

National Chimney Sweep Guild
Board of Directors Meeting
May 23, 2007
CSIA Technology Center • Plainfield, Indiana

AGENDA

1. Call to Order
2. Roll Call
3. Approval of April 22, 2007 Minutes
4. President's Report *H. Rowell*
5. Treasurer's Report *R. Priesing*
6. Executive Director's Report *M. McSweeney*
7. Legal Report *A. Garrett*
8. Consent Agenda
 - Directors' Reports
 - a. Region 1 *G. Stroup*
 - b. Region 2 *J. Walker*
 - c. Region 3 *J. Baynes*
 - d. Region 4 *J. Wharton*
 - e. Region 5 *H. Rowell*
 - f. Region 6 *J. Johnson*
 - g. Region 7 *S. Pietila*
 - h. Region 8 *R. Brooks*
 - i. Supplier Director *R. Huta*
 - Committee Reports
 - j. By Laws Committee *submitted by R. Brooks*
 - k. LRP Committee *submitted by R. Brooks*
 - l. International Relations *submitted by V. Imgarten*
 - m. Membership Report *submitted by R. Brooks*
 - n. NFPA 31 *submitted by J. Pilger*
 - o. Chimney Academy Task Force *submitted by G. Polakow*
 - p. Government Affairs *submitted by D. Pilger*
9. Old Business
 - None Submitted to date.
10. New Business
 - a. Region 6 Director
 - b. Board Resolution 07-08
 - c. Annual Audit
 - d. Nominating Procedures
 - e. Next Board Meeting: *Budget Approval – July 19-20, 2007 – CSIA Tech Center*
11. Adjourn

National Chimney Sweep Guild
Board of Directors Meeting
Sunday, April 22
Mohegan Sun, Uncasville, CT

DRAFT MINUTES - NOT YET APPROVED

President Rowell called the National Chimney Sweep Guild Board of Directors to order at 8:06am.

Directors Present: Jim Baynes, Randy Brooks, Robert Huta, Stephen Kuber, Diane Pilger, Bob Priesing, Howard Rowell, George Stroup, Jay Walker, John Wharton

Directors Absent: Kevin DeLucenay and Jake Johnson.

Staff Present: Mark McSweeney, Ashley Eldridge, Royal Edwards, Melissa Heeke, Judy Thompson

Guests Present: John Pilger, John Meredith, Dan Jacobson, Jeanmarie Jacobson, Judd Berg

A motion was made by John Wharton and seconded by Randy Brooks to approve the minutes of the April 17 2007 meeting. Voting in favor: All in favor. Motion carries.

President's Report: Submitted by Howard Rowell.

Executive Director's Report: Submitted by Mark McSweeney. Preliminary registration numbers for NCSG Innovation 2007 are 742 total registrants with 206 sweep companies represented. The next meetings are set for May 23 and July 20, 2007. A discussion was held regarding securing quorum at future membership meetings.

Randy Brooks provided an update, adding that several new members have joined since the April 17 meeting.

A motion was made by Robert Huta and seconded by Bob Priesing to accept the consent agenda as presented. Voting in favor: All in favor. Motion carries.

A motion was made by Jay Walker and seconded by Diane Pilger to accept the slate of CSIA directors as: Eric Adair, Randy Brooks, Robert Huta, John Meredith, Steve Pietila, John Pilger, Howard Rowell, Erika Schmidt and Bo Tasso. Voting in favor: Baynes, Randy Brooks, Robert Huta, Steve Kuber, Diane Pilger, Bob Priesing, Howard Rowell, George Stroup, Jay Walker, John Wharton Motion carries.

The meeting was recessed at 8:33am.

The meeting resumed at 9:00 am.

A discussion was held regarding convention highlights and recognizing dedicated volunteers.

A motion was made by Bob Priesing and seconded by George Stroup to adjourn the meeting.
Voting in favor: All in favor. Motion carries.

The meeting was adjourned at 9:20am.

**Not yet approved – Not to be relied upon as official board action.
- End of Document -**

NCSG President's Report

May 2007

It is the mission of the National Chimney Sweep Guild to promote the success of its members by providing progressive services, encouraging professionalism and ethical accountability, and advancing the chimney and venting industry through public awareness of the trade.

We had a very good convention experience last month at NCSG's 30th anniversary celebration at Mohegan Sun. Record attendance was set and our trade show had the largest amount of booth space we have ever had. Our seminar lineup was well received and most of the comments about the convention have been positive. Congratulations to our staff, board, volunteers, suppliers, and all who helped make this a memorable convention.

