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

ASRC Board of Directors Meeting Minutes
May 6, 2017

Documented Board Representatives	Group	BOD Reps Present
Allegheny Mountain Rescue Group 1. Keith Conover, Chair 2. Amanda Zenuh	AMRG	2
Blue Ridge Mountain Rescue Group 1. 2.	BRMRG	
Michael Hansen,		1
Maryland Search and Rescue 1. Dan Brizuela, Vice Chair 2. Kyle Rhoderick	MSAR	2
Mountaineer Area Rescue Group 1. Ken Chiacchia 2. Carl Werntz	MARG	2
Northwest Pennsylvania K-9 Search and Rescue 1. LuAnn Gatti 2.	NWPAK9SAR	1
Search and Rescue Ohio 1. Brian Maier	SAR-Ohio	1
Shenandoah Mountain Rescue Group 1. 2.	SMRG	

I. Call to Order/Safety Moment

The Board of Directors (BOD) Meeting of the ASRC was called to order by Keith Conover, Chairman, at 1013 on Saturday, May 6, 2017. Location was Frostburg State University, 101 Braddock Rd. Frostburg, MD 21532

II. Participant Role Call

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

III. Approval of Previous Meeting Minutes

Minutes from January 2017 & February 2017 moved approval by Keith Conover, seconded by Carl Werntz. Accepted unanimously. Please note that the minutes from the October 2017 meeting have been lost.

IV. Officer Reports

A. Chair – Direction of Organization
See Organizational Chart submitted outlining conference positions (on Dropbox Documents Fold item #13, also as published on the ASRC website. Discussion: the modification of this Org Chart is at the pleasure of the Chair, except for positions specified in the Articles of Incorporation, Bylaws, or Admin Manual, and subject to review and if needed revision by the entire Board of Directors.
Discussion occurred regarding VaSARCO reps and looking at asking Victoria to be the primary rep. We will ask BRMRG if they have someone that could be the secondary rep.

B. Treasurer – State Of Current Funds
No report provided.

C. Training – covered Below
No report provided.

V. New and Unfinished Business
Note: we have combined these typically divided sections for this meeting.
It makes sense to structure the conversation in a manner that is organized
Which means talking about unfinished and new business simultaneously.

A. New Conference Operations Officer and Vote
Russ Sarver (AMRG) nominated, discussion, Ken made the motion to vote, Dan seconded. Discussion: Concerns with rushing the vote via electronically. Vote passed by unanimous consent conditional on Russ Sarver's acceptance. Russ accepted via text message to Keith.

Ops Officer Top 3:
1. Conference wide alerting for call outs.
2. Role of Group Agency Rep vs. Conference Agency Rep on a mission.

    3. Use of Geographic Information Systems for search management: role of IGT4SAR vs. SARtopo

B. Review of Electronic Voting Process

Electronic Voting: Administrative Manual addition regarding electronic voting. If a voter has difficulties with the electronic vote they can send a vote via email to the conference secretary from the delegates' email of record as an alternative method. Dan made a motion, Ken seconded and the vote was passed by unanimous consent. Add an operational procedure document for electronic voting. A short simple checklist for sequence of the electronic voting process will be added into the Administrative Manual. Mike will send Kathy notes for a flow chart.

C. Conference Wide Alerting: informal discussion with the expectation that Russ Sarver will review this and make recommendations at the next Board of Directors meeting.

D. Remote Planning & Support

Training curriculum and roles have been developed. The group's consensus is to share information to small group to review, would that possibly be the Ops Committee? Patty will contact Russ to determine who would be appropriate to be part of this group.

E. Number of Members Required for Each Group

Ken worked on the formula for the number of FTM/FTL members that should be in each SAR team. Refer to proposed changes to the Administrative Manual. Based on NIMS compliance numbers the following is suggested: 1 FTM or higher for every 7 team members. 1 FTL or higher for every 49 certified team members.

Motion made by Carl Werntz. Keith seconded, the vote was passed unanimously. The final policy is as published on the ASRC Archive in 2017-05-06-ASRC-Admin-Manual-4.2.pdf.

F. Branding Guide Update

Keith provided a sample power point branding presentation. Carl Werntz made a motion to approve the Branding Guide. LuAnn seconded and the vote was passed unanimously. A link will be added to the ASRC website.

G. Organizational Structure

    1. **Communications Officer**: Carl W. has agreed to chair the Communications Committee. We will have a separate Communications Officer who will be our official point of contact with the Federal Communications Commission regarding radio license isssues. If groups have any members interested in participating on this group contact Carl W.

2. **Internal Communications Manager**: To maintain people on lists, contacts for groups and other areas to assist with communication within the council. If anyone is interested in this position please contact Keith.
3. **One Pager Editor**: Can be used as PR. Lee F. volunteered to take charge of this. It falls under the Training Officer Umbrella. Note that we approved a format for "One-Pagers" in the Branding Manual.
4. **Other Organizational Issues**: none identified.

H. **AMRG/MARG 2015 AGM K9 Incident Investigation & Vote**
Keith shared red line version of changes to the Administrative Manual based on the above incident. Carl Werntz made a motion to accept the changes to the Administrative Manual with changes made by Lee Fuell regarding with and without prejudice part and Keith regarding bringing charges during a mission. Dan seconded and the vote was passed unanimously. The final policy is as published on the ASRC Archive in 2017-05-06-ASRC-Admin-Manual-4.2.pdf.

The BOD went into a closed executive session. The general session was reconvened at 1250.

I. **K9 Working Group Policy & Vote**
The policy was reviewed and discussion occurred. ASRC event is considered any event that the ASRC is involved in. Motion was moved and seconded. The vote was unanimous to accept the policy changes made at the BOD meeting.

J. **Training/Credentialing**
1. **Online FTM Testing**
2. **Practical Testing at 2017 AGM**
Both of these items are ready to go pending Credentialing Board vote for accepting documents.
3. **Training Standards v 8.0**
John sent the most recent version to Keith

K. **2017 AGM Date, Location & Sponsors**
Still being discussed

L. **Planning for the Next Meeting**
To be determined pending the AGM location

VI. **Good of the Order**

V. **Adjourn**
Meeting adjourned at 1349