

**National Chimney Sweep Guild
Board of Directors
Thursday, September 16, 2010 • Plainfield, IN (CSIA Technology Center)**

Agenda

1. Call to Order
2. Roll Call
3. Approval of May 4, 2010 Minutes
4. President's Report *submitted by R. Brooks*
5. Treasurer's Report *submitted by J. Walker*
6. Executive Director's Report *submitted by M.McSweeney*
7. Legal Report *submitted by A. Garrett*
8. Consent Agenda

DIRECTORS' REPORTS:

- Region 1 *submitted by P. Mitchell*
- Region 2 *submitted by B. Flear*
- Region 3 *submitted by J. Walker*
- Region 4 *submitted by M. Padgitt*
- Region 5 *submitted by M. Maynard*
- Region 6 *submitted by R. Brooks*
- At-Large Supplier Director *to be submitted by R. Dimmitt*
- At-Large Director *submitted by J. Biswell*

COMMITTEE REPORTS:

- Governance Committee Report *submitted by H. Rowell*
- NFPA 31 Representative Report *submitted by J. Pilger*
- Government Affairs Report *submitted by D. Pilger*

9. Old Business

- None Submitted to date.

10. New Business

- FY2011 Budget Approval
- Confirmation of interim officer appointments
- Date for November Meeting: **Conference Call**

11. Adjourn

DRAFT MINUTES – NOT YET APPROVED
National Chimney Sweep Guild
Board of Directors Meeting
May 4, 2010
CSIA Technology Center, Plainfield, IN

President Brooks called the meeting of the National Chimney Sweep Guild Board of Directors to order at 1:04 pm.

Directors Present: Jeremy Biswell, Randy Brooks, Dennis Dobbs, Bob Fleer, Mark Maynard, Phil Mitchell, Marge Padgitt, Diane Pilger, Bob Priesing, Jay Walker and Howard Rowell (ex-officio)

Directors Absent: Russ Dimmitt (excused)

Staff Present: Mark McSweeney, Melissa Heeke, Judy Thompson, Debbie Cornelius, Ashley Eldridge and Art Garrett (online and via conference call)

A motion was made by Phil Mitchell and seconded by Mark Maynard to accept the minutes of the February 2010 meeting. Voting in favor: All in favor. Motion carries.

President's Report: As submitted by Randy Brooks.

Treasurer's Report: As submitted by Jay Walker.

A motion was made by Mark Maynard and seconded by Jeremy Biswell to accept the Treasurer's Report as presented. Voting in favor: All in favor. Motion carries.

Executive Director's Report: As submitted by Mark McSweeney. He added Toby Brown and Billy Sweet have joined the OSHA Fall Protection project taskforce. He added that the organization's customary two-year legal audit will take place on May 11 and the staff's planning retreat will take place on May 22.

Legal Report: As submitted by Art Garrett. A discussion was held regarding the quantity of incoming trademark complaints.

A motion was made by Dennis Dobbs and seconded by Jay Walker to accept **the consent agenda** as presented with the exception of an update to the Region 3 report. Voting in Favor: All in favor. Motion carries.

New Business

The following committee chairs were named for 2010-2011:

- Bylaws: Bob Priesing
- Convention Site Selection: Diane Pilger
- Ethics: Jay Walker
- Government Affairs: Diane Pilger
- Governance: Howard Rowell
- History: Jerry Isenhour

- *International Relations: Victor Imgarten*
- Long Range Planning: Bob Priesing
- Membership: Russ Dimmitt
- NFPA 31 Representative: John Pilger
- NFPA 54 Representative: Jim Brewer

- NFPA 211 Representative: Bob Priesing
- UL Representative: Russ Dimmitt

Annual Consideration of Conflict of Interest Disclosures

12 of 13 NCSG Directors disclosed potential conflicts of interest by completing and returning the annual Conflict of Interest Disclosure Statement. The remaining statement will be collected prior to the next meeting.

Trademark Violator Compliance Policy

Mark McSweeney presented a proposed Trademark Violator Compliance Policy. A discussion was held regarding potential scenarios in which the policy might be implemented.

A motion was made by Dennis Dobbs and seconded by Marge Padgitt to accept the Trademark Violator Compliance Policy as presented. Voting in favor: All in favor. Motion carries.

Request to the NCSG Board of Directors Support for Licensing

A motion was made by Marge Padgitt to approve the use of the letter presented for jurisdictions that require chimney sweep licensing and provide a copy of the *Successful Chimney Sweeping* manual for code officials to review. The motion was lost for lack of a second.

