January 9, 2015

**Agenda Item 1**
Subject: Opening Administrative Business
Call to Order by President Rice at 6:35pm MST.

Roll Call
- Board Members present:
  - George Rice
  - Mike Vorachek
  - Rob Brewer
  - Lee Lang
  - Bernie Fontaine
  - Kimberly Kelly
  - Don Stephens (by telephone and WebEx)

- Staff: Chris Boyer
- Guests: None at this time.

Approval of December 2014 Minutes. Motion to approve by Vorachek. Second by Lang. Motion carries.

President’s Report. Boyer has been provided his evaluation.

Treasurer’s Report. Still awaiting end of year financials. We only have November’s data. Brewer commented that financials show a significant improvement. Bell noted that it was one of the lowest negative numbers since 2011. Motion to accept by Kelly, second by Fontaine. Motion carries.

**Agenda Item 2**
Subject: Special Orders

Don Stephens was welcomed as a new Director.

Officer Elections
- Floor Nominations President. Nominations for Vorachek and Bell. Both accept. Both provided a short view of where they believe that NASAR should be going for the next year to 3 years.

- Individual Secret/Anonymous Ballot Vote. Bell is elected by majority ballot.
Floor Nominations Secretary. Vorachek is only nominee. Board accepts Vorachek for position.


Agenda Item 3
Subject: Executive Director Report
- Review and Sign Conflict of Interest Statements
  - Received - Boyer, Stephens, Bell, Lang, Brewer, Vorachek
- ED Report is provided as an attachment to the minutes.
- Additional discussion on fund raising item in report. Several possibilities for raising additional funds were brought up. Boyer will investigate additional possibilities. We were only able to raise approximately $850 for CY 2015. Lang recommended that we establish a goal of bringing a fund raising individual on board within next 45 days. Boyer believes that this is possible and will work on it.
- Bell inquired about newsletter. We had been using Multiview, however we were not able to get enough advertisement funding to carry the cost. We have switched to NationBuilder and we should be able to sell our own advertising and realize a profit. We are working with Ms. Carter-Kirk and Ms. McIntire to implement. Content should be similar to what we have today. We are also soliciting individuals to prepare regular articles for newsletters.
- We are working on raising a minimum of $20K for editing the new MLPI text. We are setting up an editorial board for reviewing the material. Boyer is working with ERI to examine potential opportunities for cooperation on a text.
- Bell inquired regarding status with Mr. Cooper for the FUNSAR text and payments. We will be paying him $1K per month to retire our debt.

Agenda Item 4
- Boyer provided a spreadsheet of historical courses and certifications from 2006 to 2014. Boyer believes we will exceed 200 open courses and possibly 100 closed courses this year. We were not able to track the number of students in the courses with the Avectra software application. NationBuilder allows us to track student numbers, but we will still have to track various data items in two systems. It will go live in February. We still need to find a good on-line training management system that will allow us to process more of the student data that must now be managed manually.
- We have four state members. AR, MS, GA, PA. TN may join in 2015.

Agenda Item 5
Subject: Review New Online Community (website) & DropBox. Boyer
- Reviewed Nation Builder web site which will be our new community. Boyer has a “members only” area designed in. He estimates that he is approximately 85% complete on the web community.
- Reviewed DropBox folders for historical data that has been placed in a common area by Boyer. This is going to be an ongoing process to make NASAR data available.
Meeting suspended for the evening at 9:00 pm local time.

Meeting reconvened at 8:05 am local time, January 10, 2015. All BoD members and ED were present as before suspension.

**Agenda Item 6**

**Subject: Bylaw Updates**

- Term Limits Discussion (tabled from October meeting). Discussion. Vorachek believes that a nine year period is adequate for members and term limits should remain in effect. Lang stated that he believes that each member has an opportunity to vote is the best resolution to the allow members to voice their desires. Bell stated that he does not support term limits. Not having term limits also provides the continuity that may be necessary in an organization. Motion re-read. Rice requests a secret ballot. Motion passes with six yea and two nays. Bylaws have been amended for removal of reference to term limits.

- Change to BoD Voting (President Only Votes in Case of a Tie / Tie Is Failure To Pass)

- Acceptance of Grants or Contributions

- Addition of Roberts Rule to Bylaws Article II; Section 1.

