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

ASRC Board of Directors Meeting Minutes
April 21, 2018

Attendance	Group	BOD Reps
Allegheny Mountain Rescue Group **1. Keith Conover, Chair**	AMRG	1
Blue Ridge Mountain Rescue Group **1. Natalie Johnson**	BRMRG	1
Michael Hansen (Non Voting BOD Member)	☺	☺

Maryland Search and Rescue
   1. Dan Brizuela, Vice Chair
   2. Kyle Rhoderick
   3. Victoria Airey, ASRC Treasurer
	MSAR	2

Mountaineer Area Rescue Group
   1. Ken Chiacchia
   2. Patty Lindsey
   3. Lee Fuell
	MARG	1

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. Bob German**	SMRG	1
		9

I. **Call to Order/Safety Moment**
The Board of Directors (BOD) Meeting of the ASRC was called to order by Keith Conover, Chairman, at 1012 on Saturday April 21, 2018. Location Frostburg State University Frostburg, MD.

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 January 14, 2018 tabled until next BOD meeting, Kyle seconded motion, carried unanimously.

IV. Officer Reports

A. Chair, Keith Conover

Held report, turned over to Steve Weiss (teleconferenced in)

- Internal Communications Manager: Don Scelza.
- Victoria Airey is Virginia Search & Rescue Council Primary Representative.
- Doug Moore is Secondary VaSARCO Represenative.
- Keith as Chair of the Medical Advisory Committee hasn't had a chance to do much work due to being ASRC Chair and also working on a SAR textbook.
- Articles of Incorporation:
    State Corporation Commission for Virginia requires the following officers to be listed:

    Chair
    Vice Chair
    Treasurer
    Secretary

B. Secretary, Kathy Yocum-Lamb

No report provided

C. Treasurer, Victoria Airey

Refer to attached report provided and reviewed by Victoria Airey.

Invoices are out to teams; please pay your dues ASAP. Asking that teams make a effort to update your rosters and send to the Secretary or Treasurer yearly. This is what is used to determine dues for each team. The rosters will then be placed in Dropbox.

D. Credentialing Board Chair, Steve Weiss

Update: end point is January Retreat 2019. This is the intended deadline to wrap up credentialing for all field levels & to adopt/pass statement for FTM credentialing.

Question, is this an intermediate step to be taken @ AGM this September, do we execute vs. pilot FTM credentialing or level 4,3,2,1 – field credentialing ready by January

Readiness of testing for Field levels by September = 3 @ 90%, 2 @ 90% & 1 @ 70%. This will be our Pilot of the levels.

Questioning all officers to check out the initial Field 1, 2, 3, 4 job descriptions-are these ready? As they are critical to go with these levels.

Field credentialing (Keith), point taken that this process will increase the time commitment to be part of any given team….

Policy review by Steve – Credentialing Policy Level 4 – conference wide written testing. Pose a 10 question quiz, 80% a pass. This would be free as part of the on-boarding process. LuAnn agreed to take on this part of the process. Also requires endorsement bu Group Training Officer.

E. Conference Training Officer, John Rogowski
Not present

F. Conference Operations Officer, Russ Sarver
Not present

G. Information Technology Officer, Mike Hanson
Website review and tour presentation

Review of Near Miss Incidents: helps identify safety hazards we (SAR Teams) are exposed to. The questions are based on industry standards. Information is anonymous by default, but can be identifiable by person, team or unanimously it is the providers choice.

Our drive is to draw people & other SAR Teams to our website; Utilization of training materials, instructional PDF's, Videos. A discussion occurred regarding the potential of Liability to ASRC by making our materials available to the public.

Video Initiative Update: refer to old & new business section

H. Others

V Unfinished & New Business

A. Document Approval

Motion made to accept the Administrative Manual as presented, moved and seconded.

Discussion:
Natalie, BRMG brought up storage of paper records, point of order …..

