

ACRP Board Meeting Minutes  
Friday, January 25, 2008  
Regal Sun Resort Hotel  
Orlando, FL.

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

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

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ACRP President Mike Parnell presiding. Attending were:

Devon Beasley  
Danny Bishop  
James Cahill  
Ritchie Castonguay  
Brad Closson  
Scott Fleming  
Tom Gilbert

John Hellums  
Rick Knoche  
Paul Kuber  
Ray Linton  
Todd Nichols  
Ron Overton  
Mike Parnell

Mike Riggs  
Mike Terry  
Andrew Wilson

Unable to attend was Jerry Klink  
Staff present were Suzanne & Dick Stilwill

- I. The meeting was called to order at 8:08 AM by President Parnell, who welcomed those in attendance, asked for the introduction of attending Board members, followed by a discussion of the agenda items.
- II. Mike Parnell formally tendered his resignation from the position of ACRP President due to his other commitments and wishing to encourage other members of the association to become involved with the Board and other positions of leadership. Mike Riggs will assume the position of President from the remainder of the position's term.
- III. Mike Parnell also tendered his resignation from the position of ACRP Regulations Chairman
- IV. Motion to approve minutes from the May Board meeting in San Diego, by John Hellums, second by Ray Linton. Motion called to vote. Passed unanimously.
- V. Discussion on contact information for Ron Garby. Ritchie Castonguay to email contact information to ACRP office. Staff also to contact Judy at International Training, Inc. for this information.
- VI. Management reported on various administrative issues.
  - A. We invoiced 138 ACRP members for dues for 2008. Of these, 78 have paid, 60 are unpaid and 1 has dropped. A comparative list of member levels by year is shown on pages 24-31 of the Boardbook.
  - B. Our bank balance as of the statement shown on page 21 shows a balance in the checking account of \$44,927.06. This does not reflect any in transits, so should be viewed as such. The investment account is shown on page 22 with a current value as of December 31st of \$52,755.19. The combined total of checking and investments is \$97,682.25.
  - C. Our estimated combined profit/loss from all operations for 2007 is \$2,492.00. (Estimated prior to CPA review)
  - D. Staff requested to send membership unpaids to Mike Riggs by the end of February.

- VII A. Discussion on the association's affiliation with the industry magazines, such as CraneWorks, Hoist, etc. Mike Riggs will decide what to do with the CraneWorks article program and will discuss with Guy Ramsey opportunities with his magazines. The AWRP magazine was recommended as a potential magazine for article submission. Brad Closson suggested investigating other industry magazines as opposed to staying strictly with CraneWorks.
- B. Board to compile a list of appropriate publications which are to be posted on the website.
- C. Suggestion to schedule Board meeting to coincide with ASME meetings. Motion to hold the January '09 Board meeting in conjunction with the ASME meeting in Las Vegas, NV by Ray Linton, second by Tom Gilbert. Passed unanimously.
- VII. Review of the committee structure from list shown on page 33 of the Boardbook. Committee membership updated per Attachment A.
- A. Mike Parnell reported on the activities of B30.1 committee.
- B. Long Range Planning committee reported on that status of that committee's projects. An Assembly document to be included in the book is planned, with an information statement on trainer development and trainer guidelines.. James Cahill gave an action item involving a conference call to the committee to review the goals.
- 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. Nominating committee reported on plans for the 2008 election of officers, specifically the positions of President and Vice President. With the withdrawal of Mike Parnell from the position of President, Jerry Klinke agreed to temporarily act as Vice President, Secretary, Treasurer and Chairman until the normal election process could resolve those vacancies. Motion by Todd Nichols, second by Mike Riggs to hold these positions open and allow the normal election process in the spring to fill the vacant slots. Passed unanimously.
- E. Discussion on C-DAC. Group felt that this needs to be reviewed and an ACRP stance on the subject developed before the document is released for public comment. Brad Closson suggested preparing a list of six to eight concerns about C-DAC for presentation at the May Assembly for the group to consider.
- a. Suggestion was to set up a three person group review of the various segments of C-Dac and to put together suggestions and comments.
- b. Prepare a presentation by either Brad Closson or Ron Overton for the May Assembly, then give to a sub committee for review.
- c. Ron Overton to serve as the Regulations Chairman with John Hellums serving on the C-DAC committee
- F. Mike Parnell reported on the activities of the quarterly library mailings.

