



National Boating Education Standards Panel

Minutes – April 6, 2021

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public review expressing disagreement with some or all of the proposed standard, that have not been satisfied and/or withdrawn after having been addressed according to the developer's approved procedures.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 15 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 Any negative comment not resolved or withdrawn will be considered an unresolved objection and will be recirculated for panel consideration.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 Tuesday, April 6, 2021 at 12:00 PM Eastern Time. The meeting [audio files](#) were posted on Basecamp on April 6, 2021. These files will be retained on Basecamp at least until the panel reviews, corrects as necessary, and approves these written minutes.

Meeting Roster

Panel members present: Amanda Perez (Chair), Elbert Ashbaugh, Carolyn Belmore, Bob Brandenstein, Edward Cossette, Jerry Desmond, Charles Hayes, Joe McCullough, Melissa Miranda, Walt Taylor, Kelli Toth. **Panel members absent:** Paul Alber, Bob Beck, Eric Lundin, Josh Underwood. **NASBLA staff:** Pamela Dillon. **Guests:** Mark Chanski – NASBLA; Susan Stocker – NASBLA Ex. Board Liaison.

Meeting Agenda: (see pages 4-6 of these minutes).

1. Call to Order:

Chair Amanda Perez called the meeting to order at 12:00 PM ET and asked Dillon to call roll.

2. Meeting Attendance/ Agenda Acceptance:

Roll was called. A quorum was established with 10 (ten) of 15 (fifteen members present). Attendance grew to 16 when Ashbaugh joined after roll call. **[Note: Quorum is one-half of the members.]** See the roster of panel members present.

3. Welcome/Opening Remarks:

Perez thanked everyone for their attendance.

4. Review and Acceptance of the March 9, 2021 meeting minutes:

Perez called for consideration of minutes from the previous meeting: Draft minutes of the March 9, 2021 meeting with Appendices A-F. Draft minutes and appendices were posted to Basecamp on March 30, 2021. Belmore moved to accept the minutes as posted. Hayes seconded. The Panel approved the March 9, 2021 meeting minutes with Appendix A-F as posted. **(Note: Approved minutes will be posted on EZ-ESP.)**

5. Chair/Staff: No updates were posted on the meeting agenda.

6. Panel Action Items:

6.1 Public Review Comments:

Perez asked Dillon to provide an overview of the Panel rules for consideration of public review comments received after the close of the comment period. Dillon reviewed Section Part VII B (specifically B-18) and Part VIII. The panel then discussed comments received via email on March 10, 2021 regarding ANSI/NASBLA 101-2017: Basic Boating Knowledge – Human Propelled currently in effect.

The Panel noted that suggestions for how to remedy the concerns were not presented which is a requirement for commenters. After considerable discussion, the panel determined the following:

Panel Action: Move to dismiss the late comments and provide information to the commenter on how to submit comments through the upcoming open comment period. Moved by Hayes, Second by Desmond. Motion passed.

Dillon proceeded to review the tracked changes previously determined by the panel for each of the five draft documents. A number of additional changes were noted including changes to the boilerplate cover content. The Panel also considered the following for consistency among the Plus Standards.

Panel Action: Move Anchoring from Plus Power 4.11.5 to Power 5.6.3. Moved by Hayes, Second by Taylor. Motion passed.

6.2 Next Steps:

It was agreed that changes to draft standards triggering an additional public review process. A proposed time line for moving forward.

- NLT 4/26/21 - Submit ANSI Paperwork for 45-day Public Review Process to begin
- 5/4/2021 – Panel Meeting formal acceptance of final clean and tracked changed documents.
- 5/7/2021 – Public Review process opens, ending date 6/21/2021.
- 5/7/2021 – Commenter notifications sent.
- Between 5/7/2021 and 5/21/2021 – Consensus Balloting of Panel Members (30-days – can overlap with Public Review). Panel members may vote on paper ballot OR during June 8 meeting (if held).
- 7/13/2021 – Full Panel Meeting - Begin review of public comments.