Next week as the board meets for our Long Range Planning session our convention will be fresh on our minds. We need to look at what was successful and what ways we can improve our convention to meet and exceed the expectations of our members. An important component of this is our education and seminar lineup at convention. Last year the board had good input as to what seminars members would find beneficial and this year we will also help identify those areas to make next year's convention in Reno just as beneficial to our members.

We have to be aware that the Long Range Planning Session involves much more than our convention. We need to be identifying both our short and long term goals to position NCSG for healthy growth moving into the future. Our membership has seen a 15% growth spurt since our convention two years ago in San Antonio. We need to be looking at both what we did and what we can do to sustain that growth moving into the future. Part of that area of growth we need to look at is identifying opportunities to promote the chimney sweep trade through secondary education institutions at the high school and technical school levels. This year we will introduce the Chimney Sweep Academy to these schools through job fairs and guidance counselors with a pilot program in the Indianapolis area. This is healthy growth for any trade association and one we need to be planning for and adjustments to make this available throughout the country with trained members at the local level to promote the Academy.

Our mission is to provide member benefits and we are doing a good job of lining up those benefits. Our member coupon offer from vendors has grown substantially over the past two years and we need to continue growth in this area. We need to identify other benefits that will help members in their businesses and how we can use the strength of our numbers to leverage those benefits.

One of the benefit's that is showing steady growth is the liability insurance through the Stratus Insurance Group. The more that participate in this insurance makes our trade as a whole more stable to cycles of the insurance industry and gives better bargaining power for lower premiums when Stratus works with major insurance companies. This benefit

needs to be promoted more frequently to members by having Stratus write a column for our Sweeping Trade Journal.

An important benefit that we continue to develop is our Government Affairs Committee. This committee has made much headway over the past two years by building relationships with HPBA, EPA, and taken a weeklong course to learn how to effectively work with government officials. This is a huge member benefit and one we need to continue building upon moving into the future. Part of this committee's ongoing task will be to develop action packets equipping members for grass roots politics at the local level. These packets will help members to address bad legislation at the local level and assist those seeking to get state regulation of their trade. Members need to be made aware of pending regulation in their area through the LegAlert system and through developing a network of local watch advocates from across the country. This benefit also needs to take on a higher profile through our Sweeping Trade Journal so members are well informed of government issues, how we can help, and what they need to be prepared to do.

Staff has been doing a fine job of recruiting new members and increasing our member retention rate. As board members we need to be aware of our increase in membership and plan for growth to support the same level or better service members will receive. One area we will be discussing is the increase in phone calls received by our Technical Director and how to deal with that increase.

I look forward to seeing all of you next week as we get ready for what I feel is our most important board meeting of the year. Let's get ready to direct the future of NCSG for healthy steady growth along with increased benefits to our members.

Howard Rowell
President NCSG

Treasurer's Report

May 2007

Current NCSG Financial Statement provided under separate cover.

Report of the Executive Director

May 2007

Since the convention, the staff had a quick “settle back in” period, and jumped into the education season at the Tech Center. The attendance numbers for convention have already been reported to the Board, but those figures will be available at the upcoming meeting if needed. We are in the process of reviewing the final invoice from the Mohegan Sun, and anticipate having it wrapped up and paid by the end of the month.

We have received a fare bit of valuable input back from the board relative to the convention. We did not receive many evaluations onsite from attendees, but a post-convention survey is being distributed so we do hope to receive some additional feedback.

Our Site Selection Committee recently completed visits to our two final city candidates for the 2009 convention; Virginia Beach, VA and Winston-Salem, NC. We were impressed with both cities, and while either would work well for our needs, we are in agreement that there is a clear front-runner. At this point, we are requesting final proposals from both locations and will proceed accordingly. It is my intent to have a contract finalized by mid-June.

Moving forward, I will begin focused work on the 2010 site this summer. At this point, the committee is considering Indianapolis, Kansas City and Louisville as potential candidates.

Melissa is on track with the development of the new ncs.org site. She anticipates the site going live by the end of May. The new site will have a completely new navigation infrastructure, making more user-friendly with an updated look and feel to it. The site will also include a new search engine that will similarly be more user-friendly for homeowners and others trying to find members of the guild in their area.

As mentioned in a recent Executive Update, we have upgraded our dashboard account. At this point, we have added several projects for the Ethics Committee which will greatly enhance their ability to share information and communicate their findings in a traceable and archive able format. I would strongly encourage other committees to take advantage of the benefits of the dashboard as our new account provides us with plenty of project and file storage space. If you would like to get your committee added to the dashboard (including non-board members), just let me know.

