

MINUTES
NATIONAL ASSOCIATION FOR SEARCH AND RESCUE
BOARD OF DIRECTORS REGULAR MEETING
CONFERENCE CALL
1:00 PM EST, Wednesday, February 24, 2016

Agenda Item 1

Subject: Opening Administrative Business

- a. Call to Order by President Bell at 1:03 pm, EST
- b. Roll Call by Secretary Vorachek

Board Members

Monty Bell	P
George Dresnek	P
Bernie Fontaine	P
Kimberly Kelly	P
Don Stephens	P
Earl Tilton	P
Mike Vorachek	P

Staff Executive Director Chris Boyer - P

Guests - None

- c. Approval of January 2016 in-person Meeting Minutes (Vorachek)

Kelly made motion to approve. Dresnek seconds. Approved by unanimous voice vote.

- d. President's Report

Bell commented on positive accomplishments at the January meeting and stated he looking forward to a positive future.

Bell requested that Board go into Executive Session at approximately 1:08 pm EST. Executive session ended at approximately 1:16 pm and the Board resumed normal business.

e. Treasurer's Report

Kelly has been in contact with Rob Brewer to discuss the Treasurers review and report. It was recommended that any variance greater than nine (9) percent be brought up before the Board.

Agenda Item 2

Subject: Special Orders (None)

Agenda Item 3

Subject: Executive Director Report (Boyer). Provided as Attachment 1 to Minutes

Brian Engberg, NASAR Education Director, has been brought on board for a ten hour per week employment to assist Boyer.

Dresnek inquired as to how Boyer had identified the top 5 Instructors that received recognition by NASAR. He noted that we could have one instructor teach a number classes but have very few students, or we could have an instructor that taught fewer classes with more students. Boyer explained that it is based upon number of classes taught. Currently we cannot track number of classes and number of students per class. It is possible that as we develop and populate a Learning Management System, we may have the option of incorporating more variables, but this is the best we can do for now.

Agenda Item 4

Subject: General Orders

- There are currently no hold over items from previous meetings

Agenda Item 5

Subject: New Business

Agenda Item 5A

Subject: Approval of Executive Director's 4th Quarter 2015 management incentive amount.

Kelly addressed the process for the Board to meet our contractual agreement with Chris for a performance incentive.

Boyer indicated that the pay point is the end of the month following the quarterly period. He provided the history of the contract and how it was made retroactive to January 1, 2015. The first payment was made at the end of the 3rd quarter and the next payment was due and paid in February.

Kelly provided an explanation of the Executive Committee discussion and approval of the fourth quarter of Fiscal Year 2015 incentive amount.

Agenda Item 5B

Subject: Conflict of Interest Policy and Disclosure Form (Vorachek)

Vorachek stated that a draft version of the proposed policy and accompanying form has been distributed to Board members for review. This policy was based upon the Internal Revenue Service model policy as found in Reference: Article III, Procedures, IRS Publication "Instructions for IRS Form 1023", June 2006.

Vorachek explained purpose of the proposed policy and recommended that it be placed on the March Agenda as a requested Board action.

Agenda Item 5C

Subject: Board Roles and Responsibilities document (Vorachek)

Vorachek discussed some of the emails that various Board members have participated in regarding the need to ensure that future candidates for the Board have a good understanding of what is expected of them should they be elected. This document was developed to provide potential future as well as current Board members with a common picture of some of the key items for which the Board members are responsible. The draft has been distributed to the Board for comments. Vorachek stated that this should be placed on the March agenda for action by the Board.

Kelly offered to assist in any way she could to help in the development.

Vorachek explained his vision of the process to recruit prospective Board members. Beginning with this election year, prospective candidates will be expected to complete a standardized candidate statement that provides more specific information regarding their personal and professional background. This is called for in addition to the 250 word biographical narrative we have depended upon in the past. Both of these documents are called for in paragraph B, Section 4 of Article VI of our Bylaws.

Vorachek has the action to finalize a draft of a candidate statement and distribute it to the Board for review and action.

Bell noted that this must be in place and distributed to interested persons to allow them to complete and submit prior the required date for closing of nominations and submittals on June 30th (Paragraph C, Section 4 of Article VI, NASAR Bylaws)

Agenda Item 5D

Subject: Member Certification and Member Instructor/Lead Evaluator Cards (Boyer)

Boyer provided an overview of a plan to provide a new membership card. We are running out of the cards, which we purchase in bulk. For the next batch purchase, he has developed a new design which has been provided to the Board.

