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

ASRC Board of Directors Meeting Minutes
January 14, 2018

Attendance	Group	BOD Reps

Allegheny Mountain Rescue Group
   1. Keith Conover, Chair
   2.
	AMRG	1

Blue Ridge Mountain Rescue Group
   1. Carl Solomon
   2. Bru Randall
	BRMRG	1

Michael Hansen (Non Voting BOD Member)	☺	☺

Maryland Search and Rescue
   1. Dan Brizuela, Vice Chair
   2. Kyle Rhoderick
   3. Jocelyn King
   4. Victoria Airey, ASRC Treasurer
   5. Phil Smithhisler
   6. Jim McPherson
	MSAR	2

Mountaineer Area Rescue Group
   1. Ken Chiacchia
   2. Carl Werntz
   3. Patty Lindsey
   4. Lee Fuell
   5. Bru Randall
   6. Roxy Kish
   7. Rebecca Hoeftter
	MARG	2

Northwest Pennsylvania K-9 Search and Rescue
   1. LuAnn Gatti
   2. **Kathy Yocum-Lamb, Secretary**
	NWPAK9SAR	2

Search and Rescue Ohio **1. Brian Maier**	SAR-Ohio	1

Shenandoah Mountain Rescue Group
   1. Chris Fedenka
   2.
	SMRG	1

		10

I.   **Call to Order/Safety Moment**
The Board of Directors (BOD) Meeting of the ASRC was called to order by Keith Conover, Chairman, at 0935 on Sunday January 14, 2018. Location Bears Den Appalachian Trail Virginia.

II. Participant Roll Call

Keith Conover opened the meeting with participant review and confirmation that a quorum was established.

III. Approval of Previous Meeting Minutes

Motion made by Keith Conover for the minutes from October 1, 2017 be accepted, Kyle seconded motion, carried unanimously.

IV. Officer Reports

A. Chair
.

B. Treasurer – State Of Current Funds
Refer to attached report provided and reviewed by Victoria.
Discussion on team Rosters needing updated. Invoices will be emailed out to each groups email accordingly. An addition will be added to the Administrative Manual the: in December the Secretary will send information to each team rep on how & where to send rosters. Teams have changed members and names so we need up to date accurate information for ASRC records as well as our insurance company.

Account Access Discussion:
- Victoria is the only person with access. Discussion: should we have a second person with access I.E. Treasurer + active board member?
- Motion made, seconded and vote with 1 abstained. Motion carried to add second person to the ASRC bank account.
- Change will be made to the Administrative Manual.
- Information Technology Officer motion made to add this position, second and vote carried unanimously
- Mike Hanson was nominated for position, second and voted with 1 abstention. Mike Hanson accepted.

C. Training
- John Rogowski, Conference Training Officer, not present, no report
- Deputy Conference Training Officer and Deputy Conference Operations Officer: will add to draft Admin Manual for discussion via email and ? vote in April.

1. Dispatches:

2. Credentialing (Steve Weiss): FTM roll out February 1, 2018. FTL roll out potentially 1 year from now. If anyone is using the old system for FTM they can continue to do so until the August 1st deadline. FAQ's will be added to the website under the member's only section

   - FAQ on the new credentialing system in preparation will be added to website after BOD review. Will be a new page under the members' only section of the ASRC website specifically for credentialing.

   - Version 8 Training Standards vs. credentialing: Opening sections of current draft version 8 has information about Group requirements: the Credentialing Board has no role in these. Might be moved to the Admin Manual. Credentialing Board sees no role for them in evaluating Groups.

   - Level 4: Credentialing Board delegates credentialing to the Group Training Officers.

   - Recertification with a new credential: still need to work on these. Should not need to be in a document called "Training Standards" but should be part of the credentialing process managed by the Credentialing Board. "Maintenance of Certification" is a common term used in the medical field.

   - PTB update for Version 8 Training Standards: this is a job for the Credentialing Board.

   - Poll of the Board: FTM is set and working, FTL might not be implemented instead of 1, 2, 3, 4 structure proposed in 8. Almost everyone in the room agreed that we were going to go with this scheme. Would roll out 1, 2, 3, 4 instead of FTL.

3. Remote Planning: Patty Lindsay gave presentation and update on progress which is moving forward at a steady pace.

D. Ops
Russ Sarver not present, no report at this time.

V New Business

A. Search Manager Applications
Ken Chiacchia submitted an application. Copy of his application was presented, motion made to approved, second additional discussion with

vote taken. Vote carried with one member abstained. John needs to give final approval and endorse.
Discussion of placing a list of Search Managers: Mike will place Information on the website.

