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Education Committee Meeting

Sunday, Feb. 13th /2011
8:00 P.M. (Eastern Time)

There is an Education Committee Meeting scheduled for Sunday, Feb. 13th at 8:00 p.m. (Eastern time). Because we haven't had a meeting for a while, this meeting will cover numerous issues. I would plan on the phone conference lasting one and a half hours.

Dial In: 866-414-2828

Entry Code: 820777#

977526#

It is **REALLY IMPORTANT** that everyone reads the links concerning the annual meeting schedule, certification program and the newly proposed Education Program. I can't stress this enough, the meeting will last a lot longer if people are not up to speed on the proposals.

Here is the proposed agenda:

Old Business

-
- Reference manual revisions
- Certification Process Review:
C.E.U.'s - **Please read this link:** [Certification Review](#)
- Annual Meeting Review
Review schedule - **Please read this link:** [Annual Meeting Schedule](#)
- MHA sponsored workshops
Criteria and costs

New Business

- MHA Education Program
Concept and curriculum - **Please read this link:** [Proposed Education Program](#)
- Minors and Pets at Annual Meeting

John
David
Alex
Steve
Gary
Norbert
Monty
Chris

If you can't make the meeting, please reply to this email and let me know so we don't wait for you.

Richard Smith

[Forward email](#)

Richard Smith - Executive Director

From: Stephen Bushway [sbushway@mac.com]
Sent: Sunday, February 13, 2011 9:45 AM
To: Richard Smith - Executive Director
Cc: David Moore
Subject: reference manual revisions

Dick,
David Moore and I have exchanged emails on re-organizing the reference manual to be more user freindly by following a build sequence. I've had a chance to review the manual and the Occupational Analysis and I am working on an approach to the Reference Manual that puts the O. A. at the beginning of the Manual and includes references to it.

The basic differences between the documents, as I see them, is that the O. A. is #1. in outline form and #2. is broader in scope than the manual. In other words, each can stand alone for slightly different purposes: the manual goes into more depth and can be an actual study guide with tables, charts, etc. for the certification candidate. The O. A. is a comprehensive outline or checklist for the builder including customer interfacing issues regarding facing and chimney options that are specific to a particular job. So, I see them as 2 circles that intersect.

David has marked up the occupational analysis for clarity and I have made some edits to the manual as well as some re-ordering of the material.

Rather than enlarging the size of the Manual, David is working on a stand-alone, laminated "Quick reference Guide": a condensed reference guide for the builder including charts and tables for calculating channel sizing, heat outputs, etc. We can include this with the manual - or sell separately, or give it out upon certification..

We're going to get both documents in draft form and bounce them off each other. I'd like us to be able to O.K. each other's tasks and be able to present drafts for approval for both documents before the meeting that can be brought to the Wildacres Council meeting for a vote, which then should get a motion and vote by the Board.

Anyway, I'm happy to report that we're finally doing something with this languishing agenda item! (Nothing like a meeting to motivate...) I'm glad we did, as I see some glaring ambiguities. For example, the numbered tabs on my copy of the Ref. Manual have no relation to the Table of Contents outline.

Best,
Steve



This email was sent to rsmith@boreal.org by execdir@mha-net.org |
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Masonry Heater Association of North America | 2180 S. Flying Q Lane | Tucson | AZ | 85713

NEICont@boreal.org
Catherine
C.E. U.
Marty -
Terry -
Richard -
Steve -

Masonry Heater Association of North America Education Program

Third Draft – 2/7/11

UNDERSTANDING TO BEGIN WITH:

- Instructors will be certified heater builders or recognized professionals in related field.
- Instructors will follow the curriculum developed by the education committee of the MHA.
- Program is under the control of and administered by the MHA.
- Instructors will be compensated at 2/3 or 3/4 of attendee tuition. Goal is to make sure instructors are well compensated.