Boyer provided an overview of the proposed certification card. The card has been reviewed by our legal counsel. Boyer is preparing a policy and possibly procedures to govern the issuance of the card. The card will be for members only. He is examining the price point at which the cards can be purchased and sold with a small profit to NASAR.

Dresnek commented on the potential financial impact to the members. Boyer responded that the certification card would be an optional item for a member to purchase only if he or she desires to do so. It would not replace the membership card.

Vorachek explained that he is concerned that we might have a surge in applicants for the card and may need some temporary help to process requests. Given the current workload of both Boyer and Wingerd, we should not expect them to handle a significant surge for the cards.

Kelly brought up that this type of card might be valuable for canine and mounted members especially when the animal must be transported across jurisdictional boundaries.

Bell noted that he has a concern about the issuance of the cards consuming Boyer's and Wingerd's time being diverted from other critical business activities.

Boyer provided a description of how the cards are produced by a commercial vendor. There is a vendor that provides a high quality product with a hologram and is designed to be tamper proof. A NASAR representative would only have to log on to the provider's web site and enter the NASAR data and upload a photograph. The provider issues the card in final form.

Agenda Item 5E

Subject: Roberts Rules of Order books (Vorachek)

In order to ensure that all BOD members have an opportunity to review and consult the Roberts Rules of Order, the Secretary is proposing that a motion be passed to have the ED procure copies and distribute to BOD members. On line purchase price is estimated at less than \$15.00 per copy plus an amount for mailing. Total cost of approximately \$105.00.

No motion was proposed, however there was general agreement that this is a good idea. Vorachek and Boyer will review the various versions of the Rules and determine which product should be purchased and distributed.

Agenda Item 5F – New Business

a. Boyer brought up the advisory board idea that was discussed at the January meeting. He questioned what the board would do to assist NASAR and how they would do that.

Vorachek provided comments regarding the possibility of using the State SAR Coordinators in more of an advisory capacity. He indicated that since NASAR is no longer hosting a national SAR conference, it may be more difficult for the SAR Coordinators to justify travel to a one or two day meeting not connected with a conference. He outlined the possibility of NASAR arranging for a meeting at the Missing and Unidentified Persons Conference in Atlanta. NASAR is a co-sponsor of this conference and this may be a venue that would benefit the SAR coordinators with an opportunity to hold a meeting. The meeting might be arranged by NASAR with a fee for SAR Coordinators that would be established to defray the costs.

b. Fontaine asked that a statement be recorded in the minutes to offer thanks to Boyer, Kelly, and Vorachek for recent efforts in developing some programs.

c. Kelly asked that the Board continue to develop some form of succession plan for Board membership.

Agenda Item 6

Subject: 2016 Meeting Schedule

February 24 1pm EST Conference Call

March 16 1pm EDT Conference Call

April 20 1pm EDT Conference Call

May 18 1pm EDT Conference Call

June 3-5 – In-person meeting (Location TBD)

July 20 1pm EDT Conference Call

August 17 1pm EDT Conference Call

September 21 1pm EDT Conference Call

October TBD – Strategy and Budget In-person Meeting (Tentative only - location TBD)

October 12 – Strategy and Budget 1pm EDT Conference Call (In lieu of meeting)

October 26 – Strategy and Budget 1pm EDT Conference Call (In lieu of meeting)

November 16 – Budget Approval 1pm EST Conference Call (In lieu of meeting)

Adjournment

A motion to adjourn was made by Bell second by Stephens. Adjourned at 2:14 pm EST.

Minutes submitted by Mike Vorachek.

Minutes approved by voice vote during the March 16, 2016 Meeting.

**Attachment 1
Executive Directors Report
February 2016 Board of Directors Meeting**

ITEMS REQUIRING BOARD ACTION (delayed items require no action)

- See February Board Meeting Agenda

FINANCE

- Need FY 2015 4th QTR financial report narrative to post on website
- Signed agreement with CMC rescue for paid advertising banner on the NASAR website (banners up as of 1/23)
- Renewed Instructor / Lead Evaluator Insurance
- Provided ED performance bonus information

CERTIFICATION – John Boburchuk

- Received updates on SAR typing from NIC. Distributed to BoD and directors for comments
- Forwarded NPS position certification requirements to John
- Email blast to LE/Inst regarding update to canine certification program using ARDA obedience evaluation