A project started this fiscal year but sidelined as we approached convention is the supplier Standards of Practice (the supplier member equivalent to the NCSG Code of Ethics). The document is essentially ready to go, although we agreed we would like some additional supplier buy-in before we formally adopt it. While this did not happen before convention, there were conversations about it at convention, and the document is now being circulated to a handful of supplier members. I would expect to have this finalized and ready for board approval at our next board meeting.

We are making progress on our request for a Letter of Interpretation from OSHA. Modifications are being made to the draft letter, and we expect to deliver the final letter to OSHA in early June. While it cannot be guaranteed, it is possible that we could have a response from them by the beginning of the fall season.

Following up on our conversation relative to the technical call volume that Royal has been dealing with, he and I have been discussing practical options moving forward. As I have mentioned before, I would like to have some consensus from the board relative to the level at which you would like to see this service continue to be offered. As a member benefit, it continues to consistently be rated as one of the top benefits we provide. Royal has successfully weeded out non-member calls coming in, but is still reporting increases in call volume. He does a good job of tracking the source of his calls and email inquiries, as well as the subject matter. It is worth noting that over the past twelve months, he estimates that he has referred over \$225,000 worth of relining/masonry work to member sweeps in 26 states based on homeowner phone calls he has received. He estimates that he has referred an additional \$210,000 worth of similar work over the same time period from homeowner email inquiries he has received. While these are only estimates, it is clear that the value he is providing to the membership is more tangible than merely technical information and advice. As he has explained before, he does not offer situational technical advice to homeowners. Instead, he provides generic information and refers them to the NCSG website to find a member and/or Certified Sweep in their area.

The staff will be conducting its annual planning meetings on June 18-19. This is a regular process for us, following up on items that come out of the board's planning meeting and determining the tactical means by which we will accomplish the board's strategies over the next twelve months and beyond. These are an exiting series of meetings, and I look forward to rolling up my sleeves to work with each of you over the next year.

Safe travels,

Respectfully submitted,

Mark McSweeney

Executive Director

Consent Agenda Items

- Directors' Reports
 - a. Region 1 *G. Stroup*
 - b. Region 2 *J. Walker*
 - c. Region 3 *J. Baynes*
 - d. Region 4 *J. Wharton*
 - e. Region 5 *H. Rowell*
 - f. Region 6 *J. Johnson*
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Region 1 Report

May 2007

Maryland

The Maryland Guild ceased organized function in the late 1980's however Jerry Neal of Sugarloaf Chimney Restoration is the Maryland contact. According to CSIA and NCSG websites, there are currently 81 CSIA Certified Sweeps in Maryland; 44 NCSG members.

Delaware

Delaware does not have a state guild. According to CSIA and NCSG websites, there are currently 16 CSIA Certified Sweeps in Delaware; 4 NCSG members.

New Jersey

NJ State Guild President, Paul Devenny says they held a charity workshop at the Linley G. Cook Girl Scout Camp in Branchville, NJ, May 11-20. There are currently 104 CSIA Certified Sweeps in New Jersey; 72 NCSG members.

Pennsylvania

Pennsylvania State Guild President, Rick Anderson. There are currently 166 CSIA Certified Sweeps in Pennsylvania; 82 NCSG members.

New York

President of the NY Guild, Ruthie Francisco shares the NY Annual New York Summer Workshop is slated for July 27-29 in Mosherville NY. This year will be a back to basics year with a relaxed feel. Bring the whole family for education and family fun. According to CSIA and NCSG websites, there are currently 160 CSIA Certified Sweeps in New York; 106 NCSG members.

Connecticut

Connecticut is a satellite of the NY Guild State. According to CSIA and NCSG websites, there are currently 64 CSIA Certified Sweeps in Connecticut; 39 NCSG members.

Rhode Island

Rhode Island President, Mark Putnam. According to CSIA and NCSG websites, there are currently 27 CSIA Certified Sweeps in Rhode Island; 11 NCSG members.

Massachusetts

Jeannie Jacobson, MCSG President. MCSG will be hosting a OSHA 10-hr. course in Sturbridge, MA on May 21st and 22nd. There are currently 92 CSIA Certified Sweeps in Massachusetts; 59 NCSG members.

Vermont

VT State Guild President, Brian Shult. According to CSIA and NCSG websites, there are currently 26 CSIA Certified Sweeps in Vermont; 18 NCSG members.

New Hampshire

A CSIA D&D Seminar is planned for mid August with the Maine Guild, date and time to be announced. The annual NHACP "Sweep Fest" will be held on June 16, 2007 in Newmarket, NH – a day filled with seminars and vendor presentations. According to CSIA and NCSG websites, there are currently 40 CSIA Certified Sweeps in New Hampshire; 27 NCSG members.