PROGRAM CONCEPTION:

- The MHA Educational Program is designed around a concept that has various subject levels. Each level will address subjects as they relate to heater building. Each level will build upon the knowledge received in the previous level(s). Here is an example: (curriculum to be developed by committee)

Level 1: Basic Heater Theory, Types, Functions, and basic building skills

Level 2: Masonry Heater construction of a Finnish Contraflow w/bake oven. Core Only.

Level 3: Masonry Heater construction of a Swedish 5 Run w/bake oven. Core Only.

Level 4: Retrofits, Trouble Shooting, Chimney issues, etc.

Level 5: Testing

- Tuition may vary per level and to be determined by MHA.
- Tuition will include complete workshop expenses. It will not include transportation, lodging, and meals. Unless specifically designed to (i.e. Wildacres Retreat).
- The goal is to have classes geographically spread out throughout North America (i.e. West coast, East Coast, Canada).
- Classes must be prepaid. MHA members only or discounted?
- Class size to be determined by subject level

QUESTIONS:

- Can someone "skip" levels? (i.e. take level 2 without the knowledge of level 1)?
- Classes could be two tiered; establish a tuition rate and discount it for MHA members.
- Who designs curriculum(s)? Assign task to committee member(s) and review by Ed. Committee?
- Insurance, does instructor become an employee?
- Should bake ovens be a level (for those interested in building a bake oven)?

-If program is to proceed, there is a need to establish a schedule and stick to it.

[Handwritten signature]

- Dick	- John M.
- Steve	- David M.
- Jerry	- Norbert
- Chris	- Marty

Concerns and Issues of Continuing Education and MHA Sponsored Workshops

Copy of the present requirements from the MHA Policies and Procedures Manual

4.2 Continuing Education Requirement

Within each five year period after certification, the certificate holder must accrue MHA continuing education workshop points, or other relevant professional credentials deemed equivalent by the MHA. Points accrued must be a minimum of 3 to 5 each year or 24 or more for the five year period.

<i>Presenting an MHA Workshop</i>	<i>5 points</i>
<i>Participating in an MHA Workshop</i>	<i>4 points</i>
<i>Attending an MHA Workshop</i>	<i>3 points</i>
<i>Attending a workshop deemed acceptable by MHA</i>	<i>3 points</i>

Failure to comply with the continuing education requirement will result in withdrawal of certification after two notices have been sent and no response is received by the administrator within 90 days.

Understandings

C.E.U.'s are an integral part of the certification process and in one form or another, continuing education must be part of certification.

Whereas the MHA office is responsible for administration of the certification program, obtaining C.E.U.'s and submitting C.E.U.'s for credit is the responsibility of the certified mason.

In order for a workshop to be MHA approved and sponsored, there has to be a benefit to all parties; MHA, the presenter and the attendee.

For a workshop to be MHA approved and sponsored the subject must be pertinent to masonry heaters and the presentation must be as professional as possible. The instructor must be well versed in the subject and provide adequate documentation to substantiate such claims.

Seminars, lectures, webinars and classes are considered workshops within this discussion.

Safety of the instructor and attendees is paramount.

Concerns:

What function does a MHA sponsored workshop serve? What is the advantage for the instructor and what advantage is given the attendee? What advantage is there for MHA?

What liabilities does MHA assume?

Historically, in the past the executive director would assume the responsibility of keeping records of C.E.U.'s for certified masons. This primarily centered on attendance at the AGM. The log book has shifted the responsibility to the mason. However, do all workshops given and or attended qualify to C.E.U.'s (both at the AGM and elsewhere)? Who decides and who polices?

3 points is given by "Attending a workshop deemed acceptable by MHA". Who decides what is deemed acceptable by MHA?

Some talk has been given to extend C.E.U.'s to members who serve on the board of directors and because of their responsibilities cannot participate in workshops at the AGM. Does serving on the board, chairing a committee, or representing MHA at a public or governmental function qualify for C.E.U.'s?

When members submit their log books, who reviews them? Should this be the responsibility of one person? The C.E.U. could be almost 5 years old, what method can be used to verify authenticity?

