

Appalachian Search and Rescue Conference
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Charlottesville, VA 22904
www.asrc.net



ASRC Board of Directors Meeting Minutes
July 14, 2012
Teleconference

Documented Board Representatives		BoD Reps Present
Allegheny Mountain Rescue Group 1. Ken Chiacchia 2. Don Scelza	AMRG	1
Blue Ridge Mountain Rescue Group 1. Laura Dodson 2. Michael Holroyd	BRMRG	2
DELMARVA Search and Rescue Group 1. Jim Jackson 2. Robert Peterson	DMVSAR	0
Maryland Search and Rescue 1. Andrew Dorsett	MSAR	0
Mountaineer Area Rescue Group 1. Doug Moore 2. Don Ferguson	MARG	1
Potomac Valley Rescue Group 1. Alan Holmes 2. Scott Glazer	PVRG	0
Rapid Assistance to Community Emergencies 1. Beth Huhn	RACE	1
Shenandoah Mountain Rescue Group 1. Andrew Hower 2. Eric Menendez	SMRG	2

The Board of Directors (BoD) Meeting of the ASRC was called to order by Don Scelza, Chairman, at 1000 on Saturday, July 14, 2012. The meeting was conducted via audio conference call.

There were 7 ASRC BoD Representatives present for a portion of the Board Meeting. A quorum was not maintained for the duration of the meeting.

Don Scelza opened the meeting with a team/BoD Representative Roll Call. (Five ASRC Teams were represented as documented in the chart above.)

Introduction of New Officers

Don Scelza, Chairman: AMRG, 20+ years of service in search and rescue

Andrew Hower, Vice Chairman: AMRG and SMRG member, previously served as ASRC Secretary

Beth Huhn, Secretary: Member of RACE for 8 years. RACE is fairly new to the ASRC and is excited to continue our relationship with the ASRC. Still serving as the RACE ASRC BoD Rep. Hopes to be a valuable asset as Secretary.

Eric Menendez, Treasurer: AMRG and SMRG member, continuing service as Treasurer

Approval of Previous Meeting Minutes

Goal/expectation will be for Officers to distribute meeting documentation one week prior to each Board meeting. It will be the expectation that each BoD Representative review the meeting minutes prior to the BoD Meeting, so action can be taken to approve, with modification, without physically reading the minutes aloud during the meeting. It is hoped that this will make the process smoother. No reason to read minutes aloud during the meeting.

Meeting minutes of the June 3, 2012, BoD Meeting not yet formally distributed for review. Currently holding approval of the previous BOD meeting minutes. (20120603 Minutes formally distributed 7/14/12. Hower will post to the Yahoo Group for electronic vote/approval).

Officer Reports

Chairman (Don Scelza, AMRG): Pleased to take on the position of Chairman. Believes this is an important time for the conference, and with interest in the conference, took the chairmanship. Has expertise in organizational strategic planning and wishes to concentrate on the administrative aspects of the conference. Would like to employ strategies that allow the conference to operate more efficiently.

Examples:

- Scheduled and published BoD Meeting dates through 2016, with the input from the member teams regarding standing obligations, in order to minimize scheduling conflicts.
- Going forward, all Officer Reports will be distributed at least one week prior to the BoD Meetings. If this is not enough time, please use the ASRC-BOD Yahoo group to post that you need additional time to adequately review these items.

- Current ASRC financials (ASRC Budget 2012 and ASRC Checking Account details) are available to all BoD Representatives via Google Docs.

Vice Chairman (Andrew Hower, SMRG): Shares Don's views regarding the importance of revamping the ASRC documentation and administrative processes. Believes it is important that the conference moves forward to maintain and update critical items. Several key areas include:

- Establish current year goal timeline to revamp critical conference documentation
- Continue virtual meeting opportunities, hopes this technology has improved collaborative opportunities
- Establish committee to revamp/update the ASRC webpage. Eric Menendez has been reaching out to hosting providers. Very much need additional conference resources that have web knowledge to assist in reframing/developing the new site.

Treasurer (Eric Menendez, SMRG):

[July 14 Treasurer's Report](#)

[ASRC Budget 2012](#)

[ASRC Checking Account - BB&T](#)

- Thank you to Michael Holroyd for his efforts in developing/updating the demo ASRC website and dispatch app.
- Current checking account balance is \$7,991.03
- Dues payments received from MSAR, RACE and DMVSAR since the last BoD Meeting.
- \$263.40 paid to Andrew Hower as a reimbursement from the conference for personally paying the annual webhosting fee.
- \$2 financial institution service fee for check images. This service has been discontinued.
- To date, 2012 dues have been received from AMRG, DMVSAR, MSAR, RACE and SMRG. SWVaMRG will not be paying dues, as they are no longer with the conference. MARG did not receive the invoice, but have now and are in the process of issuing payment. BRMRG and PVRG are both waiting on the University budget cycles to open in order to remit dues payments.
- One more major bill expected in 2012, \$1,500.00 insurance premium. Cash flow is anticipated to be adequate, at this point, to cover the next insurance installment payment.
- Anticipate a net loss this year of approximately \$1,000 based upon current insurance premiums. The anticipated loss is attributable to the non-payment of dues by SWVaMRG for 2011 and 2012. We need to budget appropriately for the coming years to ensure we do not have a sustained net loss.
- Recommend contacting the insurance company to see if updates to the ASRC policy are possible, based upon current total membership numbers and the number of teams now in the conference.

