

MEETING MINUTES
NATIONAL ASSOCIATION FOR SEARCH AND RESCUE
BOARD OF DIRECTORS REGULAR MEETING
3- 5 JUNE 2016
Doubletree Hotel - Dallas Fort Worth Airport North
4441 John Carpenter Freeway, Irving, TX 75063

Friday, June 3rd 17:00 - 21:00 (Yeager Room)
Saturday, June 4th 08:30 - 17:00 (Yeager Room)
Saturday, June 5th 19:00 - 21:00 General Membership Meeting
(Yeager Room and teleconference – Separate Agenda)
Sunday, June 5th 08:30 - 12:00 (Yeager Room)

Agenda Item 1

Subject: Opening Administrative Business

- a. Call to Order (President) Called to order by President Bell.
- b. Roll Call (Secretary)

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; Howard Paul, NASAR PAO

Guests; Kim Stephens, First Response Search Team

- c. Approval of May 18, 2016 Minutes. Motion to accept by Dresnek, second by Stephens. Voice vote - minutes were approved.
- d. President's Report. Bell stated that the feedback he has received from both BOD and other members indicates that this is the best condition the organization has been in since he became a Board member. He also publically thanked Boyer and Wingered for their outstanding service.
- e. Treasurer's Report. Kelly provided an overview of the January through April financials. Cash on hand \$133,794. Balance sheet will be on the web site for review.

Agenda Item 2

Subject: Special Orders (None)

Agenda Item 3

Subject: Executive Director Report (Boyer)

At SARSCENE 2015, we had a discussion with a company called Antris regarding some positioning capability for preventive SAR (PSAR) work. See their web site is located at Antris.com for an overview of their products.

The first series of credentialing cards have been issued. The price may be prohibitive and Boyer encouraged the Board to consider reducing the price. The cards are printed upon demand, so there is no overhead or maintenance cost to the organization. NASAR is doing everything we can to make the cards compliant with various federal and state standards for ID cards, however as we are not a governmental agency that issues cards, we cannot meet all standards - but we are close.

We have procured geological survey style "benchmark" replicas for new Life Members. It features that standard benchmark information and features Mt Everest. The benchmark is now available for sale in the Bookstore to current Life Members.

We have entered into an agreement with First Tactical for shirts and other apparel. NASAR will be able to obtain apparel for 40% discount. Several of these items should be added to the Bookstore soon. These items are similar to those the 5.11 items we currently carry, but will be less expensive than our current items.

We have been given permission by Brunton to download and use their training videos in NASAR training and have them available online for NASAR member use.

We have finally obtained permission from the Search and Rescue Volunteer Association of Canada (SARVAC) for NASAR to put their Hug-A-Tree videos and materials on the NASAR web site for our members to use.

We have additional Spanish language courses being established for Costa Rica and Puerto Rico.

Missing and Unidentified Persons Conference (MUPC) planning is going well. We continue to work with potential presenters for adding speakers to the program.

We have been contacted by Texas, Tennessee, and Michigan State Guard organizations for possibly conducting FUNSAR courses for their members as a potential new mission within their states.

The meeting went into recess at 8:15 pm.

The meeting resumed at 0825 on June 4th. All Board members were present. The Executive Director's report continues. Boyer's prepared presentation is incorporated by reference and will be uploaded to the NASAR web site to accompany the minutes.

MLPI update. Boyer and Brett Stoffel have worked through the second draft comments. Expect that we will have a book ready to print in December. Price for textbook is expected to be the same. Boyer and Enberg working on the Power Point slide presentation.

Question from Bell regarding Jones and Bartlett for FUNSAR text. Somewhere in 2007-2008 period, we selected Jones and Bartlett for publishing the book and signed a long term contract. The contract expires in 2019. They took responsibility for preparation of the text, photos, and publishing a high quality product. NASAR does not have a clear delineation of who has ownership of much of the material. Under the current agreement, NASAR would have to start from scratch for a new book, but could not use the FUNSAR title. Don Cooper is continuing to update the text material and provide to Jones and Bartlett with the goal of having an updated book in 2017.

