



**National Boating Education Standards Panel
Minutes – January 11, 2018
Teleconference Meeting**

These minutes are the official record of the National Boating Education Standards Panel (ESP) meeting. The minutes are prepared by National Association of State Boating Law Administrators (NASBLA) staff and are provided to both the ESP members and those on the EZ-ESP mailing list. The minutes reflect the panel's actions on any comments submitted for its consideration, and reflect the general discussion of other ESP actions based on official motions made at the panel meeting. All discussion, materials, and data are considered proprietary to ESP and NASBLA, and are not appropriate for public use. Written consent must be obtained from NASBLA before the minutes are used outside the scope of panel activity.

The meeting minutes serve as notification of the disposition of any and all comments submitted through the call for proposed revisions, call for comments, comments, consensus ballot, and public review periods. An effort to resolve all rejected/negative comments will be made. A "resolved" comment is a negative vote cast by a member of the consensus body or a comment submitted as a result of public review where the negative voter agrees to change his/her vote or the negative commenter accepts the proposed resolution of his/her comment. An "unresolved" comment is either (a) a negative vote submitted by a consensus body member or (b) written comments, submitted by a person during public review expressing disagreement with some or all of the proposed standard, that have not been satisfied and/or withdrawn after having been addressed according to the developer's approved procedures. If the Panel does not hear from the public review commenter within 30 days of notification of their unresolved comment, that comment will be considered resolved. Any negative comment not resolved or withdrawn will be considered an unresolved objection and will be recirculated for panel consideration. Any change of vote by a panel member must be substantiated in writing. If resolution is not achieved, the commenter has a right to appeal per the process outlined in the National Boating Education Standards Panel Rules (latest version). Please contact NASBLA staff (esp@nasbla.org) for further details.

The National Boating Education Standards Panel (hereafter referred to as the "panel") convened its teleconference meeting on Thursday, January 11, 2018 at 3:00 PM EDT. The [meeting was recorded](#) and posted on Basecamp on January 11, 2018. This file will be retained on Basecamp at least until the panel reviews, corrects as necessary, and approves these written minutes.

Meeting Roster

Panel members present: Harry Munns (presiding), Tim Spice, Emily King, Amanda Perez, Bob Beck, Robin Pope, Ed Huntsman, Kim Jackson, Jeff Riecks, Ernie Lentz, Hugh Gibson, Jeff Wheeler, Joe McCullough, and Bob Brandenstein. **Panel members absent:** Robert Kauffman. **USCG Representatives:** Tom Dardis, **NASBLA staff:** Pamela Dillon.

Meeting Agenda: (see pages 5-6 of these minutes).

1. Welcome, Opening Remarks, Introductions:

1.1 Chairman Harry Munns called the meeting to order at 3:00 PM EDT and welcomed members. He asked Dillon to call roll.

2. Meeting Attendance:

2.1 Dillon called roll. A quorum was established with fourteen (14) of fifteen (15) members present.

[Note: Quorum is one-half of the members.] See the roster of panel members present.

3. Review and Acceptance of the December 12, 2017 meeting minutes:

3.1 Munns called for consideration of the minutes from the panel's December 12, 2017 teleconference meeting with Appendices A, B, C, D1 and D2. Draft minutes and appendices were posted to Basecamp

on January 6, 2018. Munns asked if members had corrections to, or comments regarding, the minutes. One correction was made by Dillon. Huntsman moved to accept the minutes as corrected. Lentz seconded. The Panel approved the December 12, 2017 meeting minutes with Appendices A-D2 as corrected. **(Note: Approved minutes will be posted on EZ-ESP.)**

4. Chair/Staff Report

4.1 Dillon announced the 2018 ANSI Compliance document was received. It will be reviewed and filed with ANSI before the March 1, 2018 deadline. Dillon noted the upcoming webinar, scheduled Feb. 15, covering ANSI Essential Requirements.

5. [ANSI/NASBLA 103-2016: Basic Boating Knowledge - Power](#)

No Action was needed on this published American National Standard.

6. [ANSI/NASBLA 102-2017: Basic Boating Knowledge - Sailing](#)

No Action was needed on this published American National Standard.

7. [ANSI/NASBLA 101-2017: Basic Boating Knowledge - Human-Propelled Boats](#)

No Action was needed on this published American National Standard.

8. [BSR/NASBLA 103.1-201X: Supplement - Basic Boating Knowledge – Water-Jet Propelled](#)

8.1 Dillon reported that [Commenter Notifications](#) were sent 1/8/18. The close date is 2/7/18.

8.2 Dillon reviewed the [Consensus Ballot Report](#). Fourteen YES votes have been received. One member vote is needed from Kauffman.

8.3 Dillon reviewed next steps including reformatting the supplement for final review and acceptance by the Panel at the next meeting.