Insurance contact information has been sent to Don as the Chairman and we need to discuss current numbers with the company. Contact information has been sent to the ASRC officers.

Chris Ruch (CTO, AMRG): Is it OK for the teams that have not yet paid 2012 dues to wait until the fall to pay? Should they be invoiced now for the next billing cycle, if it is going to be a problem to get the funding to pay annual dues when they are originally invoiced?

Michael Holroyd (BRMRG): This is not the normal mode of operation. Issue this year was an administrative oversight that will not reoccur. Normally the treasurer would have committed funding. Unfortunately the need is to wait until the university reopens with the new budget cycle to get funding out. The PVRG Treasurer did not process the invoice in time. This is not the normal mode of operation and will not be repeated. The current cycle for dues invoicing seems to be ok.

Chris Ruch (CTO, AMRG): Non-payment of dues in some situations can be a leading indicator of a team's plan to quit/leave. Some teams quit paying dues a year or so in advance of quitting. In other organizations, there has often been a move to have those who are not current on dues to have their voting rights suspended. May wish to consider this for inclusion in future admin manual updates.

Michael Holroyd (BRMRG): Assures the BoD that BRMRG has no intention of leaving the conference.

Secretary (Beth Huhn, RACE): No updates to report.

Operations (Doug Moore, MARG): Not present during this segment of the agenda.

[Ops report](#)

Training (Chris Ruch, AMRG):

[ASRC Conference Training Officer Report 13 July 2012.pdf](#)

- Version 7.1 of the Training Standards fixes typographical errors and omissions (i.e. ICS-700 for CQ level); adds additional recognized classes, etc. These changes were not approved by the BoD at the last meeting.
- Further asking that minor, non-substantive changes to the Standards be under the authority of the CTO to modify without going through the BoD for approval.

Michael Holroyd (BRMRG): Since the 7.0 Training Standards were approved via on-line vote, recommends electronic vote/approval of the above items, since there is currently no quorum. Was the end result of the discussions last year that on-line/electronic voting was OK?

Andrew Hower (Vice Chairman, SMRG): In cases where there is not a quorum to move forward, on-line voting is acceptable for old business.

- Request that the current BoD meeting participants electronically propose and make a motion to accept the 7.1 version of the Training Standards.

Andrew and Beth will work together on the mechanics of Survey Monkey, to ensure cross-training/redundancy in the process. Will ensure the right versions are posted and initiate process for an electronic vote regarding the outstanding Training Standard action items.

- New training standards effectively went into effect on July 1, 2012. Chris is reaching out to the Group Training Officers and making sure there are no questions.
- Hopes to bring consistency to the training process conference-wide.
- Will also be reaching out to all of the Search Managers, to ensure their new titles are used and that their new training standards are understood.
- Focus is communicating changes and fostering a sense of awareness about impacts of the new standards.
- Extensions for Andrew Dorsett and Bob Koester from last BoD Meeting. CTO requesting an additional extension to the next BoD Meeting, since this meeting occurred so soon. Wishes to include this extension request as part of the electronic voting. The original extension request specifically indicated – extension was granted until the next BoD Meeting. Will require an electronic vote to extend until the next BoD Meeting (October 2012).
- Certifications expired for Tom Lovejoy and Steve Weiss on 1/1/2010. Letters should be issued indicating that they may no longer represent themselves as ASRC Certified IC's/Command Staff. (Letters have not yet been issued.) If they intend to recertify, they must do so under the new standards. Hower will draft letters for Scelza's review.

Old Business

ASRC Website

Eric Menendez (Treasurer, SMRG): Dreamhost offers free webhosting for non-profits. Eric validated that we lose nothing and applied for one free domain registration in order to facilitate a clean swap on the site. Planning and preparation still a work in progress. Still wishes to conduct a working weekend devoted to site development. Michael Holroyd has duplicated some of the dispatching pieces. Need to address any negative impacts to SMRG and PVRG since their sites are so closely linked to asrc.net. This connectivity will make future modifications challenging. One option may be to allow space for team pages on the new platform. Eric recommends that as the transition moves forward that ASRC decouple from teams for dispatching.

Don Scelza (Chairman, AMRG): Requests a query to SMRG to ensure site modifications will not negatively impact operations.