- G. Ron Overton discussed the Internet committee activities. Decision to open the website to everyone without login. Staff to remove financials. Member information to show only the company, member name and phone number. Motion by Mike Parnell, second by John Hellums to remove the financial data from the site. Passed unanimously. Staff to resurvey the membership asking to get their contact information updated.

VIII. General Assembly discussion items. Following are some of the presentation subjects suggested.

- A. A lattice boom & hydraulic boom inspection process by Tom Gilbert.
  - B. Wire rope inspection - "Knut"e"
  - C. Nuclear inspection program - Dave Wilson
  - D. Syncrude
  - E. Naval Station Nova Scotia - John Forsythe.
  - F. Staff directed to arrange for camera and viewing facilities for the demo trailer. Also, make sure Internet is available for all presentations.
  - G. Ron Overton was tasked with developing a list of testing devices, to be available at the Assembly.
  - H. Mike Parnell will handle getting a post card announcement of the 2008 General Assembly printed. Board will facilitate the mailing of these cards with ACRP member companies. Staff will send a PDF of the card to the membership.
  - I. Brad Closson was asked to put together a list of files that could be put out to the membership. i.e a list of interpretations.
  - J. Brad Closson was also asked to put together a Excel file of ASME updates.
  - K. Jim Cahill will provide information on appropriate engineering magazines in which to publish articles.
  - L. Discussion on facility. Staff reviewed the Doubletree hotel as the location. The location of the demo is within walking distance of the hotel.
  - M. Scott will email the agenda and speaker contact information next week. Devon Beasley will send field damaged slings to Mike Riggs for destruction testing. Charleston Rigging was suggested as a ship point for Assembly materials.
  - N. Jeopardy is to be scheduled on all three days. Industrial Training International will send Danny Bishop one hundred questions to use as needed.
- IX. Motion to add \$8,000 to the administrative budget for member promo/mailings, etc. by Devon Beasley, second by Ray Linton. Passed unanimously.
- X. Motion to approve the financials and the budget with changes by Mike Riggs, second by Scott Fleming. Passed unanimously.

- XI. Motion to approve Mike Parnell as the parliamentarian by Ray Linton, second by Mike Terry. Passed unanimously.
- XII. Motion to prepare a letter on ACRP letterhead to Mike Mills concerning an American National Consensus Standard for lift hazard assessment and lift planning by Brad Closson, second by Ron Overton. Passed unanimously.
- XIII. Discussion on the 2009 General Assembly potential locations. Long Beach, California and the Palace Station, Las Vegas, Nevada were mentioned as possible sites.
- A. Motion to schedule Las Vegas as the 2009 General Assembly site by Tom Gilbert, second by Danny Bishop. Passed unanimously.
- B. Suggested theme for the meeting would be “Don’t Gamble with your Rigging”.
- C. Vice Chairman for the 2009 General Assembly will be Robert Sherbarth.
- XIV. Motion to adjourn by Tom Gilbert, second by John Hellums. Passed unanimously.