A motion was made by Mark Maynard and seconded by Diane Pilger to resolve that the organization continues to operate the financial functions as approved in the FY09-10 budget for a period of 30 days into FY10-11 if the board is unable to approve the FY10-11 budget prior to August 31, 2010. Voting in favor: All in favor. Motion carries.

The next meeting of the National Chimney Sweep Guild will be held Thursday, September 16 at the CSIA Technology Center.

A motion was made by Phil Mitchell and seconded by Dennis Dobbs to adjourn the meeting. Voting in favor: All in favor. Motion carries.

The meeting was adjourned at 2:51pm.

DRAFT MINUTES – NOT YET APPROVED
- Not to be relied on as official board action. -

NCSG Executive Director's Report

As the 2010 fiscal year draws to a close, results for the year are mixed. However, in light of external reports indicating that the sweeping and overall association industries continue to be fighting a down economy, NCSG should be proud of the position it has been able to maintain this past year. While recruitment lagged behind expected results, retention was slightly better than anticipated which kept our overall membership income less than 4% off budget. More than making up for that shortfall was convention & tradeshow income as well as *Sweeping* advertising income that both came in well over budget for us. The net pre-audit impact resulted in total income exceeding the budget by roughly 6%.

Further enhancing our bottom line for the year was our ability to continue controlling expenses for the organization wherever possible. Expenses were under budget in essentially every major category resulting in pre-audited total expenses coming in at approximately 93% of budget. The net impact has created a very favorable cash flow position for the Guild as we head into the new fiscal year.

Preparations are on course for NCSG's upcoming annual convention in Hartford. While we have a couple of business seminar loose ends that need to be tied up, the overall program is coming together nicely. We have been conscious of addressing what we can based on input we received during our convention earlier this year in Indianapolis.

This year's keynote will be provided by Rob Lindeman based on research he has been conducting this year on a number of sweeping companies across the country. He has spent considerable time investigating some of the industry's most successful service companies, large and small, discovering common threads that have enabled them to find and maintain success. He will share the secrets he has uncovered in the hopes that attendees will be able to take some of his insights back with them and apply them in their own operations. Rob will also apply what he has learned as part of a more intimate breakout session.

Influenced by direct requests coming out of our 2010 convention, our second general session will address the subject of liability. Bret Van Leeuwen of Stratus Insurance. He will address liability issues facing the chimney sweeping industry and their impact on insurance coverage and underwriting. Our program with Stratus is experiencing in excess of a 100% loss ratio based on premiums paid over the past 3 years. This has been greatly skewed by a particularly large loss out east, but none-the-less this remains a hot topic that sweeps across the country need to remain educated about. Bret will follow the general session with a more frank, nuts-and-bolts, conversation as a breakout session in the afternoon.

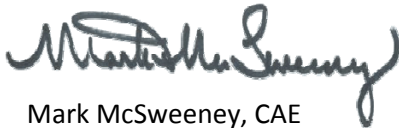
Randy and I had an opportunity to represent NCSG at the European Federation of Chimney Sweeps (ESCHFOE) biannual member conference in Montreaux, Switzerland this past month. We joined 71 participants from 21 countries for three days of economic as well as technical discussions. Energy efficiency is a big conversation within the EU and its implications are having an impact on the sweeping trade in Europe. Discussions from the G2 Summit indicate that the conversation includes the hope that other parts of the developed world (particularly the US and China) will get on the same page. Relative to

EU energy regulations, the target date for all residential buildings to be in compliance in 2020, while the target date for all public buildings is 2018.

Of course, the other primary concern with the various countries represented by ESCHFOE is the issue of deregulation of the sweeping trade. Some countries are well on their way relative to the “new” need to compete for business. Others continue to worry about what the future holds for them. It is their hope that we (the US) will be able to spend some time covering the topics of standards, marketing and communications when we host the ESCHFOE Technical Conference in August of 2011. Plans are already coming together for the event. The host hotel has been chosen, much of the technical content is laid out, sponsorship needs and strategies are being identified with initial contacts already beginning, and the requisite social programming is being developed. We provided a preview of next year’s event to the leadership and delegates in Switzerland and the feedback has been thus far very positive.

Between an aggressive list of topics for our work session and a full business meeting agenda, I am looking forward to a productive couple of days with everyone at the Tech Center later this month. Safe travels and I look forward to seeing you soon.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Mark McSweeney". The signature is fluid and cursive, with a large initial "M" and a long, sweeping underline.

