

**Board of Directors Meeting Minutes**

**May 20, 2021 – Virtual**

**Attendees:** Dan Arnold, Nicole Boston, John Campbell, Mike Crowley, Jimmy Jonsson, Shaun Kelly, Amanda Kimball, Bob Libby, Tony Militello, Armelle Muller, Jack Poole, Albert Simeoni, Shamim Rashid-Sumar, Beth Tubbs

**Guests:** James Bassett, Doug Fisher, Louis Guerrazzi, Maxine Katz, Mickie Rops, Victoria Valentine

Poole called the meeting order at 8 am EDT.

1. A motion was made and seconded to approve the consent agenda, with grammatical changes and adding Armelle to the attendees' list. Motion passed unanimously.   
   * Approval of April 1st and April 13th Meeting Minutes
   * Ratification to approve Albania Chapter
   * Ratification to approve Brazil Chapter
   * Professional Qualification Committee Report
   * Approval of 2021 Fellows Report
2. Poole presented the president's report and discussed the ICC letter. He explained that the executive committee decided to sign on to the letter. Poole also discussed the sponsorship request from Sam Dannaway for the sponsorship for the book. A motion was made and seconded to allocate $5,000 in support of the sponsorship request. The Board decided to table this discussion until they can get more information.

Action Item: Boston and Crowley to work with Sam to have him attend the July Board meeting to answer questions.

1. Boston presented the Strategic plan update. Boston and Guerrazzi discussed the recommendation for the annual conference to be virtual and a separate in-person meeting. The in-person event would be focused on grand challenges for fire protection engineering. Boston explained that this event would strive to have a product come out of the event, such as a paper or publication, which would help set strategy. Guerrazzi explained that there would be a registration cost associated, which would offset the cost of the event, and then additional funding would be needed to facilitate the event.

A motion was made and seconded to approve the recommendation for a virtual Annual Conference and a separate in-person event focusing on the grand challenges of fire protection engineering. Motion passed unanimously.

Boston shared the [new page on Industry Affiliations](https://www.sfpe.org/about-sfpe/about/industryaffiliations), but it decided to discuss this topic in more detail at a future board meeting due to time constraints.

1. Kimball presented the Finance Committee report. Kimball went over the updated and forecasted budget reflecting an annual virtual conference rather than an in-person event.

A motion was made and seconded to approve the re-forecasted budget. Motion passed unanimously.

Kimball presented the April Financials.

1. Crowley presented the Governance Committee report. The Board discussed the Standing Rules.

A motion was made and seconded to approve the proposed changes to the Standing Rules with Tubbs changes to *Other Considerations for Candidates and Nominations*. The motion passed unanimously.

The Board then discussed the proposed policy for voting online via e-mail outside of Board meetings. The main issue discussed was the alternative option of the authority of the Executive Committee to meet and make decisions between board meetings on time-sensitive items. Due to time constraints, the Board decided to continue this conversation in July.

Boston suggested that SFPE separate the Standing Rules into three different policy documents: Policies & Procedures, Board Policies, and Committee Policies.

Crowley confirmed that the Bylaws state that the Board follows Robert’s Rules of Order, and thus the Board will continue to follow the latest 2020 edition.

1. Fisher and Valentine presented the CPQ report and explained the work of the committee and the statistics from the PE exam results and changes to the questions.
2. Rops, Bassett, Fischer, and Valentine presented on the credentialing work the committee has been working on. Rops went through the different certification models and will be coming back to the Board in July for approval to proceed.
3. The meeting adjourned at 12:05 pm EDT.