Maine

ME State Guild President, Phil Hilt. Maine will co-sponsor a CSIA D&D, date and time to be announced. According to CSIA and NCSG websites, there are currently 30 CSIA Certified Sweeps in Maine; 26 NCSG members.

Seven Region 1 state guilds, the Chimney Sweep Professionals of the Northeast (CSPN formerly known as NER) are hosting a regional convention and trade show January 23 - 26, 2008 in Mystic, CT. - Look for upcoming emails and mailings on what will be the premier educational event of the year!! "There's a storm a brewin' ... don't be left out in the cold... Nor'easter '08, Mystic, CT"

Region 1 Summary

Response to initial e-mail contacts of NCSG Region 1 State Guild Presidents and representatives was encouraging. Trying to cultivate an arena where regional concerns can be articulated and addressed.

Respectfully submitted,
George Stroup
NCSG Region 1
Franconia, NH
stroupco@kingcon.net

Region 2 Report

May 2007

Thank you for the warm welcome to the board. It's been an easy transition on getting jump started with all the help from board members and staff.

I was very impressed with the CSIA movie clips (links) that staff created for the potential client, I'm sure it will serve each and every one of us in the future to help educate the homeowners of what we do, and the importance of maintaining their chimney. Staff should be very proud of there accomplishment and I know it will be well received within our membership.

A special thanks to the South Carolina Guild for a donation of the metal full-sized cutout of the "umbrella man" NCSG logo. As you know, it brought in over \$3000 at the CSIA auction!

Reports say that there are tentative plans for South Carolina and North Carolina Guilds to join up together to sponsor a Physics Seminar sponsored by the CSIA in Charlotte, N.C. on July 27th & 28th, 2007.

Southern Chimney Sweep Association is having an educational convention at Jekyll Island in June 2007. They have extended there early bird special pricing. For more info go to www.chimneyconvention.com

The next Virginia Guild Association meeting will be in Thaxton, Virginia. The meeting is scheduled for Saturday June 16, 2007 in Bedford, Virginia and a CPR & First Aid Course will be offered which will be approximately 5 hours long.

Virginia has also been in contact with their legislature to get more clarifications on codes and what's required for installations.

Florida has been fairly inactive as a guild – but has been involved heavily with the Southern Chimney Sweep Association convention planning. Florida's plans are to have their next meeting workshop in Mid July in the Panhandle. Several sweeps from Florida have commented that business has been recently (month of April) very slow.

Best way to contact me is by email: Jregion2@aol.com

Sincerely,

Jay Walker
Region 2 Director
NCSG

Region 3 Report

May 8, 2007

There is not much to report since I've just assumed responsibility for Region 3. However, at convention I was a bit disappointed with the attendance of R-3 members and it is my intent to try to improve those numbers. Staff provided me with R-3 attendance stats and once I took out exhibitors and staff there were only 29 of about 150 member companies represented.

In June I plan to conduct a phone campaign to promote Sweep's Week to R-3 members. I did this last year and had some success. Unfortunately, July will always be a difficult time to gain commitments but I realize those who can will and those who can't won't. In the future it might be worthwhile to try a different month just to see what happens.

To date I have no R-3 member questions, suggestions or complaints to report.

Respectfully submitted,

Jim Baynes
Region 3 Director

Region 5 Report

May 2007

Business was down for the first quarter of the year compared to the previous year for most in the region. Many reasons were given to account for the decrease during the first quarter starting with a lack of concern by homeowners last fall with reports of home heating fuel prices anticipated to be less than the previous year. The previous year sweeps had increased revenue because of a lack of product inventory and were able to book jobs for the first quarter when product became available during the first quarter. Another big factor is the lack of real estate transactions taking place, the lowest number of permits pulled since 1987 in a lot of areas. A third factor is the lack of consumer confidence to spend money on repairs and maintenance due to world events and the increased price of gasoline price predictions. The weather pattern for the region has also been unusual going from 80 degrees a few weeks ago followed by blizzard and freezing conditions the following week sending homeowners into a mode of winter isn't quite over yet.

On the positive note sweeps are seeing a more traditional spring pattern developing over the past 10 days and business is starting to pick up for repairs and repeat cleanings. The feeling is that some homeowners are coming to the conclusion they will not be putting the house on the market this year and may as well do repairs so their home is in good condition when the real estate market picks up.

The Wisconsin Guild is once again holding their summer workshop at the YMCA camp on June 7-11 in northern Wisconsin. This will be a hands on workshop installing cultured stone on some of the fireplaces and performing exterior repairs to some of the cabins chimneys. This was well received last year and a good turnout is expected this year as well. It's a good opportunity for families to get away and enjoy some camping, fishing, canoeing, and hiking while getting some hands on training.