After review, the panel took the following action:

Panel Action: Move to accept the final drafts of the standards for public review and move forward with the next steps in the process. Moved by Hayes, Second by McCullough. Motion passed.

6.3 Technical Report Update

Taylor reported on the efforts of the Technical Report Work Group. Meetings were held March 9, 16, 23, 30, 2021. Working Documents are posted on Basecamp at Education Standards Panel - Technical Report (Core): <https://basecamp.com/1907407/projects/17731469>
Core work group and Plus Leads meet each Wednesday at 10 EDT/ 9 CDT/ 8 MDT/ 7 PDT/ 6 AKDT. The work session is open to all to join at <https://www.gotomeet.me/NASBLA-Pam/esp>. Phone: +1 (571) 317-3116 **Access Code:** 117-705-909.

7. Old Business – Perez reminded members of the IBWSS (Virtual Conference) to be held May 17-19, 2021. Free [registration](#) is now open.

8. Requests for interpretation - None received.

9. New Business – None.

10. Future Meetings – The Panel reviewed the following meeting dates and time line:

- May 4, 2021 – Full ESP Meeting
- June 8, 2021 – Full ESP Meeting (Perez not available)
- July 13, 2021 – Full ESP Meeting (Review public review comments)
- August 10, 2021 – Full ESP Meeting
- September 2021 – Potential in-person meeting in Pittsburgh, PA (In conjunction with NASBLA conference)

11. Closing Comments/ Meeting Adjournment

All

Perez thanked all and commented on the ongoing work of the Panel. She called for a motion to adjourn. McCullough moved. Belmore seconded. The meeting adjourned at 1:02 PM EDT.

Perez invited new members to remain on the call to review questions.



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.

2021 National Boating Education Standards Panel (v.03)

Tuesday, April 6, 2021 – 12:00 ET/11:00 CT/ 10:00 MT/ 9:00 PT/ 8:00 AKT

MEETING INFORMATION: Meeting URL: <https://global.gotomeeting.com/join/117705909>

Use computer audio OR dial in using your phone:

United States: +1 (571) 317-3116 Access Code: 117-705-909

1. Call to Order Amanda Perez, Chair
2. Meeting Attendance/ Agenda Acceptance
 - [Roll Call](#) /Establishment of Quorum Dillon
3. Welcome/Opening Remarks Perez
4. Approval of March 9, 2021 Meeting Minutes Perez
 - [March 9, 2021 DRAFT meeting minutes with Appendix A - Action Items](#)
 - [Appendix B - Core 2021 03 01PanelDisposition Complete](#)
 - [Appendix C - Power 2021 03 01PanelDisposition Complete](#)
 - [Appendix D – Water-Jet Propelled 2021 03 01PanelDisposition Complete](#)
 - [Appendix E – Human-Propelled 2021 03 01PanelDisposition Complete](#)
 - [Appendix F - Sailing 2021 03 01PanelDisposition Complete](#)
5. Chair/Staff Perez/Dillon
6. Panel Action Items Perez/Dillon
 - 6.1 Public Review Process:
 - Panel Disposition Process
 - Review Panel Rules
 - Section Part VII B (specifically B-18) and Part VIII RE: comments received outside of public review period
 - [Consideration of comments received 3/10/21](#) RE: ANSI/NASBLA 101-2017: Basic Boating Knowledge – Human Propelled

- Tracked Changes to draft documents (as of March 31, 2021):
 - [Core \(with Cover\) 2021 04 06](#)
 - The Core includes the cover pages with changes. These cover pages serve as the template for all draft standards and will be added to the Plus documents after approved changes are reviewed.
 - The Panel agreed the standards should focus on the type of vessel and agreed to 'Plus Human-Propelled Vessels' and 'Plus Water-Jet Propelled Vessels.' Should additional Plus standards be changed to include "Vessels" (i.e. Sailing Vessels, Power Vessels)?
 - Review proposed 'Editorial Change' regarding NOWS TSDs in the cover pages including ANSI "not an endorsement" note ([reference](#)).
 - [Plus Power \(no cover\) 2021 04 06](#)
 - The updated Anchoring content for Plus Power is in section 4.11.5. Human-Propelled and Sail address anchoring in Section 5. Should the sections be consistent among the Plus Standards? (Ref: Power comment #5, Human-Propelled comment #7, Sailing comment #6)
 - [Plus Water-Jet Propelled Vessels \(no cover\) 2021 04 06 \(Supplement\)](#)
 - [Plus Human-Propelled Vessels \(no cover\) 2021 04 06](#)
 - [Plus Sailing \(no cover\) 2021 04 06](#)

