

Appalachian Search and Rescue Conference
 PO Box 400440
 Charlottesville, VA 22904
 www.asrc.net



ASRC Board of Directors Meeting Minutes
 January 17, 2016
 Bears Den Lodge – Bluemont, VA
 (with teleconference connection)

Documented Board Representatives	Group	BOD Reps Present
Allegheny Mountain Rescue Group 1. Keith Conover 2. Don Scelza	AMRG	2
Blue Ridge Mountain Rescue Group 1. Laura Dodson (<i>proxy to Jessica Galluardi, participated via teleconference</i>) 2. Aaron Bentley	BRMRG	1
DELMARVA Search and Rescue Group 1. Jim Jackson 2. Robert Peterson	DMVSAR	0
Maryland Search and Rescue 1. Gregg Wavle	MSAR	1
Mountaineer Area Rescue Group 1. John Barnett (<i>proxy to Paula Repka</i>) 2. Don Ferguson	MARG	2
Northwest Pennsylvania K-9 Search and Rescue 1. Adam Gatti (<i>rep on-site LuAnn Gatti</i>)	NWPAK9SAR	1 (non-voting)
Potomac Valley Rescue Group 1. Alan Holmes 2. Scott Glazer	PVRG	0
Search and Rescue Ohio 1. Brian Maier	SAR-Ohio	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 0940 on Sunday, January 17, 2016. The meeting was conducted at Bears Den Lodge, Bluemont, VA.

II. Participant Role Call

Don Scelza opened the meeting with a Group/BOD Representative Roll Call. (Seven ASRC Groups were represented, as documented in the chart above.)

During the meeting there were seven voting ASRC BOD Representatives present and two proxies conveyed to the Secretary prior to commencement of the meeting; representing nine of fourteen voting members present and one non-voting member. 64% of the voting members of the ASRC Board of Directors were represented, constituting a quorum.

Also in attendance was LuAnn Gatti (NWPAK9SAR) and Board Officers Mike Hansen (ASRC Operations Officer), Victoria Airey (ASRC Treasurer) and Beth Huhn (ASRC Secretary).

III. Approval of Previous Meeting Minutes

A motion to accept the November 7, 2015, BOD Meeting Minutes (as disseminated with the January 17, 2015, BOD Meeting Agenda) was made by Padraic Hughes (SMRG), seconded by Brian Maier (SAR-Ohio). No abstentions, no nays, all BOD in favor. **Motion passed.**

IV. Officer Reports

Operations – Michael Hansen, ASRC Operations Officer

- Would like to further promote use of ASRC dispatch on-line at www.asrc.net
- Searches trickling in, please use the dispatch site or email the ASRC Operations Officer directly at operations@asrc.net to notify of missions.
- This continuing request for mission notification is to ensure the conference is aware of Group activations and will serve as documentation relative to ASRC VFIS insurance.
- Operational Guidance Manual will be updated; changing “Member Teams” to “Groups” throughout. No other changes anticipated prior to the AGM.

Treasurer – Victoria Airey, ASRC Treasurer

- No new financial activity in the last quarter (since last BOD Meeting)
- Reviewed Treasurer’s Report (copy herein, page 6 of 6)
- Since creation of most recent Treasurer’s Report, received VFIS invoices for the first half of 2016 (policy coverage 2/2016-2/2017)
- Treasurer disseminated Group annual dues invoices to Groups in attendance. Awaiting Group rosters from BRMRG and PVRG in order to create annual dues invoices.
- According to the current Bylaws, only two teams meet the requirements to retain current status as Certified A or Certified B Group. (With proposed Bylaws changes, issues identified will be immaterial).
- Discussion:

- Q: What is the line item in the Treasurer’s Report “Remote Support? A: Financial support for classes, materials, etc.
- Q: Does the projected income on the Treasurer’s Report include 2016 dues from PVRG? A: No
- Q: Is PVRG in good financial standing with ASRC? A: 2015 annual dues remains unpaid by PVRG

Secretary – Beth Huhn, ASRC Secretary

- Copies of the new VFIS Insurance Policies (February 2016 – February 2017) will be posted in the next several weeks to the Members Only tab on www.asrc.net, Internal Documents section.

V. Unfinished Business

A. 2016 AGM – Don Scelza, Chair

- Several Groups have expressed interest in hosting/co-hosting (MSAR/DMVSAR).
- Will set final weekend based upon availability of selected physical location. Current, tentative weekend is May 6-8, 2016 (this is Mother’s Day weekend and conflicts with dates associated with the National Cave Rescue Commission weeklong seminar).
- Chair would like to keep established weekend, if at all possible, since Groups have already planned schedules based upon established dates.