Comments coming from convention were almost all positive. There were some that expressed they would really like to see our convention moved to earlier in the year. The reason is that when spring weather patterns set in they need to be working on chimneys they were not able to service because of cold weather the prior four months. I assured them we are working to get conventions slated to happen earlier after next year's convention. There was also an interest if the new tutorials will be made available on a CD for use at home shows and for sweeps to leave with customers.

Respectfully submitted,

Howard Rowell
Region 5 Director NCSG

Region 7 Report

Here are the current membership figures for Region 7:

Oregon – 8
Washington – 12
Wyoming – 3
Montana – 1
Idaho – 5
Alaska – 0

Total – 29 (down three from last report)

There are 37 CSIA Certified Chimney Sweeps in the region.

The OCSA held its annual May Day Conference in Portland. It was attended by nearly fifty sweeps from Oregon, Washington, Idaho and California. This is considered high attendance for our event – usually the case when we hold it at the venue near Portland. The program was highlighted by training from Dave Pomeroy and a field trip to Omni Testing Laboratories.

The bill to reinstate the requirement that a chimney sweep have a contractor license put together by OCSA members has passed the Senate and is still in the House where there is no known opposition. It is anticipated that this will pass and put back into law. The OCSA believes licensing should be required to protect homeowners from companies without appropriate insurance and worker's compensation coverage.

This time of year finds all sweeps that do repairs very backed up. Most are weeks if not months booked out. The economy is strong in the larger metropolitan areas, and in the mid-size towns.

There is nothing more to report on since last month.

Steve Pietila
Director, Region 7

Region 8 Report

May 2007

Currently, member sweeps total 2 in the state of Hawaii, 4 in Arizona, 3 in Nevada, 4 in Utah and 89 in California. That's a total of 102 region eight members. That's a one member increase over the 101 members I reported on last March. California currently has the second largest number of NCSG members from any one state! I feel and have been told that the new member benefits are a huge reason for the increase and retention of members in this region.

The "Golden State Chimney Sweep Guild" remains the only state guild within region 8. The GSCSG is holding its 27th annual convention and trade show in Buena Park, CA this July. There will be four days of education available to sweeps from all over the country.

Business was down across the board for region 8 this past year. Many say that the increased awareness of the need to have hearth products serviced and inspected has increased the inspection portion of their business throughout the region. Many more home inspectors are recommending NFPA-211, level II inspections as a way to limit their liability in real estate transactions. This is due in large part to many within the industry that frequent the monthly meetings of the home inspectors in many different areas of the region.

I will continue my efforts to increase membership within the region and make myself available to the members.

Respectfully submitted,

Randy Brooks
NCSG Region 8 Representative

NCSG Supplier Director Report

LRP / May 2007 BOD meeting

In the few weeks since we last met, I have little to report from the supplier side of the industry.

However, I do think it is appropriate to comment on the commentary I received from suppliers during the 2007 convention and tradeshow.

1. They were generally pleased with tradeshow traffic.
2. They continue to be happy with our two day tradeshow format
3. They greatly appreciated the change in timing of our supplier appreciation event.
4. They enjoyed the Mohegan Sun as a venue.
5. Even with strong tradeshow traffic, there were not as many new faces in the crowd as they expected.

Respectfully Submitted,

Robert Huta,
NCSG Supplier Director

May, 2007 Bylaws Committee Report

There is no mandate by the BOD or recommendations for bylaw changes from the committee at this time.

Randy Brooks

Long Range Planning Report

May 2007

The following areas are the current “Priorities” as specified by the BOD following the May, 2006 meeting. These “Priorities” will be reported on independently by their task force leaders. Future “Priorities” will be added prior to the May, 2007 meeting. Collectively these “Priorities” are the driving force behind the BOD productivity during their term. Combined with dedicated “Dashboard” participation, these “priorities” will have a successful end.

NCSG

- Sweeping Magazine – content, timing etc.
- School career day tabletop
- Technical Assistance
- Convention agenda planning
- New member recruitment
- Supplier Code of Ethics
- History memoirs
- Annual Survey results
- Convention attendance building
- Goals to improve membership benefits
- Relationship to regional and state guilds

CSIA

- Hearth Sales Designation
- Alternative certifications
- Updating CCS exam
- Online course offerings
- Class offerings back to the regions – at regional events, etc
- Accepted Product Program marketing
- Future marketing plan for certification
- Requiring CEUs for re-certification
- CDET
- Benefits of wood burning
- Sweeps Week involvement

Other

- Futures Task Force
- CSIA Safety mission vs. NCSG trade mission
- Board Recruitment

Foreign Relations Committee Report

May 2007

The convention was well attended by several countries. Several foreign guests commented on the quality of our convention and all enjoyed the reception that was held for them.