9. Panel Action Items (See Appendix A of Minutes for Action Item References)

9.1 Perez updated the Panel on the Change Management Plan including the [ESP Changes Presentation Outlines](#) posted 1/9/18. She discussed next steps and overall approach to presenting this information. The Panel agreed to use the [Core-Plus Presentation PPT](#) provided by Jackson. Munns announced a minimum of two follow up calls to finalize the presentations.

- Presenters for the March 2018 Presentations were identified:
 - February 28 - Executive Board Briefing (Mark Brown/Jeff Wheeler)
 - March 2 - BLA Workshop presentation will take place on March 2 (15 minutes). McCullough/Huntsman/Brandenstein available.
 - March 4 - Education Committee meeting presentation (30 minutes) Spice/Huntsman/Jackson/McCullough/Brandenstein available.
 - March 6 - Summit breakout presentation (45 minutes). Munns/Spice/Huntsman/Jackson/McCullough/Brandenstein are available.

The IBWSS presentation is due for submission to NSBC on Feb. 5.

9.2 Munns asked Riecks to provide an overview of the document entitled [Evolution of Knowledge Standard to Core-Plus](#). He walked the Panel through this document which illustrates how to convert the current standards to the new format. All agreed the document provided a solid blueprint for future work.

Munns then moved to Core-Plus Standard Development indicating the importance of having examples to share. Jackson asked Panel members to review the documents ([Word](#), [PDF](#)) compiled by King-Wheeler-Jackson and posted on 1/9/18. The team reviewed the updated version. Huntsman mentioned the need to add digital aids to navigation. It was agreed the content will need to be reviewed. Riecks stated that it would be a simple process to apply the 'rules' for 'evolution of the standard' that Riecks previously presented on this document.

Huntsman stated he will provide an updated version of the Power Outcome standard ([Word](#), [PDF](#) 10/11/17 version) over the next several weeks. Munns reiterated the need to provide examples in the change management plan presentations.

9.3 Action Item #21 – Audit Team - Dillon reported on the ANSI Pre-Audit Call held on Dec. 13, 2017. Dillon confirmed all Panel members have access to the [2018 ANSI Audit](#) Basecamp site. All items posted for the auditor are available on this site for review. The standard being audited is ANSI/NASBLA 2016 – 103: Basic Boating Knowledge – Power. Lois Ferson, ANSI, is the assigned auditor.

9.4 Action Item #44 – Passenger Safety Standard - As requested, Dillon continues work with Kelli Toth (AK) and Safe States Alliance to submit a grant narrative on this project to the USCG. The grant application will be submitted prior to the deadline in January 2018.

Dillon also confirmed a request will be submitted for support of the Education Standards Panel.

9.5 Action Item #53, #57, #58, #59 – Technical Reports (TechRep) - Dillon asked again for the Panel to review the public comments (posted on Basecamp at [Power](#); [Sail](#); [Human Propelled](#)) to ensure topic areas indicated are considered for Chapter three coverage. Munns stated the requirement to verify additional content against the laws of physics and the U.S. Coast Guard.

Formatting notes for use in the Human Propelled Technical Report are posted on Basecamp at [Technical Report Template - Sept 2017.docx](#)

Dillon reminded the panel of the updated link to the [Combined Technical Report Version \(11-14-17\)](#). The team updated/confirmed the Technical Reports posted at this links:

- [Chapter 1](#) – April 2017 version Lentz had no additional updates.
- [Chapter 2](#) – April 2017 version No comments provided.
- Chapter 3
 - [Edited Power](#)–Huntsman reported he will again review the content.
 - Sail - [Sail Template from Sept 2017](#). Riecks indicated that information addressing the public review comment about sail controls such as downhaul, outhaul, boom vang, etc. should be included in the Technical Report, since those knowledge items did make the final cut into the Sail Knowledge Standard.

- [Human-Propelled](#) - Spice indicated he would review the public comments and make needed adjustments. A draft will be provided for the March meeting.
- [Chapter 4](#) – Beck reported no additional updates at this time.
- [Chapter 5](#) – Brandenstein reported no additional updates at this time.

10.4 Dillon reported no updates on the [Procedures for Registered Technical Report to ANSI](#) for review and approval. It was originally submitted to ANSI on October 30, 2017.

10.5 Action Item #60 – Education Research – Perez reported that a list of references has been produced. It is being formatted for release.

11. **Old Business** – Munns asked that the presentation assignments list be updated as indicated in today's meeting.

12. **Request for Interpretation** – None requested.

13. **New Business** - None presented.

