

Appalachian Search and Rescue Conference
 PO Box 400440
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 www.asrc.net



ASRC Board of Directors Meeting Minutes
 June 1, 2014
 University of Virginia, Newcomb Hall – Charlottesville, VA
 (with teleconference connection)

Documented Board Representatives		BoD Reps Present
Allegheny Mountain Rescue Group 1. Ken Chiacchia 2. Don Scelza	AMRG	2
Blue Ridge Mountain Rescue Group 1. Laura Dodson 2. Aaron Bentley	BRMRG	2
DELMARVA Search and Rescue Group 1. Jim Jackson 2. Robert Peterson	DMVSAR	2
Maryland Search and Rescue 1. Gregg Wavle	MSAR	1
Mountaineer Area Rescue Group 1. John Barnett (<i>proxy to Bru Randall</i>) 2. Don Ferguson (<i>proxy to Bru Randall</i>)	MARG	2
Potomac Valley Rescue Group 1. Alan Holmes (<i>proxy to Scott Glazer, periodic connection via TC by Holmes</i>) 2. Scott Glazer (<i>via TC beginning 1200</i>)	PVRG	2
Rapid Assistance to Community Emergencies 1. Brian Maier	RACE	1
Shenandoah Mountain Rescue Group 1. Andrew Hower 2. Padraic Hughes	SMRG	2

I. Call to Order

The Board of Directors (BoD) Meeting of the ASRC was called to order by Don Scelza, Chairman, at 1145 on Sunday, June 1, 2014. The meeting was conducted in the Kaleidoscope Room of Newcomb Hall at the University of Virginia, Charlottesville, VA.

II. Participant Role Call

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

There were eleven ASRC BoD Representatives present (in person or via teleconference) and three BoD Representative proxies conveyed to the Secretary, representing fourteen of fourteen present. 100% of the ASRC Board of Directors was represented, constituting a quorum.

Also in attendance at the Board Meeting were Bill Heisterhagen (DMVSAR), Rebecca Hostetter (AMRG), Keith Conover (AMRG), Gene Harrison (ASRC), Rob Speiden (At-Large).

III. Election of Officers

Point of Information introduced by Robert Peterson (DMVSAR): Are all of the existing BoD Officers willing to remain in their current positions for a term of two additional years and are there any other candidates to consider for elected positions?

Don Scelza, Chair, indicated all of the current officers were willing to remain and there were no additional candidates to consider for the positions.

A motion that all existing officers remain in their current positions for a term of two years was made by Robert Peterson (DMVSAR), seconded by Ken Chiacchia (AMRG). No abstentions, no nays, all BoD in favor. **Motion passed.** (*vote reviewed with Scott Glazer, PVRG, upon connection via teleconference*)

Board Officers:

- Don Scelza, Chair
- Victoria Airey, Treasurer
- Beth Huhn, Secretary

Officers Supporting the Board:

- Andrew Hower, Conference Training Officer
- Michael Hansen, Conference Operations Officer

IV. Approval of Previous Meeting Minutes

A motion to accept the February 23, 2014, BoD Meeting Minutes (as disseminated with the June 1, 2014, BoD Meeting Agenda) was made by Ken Chiacchia (AMRG), seconded by Bru Randall (MARG). No abstentions, no nays, all BoD in favor. **Motion passed.**

V. Officer Reports

Operations (Michael Hansen, Conference Operations Officer)

- No major, multi-group searches since last BoD Meeting
- Continue to work on Draft Operations Manual
- Successful in working with Keith Crabtree to renew radio license
 - WPEZ758 – now expires 6/1/2024
 - WQEU871 expires 4/20/2016
- Groups encouraged to pursue their own licenses, as possible
- Groups strongly encouraged to provide their membership training in proper protocols and procedures regarding radio communications.
- The hot-air balloon search SMRG recently supported was significant, the first of its kind for the group and the conference.
- Conference Operations Officer will reach out to Ops Officers for each Group to schedule quarterly conference calls to discuss issues, challenges, share best practices, etc. First call scheduled for June 11, 2014.

Training (Andrew Hower, Conference Training Officer):

- Carl Werntz (MARG) provided CTO the Search Manager rocker patches. Team members that need them should contact training@asrc.net to request them.
- Position Task Books (PTB's) are primarily complete, but must incorporate recent ASTM changes. PTB project updates/requests:
 - Will incorporate Ethics component for signing officials.
 - Standardized exams – common pool for FTM and FTL.
 - Desire to establish an ASRC Training Committee – review applicant packages. Successful candidates to credentialing or BoD
 - Centralized database needed to manage/maintain certification data – emphasis on security and longevity
 - Existing ID card template meets FIPS 201 standards, no digital/logical access component integrated into card.
 - Minor changes to training standards needed to encompass new training processes and address typographical errors identified since last version was released.
 - CTO will reach out to all Group Training Officers to brief them on the PTB's and certification process.
- Based upon dialogue at the 2014 Retreat, Groups want to continue the 36 Month Group Review process as defined in the ASRC Bylaws.
- Typographical errors identified in the ASRC Training Standards document will be updated and relayed through the Secretary for broad dissemination to the conference.
 - Keith Conover requested that identified changes needed in all conference documents be reviewed, incorporated and updated documents disseminated to all Groups.
- Applications submitted to the Board for consideration and action. Per emails to the Board on May 31, 2014, the CTO found these applications meet the approved standards and recommends approval.