6.2 Next Steps:

- *Proposed Panel Action - Accept 'final drafts of changes.'* (simple majority of Panel). Acceptance triggers additional Public Review of [substantive changes](#).
- If accepted:
 - Finalize Track Changed and clean versions (with cover) for each draft standard for Basecamp posting.
 - NLT 4/26/21 - Submit ANSI Paperwork for 45-day Public Review Process to begin
 - [ANSI Standards Action 2021 Publication Schedule](#)
 - 5/4/2021 – Panel Meeting formal acceptance of final clean and tracked changed documents.
 - 5/7/2021 – Public Review process opens, ending date 6/21/2021.
 - 5/7/2021 – Commenter notifications sent.
 - Between 5/7/2021 and 5/21/2021 – Consensus Balloting of Panel Members (30-days – can overlap with Public Review). Panel members may vote on paper ballot OR during June 8 meeting (if held).
 - 7/13/2021 – Full Panel Meeting - Begin review of public comments.

6.3 Technical Report Update Taylor, Toth, Dillon

- Meetings were held March 9, 16, 23, 30, 2021. Core work group and Plus Leads meet each Wednesday at 10 EDT/ 9 CDT/ 8 MDT/ 7 PDT/ 6 AKDT. The work session is open to all to join at <https://www.gotomeet.me/NASBLA-Pam/esp>. Phone: +1 (571) 317-3116 **Access Code:** 117-705-909.
- Working Documents on Basecamp at Education Standards Panel - Technical Report (Core) <https://basecamp.com/1907407/projects/17731469>
- [Teams as of 1/12/2021:](#)
 - **Core:** Taylor – *Lead*, Toth – *Co-Lead*, Beck, Lundin, Alber, Hayes, Chanski

- **Human-Propelled:** McCullough - *Lead*, Taylor, Chanski, Hayes
- **Sailing:** Brandenstein - *Lead*, Chanski, Dillon, Ashbaugh
- **Power (including Water-Jet Propelled):** Beck – *Lead*, Belmore, Brandenstein, Cossette, McCullough, Toth, Chanski, Alber

7. Old Business –

- May 17-19, 2021 – IBWSS (Virtual Conference) – Free [registration](#) now open

10. Request for Interpretation – None

11. New Business

12. Future Meetings at 12 EDT/ 11 CDT/ 10 MDT/ 9 PDT/ 8 AKDT

All

- May 4, 2021 – Full ESP Meeting
- June 8, 2021 – Full ESP Meeting (Perez not available)
- July 13, 2021 – Full ESP Meeting (Review public review comments)
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13. Closing Comments/ Meeting Adjourned

All

(Note to new members: Please remain on the call after adjournment to review any questions you may have.)

Appendix A: Summary of Action Items – updated April 6, 2021

#	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 Level 1 – Basic Boating Knowledge as the template	Completed and posted.
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; 1/2018 ANSI Audit process completed, awaiting final Audit Report. 4/2/18 Final ANSI Audit Report Received. 5/14/17 ANSI Audit report response sent 4/27/18. Panel Rule revisions completed by Panel for Ex Board.
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. 6/21/18 COMPLETED NASBLA re-accredited by ANSI. Audit process closed.
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 regarding Sound Signaling Equipment (renumbered 2.6)	8/5/14: COMPLETED
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. 1/2018 USCG grant application submitted. 3/7/18 Toth provided update to Panel. 5/14/18 USCG Grant support announced for Passenger Safety Roundtable with SafeStates.org. 9/9/18 Toth provided an update on attendance at the Safe States conference and next steps. Jackson, McCullough, King, and Huntsman assigned. 12/13/18 Links provided to completed Public Health Approach series (posted on NASBLA). 7/11-12/2019 Passenger Safety Roundtable to meet in Atlanta (USCG funding). 7/18/19 Atlanta meeting completed, report provided to ESP. 2/7/2020 – Final Report link provided on ESP meeting agenda. Step 1 Completed. 7/2020 – NASBLA received USCG to begin Step 2 work with Safe States. Ron Sarver is Project Director.
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	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-