14. **Future Meetings:**

- Tuesday, Feb. 13, 2018 (changed from Feb. 8 as agreed by the Panel)
- Confirmed - Mar. 7-8, 2018 – In-Person meeting in Lexington, KY upon conclusion of the International Boating and Water Safety Summit (partial day starting at 2 PM on March 7; full day on Mar. 8. The Panel dinner will be held on March 7.). Dillon reviewed the cost advantages for flying into Cincinnati or Louisville and renting a car. This would need to be pre-approved but could end up as a cost savings. Perez will not be in attendance. Panel [Travel Details](#) and [Meeting Agenda](#) are posted on Basecamp.
- Additional meeting dates accepted by the Panel are:
 - April 19, 2018
 - May 17, 2018
 - June 14, 2018 (Flag Day)
 - July 19, 2018
 - August 16, 2018
 - *Tentative:* Sept. 7-8, 2018 In-person meeting in Indianapolis, Indiana (Before the NASBLA Annual Conference Sept. 9-12) - Travel dates Sept. 6 and Sept. 8 (after 6 pm)/Sept. 9 in AM

15. **Closing Comments/ Meeting Adjourned**

Munns thanked the panel for its work. He called for a motion to adjourn. Huntsman moved, Perez seconded. There were no objections. The meeting ended at 4:21 PM ET.



Mission: Establish and maintain recreational boating education standards to increase safety on our nation's waterways.

Vision: A country of educated, safe, competent, and confident boaters.

2018 National Boating Education Standards Panel (DRAFT v.2)

Thursday, January 11, 2018 – 3:00 ET/2:00 CT/ 1:00 MT/ 12:00 PT/ 11:00 AKT

Dial-in Information: 1-866-740-1260 Access Code 8726320

Meeting URL: <https://core.readytalk.com/callme/?ap=8667401260&ac=8726320&role=p&mode=ad>

REF: See [ESP Schematic References](#) (shown in boxes) and [ANSI References](#) (labeled "A" in red)

1. Welcome, Opening Remarks, Introductions

Harry Munns, Chair

- Call to Order and Welcome

2. Meeting Attendance/ Agenda Acceptance

- [Roll Call](#) /Establishment of Quorum

Munns/Dillon

3. Approval of Minutes from December 12, 2017

Munns

- [Draft minutes of the December 12 meeting with Appendix A - Action Items](#)
- [Appendix B - Final disposition of public comments for 103.1 Water Jet Propelled](#)
- [Appendix C - 103.1 Water Jet Propelled consensus ballot \(as of 12-12-17\)](#)
- [Appendix D1 - National Standards Change Management Plan](#)
- [Appendix D2 - ESP Changes Presentation Outlines](#)

4. Chair/Staff Report

Munns/Dillon

- [ANSI 2018 Compliance Document](#)

5. [ANSI/NASBLA 103-2016: Basic Boating Knowledge - Power](#)

No Action needed.

**Published as an American
National Standard**

6. [ANSI/NASBLA 102-2017: Basic Boating Knowledge - Sailing](#)

No Action needed.

**Published as an American
National Standard**

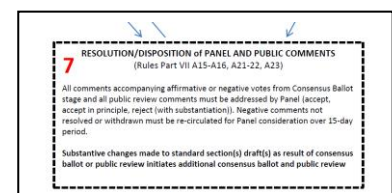
7. [ANSI/NASBLA 101-2017: Basic Boating Knowledge - Human-Propelled Boats](#)

No Action needed.

**Published as an American
National Standard**

8. [BSR/NASBLA 103.1-201X: Supplement - Basic Boating Knowledge – Water-Jet Propelled](#)

- [Commenter Notifications sent](#) 1/8/18 (close date 2/7/18)



- [Consensus Ballot Report](#) – 14 YES votes received
 - Vote needed: Kauffman
- Next Steps

9. Panel Action Items (See Appendix A of Minutes for Action Item References)

[Task Assignment Spreadsheet](#) (10/12/17 version subject to revision)