Motion to approve search manager applications contingent on the Conference Training Officer emailing the ASRC Board list with endorsement of the individual application, second with motion carried. Discussion and Kens application reviewed and approval of his SM-III (Ken abstained)

    i. Need to have coordination amongst the Search Manager cadre (suggestion by Carl Solomon). Lee Fuell: a Search Manager strike team, or maybe a better Conference roster of Search Managers. Mike Hansen: there is an appendix to the Operational Guidance Manual with Remote Support people. Others: never gets updated, nobody know it's there. Bru Randall: used to have a roster, updated each January, with a list of the Search Managers. Bru: **people who are SMs can and should be members of multiple** Groups so as to respond to searches in different areas. Steve Weiss: SMs should be a Conference asset as well as a Group asset. VDEM is moving to this model. Will add a Search Manager roster to the asrc.net Dispatch page. Will be of use for contacts asking what they should ask for.

B. Proposed Updates to the Administrative Manual
    1. Disciplinary Policy
      We do know how this will work until we actually need to put it into action. Motion made to vote on accepting the proposed addition to the administrative manual, second. Vote: unanimous.

        1. Prologue: if you're new to an admin position, what to do and how to do it; rules but also guides to admin things we don't do very often (or even do often); Policy (Bylaws) vs implementation (Admin Manual) vs Dropbox working documents,

        2. When the Chair submits a nomination for an officer position to the BOD for a vote, or submits a disciplinary investigation report and sanctions, this is considered a proper motion and does not require a second. However, both motions shall be subject to debate and modification by the BOD as with any other motion

        3. State Corporation Commission

        4. Get rid of 36-month review and replace with something like FEMA Typing? Competition? Training Exercise?

5. Carla's suggested changes

6. Electronic Voting guideline flowchart

7. ? Membership application for teams

8. Meetings

   a. model agenda

   b. Guidelines and formats for the minutes (? Branding manual)

   c. Conference-wide yearly meetings (AGM and Retreat) and a bit about them

   d. regional ASRC event, WEMS Day with the University of Pittsburgh Department of Emergency Medicine's EMS Fellowship

   e. Planning timeline for AGM and Retreat

   f. advertise ahead of time for AGM instructors

   g. Meetings: AGM and Retreat, 2017 decided to centralize, only regional is WEMS day, have BOD meetings four times a year, at AGM and Retreat, and officers' conference calls

   h. Secretary cleanup for approval of Admin Manual unless an exception

   i. Description of duties for ITO and add to Bylaws. Steve Weiss is now in charge of proposing Bylaws changes for the next ASRC General Membership Meeting.

   j. Submission of registered agent for both SCC (Bob Koester) gets mailed to the PO Box and IRS (looking for officers: Treasurer?).

C. Proposed Updates to the Logo

We had nearly 100 votes on logo. Discussion related to logo choice, we will accept the logo picked by the membership votes. Discussion for new letterhead. Keith & secretary will review and decide what letterhead we will change to.

Logo: the small bullets version won the poll by a significant margin. Mike will send out the results of the poll to the ASRC BOD list.

"Store" vs Café Press: no on both (informal discussion), Carl Werntz will talk with Doug Moore about using his store for this.

B. Branding Manual:

for (1) as heading have to have an actual number there or subsidiary numbers will not start anew since the previous heading.

C. Minutes and Agenda format

D. Heading for internal reports like stationery but smaller, leaving more room, and with header/footer

E. Awards templates to Branding Manual and to DropBox

F. Develop video branding guidelines

G. add section to ASRC Branding Manual on new logo design

H. awards certificates editable PDF

TABLED FOR APRIL MEETING

2. Version 8 Training Standards status and path forward

3. Training video initiative status and path forward

4. One-Pagers editor/manager

5. Internal Communications Manager

6. Chief Technology Officer and Deputy Chief Technology Officer: done above : Mike Hanson

7. Fellowships and Outstanding Achievement Awards

8. Elections at the BOD after the AGM

Meeting Dates for 2018

a. April 21, 2018 Frostburg State university. Frostburg MD

b. August 22, 2018 Conference Call, 5pm

c. September, 2018 AGM, date was determined after the AGM to be September 21-23, New Germany State Park, Maryland.

VI. Good of the Order

VII. Adjourn 1330

Respectfully submitted:
Kathy Yocum-Lamb
ASRC Secretary