Boyer provided an update on our search for a Learning Management System (LMS). He has found approximately 300 vendors that provide LMS products. There are two main categories – internal and external, as they relate to the organizations that use them. We are looking at an academic external system that would meet our needs. The common pricing model is for active users. This would have NASAR customize the software and pay for hosting. Each active user would also pay for access. This model appears to be the best fit for NASAR. We are refining our search to look at vendors who provide this type of model and determining if we can afford to do something. Some of vendors provide the product from between and \$40K - \$70K. There are some open source products that may be more affordable to NASAR. The current NASAR budget does not have funds for near term procurement. Boyer has identified a project manager and we are going to refine our search even more and see if we can come up with some additional detail for early 2017.

The meeting recessed for lunch at 1150. The meeting reconvened at 11:33. During lunch Howard Paul provided a view of some of the many photographs he had taken to be provided for the FUNSAR text update and retain in the NASAR photo library.

Agenda Item 4

Subject: General Orders

The Agenda Items 5A (Conflict of Interest Policy and Disclosure Form) 5B (Board Roles and Responsibilities), 5C (Board Candidate Statement) have been carried over from the May meeting and should be voted upon. (Vorachek)

Motion to approve Disclosure Form to accompany Conflict of Interest Policy with agreed changes from Stephens, second by Bell. Voice vote. Unanimous

Motion to approve Conflict of Interest Policy with agreed changes from Kelly, second by Bell. Voice vote. Unanimous.

Motion to add BOD roles items from Board Roles and Responsibilities draft document to Bylaws by Dresnek, second by Stephens. Voice vote. Unanimous.

Motion by Kelly to adopt Board Nominating Committee Charter and Instructions. Second by Bell. Voice vote. Unanimous.

Motion by Dresnek to adopt Accompanying Board Candidate Statement with title changed to Personal History Statement. Second by Tilton. Voice vote. Unanimous

Agenda Item 5

Subject: New Business

Agenda Item 5A

Subject: Nominating Committee Charter and Instructions (Vorachek)

Approved with other documents under Agenda Item 4.

Agenda Item 5B

Subject: Strategy Review (Bell)

Boyer provided a color coded update to the NASAR Strategy document. The discussion examined the purpose of a strategic plan, vs what might be a work plan for the ED to use in planning.

Vorachek inquired as to the possibility of development of a management information document for items that could be considered specific projects. Projects might be something such as development of new course.

Bell expressed a concern that the current document is something that is in much more detail than what is commonly developed for high level organizational planning. There was general agreement that the current strategy document should be re-examined as to what level of detail we want to examine at BOD level. The current document could be re-titled as a Work Plan and managed to support higher level goals established by the Board.

After some discussion, it was discovered that there had been some goals developed in 2012 as a five year (2017) set of goals and objectives. These had not been provided to Board prior to this time and Boyer stated he had found nothing in the 2012 minutes that reflected their existence. The Board examined them and there was discussion regarding what is needed for growth, vs what might generate additional revenue vs what are core education and certification activities that need to be sustained. There appears to be enough upward movement in some of the numbers that were agreed to that most of the 2017 goals will be accomplished. Boyer will examine the numbers over the five year period and provide the data to the Board members.

Agenda Item 5C

Subject: Modifications to Organizational Memberships (Boyer)

(Attachment 1) Boyer provided an overview of calculations regarding the shift of individual members into organizational memberships and the loss of revenue to NASAR. Boyer proposed a three year organizational membership dues structure that would cut the loss of revenue. By grouping membership based on the number of members in the organization into six categories, the organizations would still receive a discounted price and the cost would as shown in the attachment.

This was discussed in 2014 at the BOD meeting in New Jersey. We need to have an update on benefits we provide to organizational members and compare them to the individual memberships. The cost to NASAR for an individual membership is fairly well defined, but the cost of an organization membership is much higher based upon the need for NASAR to do multiple entries into A vectra. Organizational members do not have a member number, so

follow up questions and interactions takes additional time and effort for resolution of issues that may arise. Issues also include the necessity of trying to maintain the rosters and do a manual comparison with AVECtra, especially when individuals participate in courses.

Boyer recommended that the Board consider a different pricing model and potential changes in the discounts available to organizational members. We will examine a third pricing tier and changes to discounts on Bookstore purchases that are only applicable to the one person that represents the organization. Boyer will provide additional recommendations to the Board.

Agenda Item 5D

Subject: 2017 Annual Meeting and possible Conference (Vorachek)

Vorachek provided a series of discussion points on the need for an annual SAR conference. He stated that this was the one opportunity to bring SAR individuals together and provide diverse training opportunities. In addition to the training, there are other activities that NASAR has traditionally involved in the conference, e.g. the required annual meeting, the State SAR Coordinators meeting, the ASTM F-32 Committee, and the Higgins & Langley Awards Ceremony. NASAR was able to co-host the conference last year with not only no loss of money, but to actually bring in some income to offset expenses.