- Change Management Plan Perez
 - [National Standards Change Management Plan](#) (12/12/2017)
 - [ESP Changes Presentation Outlines](#) (1/9/18)
 - [Core-Plus Presentation PPT](#) - Jackson
 - March 2018 Presentations TENTATIVE – FOR CONFIRMATION
 - February 28 - Executive Board Briefing (Mark Brown/Jeff Wheeler)
 - March 2 - BLA Workshop presentation will take place on March 2 (15 minutes). Dillon/Huntsman available. Others?
 - March 4 - Education Committee meeting presentation (30 minutes) Spice/ Huntsman/Jackson available.
 - March 6 - Summit breakout presentation (45 minutes). Munns/Spice/Huntsman/Jackson are available. *The IBWSS presentation is due for submission to NSBC on Feb. 5.*
 - Next Generation of Standards:
 - [Evolution of Knowledge Standard to Core-Plus](#) Riecks
 - Core-Plus Standard Development Wheeler/ Jackson
 - Core: [Word](#), [PDF](#) 1/9/18 King-Wheeler-Jackson
 - Core: [Word](#), [PDF](#) 1/9/18 Wheeler-Jackson
 - Sail: [Word](#), [PDF](#) 10/11/17 version
 - Human Propelled: [Word](#), [PDF](#) 10/12/17 version
 - Power Outcome
 - [Word](#), [PDF](#) 10/11/17 version Huntsman
 - Action Item #21 – Audit Dillon
 - All documents posted on Basecamp Site: [2018 ANSI Audit](#)
 - Action Item #44 – Passenger Safety Standard Dillon
 - Action Item #53, #57, #58, #59 – Technical Reports (TechRep) Dillon
 - Public Comments for additional consideration (*Have these been reviewed?*)
 - [Power](#); [Sail](#); [Human Propelled](#)
 - Formatting Notes for Combined Power Technical Report Dillon
- Links to latest versions (for reference only):
- [Combined Technical Report Version \(11-14-17\)](#)
- [Chapter 1](#) Lentz
 - [Chapter 2](#) Kauffman
 - Chapter 3
 - [Edited Power](#) Huntsman
 - [Sail](#) Munns

- [Sail Template from Sept 2017](#)
- [Human-Propelled \(Pope 12/17\)](#) – Spice
/ [Jackson document](#) / [Kauffman comments](#)
- [Chapter 4](#) Beck
- [Chapter 5](#) Brandenstein
- [Procedures for Registered Technical Report to ANSI](#) Dillon
- Action Item #60 – Education Research Gibson/Perez

16. **Old Business**

17. **Request for Interpretation** - None

18. **New Business** All

19. **Future Meetings** All

- Reschedule from Feb. 8, 2018 – Proposed Feb. 13, 2018
- Mar. 7-8, 2018 – In-Person meeting in Lexington, KY in conjunction with the International Boating and Water Safety Summit (at conclusion of event) (Starts Mar 7 at 1:00 PM); [Travel Details](#) and [Meeting Agenda](#)
- Proposed Future Dates:
 - April 19, 2018
 - May 17, 2018
 - June 14, 2018 (Flag Day)
 - July 19, 2018
 - August 16, 2018
- *Tentative:* Sept. 7-8, 2018 In-person meeting in Indianapolis, Indiana (Before the NASBLA Annual Conference Sept. 9-12) - Travel dates Sept. 6 and Sept. 8 (after 6 pm)/Sept. 9 AM

20. **Closing Comments/ Meeting Adjourned** All

Appendix A: Summary of Action Items - updated 1/11/18

#	Action Item Origination Date	Regarding	Action Item YELLOW DEPICTS PENDING/ONGOING	Status
1	3/21/13	Application as SDO	RE: NASBLA's role and requirements in positioning itself for application as an SDO – staff to review potential policies or By-laws updates in advance of the Annual Meeting in September 2013	3/21/14 – COMPLETED
2	3/21/13	Standards 8, 9, 10 and course approval admin policies	Re: Standard section 8, 9, and 10 and the impacts of potential changes to the current Level 1 Standard. Ensure NASBLA is positioned for any needed updates for existing standards 8, 9, or 10 and current administrative policies for NASBLA course approval.	10/14/14 COMPLETED
3	3/21/13	On-water	Update basecamp files	10/14/14 Ongoing; 11/18/14 New website www.onwaterstandards.org is fully functional. This site lists all updated information. Completed
4	3/21/13	Panel Rules	Present recommendations for revision to Executive Board	5/14/13: Completed
5	3/21/13	Paddlesport Standard	Finalize the Title, Scope and Purpose and approve re-formatted draft	7/30/13: Completed
6	3/21/13	Paddlesport	Check with ACA regarding an update	Completed.
7	3/21/13	General	Develop alpha-numeric architecture for use in labeling boating education standards similar to ABYC's alpha-numeric approach.	COMPLETED
8	3/21/13	General	Staff was directed to 'clean up' the Human-propelled standard to make it consistent in font, indents, etc. with the	Completed and posted.