- Vorachek makes motion to defer the above 3 items to allow time to prepare written changes to present to the Board at the next scheduled meeting. Lang seconds. No discussion. Motion carries.

- Vorachek makes motion to permit ED to accept or decline donations to NASAR. Fontaine seconds. Discussion that current Article X, Section 3 of Bylaws require the EC or BOD to accept or decline. Vorachek withdraws motion. Fontaine agrees. This will be dealt with at the February meeting where written amendments can be prepared and distributed prior to the meeting.

Bell requested that we address Agenda Item 15 at this time while we are awaiting the Attorney call in for Agenda Item 7.

Mr. Dallas Lane joined the meeting.

**Agenda Item 7** (Saturday 1/10 - 09:00 Phoenix Time / 10:00 Houston Time)

**Subject: Attorney Presentation Regarding Board Responsibilities & Conflict of Interest**

Ms. Jess Bailey of Bailey Law Firm, PLLC, joined the call at 9 am local time. She provided a presentation on general information related to BoD responsibilities related to claims, functions, duties, and limiting exposure. Ms. Bailey will post a copy of the Power Point presentation she prepared to the NASAR Dropbox.

Ms. Bailey was asked to review the Modern Rules of Order and provide guidance to the BoD as to whether this would be preferred for adoption by NASAR BoD.

Brewer obtained and read information related to a review of Modern Rules of Order. This appears to be something that the BoD needs to further investigate.

In deference to the need for Rice to depart early on Sunday, the BoD moved to discuss Agenda Item 18.
Following Agenda Item 18, the BoD moved to Item 16, and then to the following Agenda Items in this order: 9, 8, 10, 14, 11, 12, and 17.

**Agenda Item 8**
Subject: Review Strategy and Commitments for 2015

Boyer requested that we address the conference schedule and attendees. See proposed schedule in Attachment 3. A listing of the planned attendees will be put on the web site.

Bell indicated that we need to establish expectations for the attendees at various conferences. Boyer stated that it typically involves some form of a speech or address to the conference, establishment of a booth to sell bookstore items, handling the sales, and return of unused items to the Bookstore. Bell proposed that we establish a spreadsheet in DropBox where we can begin to populate information for each conference or activity.

**Agenda Item 9**
Subject: Recertification Program.

Bell spoke to the document that was released to the membership regarding the recertification process and the lack of submission of verified information for members who desire to recertification. He provided some history on the discussion of previous years that led him to make some recommended changes to the document. There is a feeling that this is a money grab on behalf of NASAR. There is currently no requirement for additional documentation that is currently being provided by the member for review. Bell feels that the historical discussion of the process had envisioned some form of submission prior to recertification.

Lang reviewed the provisions of section 14.2 of ASTM Standard F3069 which states: “The certification body shall have procedures and conditions for the maintenance of certification in accordance with the certification scheme. The conditions shall be adequate to ensure that there is impartial evaluation to confirm the continuing competence of the certified person.”

Discussion was refocused by Brewer on the questionable need to recertify on SARTEC III. Lang responded by advising the BoD that ASTM is working on a standard where personnel who do not necessarily operate in the field will be addressed. Stephens asked if we should consider making SARTECH III as a certificate of completion following the completion of the on-line, open book examination. Boyer stated that he had fielded a number of calls from our members who did not believe that recertification was necessary. The general response has been that this is an effort to ensure that SAR is viewed as a profession that maintains standards consistent with other emergency response entities such as fire, emergency medical services, law enforcement, etc. The other frequent complaint was from members not affiliated with an AHJ that….

Boyer explained that the plan as he understood it was that we would not have a manual or electronic process that required a significant workload upon the paid staff. With the current systems that we use, it takes a minimum of 30 minutes per individual to complete. This is not a cost effective process. Bell indicated that he feels that we can come up with a streamlined process that will take less time, yet offers a much more verifiable process that provides proof of actual recertification activities. He feels that we have too many holes in our process to enable us to defend individual recertification questions. He feels that as a minimum, there should be a standardized form that is used to collect key data elements. Boyer feels that if we are going to
start collecting data, we need to know the end point use of that data. He feels that this is a crawl, walk, run approach to developing a process that is usable, but not burdensome to the NASAR staff.

