

## May 2008 Conference Call meeting Minutes

BOARD OF DIRECTOR'S Conference Call  
NATIONAL ASSOCIATION FOR SEARCH AND RESCUE  
May 9, 2008 – 1pm Eastern

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### Agenda Item 1

Subject: Opening Administrative Business

- a. Call to Order (President – Kathy Johnston) at 1305
  
- b. Roll Call (Secretary – Ken Lesperance)
  - i. Kathy Miller - P
  - ii. Monty Bell - A
  - iii. Jimmie Canfield - P
  - iv. Dan Hourihan - P
  - v. Allan Knox - P
  - vi. Ken Lesperance - P
  - vii. Vicki Wooters - P
  - viii. George Rice - A
  - ix. Howard Paul - P
  - x. Stephen Tropp
  - xi. NSARC Rep

Staff

Megan Bartlett – Executive Director

Ross Robinson – Chief Financial Officer

- c. Approval of January and March 2008 Board of Director Meeting Minutes

Regarding January meeting minutes; clarification on when sent out; vote took place. All in favor with Vicki abstaining.

Regarding March Minutes; all in favor.

- d. President's Report -
  
  - e. Treasurer's Report –Ross Robinson: Check from CKC wristband project has been received. Expenses are holding steady and we are on budget.
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### Agenda Item 1

*Subject:* **Fundraising Committee Report** – Kathy Miller/Monty Bell/Ross Robinson

Ross Robinson to schedule meeting with JAM Communications after conference.

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## **Agenda Item 2**

*Subject: Executive Director Report*

### **Update on the following:**

**2008 Conference** – room block for 2008 conference has been met; itineraries will be sent with confirmation numbers; hospitality suite logistics discussed.

**2009 Conference** – update on 2009 venues; Little Rock contract will be negotiated after 2008 conference based on performance; Program Manager will be hired to assist Executive Director with conference track information.

**Hug-A-Tree – Instructional DVD** – Great reviews on the new 3-video DVD. Website is in the process of being updated to reflect new Instructor support page; idea about a Corporate Sponsor; recommendation to look for a company to provide a kit with garbage bag, whistle and mirror.

**Program Administration Manual** – will be released by Conference

**2007 Annual Report** – will be a printed piece at the conference. PDF will be sent to all BoD members prior to conference as requested.

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## **Agenda Item 3**

*Subject: External Affairs Committee Report* – Dan Hourihan

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## **Agenda Item 4**

*Subject: SME Liaison Committee Report* – Vicki Wooters

Ground SAR – Eric Martin/Megan Bartlett

ISAR will be released after the conference; John Boburchuk to update SARTECH III; FUNSAR, ADSAR and MLPI Instructor workshop at the conference.

Tracking Committee – Del Morris/Vicki Wooters (sent as attachment with agenda via email); Attachment II for this document

SAR Dog Committee – NASAR K9 Evaluator Reimbursement Program – History: \$10,000 was approved in the SAR Dog Committee budget for special projects. The SAR Dog Committee would like to use money for this Program – Attachment 1

Discussion took place and it was agreed that the proposal should go back to the K9 Committee to rewrite to meet the guidelines of the other grant programs NASAR has established.

Good of the Order:

Ken to have cell phone and computer access by end of next week.

Adjourn at 14:11

Attachment I

## **NASAR Canine Evaluator Reimbursement Program**

Program Objective: Provide financial reimbursement to Lead Evaluators and/or Evaluators for expenses incurred during the evaluation qualification, training and apprentice process.

Eligibility: Those individuals pre-approved to be Lead Evaluators and Evaluators who successfully complete the process of becoming a Lead Evaluator or Evaluators between May 1, 2008 and December 31, 2008.

### Program Parameters:

1. Available to all NASAR Canine Certification programs.
2. All candidates must be pre-approved to be an Evaluator or Lead Evaluator.
3. All candidates must successfully complete all required workshops, apprenticeships and any other requirement of the NASAR Canine Certification programs to become an Evaluator or Lead Evaluator.
4. The Reimbursement Program will provide reimbursement for up to \$250 for Evaluator achievement and \$500 for Lead Evaluator achievement with a maximum of \$750 for the entire process.
5. Expenses will be eligible for reimbursement upon the candidate's official appointment by NASAR to either Evaluator or Lead Evaluator.
6. Eligible expenses for reimbursement must be for the following expenses and must include a receipt:
  - Airfare (requires pre-approval)
  - Tolls
  - Fuel
  - Hotels
  - Workshop Fees Not Covered By NASAR
  - Pre-Approved Certification Testing Fees For Evaluator Candidates
  - Pre-Approved Administrative Expenses
7. Additional expenses may be eligible with approval by the Canine SAR Dog Committee Chair.

### Program Administration:

1. All eligible expenses shall be submitted to the program administrator within 60 days of the candidate's appointment to Evaluator or Lead Evaluator. All submissions after 60 days will be ineligible for reimbursement.
2. Only eligible expenses are those incurred within 12 months from the date of being approved as an Evaluator or Lead Evaluator.
3. Only the expenses submitted with receipts up to \$250 for an Evaluator, or \$500 for a Lead Evaluator, shall be eligible for reimbursement.

4. Expenses requiring pre-approval (such as airfare, testing fees, fees for instruction, and administrative expenses) must be accompanied by documentation from the program administrator and/or the Canine SAR Committee Chair to be considered valid.

## Attachment II **Tracking Committee Report**

### **Preface**

This report is being submitted to the National Association for Search and Rescue's Board of Directors as an update of the present status of the Tracking Education Task Force. Hereafter in this document, the National Association for Search and Rescue will be respectfully referred to as, "NASAR", and the Board of Directors as, "The Board". The current members of the Tracking Education Task Force (TETF) are developing a basic Clue/Track Awareness and man-tracking course that would introduce tracking techniques of a higher skill level than what is currently taught in Fundamentals of Search and Rescue Courses. The target student base would consist of search and rescue professionals who work in all areas of our nation.

### **Project Direction and Progress**

The start of 2008 saw the beginning of accumulation of new TETF members. I am proud to announce the placement of some very highly respected trackers in the SAR community (see new member list) and sadly inform the Board of the resignation of two of our founding members that have had to bow out due to life changes. We have said good-bye to Charlie Williams, Ray Lewis, and Craig Bannerman

We are happy to say, we now have a NASAR Web Page presence under the "Specialty Fields". We will actively solicit participation by NASAR member and continue seeking out additional committee members until our numbers reach a minimum of 12.

We have begun the process of dividing up the chapters of our project. The writing and review of this project will take 6 – 8 months if all goes well. We will begin developing a sub-committee that will begin the process with ASTM in establishing minimal tracking standards to which we can build testing and eventually: NASAR credentialing. This simultaneous process will allow us to keep the material in sync with the development of the standards as they develop.

The TETF consists of a group of all-volunteer motivated search and rescue professionals who have considerable amounts of experience in SAR tracking, materials and course development, and instruction.

### **Conclusion**

Members of the TETF realize that an enormous amount of work lies ahead. We are all eager to proceed because of the fact that we ALL fully realize the importance of what we are trying to accomplish. Our goals and energy recommit to specific products in keeping with NASAR's Strategic Plan.