Mark McSweeney, CAE
Executive Director

Consent Agenda

See attached for specific reports

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Region 1 Director's Report

The New York Guild's Summer Workshop went off as usual, culminating with a huge top burn fire. Attendance by vendors and sweeps kept the interest going. As in all organizations it seems as though a few do all the work to keep events like this alive. I am sure some of you members are ready to step up to the plate to keep this event an industry leader!

The big news is the fantastic workshop we attended at AW Perkins in Rutland, Vermont. CSIA Instructor Bob Fish demonstrated a real chimney fire in a real chimney, and removal of the damaged liner (Believe me it was damaged!). We relined the chimney with a stainless steel liner using Bob and Matt's special tee insulating method. You really need to ask him about it, it's cool!!! At noontime, a splendid barbeque was enjoyed by everyone. Thanks and kudos to Tom Martin, Bill and Vicky Mathieson and all staff for making this a great workshop. And of course to Bob Fish for his time and trouble. He did a great job.

I'm hearing that phones are starting to ring, despite record high temperatures here in the Northeast. We are anticipating another Northeast-style crazy season. I hope all have their tools, trucks and constitutions prepared.

Stay safe, live everyday like it was your last.

Phil Mitchell
NCSG Region 1 Director

Region 2 Director's Report

It has been a hot and humid summer and I have spent a lot of time talking to sweeps here in Region 2. The reports around the area seem to reflect what most of us are going through.

Chuck Roydhouse owner of Clean Sweep of A. A. County, Inc. located in Millersville, Maryland says, "Business is slow, but starting to build. It seems as though most folks are holding on to their money and hoping for the best not bothering to have repairs done and repeat business is down. The internet has become an issue, people buying professional supplies online is cutting into sales."

Dale Howard of Regional Chimney Supply located in Gaithersburg, Maryland, says, "I am seeing a trend that more supplies dealing with masonry chimney repair is on the move, water repellents and crown dressings lead the way along with flashing repair products. Top-sealing dampers are also moving with homeowners becoming more energy conscience".

Stephen Kuber, owner of Chim-Cheree Chimney Sweep, Inc. of Brick New, Jersey, says that Business is down in his area and repeat customers are not returning as in the past. Upon calling on his regular customers he is hearing that we are just going to wait. He add, "I am also having issues with internet sales of professional supplies to homeowners, it is a drag to go to a home and find the same things we buy from suppliers at the customers home".

And a success story to share from D. J. Cross, owner of Chim Chimney Sweeps located in Media, Pennsylvania. D.J. says, "Work is up from last year and I am waiting for a banner year to follow. I owe this to the being diversified, doing both residential and commercial work as well as a lot of restoration work and duct cleaning".

As the owner of Complete Chimneys, Inc, in Severna Park, Maryland, I to see that the economy has taken the wind out of our sails. Or is that sales? As summer is winding down, the work is starting to pick up. Yes, the internet is an issue and it has also has taken its toll on us but I think that it is here to stay. Possibly the vendors could have two grades of product; homeowner and professional. As I talk with other fellow sweeps, I too feel the pain of the economy. If your business did well for all of these years and now you are facing hard times, just remember we are all sharing in this and if we all work a little harder and go back to basics of where we came from we can all work through this and be stronger for it.

Bob Fleer
NCSG Director Region 2
(410) 544-7600
bobfleer@aol.com

Region 3 Director's Report

Communications with various members in Region 3 still show sign that the economy is still having its way. While most are staying busy – there are signs of less phone calls and less booked appointments on the schedule book.

Events / workshops have been and are active with Southern Association (Nashville & Atlanta workshops), Virginia Guild, North and South Carolina.

I have received a number of calls in reference to a recent influx of company names appearing in advertising throughout the Southeast. Suggestions of deceptive marketing practice have been communicated to me.

Sincerely,

Jay Walker
NCSG Region 3 Director

Region 4 Director's Report

Midwest Sweeps and Masons Complete Charitable Project in the Ozarks August 3 – 8, 2010

Joe Tyler, owner of The Chimney Doctor in Decatur, Arkansas, has done work for the National Fish and Wildlife Preserve at a location in Oklahoma for several years. When Shea Hammond, Ranger for the preserve, asked Tyler for help restoring the stone chimneys at the site, he contacted Midwest Chimney Safety Council Educational Director Marge Padgitt. Since this was a Federal project, Padgitt had to handle it since her company is registered with CCR and has a history of working on federal jobs. Padgitt got the MCSC involved along with Gene Padgitt, Gary Hart, Jay Endre' and Joe Tyler as instructors to make this an educational event. 31 CEU credits from NFI and CSIA were awarded to participants.

The location, at a remote site near Vian, Oklahoma, is a preserve that is not open to the general public, and the location is difficult to get to.