The 2017 Mountain Rescue Association (MRA) annual conference is scheduled to be hosted by Idaho Mountain Search and Rescue to be held in the Boise, ID area. This would be a possible venue for a joint conference. Vorachek also noted that there are potentially other venues that NASAR could team with, possibly in the southeastern part of the country.

Bell discussed the steps that would be needed to open a line of communication with MRA regarding the possible joint conference. The decision will be made by the MRA during their Spring meeting on the 19th of June. We can approach Idaho Mountain for some preliminary discussion, but can also develop a "plan B" for another location.

There was discussion about possible joint ventures with Washington, Arkansas, and potentially other identified organizations. Paul recommended that we also look at 2018 and 2019 for other joint opportunities.

Agenda Item 5E

Subject: Membership Benefits (Stephens)

Stephens provided a short video and presentation on the Benefit Hub package that we can make available to our individual members. Although the approach is geared towards workforce employees, the potential benefits to NASAR members may provide value added for the membership fee. The Benefit Hub provider claims a 200,000 vendor marketplace covering primarily the US and Canada. The plan is to provide a link to the Benefit Hub web site through the NASAR web site. There is no cost to NASAR. Stephens proposes being the manager for the program. This would be the AmWINS replacement. Paul indicated that he had used the link to get some discount certificates for a local restaurant. NASAR does not have to provide a membership roster; instead, members get a code with their membership card to be able to log in to the web site. To ensure that there is no conflict of interest with Stephens proposal and

offer to serve as the project manager, the attorney will be asked to review and provide an opinion.

The meeting recessed at 5:04 pm for dinner. Following dinner, the General Membership meeting was opened and closed.

The Board meeting reconvened at 6:54 pm.

Agenda Item 5F

Subject: Instructor Complaint Reporting (Stephens)

Stephens brought up the need to ensure that we can provide an appropriate level of quality in our training and certification. Boyer noted that we have a number of complaints that are similar in nature, but not complaints against the same instructor(s). We have not identified any trends or patterns that can really be addressed by Board action. We may see some improvement in our ability to assess complaints when we have a Learning Management System that would allow an on-line complaint system.

The meeting went into recess at 8:13 pm

The meeting re-convened at 8:02 am on Sunday, June 5th. All Board members present.

Agenda Item 5G

Subject: Other New Business

1. Vorachek. The 2016 Meeting schedule shows a potential Strategy and Budget meeting in October. Boyer states that we do not have the June financials for a mid-year review, so it is difficult to establish whether we have the funding necessary to support the meeting. Vorachek outlined the process for the use of telephone conference calls to review and approve the budget. There was a general feeling that if we do not need to spend the money, we should not hold the meeting.

Boyer spoke about the budget supporting the strategy. There was some discussion yesterday about the NASAR Board developing a shorter, more formal strategy. The strategy discussed yesterday was 2012 to 2017. Boyer has developed a work plan that provides more detail and was approved by the Board last year.

Vorachek proposed that we change the Meeting Schedule to remove the meeting, have working sessions on October 12th and 26th, followed by a formal meeting on November 16th to adopt the Budget. Bell stated that he believed that if Boyer presented an accurate forecast that had a positive end-of-year budget, the Board would most likely pass it.

2. Kelly. She proposed developing a history of NASAR document and makes it available to our membership through the Bookstore. She indicated she would be willing to undertake the task.

3. Kelly. For Board elections, the Bylaws have a process for the development and submittal of petitions with an appropriate number of signatures. Boyer outline why he believes that

particular section exists within the Bylaws – it allows the member to be placed on the ballot in the event they are not recommended by the Nominating Committee. Vorachek indicated that he feels that this protects the membership by providing a process for someone to get on the ballot if for whatever reason they are not selected by the Nominating Committee. Following discussion, it was decided to remove all references to the Nominating Committee and petitions for ballot positions from the Bylaws. Effective with the 2017 elections, any voting member can request their name be placed on the ballot. Vorachek will draft the changes to the Bylaws and submit to the Board for review and vote.