Should MHA preauthorize all workshops whether sponsored or not? Is this the responsibility of the executive director, education committee chairman, or education committee? What is realistic?

Down to the basics, what is the purpose of C.E.U.'s? Is it just continuing education of heater related issues or does it also encompass professional continuing education such as governmental regulatory issues, financial issues, health and safety issues, etc.?

I believe it looks like MHA should preauthorize credits. However, being realistic, will members embrace this concept? Have members embraced the log book?

Considerations

First is administrative: Develop a three tier membership dues structure; Associate, Full Voting and Certified. The present \$50 annual dues would be added onto the annual membership due on January. This eliminates administrative issues for MHA and cleans up accounting for both MHA and certified memberships.

The second recommendation is a major change. When a certified mason takes or gives a workshop, he would use the form in their MHA log book. They would fill in out and immediately mail/scan/fax it to the MHA office. The executive director would keep a data base for each certified member. This allows a timely review instead of waiting up to 5 years to hear whether a workshop merits credits. It also allows the executive director the opportunity to review C.E.U.'s on an annual or biannual basis and notifies a member if a shortage of C.E.U.'s is apparent. This system eliminates the need for the certified mason to have to mail his/her log book in after the required 5 year period. However, it still places the responsibility of asking for C.E.U.'s on the member's shoulders. This will create more hours for the executive director but allows the certification program to be administered more tightly. It also makes it easier on the member, in my opinion.

Addressing the MHA sponsored workshop issue; I would propose changing the credits given workshops. Presently MHA requires 24 credits in a five year period. I would suggest the following:

A total of 30 credits in a 5 year period.

The following credits be awarded:

Presenter of a MHA sponsored workshop:	8
Presenter of a non-MHA sponsored workshop:	6
Participation in a MHA sponsored workshop:	6
Participation in a non-MHA sponsored workshop:	4
Holding an elected position in MHA:	2
Chairman of a MHA committee:	1

Instructors will need to fill out an "Instructor Profile and Course Presentation" (IPCP) provided by MHA and submit it to the MHA office for MHA sponsorship. A workshop cannot be sponsored by MHA unless documentation is submitted and approved.

zero ~~profit~~

Instructors may use any fee structure they deem necessary. However, fifty percent (50%) of the published fee is given to MHA for sponsorship. The term "fee" does not include lodging or meals if included.

MHA will promote MHA sponsored workshops via newsletters, social media, website and calendar of events.

Flat Fee
\$100 - \$150

Richard Smith - Executive Director

From: Richard Smith - Executive Director [mha.association@yahoo.com]
Sent: Tuesday, February 15, 2011 12:47 PM
To: David Moore (yellowcat@myactv.net); Glenn Overk (solidtimber@fast.net); Jerry Frisch (lopezquarries@frontier.com); (jdontario@yahoo.com); John McDougall (jmc@storm.ca); Martin Pearson (mpearson3@cox.net); Michael Gilmore (gilmore@sasktel.net); Norbert Senf (mheat@mha-net.org); Steve Bushway (sbushway@mac.com)
Subject: Education Sub-Committees

Education Sub-Committee Members

Steve Bushway and I reviewed the tasks before us after the education committee meeting from Sunday evening. What is of concern is that we have a lot on our plate and there's a danger of spending a lot of time and ultimately not finishing anything. So with that in mind, we've come up with a "team" approach.

People who have signed up for sub-committee's working on the reference manual, MHA sponsored workshop issues, Continued Education Credit issues and the Education Program will be assigned to a "team". Each team will have specific tasks to complete within a time-frame. Hopefully this approach will allow us to move forward and clean up old business and move forward.