			Level 1 – Basic Boating Knowledge as the template	
9	3/21/13	General	Apply NASBLA style guide to edit entire standard (after Ex Board approval of rules).	Completed and posted.
10	3/22/13	Basic Boating Knowledge 2.1-2.3	Comment #6 – Technical comment (life jacket labeling)	COMPLETED
11	3/22/13	Section 2.3.1	Comment #30 – Technical comment Basic Boating Knowledge	Assigned to Panel Team Malatak and Completed
12	3/22/13	Section 2.5	Comment #1 – Technical Basic Boating Knowledge	Completed
13	3/22/13	Section 3.5	Comment #90 – Technical – Panel accepted in principle to eliminate parts of the trailering section. Basic Boating Knowledge	COMPLETED.
14	3/22/13	General	Comment #45 – technical (see example)	COMPLETED
15	3/22/13	Section 6.3	ANSI requirements require international measurements	6/18/13: Completed
16	3/22/13	Section 6.3.1.1.1	Comment 105 – Technical Basic Boating Knowledge	6/18/13: Draft Accepted/ Completed.
17	3/22/13	Section 7.3.1.2	Comment 108 – Technical Basic Boating Knowledge	6/18/13: Draft Accepted/ Completed.
18	3/22/13	Section 7.5	Comment 109 – Technical Basic Boating Knowledge	7/30/13: Completed
19	3/22/13	General	Approved Panel Action – Recommend to the Executive Board to consider a stand-alone Water-Jet propelled watercraft standard.	10/24/13: COMPLETED Ex Board authorized development of new standard. See Action Item #23.
20	3/22/13	General	Approved Panel Action – Allow staff to edit per the NASBLA stylebook and address any errors in grammar and spelling.	6/18/13: Completed and Ongoing.
21	3/22/13	General	Review ANSI self-audit.	Policy and Planning - 7/30/13: Update provided. 9/13/13: Assigned to Rules and Process -

				Ongoing. 4/21/17 Audit Team Assigned Jackson, McCullough, Gibson, King. Audit scheduled for January 2018. 7/20/17 Audit Team Re-assignments: Jackson, Wheeler, Pope, King. 8/28/17 Audit team meeting to review ANSI pre-audit submissions. 12/13/17 ANSI Pre-Audit scheduled
22	7/30/13	General	Each panel team to document risk-based research and statistical materials used as evidence for revisions recommended by the panel.	7/30/13: Assigned to Resources workgroup/ongoing. 12/12/17 Gibson reported approximately 38 research reports identified.
23	11/17/13	Jet-Propelled	Develop a new jet-propelled watercraft standard.	11/17/13: Assigned to Ed Huntsman, John Annino and Mike Gladhart. 12/17/13: Document draft accepted as working draft for consideration of structure and process. 3/27/15: Panel Action – guidance provided. 9/12/15 Draft Accepted. COMPLETED. 12/12/17 Panel disposition completed on 103.1 Water-Jet Propelled Supplement.
24	11/17/13	106 - Trailing	Develop a new trailing standard.	11/17/13: Assigned to Sweet and Woods. 12/17/13: Document draft accepted as working draft for consideration of structure and process. 3/27/15: Outline submitted to Panel for comment. 7/9/15 Draft Standard accepted by the Panel for the ANSI process. 8/13/15 Moved to ANSI. Action Item COMPLETE. 10/17 Trailing Standard Withdrawn from consideration.
25	4/12/14	101	Editorial 27 Consider new language on Dewatering	COMPLETED
26	4/12/14	101	Editorial 47, 70, Technical 82– Section 2.0 Boating Equipment	8/5/14: COMPLETED
27	4/12/14	101	Editorial 40, 52, 72, 78, 87, Technical 74, 88, 9, 75	8/5/14: COMPLETED

			regarding Sound Signaling Equipment (renumbered 2.6)	
28	4/12/14	101	Editorial 11, 58, 44, 97, 13, 98 regarding Safe Navigation	COMPLETED
29	4/12/14	101	Editorial 49, 65 regarding Other Water Activities	COMPLETED
30	4/12/14	General	Editorial 38 – Style guide applications/ Update Terms and Definitions	10/14/14 Draft presented. 12/14 ANSI edited 103 standard. 3/27/15 Panel Action – Accepted as draft. 9/12/15 Style Guide Version 4 Present updated document on 3/16/14: Document accepted – Post on Website
31	4/12/14	General	Editorial 18 – Title Numbering Policy	10/14/14 Draft presented. 3/27/15 Panel Action – Accepted as draft. 9/12/15 Style Guide Version 4 Accepted as working draft
32	4/12/14	General	Editorial 86 – Style guide applications	10/14/14 Draft presented. 12/14 ANSI edited 103 standard. 3/27/15 Panel Action – Accepted as draft. 9/12/15 Style Guide Version 4 Accepted as working draft
33	4/12/14	101 – Human	Technical 76 regarding Preventive Maintenance	COMPLETED
34	10/15/14	General	Recommend to the Executive Board to empower ESP to begin work to create an ANSI <u>education</u> standard for power boating skills.	12/11/2014 Recommendation endorsed by Executive Committee. 3/27/15 Dillon assigned to create ‘starter’ document. 6/11/15 Draft Presented. 7/9/15 Action team assigned – Riecks, Edmonston, and Spice. 8/13/15 Draft presented and accepted. 9/12/15 Completed Action Item #47. 4/21/17 Vote to CLOSE this action item.
35	10/15/14	General	Recommend to the Ex Board to put together a standard policy document of common education and standards terms.	10/15/14 Motion Passed by Panel. 12/11/14: Approved by NASBLA Executive Board. This may be in form of a technical document. 3/27/15 Technical Support Document (TSD) concept

