$ - | \$ 3,570 | \$ 2,380 | | | | |
| Other | \$ - | \$ 1,250 | | | | | |
| Sponsor | \$ - | \$ 1,590 | \$ 7,345 | \$ 2,500 | 294% | \$ 5,000 | |
| Sports | \$ - | \$ 1,330 | \$ 1,315 | | | | |
| Spouse | \$ - | | \$ 387 | | | | |
| Tours | \$ - | | | | | | |
| Conv. MEETING NATIONAL - Other | \$ - | | | | | | |
| Total Conv. MEETING NATIONAL | \$ 14,220 | \$ 29,520 | \$ 35,262 | \$ 27,250 | 129% | \$ 35,890 | |

| | | | | | | | |
|----------------------------|-------------------|------------------|------------------|------------------|-------------|------------------|--|
| Expense | | | | | | | |
| Conv. Audio Visual | \$ 401 | \$ 700 | \$ 37 | \$ 750 | 5% | \$ 750 | |
| Conv. Food & Beverage | \$ 8,112 | \$ 12,309 | \$ 17,851 | \$ 12,700 | 141% | \$ 13,500 | |
| Conv. Gifts & Awards | | \$ 1,355 | \$ 123 | \$ 1,250 | 10% | \$ 1,250 | |
| Conv. Management Fee | \$ 5,250 | \$ 5,250 | \$ 5,250 | \$ 5,250 | 100% | \$ 6,000 | |
| Conv. Postage | \$ - | \$ 629 | \$ 831 | \$ 650 | 128% | \$ 650 | |
| Conv. Printing | \$ 472 | \$ 2,953 | \$ 3,867 | \$ 2,700 | 136% | \$ 2,700 | |
| Conv. Sports | \$ - | \$ 1,241 | \$ 1,209 | | | | |
| Conv. Speaker | \$ 82 | \$ 1,180 | | \$ 1,200 | 0% | \$ 2,898 | |
| Conv. Tours | \$ - | | | | | | |
| Conv. Transfers | \$ 545 | \$ 651 | \$ 590 | \$ 750 | 79% | \$ 1,000 | |
| Conv. Travel | \$ 1,592 | \$ 1,409 | \$ 978 | \$ 1,500 | 65% | \$ 1,500 | |
| Other | \$ - | | | \$ 500 | 0% | \$ 500 | |
| Conv. Total Expense | \$ 16,454 | \$ 27,878 | \$ 30,535 | \$ 27,250 | 112% | \$ 30,748 | |
| Total | | \$ 27,878 | \$ 30,535 | \$ 27,250 | 112% | \$ 30,748 | |
| Net Income | \$ (2,234) | \$ 1,842 | \$ 4,727 | \$ - | | \$ 4,942 | |

Accounts Summary

| | | | | | | | |
|------------------------------|-------------------|------------------|------------------|------------------|-------------|------------------|--|
| Admin Total Income | \$ 39,619 | \$ 41,284 | \$ 42,894 | \$ 39,860 | 108% | \$ 45,920 | |
| Conv. Total MEETING NATIONAL | \$ 14,220 | \$ 29,520 | \$ 35,262 | \$ 27,250 | 129% | \$ 35,890 | |
| | \$ 53,839 | \$ 70,804 | \$ 78,156 | \$ 67,110 | 116% | \$ 81,810 | |
| Admin Total Expense | \$ 39,271 | \$ 38,335 | \$ 34,618 | \$ 39,860 | 87% | \$ 50,862 | |
| Conv. Total Expense | \$ 16,454 | \$ 27,878 | \$ 30,535 | \$ 27,250 | 112% | \$ 30,748 | |
| | \$ 55,725 | \$ 66,013 | \$ 65,151 | \$ 67,110 | 97% | \$ 81,610 | |
| Total Income/Loss | \$ (1,885) | \$ 4,791 | \$ 13,005 | \$ - | | \$ - | |