# BOARD OF DIRECTORS MEETING MINUTES

18 July 2020

Google Meet online-only meeting

1010 – 1330

## I.  Call to Order

Called to order at 1010 hours by Board of Directors Chair Keith Conover

## II.  Participants.

Voting members in **bold**. Via teleconference in *italics*. If some other Group is primary name in (parentheses)

| | |
|---|---|
| Allegheny Mountain Rescue Group (AMRG) | **Keith Conover**<br>**Drew Ballard**<br>John Rogowski |
| Blue Ridge Mountain Rescue Group (BRMRG) | **Greg Stronko**<br>**Eric Bryant**<br>Kevin Seitter |
| Maryland Search and Rescue (MSAR) | **Dan Brizuela**<br>**Jocelyn King** (alternate for Kyle Rhoderick)<br>Michael Hansen |
| Mountaineer Area Rescue Group (MARG) | **Carl Werntz.**<br>**Ken Chiaachia** |
| Northwest Pennsylvania Canine Search and Rescue (NWPAK9SAR) | **LuAnn Gatti**<br>**Kathy Lamb** |
| Remote Support Corps (RSC) | |
| Search and Rescue – Ohio (SAROH) | **Brian Maier**<br>Stephen McClanahan |

| Shenandoah Mountain Rescue Group (SMRG) | **Katy Hart** <br> **Steve Weiss** (alternate for Sean McElligot) |
|---|---|

## III.     Approval of Minutes

Minutes approved as posted in the Archive at http://archive.asrc.net/ASRC-Admin/ASRC-BOD-Membership-Minutes-etc/2020-04-11-ASRC-BOD-Minutes.pdf

## IV.     Officer Reports

### a.  Chair/Vice-Chair (Keith Conover, Dan Brizuela)

Chair's comments (rough paraphrase):

*Starting with a win: two SAR teams in Pennsylvania (Elkland SAR in north-central PA and East Penn SAR in the Pocono Mountains of eastern PA) interested in ASRC membership as well as the team forming at VMI (Virginia Military Institute) in Lexington, VA and that is working with Blue Ridge Mountain Rescue Group.*

*The ASRC is famous for the work we put into our training standards and their quality since the 1970s. They are well-known throughout North American and across the world as high-quality standards.*

*We made a big move to version 8.0 of training standards, they are much better than before. But 8.0 had some errors and still needs improvement.*

*I hope that we can approve an 8.1 today and then turn over revision to the new Training Committee under Ken Chiacchia, and the Board will not have to look at the Training Standards again for on the order of a year, maybe a bit less or a bit more.*

*I hope that the pace of documents for the BOD to review will now drop off significantly, and over the next year, only the Bylaws revision at the AGM.*

*Related to the difficult and time-consuming but important task of updating the Training Standards to 8.1, I want to thank those who reviewed and commented on the 8.0 Standards, in particular Sean McElligot and Steve Weiss of SMRG, and Beth Blizzard, Eric Bryant, Kevin Seitter and Greg Stronko of BRMRG, who worked hard to make sure that we have proposals to make some of the portions of the Training Standards 8.1 much better. And to Carl Werntz, who submitted proposals just before the BOD meeting.*

*Chris Thompson, who had agreed to take over the ASRC Secretary role from long-serving Kathy Lamb, has a new job and is moving to Seattle on Thursday and thus we will need a new Secretary.*

*I was planning to step down as Chair at this meeting, but since AGM has had to be postponed, to the fall; Dan is interested in the Chair position and I thought about blindsiding him by resigning at this meeting advance but agreed to stay on until fall if the BOD will still have me as Chair.*

*Note difference between proxies and alternatives for BOD meetings: for membership meetings, such as the ASRC General Membership Meeting, members can give a proxy to another member who can vote that proxy. However, by law (and a few years back we had to change our Articles of Incorporation and Bylaws due to a change in the law), corporate Board of Directors members can have an alternate but cannot give a proxy to someone else. The reasoning is that for a Board of Directors, an individual has to be present and participating in the discussions to be able to exercise judgment in any vote.*

**b. Secretary (Kathy Lamb)**

Nothing to report except as above

**c. Treasurer (Victoria Airey)**

Not present, no report

**d. Credentialing Board Chair (Steve Weiss)**

Summary of his report:

