VISION
(Whom we’re becoming.)
The leaders in engineering a fire-safe world.

MISSION
(Why we exist.)
To define, develop, & advance the use of engineering best practices; expand the scientific knowledge base; & educate the global fire safety community to reduce fire risk.

BOARD OF DIRECTORS AGENDA
December 12, 2023
Virtual

Attending: Chris Butts, John Denhardt, John Frank, Chris Jelenewicz (CEO), Jimmy Jönsson (President), Shaun Kelly, Amanda Kimball (Secretary/Treasurer), Bob Libby (President-Elect), Elizabeth Pennacchio, Albert Simeoni, Shamim Rashid-Sumar, Beth Tubbs (Immediate Past-President), Michael Wojcik

Staff Guests: Leslie Marshall, Bryan Bennett, Robert Schildkraut

Invited guests: Jeff Tubbs (Board Director 2024)

Regrets: Hana Herron

Time       Topics
0800h   Roll Call, Call to Order & Welcome – Jönsson
        Fang Li joined at 8:08
0810h   1. Approval of the Consent Agenda - Jönsson
        a. Approve New Ethics Committee Members
        b. Approve New Committee Chair CPQ
        c. Approve New Student Chapter (Kansas)
        d. Approve BOD Meeting / Planning Process Document
        A motion was made to approve the September board Minutes. Motion passed unanimously
0820h   2. Jönsson delivered the President’s Report, highlighting the successful symposium in Slovenia. Notably, a slight modification was made to the format, eliminating questions after each presentation in favor of a well-received moderated Q&A session for 30 minutes afterward. This revised structure was deemed preferable and is recommended for future use. The coordination of the symposium and associated activities was commendable, reflecting the staff’s exceptional efforts. Jönsson also addressed the SFPE Foundation, noting the establishment of a small task force dedicated to preparing a presentation for the upcoming in-person January meeting. The report format has been included in the board materials and is now the recommended method of reporting moving forward.
0830h   3. Jelenewicz provided a comprehensive update during the CEO Report, notably mentioning the departure of Kevin Mlutkowski from SFPE. In response, SFPE is taking a strategic approach to this resignation, leveraging the organization’s resources, and the results will be reflected in a new organizational chart to be unveiled at the January meeting. Despite three failed offers, the search for a full-time accountant is ongoing. On a positive note, Hawaii has successfully initiated the licensing of Fire Protection Engineers (FPEs) after a 20-year process, with appreciation extended to all involved parties for their contributions to this achievement.
Acknowledging the invaluable support, Jelenewicz expressed gratitude to the small task group that was pivotal in reviewing and renewing SFPE’s insurance coverage. As a result of their efforts, SFPE now enjoys increased coverage. Jelenewicz further engaged with the international community by attending the ISO TC 92 SC 04 meeting, where he presented on the foundation’s Global Outreach and Competency Initiative (GCI) project and SFPE’s competency document. Additionally, he showcased SFPE’s activities at the NEMA SB Industry Day.

0845h 4. Staff Reports

a. During the meeting, Jelenewicz took the lead in presenting on behalf of Herron, who was absent. He delivered the Professional Development Director’s Report, focusing on the successful Slovenia symposium. Jelenewicz provided comprehensive statistics, revealing that the symposium drew a crowd of 100 attendees, with an impressive 48% being first-time participants in any SFPE event. Notably, 98% expressed willingness to recommend a similar symposium. The upcoming Performance Based Design Conference is scheduled for Copenhagen, Denmark. The webpage and registration for the event are set to launch this week. Noteworthy changes this year include adding the VAT tax to the registration process. The program committee has been finalized, with Herron collaborating with Libby to establish and initiate meetings in January to plan SFPE’s 2024 Annual Conference in Louisville. Herron is actively involved in organizing the first symposium of the year, centered around energy storage in Phoenix, Arizona, during the first week of June. Simultaneously, efforts are underway to schedule the 2024 Performance Based Design Conference and plan the locations and prices for the 2026, 2027, and 2028 annual conferences. More details on these events are expected in January. After Thanksgiving, the second edition of the PE Exam Review Course was launched, attracting 70 participants, equivalent to 60% of SFPE’s typical enrollment for this course. Additionally, a virtual subcommittee is diligently working on the 2024 webinar schedule, contributing to the organization’s ongoing initiatives.