Teams:

MHA Sponsored Workshops; Jerry Frisch, Dick Smith, Steve Bushway

Continued Education Units; Marty Pearson, Steve Bushway, Dick Smith

Reference Manual; David Moore, Steve Bushway

Education Program:

Curriculum – John McDougall, David Moore, Norbert Senf,
Purpose, Market, Funds – Marty Pearson, Chris Springer, Jerry Frisch
Administrative: Steve Bushway, Dick Smith

I have spoken to or will be speaking a person on each team to be the leader and get the ball rolling. They will be given specific questions that should start them thinking about the area of responsibility. I would think communication between team members will initially be by email and maybe some phone. When the teams are finished with their individual tasks, we will have a telephone conference call of the entire sub-committee to review proposals. This will allow everyone to have input in all areas.

Each of you will be contacted by your team leader in the very near future. We are shooting to complete these tasks by March 1st. Thank you all for your dedication and time spent serving MHA.

Richard Smith
Masonry Heater Ass'n.
Executive Director
520-883-0191
480-371-1139 (fax)

Richard Smith - Executive Director

From: Richard Smith - Executive Director [mha.association@yahoo.com]
Sent: Monday, February 14, 2011 10:58 AM
To: (sbushway@mac.com)
Subject: Certification Program

Hi Steve,

Thinking about the certification c.e.u. and workshop issues, I'm also thinking maybe assignment of tasks would start us off. There seems to be two areas that we need to look at: MHA sponsored workshops and C.E.U.'s.

So with the above, here's a thought:

Have **Steve and Marty** work on the continued education issues:

- Logbooks verses pre-approval forms (who reviews in both cases)
- On-line forms (I suggest we create a certification link on the MHA website with information and forms)
- Review present credit values
- C.E.U. credits; what gets credit and how much

Have Jerry, Dick and Steve work on the MHA sponsored workshops

- Who decides what and when
- On-line forms
- MHA fee
- Liability/Insurance

Steve, I'm thinking that you can get involved as much as you want or as little as you want. Let the committee members work and do the work. Once everyone has their assignments done, we can once again have a phone conference within the subcommittee and everyone will have input. Then finish it off and take it back to the education committee.

Talk to you soon – this is just food for thought.

Richard Smith
Masonry Heater Ass'n.
Executive Director
520-883-0191
480-371-1139 (fax)

C.E.U's

Steve
Marty
Jerry
Dick

- 1) MHA Sponsored workshops (Jerry, Steve, Dick)
who ~~decide~~ decided pre-approval ✓
who decided final submission -
on-line forms - ✓
MHA fee - ✓
liability/insurance ✓

- 2) C.E.U.'s (Steve & Marty & Dick)
log books vs. pre approval
on-line approval forms ✓
Credits - what how much/many

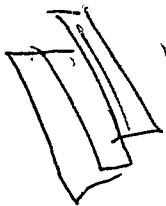
You may want to
help on one of these
turns

267 0077

Follow up
These are the
names

Phone -

MyFax 4744



MHA - Tucson
~~FEFF~~
JLK 206 MHA

Smith - Tucson
Gumflint 26

Certification

EQ Program

Steve
Marty
Jerry

Steve.
Terry ✓
Marty ✓
John -
David -
Norbert
Chris

EQ Program - Steve Dick

Areas of responsibilities

- 1) ~~What~~ Come up with a mission statement. Chris
Marty
Who is the program for? public, members, both
Instructions percent for income
Marty - Jerry (proposal time) 3/4
- 2) Level 1 & Level 2 Curriculums in detail
What is to be taught, how long, Cost
John David Norbert
- 3) Administrative Steve Dick Chris
liability ✓
Locations ✓
promotion ✓
insurance ✓
employment status
- 4) Set deadlines

Torsten Karl Gunter Wolf
No.6-4, Lane 5, Nanzhou St.
Kanding
Pingtung County, 924
Taiwan

Richard Smith - Executive Director

From: Richard Smith - Executive Director [mha.association@yahoo.com]
Sent: Monday, February 14, 2011 9:42 AM
To: Steve Bushway (sbushway@mac.com)
Subject: Education Program of MHA

Steve,

~~Here are my thoughts about where to begin with the Ed Program.~~ It is too big for all of us to work on it piece by piece. I'm thinking that we assign tasks to a couple members to work on and then we put all the recommendations together for comment. For example:

~~Marty & Jerry would be responsible for coming up with a mission statement for the program.~~ What is it we want to accomplish? They would also work on who the program is for (public, members only, both)? What percentage of tuition the instructor should make or a flat fee? *locations*

John McDougall, David Moore and Norbert would work on level 1 and level 2 curriculums in detail. What is to be taught, how long a time period and cost of instructed level.