- Eric Menendez (SMRG) submitted a complete application for advancement to SM-IV. Mr. Menendez received favorable approval/support during the Group's 3/4/14 meeting.
 - A motion was made by Andrew Hower (SMRG) that the Board approve Eric Menendez's application for advancement to SM-IV, seconded by Bru Randall (MARG). No abstentions, no nays, all BoD in favor. **Motion passed.**
- Ken Chiacchia (AMRG) submitted a complete application for advancement to SM-IV (Although current standards do not require group approval prior to consideration by the Board, Ken was requested to secure at next opportunity).
 - A motion was made by Andrew Hower (SMRG) that the Board approve Ken Chiacchia's application for advancement to SM-IV, seconded by Bru Randall (MARG). One abstained, no nays, 13 in favor. **Motion passed.**
- CTO will update Search Manager roster and disseminate.
- Chair requested CTO assess Group vote requirement for SM-IV in the current Training Standards document to determine if omission intended or error.

Treasurer (Victoria Airey, Treasurer)

- Financial activity since the last BoD Meeting:
 - 2014 Retreat costs for Bears Den: \$1,264.00
 - VFIS premium: \$2,503.00
 - Income – Food donation from 2014 Retreat participants: \$375.00
 - 2014 Dues Paid: \$5,705.00
 - At-Large Dues Paid: \$75.00
 - AMRG Dues Paid: \$559.00
 - BRMRG Dues Paid: \$831.00
 - DMVSAR Dues Paid: \$627.00
 - MARG Dues Paid: \$695.00
 - MSAR Dues Paid: \$712.00
 - RACE Dues Paid: \$372.00
 - SMRG Dues Paid: \$1,834.00
- PO received from the University of Maryland for PVRG outstanding dues payment of \$1,983.00*. Check issuance process may take additional 3 – 4 weeks.

Expenses: (\$3,767.00)

Income: \$6,080.00

Current Account Balance: \$9,524.41

ASRC Account Balance upon receipt of PVRG dues: \$11,507.41*

* Post-meeting note: PVRG dues check received by Treasurer shortly after BoD Meeting.

- IRS 990-N Postcard processed and received by IRS for 2013.

Secretary (Beth Huhn, Secretary)

- No new updates.

VI. Unfinished Business

ASRC ID's (Scott Glazer – PVRG)

- Full funding received
- Have cards and machine on-hand
- PVRG should have required software within 60 days
- Chair requested that PVRG work with Conference Training Officer on card logistics and integration plan with PTB's and training certification implementation plan.

Communications Officer

- Conference Operations Officer will contact Keith Crabtree to secure update on continued level of involvement as the Conference Communications Officer. Conference Operations Officer will provide an update at the next BoD Meeting.

VII. New Business

K9 Standards (Ken Chiacchia – AMRG)

- AMRG K9 standards have been updated.
- Will work on draft ASRC K9 Standards – plan to provide updated information to ASRC Groups for review and discussion.

ASRC Medical Resolution (submitted by Keith Conover)

- Scope primarily First Aid
- Currently have State Medical Directors, which is obsolete based upon the Groups' wishes/vote at the February 23, 2014, BoD Meeting.
- This recommendation is intended to set a standard and eventually incorporate into the new Operations Manual.
- Padraic Hughes (SMRG) requested that a change be considered and incorporated into the proposed document – page 3, item 5:

5. **Strongly recommends** ~~requires~~ that all ASRC Groups appoint...

- Keith Conover recognized and accepted the change proposed by Hughes as a friendly amendment.

A motion to accept, with friendly amendment, the ASRC Medical Resolution document (disseminated with the June 1, 2014, BoD Meeting Agenda) was made by Padraic Hughes (SMRG), seconded by Ken Chiacchia (AMRG). No abstentions, no nays, all BoD in favor as amended. **Motion passed.** The document is to be amended as outlined above and issued to all Groups now, with eventual incorporation into the new ASRC Operations Manual.*

* Post-meeting note: Via email 6/4/14, Keith Conover relayed “The approved document requires that physicians must be Active Members. However, the 2004 revision of the A of I and Bylaws eliminated Active Membership as a category (except for one mention in the Bylaws which I think was overlooked in the change; this also needs to be fixed). The categories are now Certified, Probationary, and Sustaining.

I would suggest that the BOD entertain a motion for email vote to change this from "Active" to "Certified.””

VIII. Good of the Order

- Chair relayed that there have been several, successful Retreats in recent years and would like to make a Retreat a yearly event.
- Chair will work with Officers to develop a new meeting schedule and disseminate to the BoD Reps.
 - Proposal to meet in person at the Retreat and AGM, then offer two annual sessions via teleconference if in person attendance is not possible.
- BRMRG plans to release session videos from the 40|40 Conference as follows:
 - General Sessions will be posted to BRMRG’s website (www.brmrg.org).
 - The History Sessions will be released to each Group on DVD.

IX. Adjourn

Chair thanked all who participated in the meeting.

With no additional formal business noted, a motion to adjourn was made by Ken Chiacchia (AMRG), seconded by Robert Peterson (DMVSAR). No objections.

The meeting was adjourned at 1305.

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