4. Dresnek. Proposal for a potential new class entitled Basic Survival for the SAR Responder. He provided a handout outline the recommended course syllabus. He stated that NASAR does not have any training of this nature, although teams may be forced to remain overnight in the field during a SAR operation. This course could be used to fill this perceived gap. There is no written examination – all activities and testing will be done in the field. This course could be used as a bridge course between ISAR and FUNSAR for additional skill acquisition. Boyer noted that this would not be included in any of our current courses, but would be considered in the context of the SAR Professional series of courses. Boyer noted that this would be a course developed by Dresnek and managed in a similar fashion to the Urban Search Management course provided to NASAR by Chris Young. Tilton noted that the market for a course like this would probably be fairly large within the non-SAR outdoor community as a Preventive SAR endeavor. This will require further discussion with the Education Director. No certification is envisioned.

5. Bell. Bell announced that Fontaine has submitted his resignation from the Board effective today. Bell thanked him for his service on the Board and recognized his knowledge and expertise in assisting the organization. Fontaine stated that he was glad to see the Board working on improving itself. Vorachek added that he especially recognized the broad expertise that Bernie provided based on his background in the military, government, the fire services, and many other community activities.

Motion to adjourn by Kelly, second by Dresnek. Voice vote – unanimous. Meeting adjourned at 11:12 CDT on June 5th.

Agenda Item 6

Subject: 2016 Meeting Schedule

July 20 1pm EDT Conference Call
August 17 1pm EDT Conference Call
September 21 1pm EDT Conference Call
October 12 – Strategy and Budget 1pm EDT Conference Call (Work session)
October 26 – Strategy and Budget 1pm EDT Conference Call (Work session)
November 16 – Budget Approval 1pm EST Conference Call

Minutes approved by BOD during July 20, 2016 meeting. Respectfully submitted by Mike Vorachek, Secretary

Attachment 1 ORGANIZATIONAL MEMBERSHIP UPDATE PROPOSAL

One of the unintended consequences of the recertification process has been an increase in the number of Organizational Memberships. This has increased a number of manual administrative processes, and provided non-members an extraordinarily cheap means of getting member level discounts. This is in conflict with the strategy of providing an individual member the best benefits and drive responders to an individual membership choice.

	Current Organizational Program	Proposed Organizational Program
Cost	\$185/up to 30 members \$5 additional for each member over 30	3 year graduated increase in fees
Number of members	Fee base plus overage	Fee based thresholds
Contact Model	Each member can order / has to have AVECTRA ID – link to organizational ID required	1 primary contact orders / only primary contact has AVECTRA ID – no linking of members required
Member ID Cards	1 card to each member	1 card to primary contact only
Roster Process	Required and manually updated for association database	Not required – no manual updates
Benefits	Promotive Program AmWins Program HotelStorm Program Bookstore Discount Educ/Cert Discount No Cert ID Card	No Promotive No Amwins Program HotelStorm Program Bookstore Discount Educ/Cert Discount No Cert ID Card

The proposed program would go into effect for new organizational memberships on 1 September 2016, and annually after that for a total of 3 years.

Current organizational members would be moved to the new pricing on their anniversary date beginning on 1 September 2016.

Member wishing to transition from and organizational membership to an individual voting membership will be granted the \$55 renewal fee and just moved over without paying the \$75 initiation fee.

ORGANIZATIONAL MEMBERSHIP UPDATE CALCULATIONS

	Current Membership Revenue	Current Organizational Program Revenue (\$185/30 + \$5/ea over 30)	Proposed Org Pricing - Option A (9/16)	Proposed Org Pricing - Option B (9/17)	Proposed Org Pricing Option C (9/18)
1 Member	75	185	250	350	500
5 Members	375	185	250	350	500
10 Members	750	185	250	400	500
30 Members	2250	185	250	500	1500
60 Members	4500	335	500	1000	3000
150 Members	11250	785	1000	1500	5500
					Agency level? Agency level?

	Calculated cost per course to the member based on member fee + course fee
1 member + 1 Course	130
5 members + 5 courses	130
10 members + 10 courses	130
30 Members + 30 courses	130
60 members + 60 courses	130
150 members + 150 courses	130

	Option A (9/16)	Option B (9/17)	Option C (9/18)
1 member + 1 Course	305	405	555
5 members + 5 courses	105	125	155
10 members + 10 courses	80	95	105
30 Members + 30 courses	63	72	105
60 members + 60 courses	63	72	105
150 members + 150 courses	62	65	92