				presented. 9/12/15 Style Guide Version 4 Accepted as working draft
36	12/11/14	102-Sail	Develop knowledge, risk-based standard for sail.	12/11/14: Approved by NASBLA Executive Board. 3/27/15 draft presented. Panel Action to review parallel document written in course provider terms. 5/7/15 – Accepted course provider version as a working draft for consideration of content. 7/9/15 Draft standard accepted by Panel for the ANSI process. 8/13/15 ACTION ITEM COMPLETE.
37	12/11/14	102- Sail	Develop an education standard for sail to bridge knowledge risk-based and skills.	12/11/14: Approved by NASBLA Executive Board. 3/27/15: draft presented. Panel Action to review parallel document written in course provider terms. 5/7/15- This is combined with Action Item # 36. 8/13/15 ACTION ITEM COMPLETE. 4/21/17 Vote to CLOSE this action item.
38	12/11/14	101- Human	Develop an education standard for human-propelled to bridge knowledge risk-based and skills.	12/11/14: Approved by NASBLA Executive Board. 3/27/15 Dillon assigned to create ‘starter’ document Process Ongoing. 9/12/15 Completed - See Action Item #46 - 4/21/17 Vote to CLOSE this action item.
39	3/26/15	103-Power	Re: Public Review comments #2, 3, 5, 10, 13, Consider replacement for Commandant Instruction reference.	3/26/15: Assigned to Jepsen and Wheeler. 5/7/15: Completed.
40	3/26/15	103-Power	Re: Public Review comment #21.	3/26/15: McKenzie and Spice. 5/7/15: Completed.
41	6/11/15	101-Human-Propelled	Re: Public Review editorial comment #2, technical # 13,	6/11/15: McKenzie, Pope, Jackson to consider new language. 7/9/15: Recommendation presented and approved. COMPLETED
42	6/11/15	101-Human Propelled	Re: Public Review technical comment # 18	6/11/15: Spice, Jackson, McKenzie to cover the needs of

				the overall standard. 7/9/15: Recommendation presented and approved. COMPLETED
43	6/11/15	101- Human Propelled	Re: Public Review technical comment #9, 12, 10, 11,	6/11/15: Assigned to Riecks, Pope for language recommendation. 7/9/15: Recommendation presented and approved. COMPLETED
44	8/13/15	Passenger Safety Standard	Draft new 'Core Boating Standard' for passengers/non-operators. 1/14/16 Workgroup name changed to 'Passenger Safety Standard'	8/13/15: Presented Executive Board authorized concept. SMEs assigned to assist Education Committee charge team led by Kelli Toth: Woods, McCullough, Wakelin, and Edmonston. 9/12/15: Panel action item empowered team to begin process. 11/12/15; 12/17/15; 1/14/16; 2/12/16; 1/12/17 Updates provided ONGOING; 2/9/17 Joe McCullough assigned as ESP Liaison; 1/17 NASBLA application for USCG Grant support; 6/8/17 limited funding announced via USCG; 9/17 Panel asked for USCG grant submission in support of this effort; EX Board agreed.
45	9/11/15	Power Standard	Review Part B2, B3 and other relevant sections to determine if the Panel has existing authority which would permit the merger of the content of TBD/NASBLA 203-201X – Basic Boating Knowledge – Power Operator Readiness into NASBLA 103-2015: Basic Boating Knowledge - Power.	9/11/15 Assigned to Rules and Process work group; 10/15/15 Panel reported on work. Determined that the Panel does have existing authority which would permit the merger of content as indicated. Completed. 4/21/17 Vote to CLOSE this action item.
46	9/12/15	Human Propelled	Accept TBD/NASBLA 201-201X: Basic Boating Knowledge – Human Propelled Boats Operator Readiness as an addendum to BSR/NASBLA 101-201X: Basic Boating Knowledge – Human Propelled Boats.	9/12/15: Wheeler, Pope, and Spice volunteered for Panel Team. Analysis will be completed by Dec. 1, 2015. 11/12/15: Item placed on hold until in-person meeting in San Diego. 3/4/16: On hold. 4/14/16: On Hold 7/21/16: Panel team of Pope, McKenzie,