**Agenda Item 10**
**Subject: Pricing & Memberships Changes**

- **Development of an Education/Learning Institution Membership Class**

  Boyer discussed the pricing for membership, which is established by the BoD. Boyer stated that there are several institutions of higher learning that are interested in providing SAR training. These institutions do not feel that they should pay a full rate, since they are teaching students. This provides an opportunity for NASAR to increase our marketing, however this may become a new membership category.

- **Development of a CAP Organization Specific Membership or adding CAP Members to VA/Student Discount Membership**

  Boyer discussed the possibility of either a new membership category or adding CAP members to the Veteran / Student membership category. Vorachek made a motion to include CAP members in the Veteran / Student membership category. Second by Stephens. Both Vorachek and Stephens acknowledge a conflict of interest as members of Civil Air Patrol. Discussion included a comment by Brewer that we may consider including Explorer SAR Scouting program members. The CAP Cadet Program participants are also of the age where they should be able to participate in the student program, as would Explorer and Venture Scouting members. Vorachek withdrew the motion. Stephens felt that we needed to offer an incentive to CAP to get their members to become involved in the SARTECH training but that he will withdraw his second. In response to a question from Rice, Vorachek stated that as of December 31, 2014, CAP’s National Cadet Count: 23763, National Senior Count: 34367.

- **Life Membership to Receive Free SARTECH III, II, I Certificates and SARTECH Recertification for Life**

  Boyer believes that we could afford to offer Life Members to be able to receive free SARTECH III, II, and I certificates and SARTECH recertification for life (over 25 years = $17.60/member/year loss = 3 new life members each year to break even). Brewer brought up that we must make sure membership does not believe that this would be a certification – only the ability to obtain certificates without additional cost. Boyer stated that he would re-examine the wording to ensure that we are putting out the correct information.

  Fontaine makes a motion to provide Life Members the opportunity to waive the fee for issuance of certificates for SARTECH III, II, I upon completion of required training and testing. Kelly seconds. Discussion. Boyer presented a spreadsheet that shows the estimated loss of revenue from issuing certificates. His estimate would be that we would gain $77 per year over 25 year period. If we gain 3 new Life Members each year, this
would be a break even cost over for a 25 year period. Boyer feels that this is a more convenient way to recruit Life Members. Bell indicated that he did not feel that this would influence many potential Life Members. Boyer believes that this is a good recruitment tool. There was some additional discussion among the BoD regarding not understanding the demographics of our Life Members and not being able to determine how this might affect the current or potential future Life Members. Vote in favor of motion with 3 abstentions. Motion carries.

Agenda Item 11
Subject: Proposed Changes to Equivalency and Instructor/Lead Evaluator and Evaluator requirements

Boyer explained that he has identified several cases where members have dropped their individual membership, yet they are allowed to teach classes on behalf of NASAR. He stated that there are other ways, e.g., charging non-members a fee to become an Instructor. There was discussion on the historical purpose for removing the membership requirement as a part of the equivalency instructor application process. Other professional organizations such as NFPA or ASTM require membership to be involved in their activities.

Rice discussed some of the history to dropping the membership process that included the intent to involve more educational or training institutions in presenting NASAR courses. There was a concern at that time, which remains valid today, that we might exclude special categories of instructors, such as those affiliated with law enforcement and fire training institutions. Bell noted that we need to examine our Mission Statement in the context of whether we are meeting what we say we intended.

Bell questioned whether this proposal would increase or decrease instructors. Our 2014 course numbers are up, but we are not sure of the impact upon instructors who are members. Vorachek indicated that he thought this should be something that is also a potential impact as we possibly move forward with Centers of Educational Excellence and several other initiatives. He stated that this should be deferred until we have information on the success of some of the new initiatives and how many instructors are not members. Bell concurred that this should be discussed after some additional information is obtained.