			rationales, and instructional design information.	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 Wheeler; 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. 3/8/18 Dillon delegated responsibility to finalize for submission. 4/19/18 Power Technical Report provided to Panel; request for final comments. Appendix to include Knowledge Standard only. 5/14/18 Dillon will complete and file with ANSI. 8/13/2018 COMPLETED ESP TR 103-2018 - Technical Report – Basic Boating Knowledge – Power – Submitted for ANSI Registration / Standards Action Notice Published 7-13-18 COMPLETE
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 Wheeler 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 (TechRep) -power	Develop TechRep as supporting document for current standard.	<p>Riecks, Edmonston</p> <ul style="list-style-type: none"> • Power TSD – Spice, Wheeler, Huntsman, Wheeler, and 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 Wheeler; 7/20/17 Huntsman is lead on Chapter 3. 3/8/18 Dillon delegated responsibility to finalize for submission. 4/19/18 Power Technical Report provided to Panel; request for final comments. Appendix to include Knowledge Standard only. 5/14/18 Dillon will complete and file with ANSI. 8/13/2018 COMPLETED ESP TR 103-2018 - Technical Report – Basic Boating Knowledge – Power – Submitted for ANSI Registration / Standards Action Notice Published 7-13-18 COMPLETED
58	9/10/16	TechRep – Human Propelled	Develop TR as supporting document for current standard.	<p>Riecks, Edmonston</p> <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 Wheeler; 7/20/17 Tim Spice is lead on Chapter 3. 3/8/18 Dillon delegated responsibility to finalize for submission. 5/14/18 Dillon will complete and file with ANSI. 9/9/2018 Dillon posted HP TR for Panel review and will proceed to file registration paperwork. 9/13/18 Registration documents submitted to ANSI. 9/28/18 Announced in Standards Action 10/28/2018 Registered with ANSI - COMPLETED
59	9/10/16	TechRep - Sailing	Develop TR as supporting document for current standard.	<p>Riecks, Edmonston</p> <ul style="list-style-type: none"> • Sail TSD – Wheeler, 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 Wheeler; 7/20/17 Wheeler is lead on chapter 3. 3/8/18 Dillon delegated responsibility to finalize for submission. 5/14/18 Dillon will complete and file with ANSI. DRAFT

				NOT FINALIZED. New Action Item workgroup assigned on July 14, 2020. See Action Item 7X. Item Closed.
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 Wheeler; 7/20/17 Gibson is Lead 1/25/2018 Updated listing from Gibson received. Gibson, Pope, Perez assigned. 4/27/2020 PPT re: National Boating Recreational Safety Survey provided to Panel via Basecamp.
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 Wheeler 2/27/18 ESP Change Management report to Ex Board; 3/2/18 Report to BLA Workshop; 3/4/18 Report to Ed Committee; 3/6/18 Report at Summit. 3/8/18 All presentations completed. White Paper concept placed on hold. NO FURTHER ACTION
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. COMPLETED Converted to Change Management process.
63	9/9/2018	Scan Strategy	How to address/ incorporate scanning/proper lookout	9/9/18 Assigned to Jackson, McCullough, King, Pope 12/13/2018 McCullough posted message with links on Basecamp COMPLETED
64	9/9/2017	Core Standard Strategy	Drafting of core Plus Standards for each discipline	9/9/2017 Assigned to McCullough, King, Spice, Wheeler - Various dates/ documents presented/ final remain pending. 3/13/19 work teams were identified for development of plus standards: <ul style="list-style-type: none"> · Human-Propelled – Chanski, Taylor, McCullough, Jackson · Sail – Munns, Beck, Chanski, Brandenstein · Water-Jet Propelled – Beck, Jackson 6/13/19 Version 4 reviewed. 7/18/19 Complete. Draft content accepted by Panel.
65	10/12/17	Change Management Plan		10/12/17 Assigned to Perez to oversee/guide process – 2018 presentation at NASBLA; 2019 Presentations at IBWSS, Education Committee, BLA Workshop; March 2019/ Presentations at Education Committee and IBWSS; 7/18/19 Presentations scheduled for NASBLA