Respectfully submitted

R.E. Stilwill

## ACRP COMMITTEE STRUCTURE

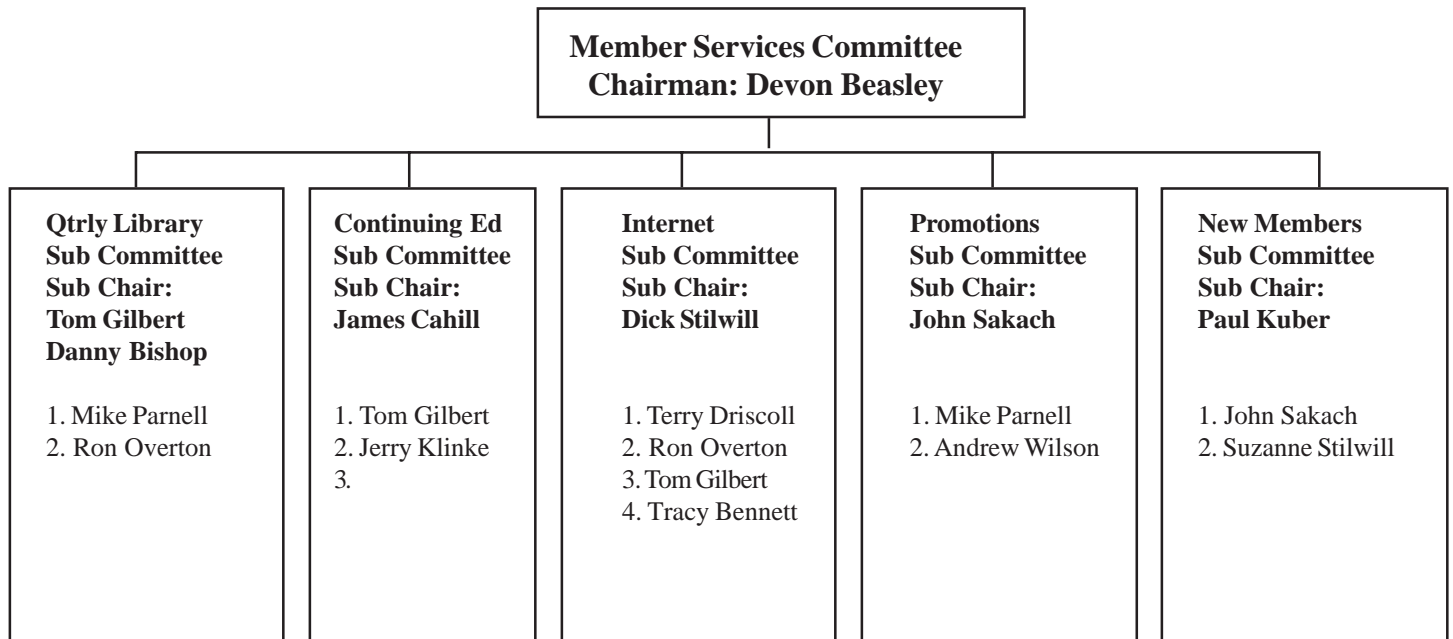
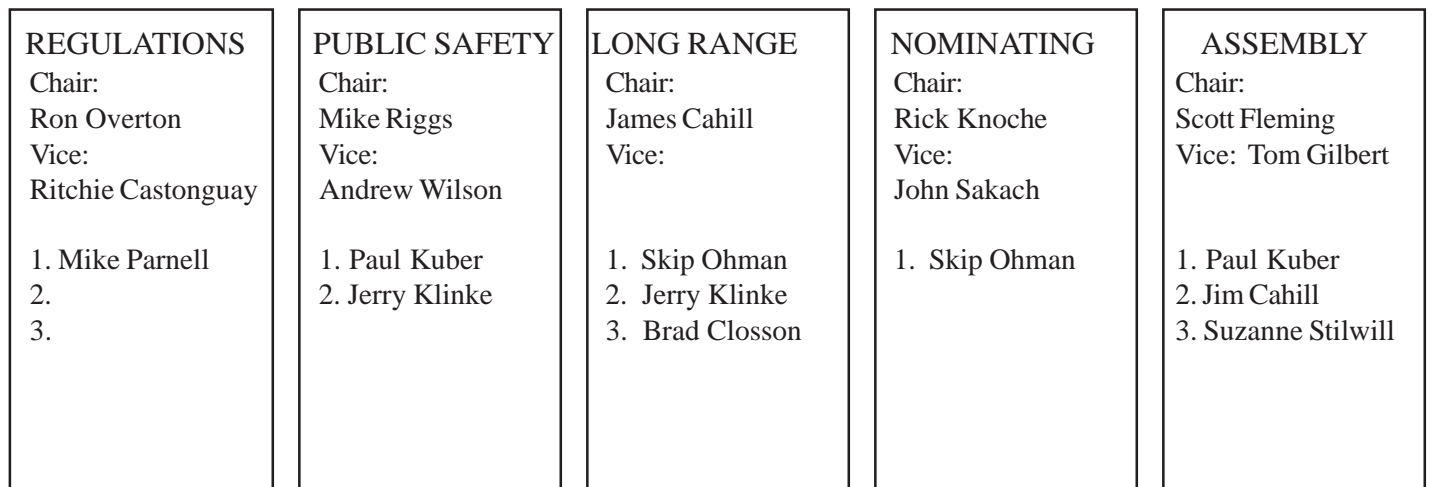
### KEY POINTS:

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	2007 Est	2007 Budget	2008 Budget	Notes
<b>Ordinary Income/Expense</b>							
<b>Income</b>							
Admin. Sponsor Website	\$ 3,200	\$ 2,800	\$ 2,800	\$ 2,800	\$ 2,800	\$ 2,800	
Admin. Event Sponsor	\$ -						
Admin. Other Income	\$ 1,135	\$ 110		\$ 91			
Admin. Ad Sponsor	\$ -	\$ 750	\$ 800	\$ 320	\$ 500	\$ 500	
Admin. Interest	\$ 121	\$ 580	\$ 635	\$ 1,707	\$ 500	\$ 500	
<b>Admin. Dues Income</b>							
Admin. Dues Income Professional	\$ 8,624	\$ 8,882	\$ 8,413	\$ 10,395	\$ 8,910	\$ 9,900	20
Admin. Addit. Dues Income Professional	\$ 2,640	\$ 1,477	\$ 1,285	\$ 1,350	\$ 1,485	\$ 1,485	11
Admin. Dues Income Corporate	\$ 12,488	\$ 9,228	\$ 8,910	\$ 10,148	\$ 11,880	\$ 10,395	21
Admin. Addit. Dues Income Corporate	\$ 2,882	\$ 3,555	\$ 4,387	\$ 5,299	\$ 4,880	\$ 5,805	43
Admin. Dues Income Associate	\$ 6,976	\$ 11,932	\$ 13,880	\$ 13,860	\$ 13,365	\$ 13,880	31
Admin. Addit. Dues Income Associate	\$ 1,793	\$ 1,970	\$ 2,025	\$ 1,215	\$ 1,620	\$ 1,620	12
Admin Total Income	\$ 39,619	\$ 41,284	\$ 42,894	\$ 47,184	\$ 45,920	\$ 46,865	138
Admin. Advertising	\$ -	\$ 5,535	\$ 140	\$ 3,295	\$ 5,000	\$ 5,000	
Admin. Bank Service Charge	\$ 43		\$ 103	\$ 122	\$ 150	\$ 150	
Admin. Board Meeting Expense	\$ 4,431	\$ 2,154	\$ 3,991	\$ 4,888	\$ 4,000	\$ 4,000	
Admin. CEU IACET Expense	\$ 5,851	\$ 695	\$ 750	\$ 3,462	\$ 750	\$ 3,500	
Admin. CHC Booth Expense	\$ 2,678						
Admin. Credit Card Fees	\$ 400	\$ 1,249	\$ 809	\$ 2,351	\$ 1,200	\$ 2,000	
Admin. Dues & Subscriptions	\$ 450	\$ 1,100		\$ 550	\$ 550	\$ 550	
Admin. Insurance Dir./Officers	\$ 801	\$ 739	\$ 739	\$ 739	\$ 850	\$ 850	
Admin. Internet	\$ 2,352	\$ 2,802	\$ 2,602	\$ 2,631	\$ 2,602	\$ 2,675	
Admin. Legal and Accounting	\$ 664	\$ 650	\$ 650	\$ 665	\$ 750	\$ 750	
Admin. Licenses & Permits	\$ 10		\$ 10		\$ 10	\$ 10	
Admin. Management Fee	\$ 15,750	\$ 15,750	\$ 15,750	\$ 18,000	\$ 18,000	\$ 18,000	
Admin. Newsletter Expense	\$ 1,070	\$ 1,524	\$ 1,565	\$ 1,191	\$ 1,900	\$ 1,900	
Admin. Member Materials		\$ 358	\$ 658		\$ -		
Admin. Member Gifts	\$ -						
Admin. Office Supplies	\$ 592	\$ 805	\$ 779	\$ 840	\$ 800	\$ 850	
Admin. Postage & Shipping	\$ 861	\$ 1,185	\$ 1,979	\$ 1,420	\$ 2,000	\$ 2,000	
Admin. Printing & Photocopy	\$ 1,357	\$ 1,567	\$ 1,570	\$ 1,532	\$ 1,600	\$ 1,600	
Admin. Telephone	\$ 1,023	\$ 1,294	\$ 1,325	\$ 1,503	\$ 1,500	\$ 1,500	
Admin. Travel & Enter	\$ 941	\$ 1,129	\$ 1,197	\$ 1,500	\$ 1,200	\$ 1,200	
Admin Total Expense	\$ 39,271	\$ 38,335	\$ 34,616	\$ 44,689	\$ 42,862	\$ 46,535	
Admin. Net Income/Loss	\$ 348	\$ 2,948	\$ 8,278	\$ 2,495	\$ 3,058	\$ 330	
Admin. Member Materials					\$ 8,000	\$ 8,000	
Admin. Net Income/Loss	\$ 348	\$ 2,948.47	\$ 8,278	\$ 2,495	\$ (4,942)	\$ (7,670)	