				King, McCullough, Gibson, and Riecks, Jackson to combine 101 and 201 drafts. 4/21/17 Vote to CLOSE this action item.
47	9/12/15	Power	Accept TBD/NASBLA 203-201X – Basic Boating Knowledge – Power Operator Readiness as an addendum to BSR/NASBLA 103-201X: Basic Boating Knowledge – Power.	9/12/15 Edmonston asked the full Panel to review the three documents (including the skill standard), highlight any redundant items to be re-considered, or that should be removed or are missing. Return comments before November 1, 2015 to the Panel Team - Riecks, Spice, and Edmonston. 11/12/15: Item placed on hold until in-person meeting in San Diego. 3/4/16: On hold. 4/14/16: On Hold 4/21/17 Vote to CLOSE this action item.
48	3/3/14	106 Trailing	Numbering and content questions from 3/3/16 Panel Disposition	4/14/16: Assigned to McKenzie, McCullough, and Spice. 6/9/16: Draft presented by McKenzie, needs additional review. 6/19/16: Completed
49	3/4/16	ALL	Draft a core standard across all disciplines. 9/10/16 Develop two versions – Work on existing core draft to develop detailed, prescriptive version prescriptive and abstract for consideration only.	3/4/16: Jeff Wheeler will draft and distribute to all by June 2016. 6/9/16: Extend to July 2016. 7/21/16: Draft Posted; 9/10/16: Wheeler as Lead for two core drafts. Teams: McCullough, McKenzie, King – prescriptive version; Lentz, Riecks, Gibson, Jackson –abstract version 9/9/10 Wheeler version discussed; 10/13/16 McKenzie and Jackson versions presented; 10/13/16 Determined it should be a core standard for all disciplines. 12/15/16 Core Standard for All Boats posted for consideration. 1/12/17 On Hold. 4/21/17 Panel Action to accept the concept of the “core plus module” (i.e. power, HP, Sail) in

				support of part B of the Panel Rules. Action Item COMPLETE.
50	3/4/16	102-Sail	Harmonize with skill standard	3/4/16: Team of Rich Jepsen, Jeff Riecks and Chris Edmonston. 8/25/15 COMPLETED Post for public review
51	3/4/16	All	Address risk-based standard requirement which limits standard content.	4/14/16: Draft language for consideration at May meeting for possible presentation by Chair to Ex. Board in June. 6/9/16: Statement shared with Panel, Chair to present to Ex. BD on June 10, 2016. 7/21/16: Reports on Board Action -COMPLETED
52	3/4/36	Panel	Draft Mission/Vision statement	3/4/16: Assigned to Jeff Wheeler with Gibson, Spice, Wakelin, and McCullough. 6/9/16: Extend to July 2016. 7/21/16: Posted for Panel consideration. 1/12/17 Distribute updated draft 4/20/17 Mission/Vision statements accepted by Panel. COMPLETED
53	3/4/16	Power	Need to consider content for the 'Technical Report' – include items such as the NASBLA instructional strategies, 2015 rationales, and instructional design information.	3/4/16: TBD. 4/14/16: To be drafted by Dillon – review by Jepsen, Gipson, King, and Riecks. 7/21/16: Items posted under files on Basecamp. Include On-Water Skills Standard as a reference. 10/12/16 Conference call kick-off meeting conducted. 10/13/16 Dillon to edit chapter 3; Riecks, Dillon to edit chapters 1, 2, 4, 5. 11/10/16 Edits to Chapter 3 power posted for Power. Pope version of Chapter 3 posted for Human-propelled workgroup. 2/9/17 Chap 3 final draft for Power; 4/21/17 See items 58/59/60; 6/8/17 On Hold, pending Panel Task Team Review by Munns; 7/20/17 Review teams re-assigned. Chap 1 review- Lentz; Chap 2 edit – Kauffman; Chap 4 edit – Beck; Chap 5 edit –

				Brandenstein. Also see items 58/59/60.
54	3/4/16	Panel	Draft strategic and operational plans. What are the guidelines for the panel to take up work? What can we produce in a 12 month period? Should we have a 'triage' process to prioritize new tasks?	3/4/16: Harry Munns and Ed Huntsman will draft some business rules within the plan. 6/9/16: Report presented stating the Panel Rules and ANSI process provides needed framework – no further action needed. COMPLETE
55	3/4/16	Panel	Follow up questions to On-Water Team: Does the on-water team expect the states to recognize course certificates from the on-water American National Standards as meeting the state mandate without requiring the knowledge standard? How will the on-water team modify the skills standard to address the gap? Will the on-water standard recommend completion of the skill standard (and vice versa)?	3/4/16: Assigned to Rich Jepsen 4/14/16: Dillon to ask USCG for clarification. 5/5/16: Response from on water skills team as presented by Rich Jepson. 6/9/16: Response from Barry Nobles from USCG . COMPLETED
56	6/9/16	103.1 Water Jet Propelled	There is some redundancy between the 2.0 PWC topics and 3.0 Water Jet Propelled topics. (Reference comment # 8 in Water Jet Propelled comments). Send back to Subject matter experts for review.	6/9/16 Assigned a Panel team to King, Jepsen, and Jackson. 8/21/16 Panel team met to discuss. 8/25/16 Present a draft at Seattle meeting. 10/13/16 Huntsman to present to SME team for review. 11/10/16 Jackson version accepted by Panel as disposition for Comment #8. Alladio's comments to be inserted as SME. 12/15/17 Final draft of combined document accepted for Public Review. COMPLETED
57	9/10/16	Technical Report	Develop TechRep as supporting document for current standard.	Riecks, Edmonston • Power TSD – Spice, Munns, Huntsman, Wheeler, and