Action item: SFPE will inform the SFPE board about the completed Performance Based Design (PBD) marketing materials for distribution within their respective networks.

a. Within the meeting, Marshall delivered her Staff Director’s Report, highlighting ongoing challenges in collaboration with Chazin and expressing gratitude for Roberts’ assistance in navigating these issues. Marshall reported that the Foundation had successfully awarded four student research grants, with a notable increase in applications. Each of the four winners was granted $5,000. The open call Request for Proposals (RFP) on the four GCI topics also received a positive response. The Foundation anticipates making three awards and plans to announce them in January. A significant development is the Foundation’s decision to welcome volunteers, with plans underway to establish an advisory board. Notably, three requests for proposals have been posted, including two tailored explicitly for fire protection engineers. Marshall updated the board on various accomplishments and highlighted upcoming presentations scheduled for 2024.

Albert left at 9:21
0905h  5. During the meeting, Kimball and Schildkraut delivered a comprehensive update on the latest Finance & Audit Committee Report, underscoring the ongoing search for an accountant. Despite initially identifying three potential candidates, all prospects ultimately fell through. Schildkraut provided a detailed overview of SFPE’s action plan for the remainder of 2023-2024, outlining specific activities, areas of focus, and growth opportunities. A key focal point for improvement emerged from the 3rd party accounting firm, Chazin. Schildkraut acknowledged the need to explore potential replacements. In response to this, Jelenewicz will coordinate a meeting with Kimball and Rashid-Sumar before the January meeting to finalize the structure of the prompt that will be presented to the board, explicitly addressing the finance-related concerns.

**Action Item:** Jelenewicz will coordinate a meeting with Kimball and Rashid-Sumar ahead of the January meeting to finalize the structure of the prompt that will be presented to the board.

0930h  6. During the meeting, Marshall and Rashid-Sumar observed that the information Marshall presented earlier had already encompassed all relevant points, leaving no additional topics to address.

0940h  7. During the meeting, Tubbs and Jönsson provided a comprehensive report on the Past Presidents Committee. Jönsson initiated a discussion on the group's continued involvement in SFPE activities, and the decision was reached that each year, a past president would assume the role of group chair, with individual presidents contributing as they see fit. Tubbs conveyed that the meeting was productive, emphasizing that while the board ultimately makes decisions, the input of past presidents is highly valued. The discussion among past presidents extended to membership dues prices, yielding valuable feedback. With over 20 past presidents participating in the call, the wealth of institutional knowledge proved invaluable, resulting in significant insights. It was established that the immediate past president would serve as the chair each year, ensuring continuity in leadership while still being an active influence on the board.

0950h  8. AOB

Kimball raised the topic of strategies for enhancing international representation on the board, emphasizing its significance as an issue that warrants discussion before the nominating committee commences its work next year.

Deliberations took place concerning the frequency of face-to-face meetings for 2024 and beyond.

1000h  9. Executive Session (BoD Only)- Jönsson

The executive committee is tasked to move forward with the formal transition of Jelenewicz from Interim CEO to CEO by facilitating an interview process with Jelenewicz and obtaining feedback from the directors on the staff using a third party.

Unanimous by all present: (Chris Butts, John Denhardt, John Frank, Jimmy Jönsson, Shaun Kelly, Amanda Kimball Bob Libby Elizabeth Pennacchio, Albert Simeoni, Shamim Rashid-Sumar, Beth Tubbs, Michael Wojcik) CEO Contract

**Action Item:** Jönsson will work with Jelenewicz to schedule an annual business meeting as required by the Bylaws.
10. Adjourn for Day - Jönsson

Next Meeting:
January 24, 1:00pm - 3:00pm - January 25 8:00am - 04:00pm EST – Face to Face