Steve and Dick would work on liability issues, insurance, promotion, employment status, *locations*.

This would be a start and we might want to add a few items. What do you think? Talk to you soon.

Richard Smith
Masonry Heater Ass'n.
Executive Director
520-883-0191
480-371-1139 (fax)

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Education Committee Meeting Sunday, Oct 17th, 2010

An educational committee meeting has been setup for THIS Sunday evening:

Phone: 866-414-2828

Code: 820777#

If you cannot make the meeting. Please reply via email and let me know so we don't wait for you. Here is the agenda.

Proposed Agenda

Minutes (if available, I will search)

Old Business:

Tabled { Review of the certification manual. ← *DAVID-Steve Mike Gilmore*
Review of Hands-on test. ← *" " "*
Update written test. ← *" " "* *Jerry DAVID*
Steve John Mc Dougall

New Business:

AGM Workshops.

Detailed "core only build", starting with a design discussion, layout, base layout, cleanout locations, chimney connection to stainless.
Instructor TBD.

1. Producing course-by-course drawings using Google Sketch-up. with Wm Davenport *Steve will follow up*

2. Stone veneer: types of stone/types of look. Stone mortar. Tools with **Steve**

Bushway & **MARTY PEARSON**

3. Masonry 201: arches. **Chris Prior** - *Walter Kelly*

4. Vaulted pizza oven: Pat **Manley** *Steve will follow up*

5. Refractory materials and properties. Instructor TBD

6. **Marcus Flynn?**

7. Combustion Seminar - **N. Senf** *Walter Kelly*

Certification.

Concerns and Issues of Continuing Education and MHA Sponsored Workshops

by Richard Smith

Custom Heater Builders - Case Studios
Alex

BAKE Oven
Marty

Signup for "Hands-On" pre-register

Feedback is more details

limited attendance

Dedicated to that project

Geodomin Bike Run-
Future Project

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Concerns:

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Holding an elected position in MHA:
Chairman of a MHA committee:

8 ✓
6
6
4
2
1 ✓

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Steve's Certification Issues:

1. CEU's/workshops/log books. Is this working? Discuss at Wild Acres.
2. Incentives for maintaining certification.
3. Eliminate maintenance fee? (John Fisher)
4. Honorary Certification nominations: A way to enhance the certification label by giving the designation to pioneers and leaders who have no reason to go through the process. Albie. Others? ✓

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First is administrative: Develop a three tier membership dues structure; Associate, Full Voting and Certified. The present \$50 annual dues would be added onto the annual membership due on January. This eliminates administrative issues for MHA and cleans up accounting for both MHA and certified memberships.

The second recommendation is a major change. When a certified mason takes or gives a workshop, he would use the form in their MHA log book. They would fill in out and immediately mail/scan/fax it to the MHA office. The executive director would keep a data base for each certified member. This allows a timely review instead of waiting up to 5 years to hear whether a workshop merits credits. It also allows the executive director the opportunity to review C.E.U.'s on an annual or biannual basis and notifies a member if a shortage of C.E.U.'s is apparent. This system eliminates the need for the certified mason to have to mail his/her log book in after the required 5 year period. However, it still places the responsibility of asking for C.E. U.'s on the member's shoulders. This will create more hours for the executive director but allows the certification program to be administered more tightly. It also makes it easier on the member, in my opinion.

Addressing the MHA sponsored workshop issue; I would propose changing the credits given workshops. Presently MHA requires 24 credits in a five year period. I would suggest the following:

A total of 30 credits in a 5 year period.

