# ASRC Secretary Report
## 10/11/14

## Updates since last BOD Meeting:

**Group Officer Roster**: Maintain current with updates when notified of changes. Latest version always posted to members-only page on asrc.net.

**Search Manager Roster:** Modified for use as a contact document – removed tab for expired certifications, added email, phone, city, state, zip, where available. Posted to members-only page on asrc.net.

**ASRC Website:**
- Home Page: link added in Donations section "Support ASRC while you shop at Amazon"; email links added for Officers for non-emergency contact
- Training, Meetings and Events: 2014-2016 conference schedule posted above calendar
- Members Only: Officer names and email links added; Search and Rescue Topics (Internal Documents column)- Legal Aspects and Nontechnical and Semi-tech Evacs; Group Officers roster updated
- Changed RACE to Search and Rescue Ohio (multiple locations)
- Alert/Dispatch instructions posted to Members-Only page

**License WPEZ758:** Reference copy of document posted to the ASRC Archive under the section ASRC-Communications: http://archive.asrc.net/index.html

## Outstanding Action Items:

1. Issue notice regarding submission of 4$^{th}$ Quarter Group Rosters (due by December 20, 2014)
2. Categorize all requests for change and comments received regarding existing conference documentation (Admin Manual, Training Standards, etc.)
3. Articles, Bylaws and Admin Manual review, include integration of Medical Policy details – propose updates
4. Develop technology documentation:
   - Yahoo Groups (owners, maintenance functions, etc.)
   - ASRC Alert/Dispatch system
   - Myasrc.org accounts (system admin functions, group instructions, etc.)
   - SurveyMonkey
5. Incorporate more ASRC History information on asrc.net
6. Work with Conover and King regarding digitized mission records