The majority of our attendees were associated with the unions of their countries, all are sweeps and represent the field and apprentice sweeps. The other guests in attendance represented their countries associations. Everyone was thankful for the reception, which gave them time to talk and meet each other as well as all of us.

The committee suggests that the board and staff plan on this get-together as an event at each future convention.

Victor Imgarten

Chair- Foreign Relations Committee

NCSG Membership Report

May 2007

As of the time of this report, we have 1,026 voting members of the NCSG. This number is more than 13% from the 907 voting members we left Texas with in March of 2005. As for Dues paying members, we have 1,119; this is an increase of better than 15% over the 970 in San Antonio. I am encouraged with the progress but know we have room for additional growth as well.

Our membership message now packs quite a punch. The coupon program, liability insurance, CSIA discounts and the many other services we provide, save NCSG members many times the cost of the membership per year. We shouldn't stop here.

We must continue to:

- 1) Expand the benefits of NCSG membership.
- 2) Find new ways to deliver more than is expected by the members, to the members.
- 3) Explore new ways keep the NCSG membership message in front of the non member and achieve a minimal attrition rate that is significantly lower than the association average.

Over the last two plus years, the membership committee as it previously existed, prior to the San Antonio convention, has been dissolved. The critical task of personal contact with the membership as well as the task of personal contact with the non- member sweeps has been shifted to the staff. This was done out of respect to the limited time resources of the volunteer committee members to:

- 1) Respond to the expired members in a timely manner.
- 2) Make contact with members during the business day, during the busy season.
- 3) Deliver a uniform message, have a good understanding of the multiple benefits of NCSG membership and articulate them to the member.

The development of the coupon program and staff involvement has been key, to the benefit package that already existed. Aside from the progress made in making liability insurance available to sweeps, technical support, CSIA education discounts and numerous other benefits, the coupon program put the package over the top. Any business in America that offers chimney sweeping as a service is losing money not being a member of the NCSG.

The development of the marketing program has been and will continue to be the foundation of membership retention and expansion. This program currently consists of direct mail. I would like to see the delivery of these direct mailing pieces included with

our vender partner customer mailings. I would also like to see even more vender participation in the coupon program.

This has been a productive year for the expansion of NCSG membership. I look forward to the continued expansion of the benefits and number of members. It has been an honor to serve the NCSG membership this last two plus years.

Respectfully submitted,

Randy Brooks
Out going NCSG Membership Chair?

NFPA 31 Report

May 2007

There have been no meetings scheduled since our last Board meeting. The next meeting will be later in the year.

John Pilger
NCSG Rep to NFPA 31

Chimney Academy Task Force Report

May 2007

Now that we have a better handle on the whole strategy of recruiting HS students to the Academy, here are some thoughts I have about going forward.

1. Have an open house for local Guidance Counselors in the fall.
 - a. I would talk to Mike Zimmerman (local area counselor in Indy) for advice on the best time and day
 - b. Plan it early enough to get out invitations at least twice.
 - c. This would be a good opportunity for us to ask a local sweep to come in with his/her van as a real-life example of a working sweep.
2. Keep going to the career day events
 - a. It helps us stay visible and connected to the Career counselors
 - b. It is a good way to generate applications from qualified HS seniors
 - c. It's something we can export to other states through local guilds once we have the formula down
 - d. We absolutely need to include a sticker/label/attention grabbing note on the front of our existing brochure that says something about 18 as a minimum age requirement for training.
3. We probably need to make our initial outreach to HS guidance/career offices in the fall, no later than October.
 - a. We should create an attractive (to HS kids) poster the guidance counselor or career counselor will post in a visible place. Maybe it can have tear-off cards.
 - b. Send our flier again to the counselors
 - c. Get on their lists for people to invite to career days
 - d. Stay top of mind for them all year
 - e. We should probably do another mailing w/the sweep guys and the mouse pads to a select few schools to (a) deplete our supply of the dated brochures and (b) ensure that they have any information they'll need on hand for graduating students who are still looking for a career path this spring.
4. Don't even think about a more national campaign until we have a solid plan that we know works
 - a. Melissa has suggested working through state guilds. I think this is a good idea in the long run.
 - b. We need to have our follow up tactics solidly in place before we stray even to other Midwestern states.
 - c. We need to be firm on this since the relationships are just beginning to be built with the Indianapolis area. We don't have a success under our belts yet.
5. We need an immediate way to follow up with any applicants and their GC/CC with a letter and/or phone call.
 - a. We can't just assume because someone has applied he/she will come unless we do a little outreach

- b. Shows we are a professional organization and that we care about the student
- c. A postcard or letter would probably do the trick for this stage of the campaign, given that we are local and mail service is typically 1-2 days within the state.