The following credits be awarded:

Presenter of a MHA sponsored workshop:	8
Presenter of a non-MHA sponsored workshop:	6
Participation in a MHA sponsored workshop:	6
Participation in a non-MHA sponsored workshop:	4
Holding an elected position in MHA:	2
Chairman of a MHA committee:	1

Instructors will need to fill out an "Instructor Profile and Course Presentation" (IPCP) provided by MHA and submit it to the MHA office for MHA sponsorship. A workshop cannot be sponsored by MHA unless documentation is submitted and approved.

Instructors may use any fee structure they deem necessary. However, fifty percent (50%) of the published fee is given to MHA for sponsorship. The term "fee" does not include lodging or meals if included.

MHA will promote MHA sponsored workshops via newsletters, social media, website and calendar of events.

Steve's Certification Issues:

- 1.CEU's/workshops/log books. Is this working? Discuss at Wild Acres.
- 2.Incentives for maintaining certification.
- 3.-Eliminate maintenance fee? (John Fisher)
- 4.Honorary Certification nominations: A way to enhance the certification label by giving the designation to pioneers and leaders who have no reason to go through the process. Albie. Others?

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Scarf Moore
Bushway McDougall
Gilmore Barden

Education Committee Meeting

Sunday, May 23rd, 2010

The Education Committee will have a telephone conference meeting on Sunday evening, May 23rd, 2010 at 8 P.M. Eastern time.

If you can not make the meeting, please email back and let myself or Steve know.

Toll Free Phone In: 866-414-2828
800-346-2923 (if top number isn't working)

Code to enter Conference: 820777

9 77 526 #

Agenda:

1. I would like to amend that to require the certified builder to sign off (on an MHA form), that the applicant can build a 2 foot chimney - plumb, with no corners more than 1/8" off. I'd also like to amend the requirement for stone masons to submit for review their portfolio of work as an alternative to the chimney build (thinking of Steve Cohan). and ask that I be empowered to approve Mr. Cohan's certification retro-actively.

Passed by Consensus

2. Revising the heater builder manual per the "as built" format suggested by David Moore. Maybe a volunteer could write an outline for the committee to review and then hire a tech. writer (John Gulland?) to do a revision.

Cert.

3. Workshops for 2011: so far WA 2011

Sub-Committee
- Terry Frisch
- John McDougall
- Mike Gilmore
- Dave Moore

Constant Contact (C. C. rep. Dick will contact) Sketch-up (Wm. Davenport) Stone masonry (Steve Bushway) Pizza oven (Pat Manley) Kachel making (Jessica Steinhauser) Bricklaying 201 (Chris Prior) Suggestions for others.

4. MHA workshops during the year: WA 2011

5. Changes to the Policies and Procedures Reference Manual to upgrade to ASTM standards.

Cert.

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Wittelsberg

Sketch up -

Constant Contact - email

Stone Mowing - Bookkeeping

Monday - Payroll Over

Kachel - Gussner Steinmann

Reichling 102nd Fair

Contractors for beginning

Driving to theater -

Kachapon - Germany

Retrofiz Seminars

2011

Rizza Over
Contractors
Kachapon

10.11

Project - 102nd Fair
- 102nd Fair
- 102nd Fair

Project - 102nd Fair
- 102nd Fair
- 102nd Fair

Rockit

Sta Run

Long Fire

Russian

Smoked / Stone

Pizza

Elk's Program
- 102nd Fair
- 102nd Fair

Project - 102nd Fair
- 102nd Fair
- 102nd Fair

Announce

Minutes Accepted
Norbut 1 July 2

Video Production

Link to last ^{Steve} draft sent to members. 30/40 minutes

John Mc Donnell says looks good

— semi drafts — will send draft to everyone

Norbut

don't have a lot to report. Usually end of March. Will follow-up and report.