Accrual Basis

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

	2004 Actual	2005 Actual	2006	2007 Est	2007 Budget	2008 Budget	Notes
<b>Conv. MEETING NATIONAL</b>							
Members	\$ 14,220	\$ 21,780	\$ 23,835	\$28,710	\$ 30,690	\$ 39,600	80
CHC Fee							
Non-Members	\$ -	\$ 3,570	\$ 2,380	\$5,355			
Other	\$ -	\$ 1,250					
Sponsor	\$ -	\$ 1,590	\$ 7,345	\$7,650	\$ 5,000	\$ 5,000	
Sports	\$ -	\$ 1,330	\$ 1,315	\$2,115			
Spouse	\$ -		\$ 387	\$1,161			
Tours	\$ -						
Conv. MEETING NATIONAL - Other	\$ -						
<b>Total Conv. MEETING NATIONAL</b>	<b>\$ 14,220</b>	<b>\$ 29,520</b>	<b>\$ 35,282</b>	<b>\$44,991</b>	<b>\$ 35,690</b>	<b>\$ 44,600</b>	
<b>Expense</b>							
Conv. Audio Visual	\$ 401	\$ 700	\$ 37	\$1,242	\$ 750	\$ 2,000	
Conv. Food & Beverage	\$ 8,112	\$ 12,309	\$ 17,851	\$26,771	\$ 13,500	\$ 26,000	325
Conv. Gifts & Awards		\$ 1,355	\$ 123	\$161	\$ 1,250	\$ 1,250	
Conv. Management Fee	\$ 5,250	\$ 5,250	\$ 5,250	\$6,000	\$ 6,000	\$ 6,000	
Conv. Postage	\$ -	\$ 629	\$ 831	\$688	\$ 650	\$ 800	10
Conv. Printing	\$ 472	\$ 2,953	\$ 3,667	\$3,825	\$ 2,700	\$ 4,050	51
Conv. Sports	\$ -	\$ 1,241	\$ 1,209	\$2,586			
Conv. Speaker	\$ 82	\$ 1,180			\$ 2,898	\$ 2,500	
Conv. Tours	\$ -						
Conv. Transfers	\$ 545	\$ 651	\$ 590	\$1,733	\$ 1,000	\$ 1,000	
Conv. Travel	\$ 1,592	\$ 1,409	\$ 978	\$1,924	\$ 1,500	\$ 1,500	
Other	\$ -			\$64	\$ 500	\$ 500	
<b>Conv. Total Expense</b>	<b>\$ 16,454</b>	<b>\$ 27,678</b>	<b>\$ 30,535</b>	<b>\$ 44,994</b>	<b>\$ 30,748</b>	<b>\$ 45,600</b>	
<b>Total</b>		<b>\$ 27,678</b>	<b>\$ 30,535</b>	<b>\$ 44,994</b>	<b>\$ 30,748</b>	<b>\$ 45,600</b>	
<b>Net Income</b>	<b>\$ (2,234)</b>	<b>\$ 1,842</b>	<b>\$ 4,727</b>	<b>\$ (3)</b>	<b>\$ 4,942</b>	<b>\$ (1,000)</b>	

**Accounts Summary**

Admin Total Income	\$ 39,619	\$ 41,284	\$ 42,894	\$ 47,184	\$ 45,920	\$ 46,865
Conv. Total MEETING NATIONAL	\$ 14,220	\$ 29,520	\$ 35,282	\$ 44,991	\$ 35,690	\$ 44,600
	<b>\$ 53,839</b>	<b>\$ 70,804</b>	<b>\$ 78,156</b>	<b>\$ 92,175</b>	<b>\$ 81,610</b>	<b>\$ 91,465</b>
Admin Total Expense	\$ 39,271	\$ 38,335	\$ 34,616	\$ 44,689	\$ 50,862	\$ 54,535
Conv. Total Expense	\$ 16,454	\$ 27,678	\$ 30,535	\$ 44,994	\$ 30,748	\$ 45,600
	<b>\$ 55,725</b>	<b>\$ 66,013</b>	<b>\$ 65,151</b>	<b>\$ 89,683</b>	<b>\$ 81,610</b>	<b>\$ 100,135</b>
<b>Total Income/Loss</b>	<b>\$ (1,885)</b>	<b>\$ 4,791</b>	<b>\$ 13,005</b>	<b>\$ 2,492</b>	<b>\$ -</b>	<b>\$ (8,670)</b>