Michael Holroyd (BRMRG): Plans to make one more pass on the website this month to alleviate concerns about structure.

New Business

SWVaMRG

Don Scelza (Chairman, AMRG): SWVaMRG letter announcing resignation from the conference. Don sent a reply and appreciation to SWVaMRG for including reasons for leaving the conference. Don hopes to initiate contact with each group to learn about team perspectives regarding what they consider the advantages and disadvantages of being members of the ASRC. This will help frame ASRC operations and services going forward – to ensure ASRC continues to provide what is expected and needed by member groups.

For example, in the 1990s, the ASRC was a large proponent of search and rescue in Virginia and the rest of the ASRC. We need to continue to move forward in making this an ASRC strength.

2013 AGM Host

Don Scelza (Chairman, AMRG): The AGM/BoD weekend is scheduled for April 12-13, 2013.

- Groups please discuss with membership about interest in hosting the AGM

Chris Ruch (CTO, AMRG): Pre-planning is critical to success. Conference members must know what team plans to host, plan activities and publish details well in advance. Teams should rotate hosting responsibilities. Would like to see initial location decisions 6 months in advance of the AGM in order to begin finalizing plans and notifying membership. Oftentimes organizations announce details about conferences one year in advance. There should be no reason the ASRC could not do the same.

General

Doug Moore (Operations, MARG): Are we currently under the new training standards?

Chris Ruch (CTO, AMRG): Yes.

Doug Moore (Operations, MARG): Can you provide a current list of Search Managers?

Operations Manual

Chris Ruch (CTO, AMRG): Raised concern that currently there are outdated procedures in the manual. A manual rewrite is needed. The manual should portray a true reflection of how the conference operates and what the conference can do. If we are operating outside of what the ops manual states, we need to address the issues by updating the manual.

Don Scelza (Chairman, AMRG): Indicated that we must do more than just update the manuals. We need to define what services the ASRC can and will provide. We must look at creation of a doctrine that makes sense post 9/11. This is important for moving the organization forward – what does it mean to operate as an emergency response organization today?

Doug Moore (Operations, MARG): Indicated that one thing that will help is the Search Operations book being finalized by Bob Koester. The ASRC can use the book as a template to modernize what we are doing.

Chris Ruch (CTO, AMRG): Short term, there are a number of items we are jeopardy of violating in the operations manual. Some items outlined in the manual are overly detailed and put the conference and membership at risk. There are definitely immediate issues that cannot wait for Koester's book. The critical changes necessary are probably 11 hours of work to update the manual.

Don Scelza (Chairman, AMRG): Where exactly is the current Operations Manual located?

Andrew Hower (Vice Chairman, SMRG): ASRC site, Links & References tab. Under the member site, Ops tab there are also several manual update proposals posted.

Don will touch base with Moore and Ruch to begin the process to outline critical details that require modification.

Good of the Order

Beth Huhn (Secretary, RACE): The RACE GTO will change. Will update CTO and post updated roster, as soon as the new person takes the position. In the interim, contact the ASRC BOD rep, Beth Huhn.

Eric Menendez (Treasurer, SMRG): Request discussion regarding request from William Dixon to recap the SAR Missions/Incidents since the previous meeting. Scelza unsure how to implement the request. Menendez recommended that possibly we could limit the scope to team responses and missions of which teams may be aware (lessons learned, etc.). Hower indicated Moore normally includes some level of detail on the Operations Report prepared for each BoD Meeting and in the Annual Operations Report. Can continue to document and host in a standard repository. This level of detail also helps

support grant writing opportunities. Scelza indicated Ops seems like the logical place of ownership.

Doug Moore (Operations, MARG): Requested discussion regarding the Search and Rescue Association forming in Ohio. Doug offered his assistance/support in any manner needed, possible mentorship opportunities.

Beth Huhn (Secretary, RACE): The Ohio Search and Rescue Association has just begun work to establish mission statement, goals and objectives. First meeting of the Association was conducted on June 30, 2012. Committees are establishing bylaws, articles of incorporation and working on non-profit status. The RACE COO is serving as the temporary Vice President of the organization and work is already underway to introduce the ASRC training standards as a baseline for the organization.

Public site: <http://ohiosarassociation.org/>

Yahoo group: <http://health.groups.yahoo.com/group/OhioSARR/>

Ohio Emergency Management, the State Fire Marshall's Office, and other state/local agencies and organizations have been involved with and support establishing an association.

The next ASRC Board of Directors Meeting is on Saturday, October 13, 2012.

With no additional formal business noted, a motion to adjourn was made by Andrew Hower, SMRG and second by Eric Menendez, SMRG.

The meeting was adjourned at 1125.

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The foregoing minutes are reported to the best of my knowledge.
Beth A. Huhn, ASRC Secretary