Talked to video guy again. Still needs to re-confirm with Alex. Should be done by WA. Will keep

Occupational Analysis

Starting work - will keep members up to date. Put into Modular format and good pictures/drawings.

Discussion on moving forward.

Committee to review Mike's draft of Occ. Analysis

— Terry 1 Alex 2 Pass

Mike sending out draft 2/16

Committee has to 3/1 to reply

Address Ann

Barbara

Take Over Cook Over

- Also we got together -
- Announce at W.A.
- Newsletter around

John Mc discussed Ed/ Committee duty.

Change to training. Something to think about.

Certification - Review document

- Policy + Procedures -

- Discussion -

- Dick names to be reviewed
- Motion John Gorman Motion
- John McDermott, thought O.A. since then review certification process
- suggest table review of certification
- will after O.A. is done.

Old Alex brought up Goals for Com.

Make thought O.A. Foremost

- Certification different segments like Chummy Swire programs
- Not sure agreed Alex's thought but good for hope. Should review a while

signatures

Ed. Committee 3/8

Present:

- 1) O.A. - Mike Gilmore
- 2) Workshop program - Guide - Jerry + John
MHA Sanctioned event?
- 3) Certification Council - Norbert formalizing what to be discussed
- 4) MACC - update 1
- 5) LEED - Question
- 6) Steve's DVD - what to do with it. >
- 7) Ed. Committee presentation at W.A. - update
- 8) Annual Meeting Report - who?
- 9) Next meeting

Mike
John
Norbert
Gilmore
Dick
Steve

O.A. - Review at WA
Norbert Accept O.A. dated 3/8/10
Gilmore Second -

Discussed how to use and

Norbert we have 2 hrs. nty meeting annually Review
Mike Second - passed

Council of Certified Masons will delegate a board to
review and update O.A. each year. Member change
Ed. Com to Ed. advisory to Sec. comm.

MACC - Norbert asked Brian Klippel to repre. MHA

LEED - Is there an interest in having MHA repre.

DVD - discussed to have as streaming video. Norbert will
~~also~~ trying put on front page as a UTube. Steve
will get done. Norbert came up to \$200 to
edit video down to 15 minute version for website of
MHA. Gilmore 2nd passed

General Information:

1. There is no smoking inside any buildings at Wildacres. Those smoking outside are urged to use the butt cans and be aware of the danger of fire at Wildacres.

2. A bell will ring 30 minutes prior to breakfast to wake up guests. Bells will also ring 10 minutes prior to each meal and at meal times.

Breakfast - 8:00am

Lunch - 12:30pm

Dinner - First Wednesday 6:30pm - all other dinners 6:00pm

3. Public telephones are available on the main level of each lodge. Incoming calls should be to: (828) 756-4573 between the hours of 8:00am until 10:00pm unless there is an emergency.

4. Faxing is available for a fee. The fax number is (828) 756-4586.

5. PLEASE RECYCLE. The staff at Wildacres is committed to recycling, but the key is the cooperation of the guests. Recycling bins are at the end of each hall and in the canteen. Paper and newspaper can be brought to the office.

6. The canteen will be staffed at the hours designated by your group/leader. Snacks, coffee, cold drinks, new Wildacres merchandise, post cards, and personal items are available for sale. Vending machines are available at all times. Ice is available for guests, but those wishing to fill coolers should provide their own ice.

7. Towel change will be on Sunday, April 12th. Guests are asked to bring those items they wish to exchange to the middle floor of the lodges.

8. At the end of the workshop, guests are asked to bring sheets, towels, wash cloths, pillowcases, and bathmats to the north end of the middle floor of the lodges. Moving out of the bedrooms prior to breakfast helps the cleaning crew begin preparations for the next groups coming to Wildacres.

9. Guests are asked to report any maintenance needs they find in their rooms. The attendants at the office or canteen can take care of most of these things.

10. Guests are asked to help Wildacres conserve water and electricity. Turning off lights, heaters and fans when leaving the room would have a large impact on electric consumption. The last people up at night are asked to turn out some lights as they retire.