- **Training Standards**: Credentialing Board is tracking and contributing to training standards.
- **PTBs**: Board is also working hard on PTBs, shout out to Rebecca and LuAnn who have done a lot of work on this.
    - Level IV and III in use, Level II might need tweaks for Training Standards 8.1.
    - Level I: working on the PTB, parts of the Level I standards unworkable for them and hope this will be better in Training Standards 8.1, 90% done, awaiting version 8.1.
    - Goal is to finalize all PTBs in a couple of weeks. Expect final vote of the Credentialing Board on Thursday, July 29th.
    - There is more movement through the credentialing process, lots of people taking Level IV test, some Level III exams in NWPAK9SAR, Shenandoah Mountain Rescue Group has a couple of people getting to Level II. Problem may be keeping up with demand.
- As a next step, we need to get our docs under greater control and will work with the Information Technology Officer to do so

**e. Conference Training Officer (John Rogowski)**

John: no Search Manager applications to process today.

Traditionally the Training Committee is chaired by the Conference Training Officer, but at a recent Officers Call, we discussed having a separate Training Committee Chair, and Ken Chiacchia spontaneously volunteered for this; John Rogowski supports this. See below.

**f. Conference Operations Officer (Stevo Solaya)**

Not present, no report

**g. Information Technology Officer (Michael Hansen)**

Still working on transferring our IT infrastructure to Microsoft with Deputy Information Technology Officer Don Scelza, roping in Eric Bryant, nobody will see anything until it's ready to roll.

**h. Publications Committee Chair (Keith Conover)**

The publications committee, headed by Michael Hansen, prepared a Covid-19 One-Pager (Michael Hansen) that has been approved and is to be linked on the website.

http://archive.asrc.net/ASRC-Training/One-Pagers/2020-06-00-SAR-Operations-during-Disease-Outbreaks.pdf

Training *Guide* 1.1 update (Keith Conover)

Steven and Keith worked on wording in the introduction to the Training *Guide* to update the section on the philosophy that drives the level of granularity and specificity of the Training ***Standards***. The Chair charged the new Training Committee Chair (Ken Chiacchia) to either (1) follow this philosophy in working on a new draft of the Training Standards, or (2) provide feedback to update this section so that we have a written institutional memory of how we are supposed to update the Training Standards in the future. We also welcome input on this from any interested person.

You can review this Training *Guide* draft and enter comments using InDesign's new collaboration feature. Please click on the Pin or Draw icons at the top right of the comment bar to connect your comments to specific bits of the text. No hurry. It is at:

https://assets.adobe.com/id/urn:aaid:sc:US:cf8d830a-afd6-41ab-a36c-7b63903afbc1?view=published

and entering the password of **Train4SAR!**

Training Committee Reorganization: Ken Chiacchia nominated by Chair Keith Conover to become Training Committee Chair but John Rogowski to remain as Conference Training Officer. Discussion of granularity of standards. With pro forma abstentions from Credentialing Board Chair and Ken, Ken unanimously confirmed as Training Committee Chair. Ken will be selecting members of the Training Committee and working on the next version of the Training Standards. He will be closely coordinating with the Credentialing Board in this work, but Steve points out that it is the ASRC Board of Directors that establishes the standards and the Credentialing Board that implements them so there must be a certain degree of separation.

### i. Membership Coordinator (LuAnn Gatti)

Potential new ASRC Groups: Elkland SAR, East Penn SAR. Some discussion of the two teams and their reputations. Neither has submitted paperwork yet. Some discussion about the characteristics of each team.

Also, still a potential ASRC Group forming in Lexington, VA at Washington and Lee University, working with BRMRG. No formal application yet.

### j. Others

## V. Unfinished Business

### a. Member Transfer Best Practices

http://archive.asrc.net/ASRC-Admin/ASRC-BOD-Membership-Minutes-etc/2020-01-19-AMRG-Member-Transfer-Proposal.pdf

http://archive.asrc.net/ASRC-Admin/ASRC-BOD-Membership-Minutes-etc/2020-04-11-ASRC-BOD-Minutes.pdf

http://archive.asrc.net/ASRC-Admin/ASRC-BOD-Membership-Minutes-etc/2020-01-19-ASRC-BOD-Minutes.pdf

Chair noted that the consensus of the BOD was that we should pursue the issues in the links above, he was trying to get someone to work on those issues without success. He noted that he is expected to carry out the work, or see that the work is carried out, as directed to him. (He gave a plug for the Servant Leadership section of the *Leadership and Followership chapter* of his *Appalachian Search and Rescue* textbook at http://www.conovers.org/ftp/AppSAR). However, recent emails suggested that the BOD no longer wanted to pursue this.