		(TechRep) - power		McCullough 10/12/16 Conference call kick-off meeting conducted. 10/13/16 Dillon to edit chapter 3; Riecks, Dillon to edit chapters 1, 2, 4, 5. 11/10/16 Edits to Chapter 3 power posted for Power. 2/9/16 Draft of Chap 3 of Power standard announced as final pending incorporation into the TechRep draft; 4/21/17 Updates posted; 6/8/17 On Hold, pending Panel Task Team Review by Munns; 7/20/17 Huntsman is lead on Chapter 3
58	9/10/16	TechRep – Human Propelled	Develop TR as supporting document for current standard.	Riecks, Edmonston <ul style="list-style-type: none"> Human propelled TSD – Pope, Spice, Gibson, McKenzie 10/12/16 Conference call kick-off meeting conducted. 11/10/16 Pope version of Chapter 3 posted for Human-propelled workgroup. 3/9/17 Updated Pope version posted; 4/21/17 Updates posted; 6/8/17 On Hold, pending Panel Task Team Review by Munns; 7/20/17 Tim Spice is lead on Chapter 3
59	9/10/16	TechRep - Sailing	Develop TR as supporting document for current standard.	Riecks, Edmonston <ul style="list-style-type: none"> Sail TSD – Munns, Jepsen, Riecks 10/12/16 Conference call kick-off meeting conducted. 3/9/17 Riecks to draft chapter 3; 4/21/17 Updates posted; 6/8/17 On Hold, pending Panel Task Team Review by Munns; 7/20/17 Munns is lead on chapter 3
60	9/10/16	Panel Rules Part VII Section B2	Education Research Studies	Gibson to be lead (Amanda Perez as Subject Matter Expert) 10/13/16 Send documents to Gibson for inclusion. 4/21/17 Report submitted to Panel; 6/8/17 On Hold, pending Panel Task Team Review by Munns; 7/20/17 Gibson is Lead

61	7/20/17	Performance Outcome	Develop White Paper to state position of the Panel to create performance based standards; Paper will help guide the paradigm shift re: this effort.	7/20/17 Riecks assigned to draft white paper; 8/17/17 Report provided at meeting; 10/12/17 White paper development placed on HOLD by Chairman Munns
62	9/9/17	Data needs	Identify data and statistics to support the need to move to outcome based standards. Report at November meeting.	9/9/17 Perez, Gibson, and Pope named to Panel Team. The team should evaluate data for its relevance and leave it in its raw state for now. 11/17: No report provided. Discussion of Change Management Plan development. 12/12/17 process continues

Action Items	ESP Assignments	Jackson	McCullough	Gibson	King	Munns	Spice	Huntsman	Wheeler	Riecks	Pope	Lentz	Kauffman	Beck	Perez	Brandenstein	
21	Self-Audit	X			X				X		X						
44	Passenger Safety Rep	X	X		X			X									
57	Power TechRep Chap 3							X									
58	Human TechRep Chap 3	X					X						X				
59	Sail TechRep Chap 3					X				X							X
53	TechRep Chaps 1245											X-1	X-2	X-4		X-5	
60	Ed Research Studies/data on best practices education standards			X							X				X		
61	White Paper Re: Outcome based standards									X							On hold - 10/12/17
	Registered TechRep Procedures			X													
	Power Standard Strategy							X		X			X	X	X		Development of a marketing or educational strategy (white paper, etc.) to inform stakeholders of plans for future revision to outcome based language.
	Core Standard Strategy		X		X		X		X			X					Drafting of core standard(s) for each discipline.
	Change Management Plan														X		
	Added 9/9/17	X															
	Added or Adjusted 9/25/17	X															
	Added 10/12/17	X															

Presenters for the Change Management Plan Presentations:

- February 28 - Executive Board Briefing (Mark Brown/Jeff Wheeler)
- March 2 - BLA Workshop presentation (15 minutes).
McCullough/Huntsman/Brandenstein available.
- March 4 - Education Committee meeting presentation (30 minutes) Spice/Huntsman/Jackson/McCullough/Brandenstein available.
- March 6 - Summit breakout presentation (45 minutes).
Munns/Spice/Huntsman/Jackson/McCullough/Brandenstein are available.