11. Information about Wildacres activities and general information about the area surrounding Wildacres is available in the office.

Blank forms
11/01/82 = 11
need 12
4/30

Richard Smith - Executive Director

From: John McDougall [jmc@ripnet.com]
Sent: Monday, June 01, 2009 8:55 AM
To: Richard Smith - Executive Director
Subject: Re: Ed. Comm.

Dick,

Let's go with the 28th of June for the teleconference.

Re: recommendations:

- we could list the workshops as proposals for the 2010 AGM, to be confirmed and added to by the Committee
- Manual Modules are also proposals for discussion
- I think the best procedure for the agenda would be to list the three items I mentioned then ask for any other topics to be submitted by June 14th.
- Thanks should be extend to Dave M & Jerry F for their work on the certification test
- Dave M and Jerry F have both offered to work on the manual; this should be made known, plus solicitation for more volunteers
- Joel Dick and Worm have been working on something to do with certification, so they should be thanked, as well. I can't remember the specifics. Do you have any details?

Thanks for now,

John

----- Original Message -----

From: Richard Smith - Executive Director
To: jmc@ripnet.com
Sent: Sunday, May 31, 2009 9:57 AM
Subject: RE: Ed. Comm.

John,

I read your email, thought about it, and read it again. I had two concerns, first is whether you had covered everything and if I could add something. The second being that this project is huge in nature. Can we pull it off?
After some thinking I think you nailed everything on the head. And if we don't start, it will never be completed. So let's go!

Here's my thoughts:

- First, as you stated, let's schedule the education committee meeting for June 28th, 8 p.m. Eastern Time. Once you agree I will let everyone know.
- Second, I think the recommendations you mention below should be distributed to the education committee.
- Third, as we get closer to the meeting, I will send the certification test to the members so they can review it before the meeting (along with Dave's and Jerry's recommended changes) and the agenda.
- Added to the agenda should be a brief summary report about where the Technical Committee is at presently. This would be for informally use only, but the committee might think of something that it may want to start.

Let me know your thoughts. I will then notify all the education committee members.

From: John McDougall [mailto:jmc@ripnet.com]
Sent: Saturday, May 30, 2009 7:32 AM
To: Richard Smith
Subject: Ed. Comm.

Dick,

Just received word that David Moore would be interested in reviewing the manual. I'm sure we can find a few other interested certified members to help him on this. David has indicated that there should be seven to nine divisions. I think our next step is to forward the findings of Dave and Jerry re: the test, to all Ed. Comm. members for their input as to implementing the changes for the certification test.

In addition to last year's Ed. Comm. members, Joel Dick, Marty Pearson, and Albie Barden indicated they were interested in joining the Committee.

Re: 2010 AGM, what we have so far for suggested workshops are:

- basic bricklaying, theory and practical
- basic blacksmithing, how to temper chisels
- combustion class (Steve suggests an engineer for a wood stove manufacturer to give that class, e.g. Quadrafire, which was a leader in non-catalytic technology when EPA stepped in)
- emissions and efficiency testing, so as to get a clearer idea on secondary combustions (Steve suggests that Norbert or Dave could give that class)

Re: Modules for Manual, possible headings:

- history of masonry heaters
- safety (personal protection, MSDS sheets, WHIMIS, fall-arrest)
- basic chemistry and physics, as related to heaters
- fuel/combustion science
- exhaust analysis
- material analysis (natural and manufactured)
- building codes and regulatory bodies
- customer requirements/consultation
- heater building (foundation, base, firebox construction, air supply, channels, facings)

As far as a date for a conference call goes, let's suggest Sunday, June 28th. However, before the teleconference, could we email all members with the three main agenda items, namely:

- certification test, with a brief description as to what has happened so far, and a request for volunteers to help Dave with revisions
- manual, areas that need reviewing and a request for volunteers to help compile
- AGM workshops

For the first two items, we need to use the OA as a guide, as much as possible.