Agenda Item 12
Subject: Team Accreditation Discussion

Boyer began the discussion by outlining some of the information that was developed and presented to the BoD by Paul Lake. The initiative would involve creating a process for accreditation so that we could provide something to the team that could be used when contacting governmental agencies to becoming involved in SAR missions. He is seeking guidance from the BoD on whether we should proceed in defining this as a potential business activity. Lang felt that this should be something that is also a potential impact as we possibly move forward with Centers of Educational Excellence and several other initiatives. He stated that this should be deferred until we have information on the success of some of the new initiatives and how many instructors are not members. Bell concurred that this should be discussed after some additional information is obtained.
suggestions of both individuals and teams that may have an interest. Boyer will proceed to investigate.

**Agenda Item 13**  
Subject: E.D. Annual Goals / Salary Adjustment

The BoD determined that this needs to be done by the Executive Committee and work with Boyer. No further discussion was conducted.

**Agenda Item 14**  
Subject: NASAR Centers of Excellence for Education and Certification Discussion

Boyer provided overview of the proposal to create Centers of Excellence for Education and Certification (CEEC). This would allow us to provide this information to states or agencies vs the current ability to provide only the names of local instructors or evaluators without knowledge of the individual instructor or evaluator actual performance. Lee inquired if NASAR would have some control over pricing of courses provided by hypothetical Centers. NASAR must be aware of the potential charges that may be out of the range of many SAR providers.

Boyer is seeking BoD approval to further research this initiative. The BoD believes that no motion is required and granted ED permission to proceed.

**Agenda Item 15**  
Subject: NASAR Anniversary Plans
- 40 Years - 2015
- 45 Years – 2020
- 50 Years - 2025

Boyer recommends that we begin planning for a more robust celebration of the 45th Anniversary. Rice recommends that we put something on stationary. Vorachek recommends that we adopt a 40th Anniversary challenge coin to be sold through the Bookstore. Lang recommends we engage members to develop a design for a 2015 Challenge Coin to be rolled out this summer. All ideas appeared to be positively received and will be managed by Boyer.

**Agenda Item 16**  
Subject: Conference Plans
- 2015 – SARCON 2015
  - In-Person Board Meeting, Member Meeting, Bookstore, NASAR Track

Boyer presented an update on where the conference planning is currently at. Based upon a 2 January telephone conference call, the conference appears to be focused on a smaller, more traditional Mountain Rescue Association conference. NASAR will offer some form of training for ground search that we will assume responsibility for. Some of our core courses will be provided on Friday, Saturday, and Sunday. We will have a Bookstore and display booth presence. The $5K that was paid by NASAR for the conference location booking will be reimbursed by MRA. The BoD will be convened for an in-person meeting. Annual general membership meeting will be Saturday evening.
The BoD has budgeted funds for attendance at regional conferences.

- 2016 (E.D. recommends regional support model)

Boyer recommends that execute a regional support model unless some organization wishes to take on a national conference. We need to focus on a number of regional conferences where we have a NASAR track, Bookstore, and other involvement. Boyer will contact some potential organization representatives to see if we can do some type of larger scale, possibly nation-wide conference.

**Agenda Item 17**

Subject: Proposed New Certifications

- Crew Leader II
- Wilderness Rescue Technician

Boyer had members approach him with a conceptual outline for a Crew Leader II and Wilderness Rescue Technician. He is wondering if we should move forward with this initiative. Lang noted that ASTM Standard 2751 as identified in the outline is applicable for Rescue Support. Rescue is outlined as an Endorsement in ASTM F2752, Standard Guide for Training for Level I Rope Rescue (R1) Rescuer Endorsement, F2954-12 Standard Guide for Training for Level II Rope Rescue (R2) Rescuer Endorsement, and F2955-12 Standard Guide for Training for Level III Rope Rescue (R3) Rescuer Endorsement.

Bell inquired as to the need for this as a product to be offered by NASAR, and if so, where does it fit with our other current initiatives and priorities. Lang noted that during last year’s survey of interest, there was a significant majority of response that felt this would be worthwhile.

Brewer noted that he has had inquires that would lead him to believe that there is a market for the Crew Leader courses that should be considered at this time. Lang echoed the thought that there is a market among general and canine SAR personnel.

The BoD generally agreed that we should ask John Boburchuk to continue forward and provide additional conceptual information for the BoD consideration.