If you guys have more to add to this it can become an outline for a longer range plan going forward and help you answer questions about this effort from Board membership. Let me know your thoughts. I'll be happy to create a more formal and specific strategy document.

We need to go into this spring's budgeting process with hard costs + % to cover the next year of the program. I'd like to have a few milestones outlined for the next year at least.

Greg Polakow, Chair
Chimney Academy Task Force

Government Affairs

May 2007

Mark Putnam contacted me regarding the packets Howard Rowell request the committee develop. He wrote the following:

“My original thought was that all there is to say is to just start with your own representative and keep pursuing a particular issue, talking with all the important players until you convince them to see it your way. Pamphlet over. I didn't really see how that would benefit anyone. Then the idea occurred to me that it would be beneficial to make an appointment with my state rep. and go over the ins and outs of what to do to get something passed into law on the state level.”

I thought this was a generous offer on his part and took him up on it. I will be checking with him, from time to time, so we can start the process of developing the packets for the membership. As soon as he has some solid information to share, we will move forward. We plan to compile and develop a packet for introducing legislation using information gather not only from Mark's sources but from different resources. We will be using Robert Guyer's Lobbyist List as well as some of the tips I learned at the Government Affairs Academy to guide us as we develop packets for becoming an advocate regarding legislative actions. I plan to have these completed by the next board meeting, but will be posting to the dashboard periodically, as we move through the process. I want these packets to be simple and easy to understand, even those dealing with government issues is not.

I have also had individual contact me regarding getting a local regulation mandating chimney caps. I have not heard from her since I sent her my response, but will be following up with her.

Respectfully Submitted,

Diane Pilger
NCSG Chairman
Government Affairs



Resolution



National Chimney Sweep Guild

JACOB JOHNSON

May 23, 2007

Resolution 07-08

WHEREAS, Jake Johnson is an active, contributing, committed, and long term member of the National Chimney Sweep Guild.

WHEREAS, Mr. Johnson has given generously of his time, talents, and energies to work with his fellow board members as a cohesive team to strengthen the American chimney service industry and benefit his fellow chimney sweeps by serving as a member of the National Chimney Sweep Guild's Board of directors for the period of September 2006 through May 2007.

WHEREAS, Mr. Johnson has also worked on the Brochures Committee and stepped forward to volunteer for board service to fill the vacant seat as Region 6 NCSG Director;

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the National Chimney Sweep Guild, gratefully acknowledges Mr. Johnson and his many contributions to his industry, Guild and the Institute, and also an inspiration to other Directors through his diligence in "Dashboard" duties and frankness in expressing his thoughts with the board.

BE IT FURTHER RESOLVED that the Board of Directors wishes Mr. Johnson great personal success, future happiness, and lots of free time spent in the great outdoors of Colorado , and we respectively request that Mr. Johnson continue to support the National Chimney Sweep Guild and the Chimney Safety Institute of America, and make himself available from time to time to be of service to his fellow chimney professionals. We will miss your "SEMPER FI" sign offs on the board posts.

Howard J. Rowell, President

This is to certify that the foregoing is a true and correct copy of a resolution adopted by the Board of Directors of the National Chimney Sweep Guild at it regular meeting held in Plainfield, Indiana May 23, 2007

Nominating Committee Procedure (GOV 001)

These procedures are provided to ensure consistency in the annual nomination process for the NCSG Board of Directors.

Position Accountability: Executive Director / National Secretary

NOTE: The following schedule is determined by the Bylaws of the National Chimney Sweep Guild and may only be changed by amendment to the Bylaws. All deadlines are in reference to the date of the Annual Membership Meeting held in conjunction with the annual NCSG Convention.