EDUCATION – Bryan Enberg

- ADSAR Book - received a hardcopy version at the Jan BoD meeting. The copy had an ISBN number and no copyright listed. Still waiting for contributor contracts and photo/illustration releases.
- Spent 3 days (snowed in by 2016 DC Snowzilla) with Bryan and Ellen working out education program flow and projects
- Loaded update to MLPI Lakeland Village Map Problem to DropBox and notified instructors
- Distributed last draft of Pack Guidelines for Instructor and Lead Evaluator review prior to publishing
- Sent out email to top 5 instructors/lead evaluators giving them choice of rewards (business cards, shirts, membership)
- Uploaded current ADSAR text to Createspace / this completes the project of getting our major textbooks onto CreateSpace for publishing

PROFESSIONAL STANDARDS – Rob Davis

- Rob Davis replaced Jerry Whaley as Director
- Complaints regarding instructors and evaluators
 - Received complaint regarding using a training area for a test area at a canine water certification (this was from test held in 2014)
 - Received complaint regarding a canine handler that came unprepared to an evaluation

- Received anonymous complaint regarding individual committing fraud surrounding pit bull rescue (spammed to entire BoD)
- Received complaint regarding Fernando Moreira. Hearsay that Fernando claims NASAR stole his material, and that he slanders NASAR in general.
- Received complaint regarding an instructor modifying/compressing a course to watch the Super Bowl
- Received complaint regarding a course taught in October, and certificates had not been received yet (waiting on paperwork from eval still!)

ADVOCACY – David Kovar

- Conference calls with Virginia UAS folks regarding the SAR UAS training they are building.
- Presented on UAS use to Illinois State Police
- Met with Phoenix Filming, a UAS company regarding the use of UAS in SAR

OUTREACH

- Attended NSARC UAS editorial meeting and NSARC meeting
- Attended various MUPC meetings
- Posted photos and news about all-Spanish language ISAR in Costa Rica on website and FaceBook
- Began loading the SAR Magazine archives onto the website (posted on FaceBook)
- Review / approval / mailing of monthly electronic newsletter
- Letter of support to SARVAC regarding the CA standards Z1620
- Posted October BoD meeting minutes to website
- Discussion with casting company to do a Yeti commercial based on SAR
- Interview with “thedirtonline.com” for an article regarding Red Rock SAR
- Shared some photos of demilitarized equipment being used in SAR to assist the NSA in their advocacy for 1033 program

MEMBERSHIP

- No identified organization to pick up the PA State Membership fee in January (still investigating options with PEMA and PSARC)
- Notified by Director Fontaine that GA will probably not renew annual membership (spoke with the GA DHS/GEMA folks – they are just now going to develop some state standards and are looking at NASAR)
- Working with GeoSitu to develop a Life Member presentation
- Updated website with 2016 BoD Meeting schedule
- Adopted new design for current membership card and the mailer that goes with it.

FUNDRAISING

- Nothing to report

MISCELLANEOUS ITEMS

- Performed weekly backups for DropBox content
- Performed monthly backup for website content
- Sent electronic copies of BoD member signed NDA's from the January meeting to the BoD members. Filed in BoD member folders.
- Working with the Texas Guard to provide STII to the organization (working on required endorsement from TC-TF1 for TXSG)
- Set up all 2016 Board Meetings and Workshops on Webex and sent invites to BoD members
- Set up DropBox folders for 2016 BoD meeting documents
- Investigated certification ID cards, provided proposal to BoD
- Posted 5.11 shirt sale information to instructor and evaluators

RECENT / UPCOMING TRAVEL

- Jan 20 – 24 Virginia: Directors meeting (Snowzilla 2016)
- Feb 6-9 DC: NSA Winter Conference (Homeland Security Committee Meeting)
- Feb 15-17 Florida: Training 2016 Conference
- Feb 21 -24 Texas: Enberg and Boyer meeting
- Feb 26-28 Virginia: National SAR Dog Conference
- Mar 4-5 Ohio: OSARA Conference
- Mar 11-13 Arkansas: Regional Conference (Tilton, Enberg)
- April 15 – 17 New Mexico: Escape Conference
- May 8 – 13 Louisiana: Governors Hurricane Conference (Enberg, Kovar)
- May 22 -25 Minnesota: NVOAD Conference
- June 25 – 29 Minnesota: NSA Conference
- August 15 – 20 Georgia: MUPC Conference