VI. New Business

A. Remote participation in Board Meetings and proxies – Don Scelza, Chair

- As a result of researching laws in several states (PA and VA) regarding ability for Boards of non-profits to utilize proxies it was found that current/proposed legislation makes use unacceptable.
- Will make changes to ASRC Articles of Incorporation and ASRC Bylaws to remove proxy language as it relates to the Board of Directors.
- Working on language to allow use of replacement representatives when formally elected Group Board Representatives are unable to participate in Board Meetings.
- Newest version of Robert’s Rules of Order defines a meeting as a single location. Will add wording to the Articles and Bylaws to allow electronic connectivity to participate; including but not limited to teleconference connectivity, webinars, etc. (reference page 97, Section 9 - Robert’s Rules of Order).

B. Annual Group Roster Review

- Brief review as a continuation from Treasurer’s presentation – still awaiting rosters from BRMRG and PVRG.
- Chair/Secretary will issue a form for Groups to utilize to gather AGM Meeting proxies in advance of the AGM. Member proxies for

membership meetings are acceptable. Proxy issue discussed previously is related only to Board of Director Meetings.

- Please be attentive to proxy submission for the AGM – there is much important business to transact at the AGM and it is imperative there is a quorum.
- A call for roster confirmation will be issued by the Secretary in advance of the AGM to ensure Group member levels are confirmed prior to the AGM.

C. ASRC Safety Officer – Don Scelza, Chair

- This is a position that serves to support the Chair.
- ASRC has operated for an extended period of time without this Officer position being filled.
- As ASRC moves forward, envision role would be committee oriented. Comparable to Medical Committee.
- Key focus will be to provide guidelines to Groups – how to support extended operations, etc.
- Discussion:
 - SMRG has adopted a Risk Information Officer position within their Group.
 - ASRC could adopt comparable and utilize Risk Management, Support and Research Committee
 - Recommend Groups send Incident Reports to this committee to support process of incident data analysis conference-wide and follow-on guideline materials.
- Chair Scelza announced that pursuant to Section 2.9.1 of the ASRC Bylaws he nominates **Carl Wertz (MARG) to serve as Chair of the ASRC Risk Management Committee**. A motion to accept the Chair's nomination was made by Keith Conover (AMRG), seconded by Padraic Hughes (SMRG). No abstentions, no nays, all BOD in favor. **Motion passed**.
- Carl requests assistance in gathering interested members from each Group to staff the committee. Groups are asked to email nominee details directly to Carl at cwertz@hsc.wvu.edu.

VII. Good of the Order

- Directors requested a list of documents that may be voted upon at the next AGM/BOD Meeting.
- Chair announced his desire that final documents are disseminated before the meetings to ensure ample time for Group review and discussion before the AGM/BOD Meetings.

Planned document list – 2016 AGM/BOD Meetings

- ASRC Articles of Incorporation
- ASRC Bylaws
- ASRC Administrative Manual

- ASRC Strategic Plan
- ASRC Operational Guidance Manual
- ASRC Credentialing Policy Manual
- ASRC Training Standards
- CQ Position Task Book
- FTM Position Task Book
- FTL Position Task Book
- SM-IV Position Task Book
- SM-III Position Task Book
- SM-II Position Task Book
- SM-I Position Task Book

VIII. Adjourn

The Chair thanked all who participated in the BOD Meeting and the Retreat weekend. Many positive accomplishments. Chair hopes that Retreat weekends will continue in the future.

With no additional formal business noted, a motion to adjourn was made by Keith Conover (AMRG), seconded by Gregg Wavle (MSAR). No objections.

The meeting was adjourned at 1018.

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The foregoing minutes are reported to the best of my knowledge.

Beth A. Huhn, ASRC Secretary



**Appalachian Search and
Rescue Conference, Inc.**

2016 January

Starting Balance at last BoD meeting (October):

\$10477.22

Income:

\$0

Expenses:

\$0

Ending Balance as of this BoD meeting (November):

\$10477.22

Projected over next 12 months:

Income:

\$6300

Group Dues

Expenses:

\$5100

Insurance

\$1250

Retreat (Food and Lodging)

\$ 10

VASARCo Dues

\$ 27

VA State Corp Commission (SCC)

\$ 350

AGM

\$ 375

Remote Support

Total Expenses:

\$7112

Projected Difference:

(\$ 812)