				conference. 9/30/19 Breakout and general session presentations at NASBLA conference regarding public review process. 11/7/2019 National Webinar presented on Core-Plus process and public review periods -5 drafts. 2/7/2020 – presentation by Stacey Brown and Mark Chanski regarding impact to NASBLA course approval process. 2/27/20 Proposal presented to Executive Board. Vote of support. Spring 2020 – Presentations to IBWSS and Education Committee cancelled due to Covid-19. 7/31/2020 – ESP White Paper Published and distributed to commenters. 8/11/2020 National Webinar conducted on revised Core-Plus drafts. 9/30/20 Presentation at NASBLA virtual conference.
66	9/9/2018	Power Plus Development		9/9/2018 Assigned to Lentz, Beck, Brandenstein, Underwood 10/11/2018 Dillon was asked to finalize documents per task team's guidance 12/13/18 Documents 1, 2, and 3 presented to Panel for consideration. 2/7/19 Wheeler Power Plus posted. 3/13/19 Power Plus Draft accepted by Panel; 6/13/19 Version 4 reviewed; 7/18/19 Complete. Draft content accepted by Panel. COMPLETED
67	9/9/2018	Communication Plan/Process	Re: next generation of standards	9/9/2018 Assigned to Gibson, Wheeler, Perez (see action item #65)/ 6/9/2020 Coe/Plus Benefits statement to be drafted for presentation to public review commenters. 7/31/2020 – ESP White Paper Published and distributed to commenters.
68	9/9/2018	ESP Membership	Recruitment	9/9/2018 Assigned to Spice, Wheeler, Beck, Underwood; 7/18/19 new member recruitment by Wheeler. 9/2019 New members solicited via NASBLA Weekly and Standards Action. 8/2020 Recruitment posting scheduled for NASBLA Weekly. Completed
69	4/18/2019	ICC	Consider Equivalence to ICC	4/18/19 Initial presentation of information to Panel.
70	2/7/2020 and 10/13/2020	General	Style Guide Update	2/6/2020 – 2016 edition of Style Guide to be reviewed/updated. 10/13/2020 – Volunteers for work group – Toth and McCullough
71	5/5/2020	General	Standards harmonization	5/5/2020 Form a workgroup to review harmonization needs between knowledge and skills. 7/14/20 – Workgroup: Brandenstein, McCullough, Dillon, Chanski to work with Dorval/ABYC. 8/11/20 – Workgroup meeting with Brian Dorval, Joanne Dorval, Pete Chisholm. 8/13/20 – Workgroup met; overview provided to

				Panel. Group encouraged to submit comments during comment period. Completed
72	7/14/2020	Standards Revision – 100 Core	Core Technical Report Team	8/13/20 Chair – Oversight Core: Toth, Beck, Lentz, Lundin, Taylor (Lead), Alber, Hayes, Chanski; 1/5/21 Core Plus Leads meeting and update – Meeting weekly
73	7/14/2020	Standards Revision - 101	Human-Propelled Technical Report Team	8/13/20 Chair – Oversight Human-Propelled: Hayes, McCullough (Lead), Taylor, Chanski
74	7/14/2020	Standards Revision - 102	Sailing Technical Report Team	8/13/20 Chair – Oversight Sailing: Brandenstein (Lead), Chanski, Dillon 1/12/21 – Ashbaugh added
75	7/14/2020	Standards Revision - 103 and 103.1	Power Technical Report Team, including Water-Jet Propelled	8/13/20 Chair – Oversight Power: Belmore, Brandenstein, Beck (Lead), Cossette, McCullough, Toth, Chanski, Alber