

**Allegheny Mountain Rescue Group
Board of Directors Meeting Minutes (Bru Randall recording)
April 7, 2008**

Called to order 1840

Directors Present

Ken Chiacchia, Bru Randall,

Absent: Don Scelza, Keith Conover (proxy to Ken Chiacchia)

Officers Present

Chris Ruch, Dale Lersch

I. Pre-meeting to reconstitute the board.

A. Elect board-appointed officers:

President – Bru Randall, moved Chiacchia, 2d Conover

VP-Keith Conover moved Chiacchia, 2d Randall

Secretary- Don Scelza moved Randall, 2d Chiacchia

Unanimous vote infavor

Treasurer- Scott Jackson

II. Reconvene as new board.

Motion by Ken Chiacchia that Chris Ruch serve remainder of Barbara Butler's term in view of her resignation, 2d by Randall.

Unanimous in favor

III. Appointment of Executive Director and Treasurer

Executive Director- Ken Chiacchia- moved Randall, 2d Ruch

Treasurer- Scott Jackson- moved Chiacchia, 2d Ruch

Unanimous in favor

III. 2008 budget

A. Establish marketing/printing priorities.

1. Update, print RA Pamphlet *Chris Ruch is working on*
2. Update, print Membership Pamphlet *Chris Ruch is working on*
3. Print, distribute Annual Report *Ken Chiacchia is working on*
4. Produce membership cards for new members - status of Allegheny Cty. cards? *Chris to get NIMS verbage, Heather to work on integrating into stop gap cards.*
5. Produce AMRG Monthly newsletter? *Commander to approach Asst. TO about taking on this task*

B. Future directions & associated costs.

1. Commander is requested to provide the BOD with a list of training/equipment requirements for the next year.
2. Executive Director and Commander to investigate forming a support unit that would involve non-field qualified personal.
3. Chris will chair a committee consisting of himself, Ken, one other member to investigate fundraising opportunities.

C. Approve 2008 draft budget.

Ken will email final draft to BOD for email vote.

IV. Non-budget issues.

A. Organization

1. Status of identifying external board member -- have we done anything? **Tabled until next meeting**
2. Review/approve board procedures: **Tabled until next meeting**
 - Board members and officers should have written position descriptions for which they are held accountable.
 - The Board should conduct an annual self-assessment.
 - The Board should develop a set of core values which guide the day to day operations of the organization.
 - The Board needs to ensure that financial records are kept and maintained according to generally accepted accounting standards.
 - The Board must ensure that cash-management controls, such as dual signature requirement for checks, and Board approval for large expenditures, are in place.
 - The Board should formulate an investment policy and oversee any investments.
 - The Board needs to monitor the organization's reserve funds and endowments.
 - Board members should receive financial statements at least quarterly for review and approval.
 - The Board needs to be certain that the organization has an annual audit (or review, as appropriate) which includes a management letter.
 - The Board must ensure that federal tax forms are filed as required, and in a timely manner.
 - The Board ensures adherence to local, state & federal laws and regulations that apply to nonprofit organizations.

- The Board ensures that accurate and timely reports accurate & timely reports required by federal, state, and local government agencies, including the IRS Form 990, are filed and made available as appropriate.
- The Board ensures that the organization keeps detailed records of any lobbying activities and expenditures.
- The Board ensures that the organization's staff, clients, and volunteers are protected from harm or injury through compliance with occupational, safety, health, labor and related regulations.
- The organization should publish an annual report which details the organization's mission, programs, board members and financial condition.
- The Board needs to adopt a whistle-blower policy.
- The Board must adopt a records-retention policy.

B. Other projects

1. Endorse use of UPMC Mercy identity/sponsorship on trailer. **ED reports that this must be done in compliance with UPMC policy**
2. Update on new information management system. **Has been adopted and will be phased in as it is configured.**
3. Equipment trailer storage, insurance issues. **Temporary outdoor location at UPMC has been found but search will continue for more suitable indoor storage. Treasurer is pursuing insurance through ASRC**
4. "Debrief computer"/Maptech Pro project. **ED will update as soon as he can arrange access to the computer.**

C. Miscellaneous

1. **501 C3 application for reinstatement. Ken**