**Agenda Item 18**

Subject: Formation of an Advisory Committee

Rice brought up the use of additional Advisory personnel in Committees or in other forums. This may be appropriate for some of the materials that we develop that will be used by organizations outside of the United States. The development of a broader base of support for all of the organization’s activities would help us improve our programs.

Lang pointed out the need to provide a reporting channel for and hold Advisory Committee members responsible for agreed upon mission completion. Rice stated that he believes that there needs to be a line of reporting to the President and Executive Director. Boyer provided his thoughts on Advisory Committees but indicated that we have a significant need for individual members who assume functional roles and perform activities in direct support of the NASAR
mission, vice using members in a general advisory role. Kelly recommended we consider adding a section to the new web site that would allow members to ask an expert for advice. It was agreed that this would be a relatively easy action to take and Boyer will attempt to execute the required actions. After some discussion, it was determined and addressed by Bell the need for a focused advisory council activity that would function to meet specific objectives, e.g., raising funds. Bell also pointed out that we need to work with state and local SAR coordinators and seek their advice on NASAR activities.

**Agenda Item 19**
Subject: New Business

**New Topic 19.1.**

Brewer brought up an inquiry from John Boburchuk regarding how much latitude he had to work on issues related to Certification. Brewer proposed that we have Boburchuk contact some Evaluators and Lead Evaluators to assist him in developing materials.

**New Topic 19.2.**

Lang pointed out that the requirements of ASTM 3069-14 require that NASAR have separate designations for education and credentialing. The testing criteria from the national consensus standards need to be provided to the education component to allow them to develop the educational material.

**New Topic 19.3**

Lang made a motion that we reaffirm our commitment to use ASTM Standards in the development of our education and certification programs. Seconded by Brewer. During the discussion Rice brought up that we need to also use best practices in the development. Lang noted that we can always exceed minimum standard requirements. Vote on the motion carries.

**New Topic 19.4**

Lang inquired as to a potential date for updating the NASAR organizational chart with the placement of personnel in the vacant positions. Boyer stated that the current org chart does not necessarily reflect the current or future NASAR business activities. The chart should be revised to show delineation between education and certification, with less emphasis on committees. Rice noted that there was a need for adjustment of responsibilities between the Executive Director, the BoD, and other members.

Boyer noted that in the Strategy document there is a task to realign the business processes, which would lead to a revised organization chart. Bell requested that Boyer develop an updated organizational chart to be delivered to the BoD as soon as possible. He will provide an organizational chart with names of members that are currently holding the position.

**New Topic 19.5**

Lang brought up the development of a SAR Individual Response Pocket Guide (IRPG) based upon the National Wildland Fire Coordination Group. The guide has been developed and Lang
is willing to turn the copyright over to NASAR with a covenant that it be reviewed every two years. Estimated pricing would be $3 per copy for publishing it in China. Publishing in the US would be approximately $9 per copy. Lang noted that the covenant would essentially be a right of first refusal so that if NASAR did not review and re-publish on a two year basis, he would reclaim the copyright and publish the document himself. Cash flow for printing and obtaining the document for the Bookstore would be approximately $4K, which Boyer believes could be covered under the current budget.

New Topic 19.6

The NASAR Water Rescue Committee manager has resigned. Vorachek feels that NASAR does not have a lot to contribute to this market at this time. Brewer noted that we have not had a significant involvement for a long time.

Boyer noted that there is a lot of commercial involvement in water activities that we would be competing with. There may be a market in mass rescue operations that could be investigated by NASAR for possible involvement.

It was agreed that the Water Rescue Committee be disbanded for the foreseeable future.

New Topic 19.7

The current price package for various fees used by NASAR creates some confusion for both Instructors and Bookstore. Dallas Lane noted that he has students who paid to complete the FUNSAR class, and later paid for the written and practical evaluation. There is a proposal that the class and the SARTECH II examination components combined be a cost of $80. Boyer believes that the bundle is a good option, however there are Instructors and Evaluators that do not understand the pricing. Boyer proposes that we change the bundle of FUNSAR and SARTECH II delivered together be priced at $80 for members; and (2) that we change the bundle of FUNSAR and SARTECH II delivered together along with a new membership be priced at $140 for non-members.