Paper record storage dilemma: we have lost the location secured by BRMG and there is only a few weeks left to remove approximately 4 large

file cabinets of old ASRC records. A new smaller location has been obtained at this time. BRMG will move the records. Asking how long do we need to store records, yes eventual outcome is to transfer everything to PDF files. We will need to revisit this but for the present time Natalie Johnson, BRMG has been given the authority to move the records and store where she has secured space.

Pricing will be sought to transfer the records we need to keep to PDF files.

This topic will be discussed at the AGM in September.

Administrative Manual:
Question: should we remove Class A&B Groups, as they no longer exist. Decision made to remove for the next version. Vote unanimous, Administrative Manual accepted as written.

Branding Guide:
Motion to accept and seconded. Discussion regarding adding the video component and changes to the letterhead. This will be a future addition. Vote unanimous, Branding Guide accepted as written.

B. Discussion on group review policy
Tabled

C. Video Initiatives Update
Material will be ready when level 4 is ready to go. Desire/goal is to make on-boarding as easy as possible. Low level video's are being worked on with Kyle. These will be released internally in the ASRC first then external release will occur. First bank of videos will be ready with version 8 standards. Anticipate 2018 AGM as the target date. Working on Branding videos.

Question; do we think attempting to secure a grant for the videos would be of benefit; yes but need a grant writer (question Heather Lum) and it is thought we as the board should look into and discuss the use of grants.

Educational; One Pagers
Mike & Keith are working to produce the finished product. Lee is excellent with wordsmithing, he will then forward to Keith/Mike.

Fellowships & Outstanding Achievement Awards
Two ASRC members have been submitted to receive Fellowships; Keith & Robert Custer. Motion on the floor and seconded to discuss these two submissions. Discussion; during the 60 day waiting period before a vote can be taken no comments were received regarding the 2

recommendations made. Question; exactly what does being granted/voted to receive a Fellowship actually imply/mean. This is an honor bestowed upon the individuals with no voting privileges. Vote unanimously passed, Keith Conover & Robert Koester are the first 2 granted a ASRC Fellowship.

D. Remote Support Group Updates, Patty Lindsey
Mock Trials started;
   1. Reflex Task **carried this out first**
   2. Remote Join during 1st operational period
   3. Remote later in search,
   4. Cold **Case actually occurred 2nd with MARG cold case.**

Next want to go to pilot operations phase. We will need to add 2-3 individuals. Encourage mock search or cold cases using remote support. Need to consider doing mock searches at AGM for example.

Resiliency of Remote Support, what is needed?
It is felt strongly we need a Roster/Leadership & defined positions. Need a formal structure. They will continue working it as is as a committee but this isn't the correct way for them to grow and become an integral part of the Conference.

Discussion did occur regarding many teams within the ASRC do not allow their members to belong to more than one SAR team. This could affect membership within Remote Support if it becomes more of a designated SAR Team rather than a committee.

The above topic will be continued at the AGM and a report will be submitted at the January Retreat 2019

E. Training Standards, V. 8.0

F. Training Guide
Keith explained that he and Rebecca had been discussing the need for not only a set of testable performance standards (the ASRC Standards) and a test method derived from those standards (the ASRC written and practical credentialing tests) but also a curriculum, and he has been working on a draft document, which also contains an overview of the entire ASRC standards, training and credentialing system. He hopes to have a draft complete including the overview and the field levels, but not yet the Search Manager levels in the next couple of months. His hope is that a fresh look at the Field levels 1-2-3-4 in this format will provoke more discussion and debate and that in turn will drive final revisions of the Training Standards Version 8.0.

Meeting Dates for 2018

       a. August 22, 2018 Conference Call, 5pm
       b. September, 2018 AGM: date was determined to be the Sunday of the AGM to be September 21-23, New Germany State Park, Maryland.

VI. Good of the Order

VII. Adjourn 1333

Respectfully submitted:
Kathy Yocum-Lamb
ASRC Secretary