The workshop included restoring the top portions of two stone chimneys and raising the height, tuckpointing, pouring two cement crowns, installing a steel flue liner with the CIS system, removing an old firebox and building a new, Rumford firebox with Rumfordized smoke chamber and throat, removal of an old insert in a second chimney, cleaning of the chimney, and installation of a high-efficiency wood-burning insert, top-sealing damper/cap. Value of the project was approximately \$30,000. The materials were paid for by the Federal Grant money and the labor was donated by the attendees.

Working in the record heat (115 heat index on two days) was not fun for anyone, but the attendees got to cool off in the 62-degree bat cave or near the stream where cool air rushes through from the cave.

Shea Hammond and the Wildlife Preserve are very grateful to all 20 of the participants from Oklahoma, Arkansas, Missouri, Iowa, and Wisconsin who made this happen. This was a large job that would normally have taken two weeks to complete for one company, but with all of the hands involved it took only a few days. And participants got to gain some extra skills that they may not have had before, so it was a win-win situation for everyone. Several of the attendees, including long-time industry veterans, commented that this was the best workshop they've ever attended. The MCSC is now planning the 2011 workshop which will include firepit, grill, and outdoor wood-fired smoker construction either at the same site or a different location, pending federal funding approval.

I have no reports from other states in the region.

Marge Padgitt
Region 4 Director
NCSG

Region 5 Director's Report

The region has been experiencing a wide variety of ups and downs. The summer season has been very inconsistent with those that I have talked to. The southern portion of the region seems to be doing a little better than the northern part of the region. The northern portion of the region has been experiencing an extremely wet and hot summer. Just recently business has been starting to increase. The fall season is expected to be very good but possibly short lived according to those I spoke with in the region.

Our economic crisis has not been improving and has sweeps worried. Unemployment is starting to balance out leaving a little bit of hope. I was unable to attend any regional events due to a multitude of prior commitments. I have been in touch over the phone and via email with those that wanted to talk and listen.

Sweeps luck for a brighter future –

Mark Maynard
Region 5

Region 6 Director's Report

Fellow members of region six,

This last year has been a rough one for members from the region. The state guilds have noticed a marked reduction in membership and participation in events as has the NCSG.

It was very nice to so many of you at the recent GSCSG convention and tradeshow in Reno NV. The enthusiasm for this industry never waivers, regardless of the hard times we all seem to be enduring.

As the economy devours member after member, we that remain must diversify our businesses as many have. Being resilient in these times is one of the only things that will see us through.

I encourage everyone to get involved, take advantage of the many resources available to you as an NCSG member and strive to stay ahead of the curve by advancing your knowledge through the many opportunities available throughout the industry.

I make myself available to everyone and will continue to keep the health and well-being of all members in my thoughts and prayers.

Respectfully submitted,

Randy Brooks

NCSG President
Region 6 director

At-Large Supplier Director's Report

At-Large Director's Report

Hello members,

Hope everyone is having a great summer. Business appears to be slow and steady for most that I have spoken with. All are taking the spare time to gear up for the busy season.

The Midwest chimney safety council is hosted an event in Oklahoma. Many good comments have been made about the event.

In the meantime, if you have questions, concerns, comments, or just want to "vent" feel free to contact me:

Jeremy Biswell
Office: 913-236-7141
fluesbrothers@yahoo.com

Governance Committee Report

The GC is currently working on identifying candidates for the 2011 election cycle. The director seats up for this election are for Region 5 and Supplier Director. I was recently informed the Supplier Director seat is open and we are currently contacting candidates to fill this seat. Looking ahead to the 2012 election cycle there are eight Director seats that will come up for election.

The GC is confident with recommendations from board members and committee chairs that we will achieve our nomination goals and will be a resource for those not ready for board service looking to serve on a committee or task force.

There will be an update to this report at the board meeting.

Respectfully Submitted,
Howard Rowell
NCSG Governance Committee Chairman

NFPA 31 Representative Report

No meetings were scheduled.

John Pilger

NFPA 31 Rep

Government Affairs

There was a discussion on the NCSG list regarding the 1099-misc form the IRS will require of business owners starting January 2012 and the legislation being introduced to oppose this requirement. Other than a few bills here and there it's been relatively quiet.

Respectfully Submitted,

Diane Pilger

NCSG Government Affairs Chairman

New Business

- FY2011 Budget Approval

- Confirmation of interim officer appointments
 - Jay Walker to Vice President
 - Mark Maynard to Treasurer

- Date for November Meeting: **Conference Call**