The meeting suspended at 5:40 local time.

The meeting re-convened at 0908 local time on Sunday, January 11, 2015. Board Members Rice and Stephens were not present. There is a quorum. ED is present.

The BoD entered Executive Session at 0910 and returned to general meeting session at 0914.

New Topic 19.8

Strategy document discussion initiated by Boyer. NASAR has a relationship with the National Center for Missing and Exploited Children (NCMEC), to include using their logo on the cover of our MLPI text. Boyer asked the BoD to discuss what type of relationship we should have with them. Lang inquired if they might be a good source for funds to be used for updating FUNSAR and MLPI, as well as supporting training. Brewer noted that we have had several Team Adam members attend our conferences to discuss SAR. Kelly noted that we might be able to work with the National Institute for Justice to see if they would be able to prepare and provide training materials.
New Item 19.9

Lang brought up the idea for training in SAR topographic maps using SAR Topo® (SARtopo.com) software. Boyer noted that he was thinking about a training course for geographical information systems. Right now the software is free. Boyer will research and if appropriate, put some information on the web site.

New Item 19.10

Fontaine stated that he will be going to the US Army Ranger School to discuss the possibility of our providing some SAR training programs. This might be a good program for their Cadre personnel. Brewer noted that this may also tie to some of the work with the State Guard and Defense courses.

New Item 19.11

Lang inquired as to the status of the supposed agreement with Paul Anderson for teaching the Planning Section Chief course. Boyer indicated that he had discussed this with Mr. Anderson, who had told him that there was a written agreement that included a royalty payment of some amount for teaching the course. Mr. Anderson indicated to Boyer that his copy of the agreement was in his home in Alaska; however he would not be able to access it until this spring. Mr. Anderson indicated that the agreement was signed by Mr. Hourihan, however Boyer has not been able to find a copy of it in any of the historical documents that he has.

This remains an open issue that Boyer is working on. Lang inquired as to potential liability to NASAR for courses taught before the existence of the agreement was discovered. Boyer responded that once we have a copy of the agreement from Mr. Anderson, we can examine the language in the agreement and determine if we need to obtain legal advice.

New Item 19.12

Boyer addressed the plan to replace the current Program Administration Manual (PAM) with a Member Guidebook and a Handbook for Instructors and Evaluators. The new books would contain information that the members have expressed a desire in knowing, and for instructors/evaluators, those items that are appropriate to that discipline. There would also be an appendix that would contain the appropriate forms. He does not have dates for accomplishing this re-write, and it will be completed as time available.

New Item 19.13

Bell addressed his desire to see the Instructor Development Workshop (IDW) either updated or to be removed from our requirements. He believes that this could be made into some form of online learning activity. The content of the course should be limited to those items that are specific to the course, such as documentation and NASAR course-specific items. The IDW has evolved to be a bottleneck in the plan to expand our educational activities to new markets. Brewer noted that the material we provide to Instructors and Evaluators should include some of the best practices that we have developed over many years.
Boyer responded with his intention to replace the IDW with an online briefing and the Handbook discussed above.

Kelly makes motion to adjourn. Brewer seconds. Unanimous voice vote. Meeting adjourned at 1240 local time.

Minutes complied by Mike Vorachek, Secretary
Attachment 1

Executive Directors Report
January 2015 Board of Directors Meeting

ITEMS REQUIRING BOARD ACTION

- See meeting agenda items

SARCON2015

- The Larimer County SAR team is leading this effort. We have had one conference call regarding the event – there is no org chart, MOU or IAP at this time.

FINANCES

- The ED contract requires a quarterly review of the ED. Currently NASAR is in non-compliance with the contract, and at the end of December will have missed the 4th consecutive review for the ED. Draft review sent to President in October.
- Working on ways to develop funding to produce MLPI/MLSO update.

NEWSLETTER

- Beginning in February NASAR is self-publishing (no more Multiview). I will work with our editor (Lisa Carter Kirk) to develop a sponsorship program where the advertising fees go directly to NASAR.

MEMBERSHIP

- NationBuilder site is in beta, and should go live late Jan / early Feb. Demo during the Board meeting.

FUNDRAISING


MISCELLANEOUS ITEMS

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