<u>DEADLINE</u>	<u>ACTION REQUIRED</u>	<u>BYLAW REFERENCE</u>
At least 180 days prior to annual meeting	President appoints at least 5 voting members to the Nominating Committee, the majority of whom shall not be Directors of NCSG. The National Secretary shall serve as Chairperson.	<ul style="list-style-type: none"> • Article IX, Sec. 3 • Article IX, Sec. 3a
180 days and 150 days prior to annual meeting	Call For Nominations published in <i>Sweeping Magazine</i>	<ul style="list-style-type: none"> • n/a
At least 120 days prior to annual meeting	Names of candidates received by Administrative Office or Committee. <i>Only voting members who have been the designated representative from the member company for at least 1 year may be nominated.</i>	<ul style="list-style-type: none"> • Article IX, Sec. 3c
At least 90 days prior to annual meeting	Nominating Committee shall submit the official slate of nominees to the Administrative Offices.	<ul style="list-style-type: none"> • Article IX, Sec. 3b
At least 60 days prior to annual meeting	Petitions for nominations other than those slated by the Nominating Committee shall be submitted to the Administrative Offices. <i>The names of these nominees must have been previously submitted by the 120 day deadline referenced above, and the petition requires the signature of at least 45 Voting Members.</i>	<ul style="list-style-type: none"> • Article IX, Sec. 3c
At least 45 days , but not more than 60 days , prior to annual meeting	Administrative Office shall mail ballots to each Voting Member*.	<ul style="list-style-type: none"> • Article V, Sec. 3a
30 days after the ballots are mailed	All ballots must be received by the Administrative Office. <i>Precedent allows for ballots to be postmarked by this date. If that date is a Sunday or Federal holiday, the deadline is extended to the next day possible for postmark.</i>	<ul style="list-style-type: none"> • Article V, Sec. 3a

* “Each Voting Member of the Guild will be allowed to cast one (1) vote for the Regional Director in its Region, and one (1) vote for each of the at-large Director positions nominated in a given year, provided, however, that in an election in which a representative of the Associate (Supplier) Member category is to be elected to an at-large seat on the Board of Directors, that representative shall be elected only by the votes of the Associate (Supplier) Members on a ballot mailed solely to the members of that category.” (Article V, Sec 3b).

Directors Term Rotation (GOV 002)

Updated: 5/15/2007

This procedure provides clarity with respect to the specific rotation of eligible positions for election to the Board of Directors.

Position Accountability: Executive Director / National Secretary

NOTE: The following schedule was adopted by the NCSG Board of Directors at their meeting on November 5, 2003.

To provide for a staggered rotation on the NCSG Board of Directors, the Guild's By-Laws provide for directors to serve alternating 3 years terms. To accomplish this, the members of the board are subdivided into 3 rotating groups. One group will be eligible for election each year.

Group 1

Region 1

Region 2

Region 3

At-Large 1

Group 2

Region 4

Region 5

Region 6

Supplier Representative

Group 3

Region 7

Region 8

At-Large 2

At-Large 3

At-Large 4

For illustrative purposes, each group will come due for election according to the follow 9-year schedule. After 9 years, the cycle simply repeats itself:

2004: Group 1

2005: Group 2

2006: Group 3

2007: Group 1

2008: Group 2

2009: Group 3

2010: Group 1

2011: Group 2

2012: Group 3

Note: As of April 2007, the At-Large Directors were as follows:

At-Large 1: S. Kuber

At-Large 2: D. Pilger

At-Large 3: R. Priesing

At-Large 4: K. DeLucenay

July 23, 2007 Meeting Agendas (Budget Approval)

Budget Approval Workshop

Please contact the Wingate Inn for room reservations & airport shuttle scheduling: (317) 279-2500 (reference "CSIA" for discounted room rate of \$69).

- **Wednesday, July 18, 2007:** If flying please plan to arrive in the evening.
- **Thursday, July 19, 2007:** Budget Workshop 9am-Noon; Board Development 1:00p-5:00p; Board dinner to follow.
- **Friday, July 20, 2007:** CSIA and NCSG Board Meetings 8am-4pm; Please do not schedule departing flights prior to 6pm.

NCSG Board Meeting Agenda

Please email reports and agenda items to my attention no later than **Monday, July 9, 2007**. It is my plan to have the agenda packets posted to the dashboard by Wednesday, July 11. Thanks, Mark

NCSG Agenda – Friday, July 20, 2007 – Begins immediately following CSIA Board Meeting

1. Call to Order
2. Roll Call
3. Approval of May 23, 2007 Minutes
4. President's Report *to be submitted by H. Rowell*
5. Treasurer's Report *to be submitted by R. Priesing*
6. Executive Director's Report *to submitted by M.McSweeney*
7. Legal Report *submitted by A. Garrett*
8. Directors' Reports
 - Region 1 *to be submitted by G. Stroup*
 - Region 2 *to be submitted by J. Walker*
 - Region 3 *to be submitted by J. Baynes*
 - Region 4 *to be submitted by J. Wharton*
 - Region 5 *to be submitted by H. Rowell*
 - Region 6 *to be submitted by J. Johnson*
 - Region 7 *to be submitted by S. Pietila*
 - Region 8 *to be submitted by R. Brooks*
 - Supplier Director *to be submitted by R. Huta*
9. Committee Reports
 - Committee: *to be submitted*
10. Old Business
 - None Submitted to date.
11. New Business
 - FY 2008 Budget Approval
 - Next Board Meeting: *TBD*
12. Adjourn