Motion to drop this made and seconded. Passed unanimously.

Some discussion about whether the Admin Manual has policies or best practices? Point of information: the Admin Manual contains both policies and best practices, and makes it clear which is which. The introduction lays out this philosophy.

Some suggestions that someone do a compilation of Group policies and procedures on member transfer, and perhaps other things, but nobody stepped up to take this on. If anyone is interested, please contact the Chair at chair@asrc.net.

### b. Operational Guidance Manual Michael Hansen

http://archive.asrc.net/ASRC-Operations/ASRC-Operations-Manual/2020-07-14-DRAFT-ASRC-Operational-Guidance-Manual.pdf

Motion to approve as is, seconded, unanimous vote in favort.

Discussion: just best practices, not rules-with-a-capital-R. Passed unanimously. Does not really have anything about how we **do** search and rescue in it. Should it? Some feeling it should, nothing to vote on, await next draft. Next revision due in a year.

### c. Training and Standards

Acknowledge that the work on the training standards has been messy and at times confusing.

For today, we want to get the maximum benefit with the least amount of effort.

Options:

(Most recent first)

- "Clean" copy except for proposed **Field I Leadership** and **BRMRG proposed** changes:

http://archive.asrc.net/ASRC-Training/ASRC-Training-Guide-Standards/2020-07-16-DRAFT-ASRC-Training-Standards-8.1.pdf

- "Clean" copy except for **proposed Field I Leadership** changes:

http://archive.asrc.net/ASRC-Training/ASRC-Training-Guide-Standards/2020-07-10-DRAFT-ASRC-Training-Standards-8.1.pdf

- "Redlined" (highlighted in yellow) version from 30 days ago, with many comments:

https://assets.adobe.com/id/urn:aaid:sc:US:39df2841-d5e1-4c94-89bb-785d27c02984?view=published

and use the password **Train4SAR!**

A motion was made and seconded to accept the first link above ("Clean" copy except for proposed **Field I Leadership** and **BRMRG proposed** changes) as version 8.1. A roll-call vote was needed as there were an audibly roughly-equivalent number of Ayes and Nays.

AMRG: Keith Conover Aye, Drew Ballard Aye

BRMRG: Greg Stronko Aye, Kevin Seitter Aye

MARG: Ken Chicchia Nay, Carl Werntz Nay

MSAR: Dan Brizuela Aye, Jocelyn King Aye

NWPAK9SAR: LuAnn Gatti Nay, Kathy Lamb Nay

SAR-Ohio: Brian Maier: Nay

SMRG: Steve Weiss abstain, Katy Hart Aye

Motion carries.

Next, we discussed a set of proposed amendments submitted by Carl Werntz just before the meeting. We went through each of his proposed changes and voted on each one individually. The list of his proposals and the BOD action on each one is found on this document in the Archive:

http://archive.asrc.net/ASRC-Training/ASRC-Training-Guide-Standards/2020-07-18-Carl-Werntz-Motions-ASRC-Training-Standards.pdf

The end result is the official version 8.1 of the ASRC Training Standards, which is posted in the ASRC Archive at:

http://archive.asrc.net/ASRC-Training/ASRC-Training-Guide-Standards/2020-07-18-ASRC-Training-Standards-8.1.pdf

## VI.  New Business

### a.  ASRC General Membership Meeting

Decided it would be virtual, given the current state of Covid-19 worsening. Information Technology Officer and Deputy Information Technology Officer will work on alternatives for online voting for the membership meeting, and to trial them during the ASRC Officers Calls. We could also encourage Group members to provide their proxies to their ASRC Delegates to make voting simpler. There is also a Doodle poll of the BOD for the date outstanding, Keith will send reminders for those who have not voted, will also do a Doodle poll available to all ASRC members.

## VII.  Good of the Order

Chris Thompson not only volunteered to become Secretary but used his PHP programming skills to fix the ASRC's cellphone location system that is used by teams throughout North America; it needed an update due to an updated version of PHP. However, he has a new job and is moving to Seattle. A motion was made, seconded and accepted unanimously for the Chair send him a letter of appreciation. It is posted in the Archive at:

http://archive.asrc.net/ASRC-Admin/ASRC-BOD-Membership-Minutes-etc/2020-07-18-Chris-Thompson-Thankyou-Letter.pdf

## VIII.  Adjourn

Adjourned at about 1330 hours.