Agenda Item 1
Subject: Opening Administrative Business

a. Call to Order. President Bell called the meeting to order at 1:04pm

b. Roll Call. Secretary Vorachek

Board Members

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

Staff Executive Director Chris Boyer
Attorney Jess Bailey

Guests Dave Powers, Cumberland Co SAR

c. Approval of August 2016 Minutes. There was not a quorum for the meeting so there are no minutes.

d. President’s Report. Bell welcomed the guests and all the Board members.

e. Treasurer’s Report. Financials are in Drop Box. July membership drive brought in additional revenue. Boyer has a revised budget for review. Treasurer has been approached regarding a possible donation. She referred the individual to Boyer.

Bell inquired as to why we continue to lose money and are projected at approximately $20K in the negative at the end of the year. Boyer responded that we are not in a position to make significant cuts in the remaining budget. Education revenue continues to be down. Bell asked if we were not meeting income projections or are expending more than we had planned. Boyer responded that we are down $2K in Education, $2K in Bookstore; with an additional expenditure of $2K for the MUPC conference. We have not seen our Education activities produce this year with the August and September
course numbers way down. We still have approximately 30 courses that are over 30 days overdue. Boyer stated that we do not know how many students participated in which courses, so we have no way of knowing how much money NASAR is due. Boyer will develop another budget; however we will need to examine cuts in our Strategy as well.

**Agenda Item 2**
Subject: Special Orders (None)

**Agenda Item 3**
Subject: Executive Director Report (Boyer). Attached to minutes.

**Agenda Item 4**
Subject: General Orders (None)

**Agenda Item 5**
Subject: New Business

**Agenda Item 5A**
Subject: President’s nomination of Lee Lang to fill BOD vacancy created by Fontaine’s resignation. (Bell)

Bell had submitted an email to the Board recommending consideration of Lee Lang for the vacancy. Bell provided an overview of why he desired to nominate Lee Lang. No further discussion. Two votes for, three votes against. Appointment failed to pass.

**Agenda Item 5B**
Subject: Election replacement procedures. (Vorachek) The proposed procedure has been reviewed by Attorney Bailey. She did not recommend any changes. Vorachek will send an email to the four Board members who are not running for election and request an email response on whether to accept the procedure.

**Agenda Item 5C**
Subject: Discussion regarding re-adoption of BOD term limits. (Dresnek)

Dresnek proposes that we return to term limits of maximum of three terms (nine years).

Dresnek proposes a three year (one term) break between the time a Board member reaches his or her term limit and the time he or she is eligible to be nominated for election.

Since this was listed on the agenda as a discussion item, not vote was called. This will be discussed at the January meeting.
Agenda Item 5D
Subject: Proposed changes to organizational structure for Bylaws. (Boyer)

Boyer had submitted a proposal for changing his current reporting relationship (to the President) to the Executive Director. He outlined his concern that the President can give him direction without Board approval.

Vorachek proposed that we place this on the January agenda. There was no opposition to moving it to January.

There was some discussion regarding past practices and how the proposed change might affect future ED and BOD interaction.

Dresnek made a motion that the individual with the 3rd highest vote tally during the election be appointed to the Board to fill the vacancy. There was no second for the motion. The motion will not be considered by the Board.

Agenda Item 6
Subject: 2016 Meeting Schedule

October 12 – Strategy and Budget 1pm ET Conference Call (Discussion only)
October 26 – Strategy and Budget 1pm ET Conference Call (Discussion only)
November 16 – Budget Approval 1pm ET Conference Call

Added: December 3, 2016 1pm ET Conference Call (Note that this is a Saturday)

Adjournment

Motion to adjourn made by Vorachek. Second by Kelly and Dresnek. Voice vote approved. Meeting adjourned at 2:17pm EDT.
Executive Directors Report
August 2016

ITEMS REQUIRING BOARD ACTION (delayed items require no action)

- See Board Agenda
- Approval of Replacement Election Process and Policy
- Resignation by Bernie Fontaine at June 2016 Board meeting. Requires appointment of replacement by President, and approval by Board.

UPCOMING MILESTONES

- New consolidated MLPI / MLSO manual in print January 2017
- New PAM to be released by September 2016 / delayed now
- Election processing

FINANCE

- Reviewed monthly financial reports
- Approved weekly Accounts Payable run
- Need FY 2015 4th QTR financial narrative to post on website
- Need FY 2016 1st QTR financial report/narrative to post on website
- Need FY 2016 2nd QTR financial report/narrative to post on website
- Accounts Receivable – 36 classes over 30 days due
- Placed calls to instructors and lead evaluators with paperwork and fees overdue more than 30 days
- FY2015 Taxes submitted to IRS
- Filed 2016 Annual Report with the Commonwealth of VA State Corporation Commission
-Reviewed and attended demo of Socius as replacement for Avectra – Socius monthly fee is $2,999
- Completed rollover documents for Janet Adere to move her retirement out of TIAA-CREF
- Forwarded current insurance policies to a new vendor for competitive quote
- The Arkansas EMA has agreed to pay the AR State membership for 2016 and 2017 (2016 invoiced).
- Ran Labor Day Sale to blowout 5.11 products

CERTIFICATION – John Boburchuk

- Prepared first draft of questions for ST IV on line examination

EDUCATION – Bryan Enberg

- Reviewed and processed new member applications
• Sent out renewal notices and processed renewal applications
• Ran new member and renewal statistics for 2014 - 2016

PROFESSIONAL STANDARDS – Rob Davis
• Complaints regarding instructors and evaluators
  o Received a notice regarding a facebook post by a member. When challenged with the authenticity of the posting, the member and his wife quit NASAR.
  o Received compliant of a non-member using NASAR material in an unauthorized class, taking a teaching fee, promising, but not providing NASAR certificates or notifying NASAR of the course. Forwarded to attorney for action.
• Reviewed and processed instructor, evaluator and lead evaluator applications and background verification reports
• Ongoing research for LMS system
  o Started LMS requirements document
  o Participated in 1 product demonstration

ADVOCACY – David Kovar
• Participated in technology panel discussion at MUPC

OUTREACH
• Reviewed monthly newsletter draft, made edits and approved for distribution
• Added courses and certifications to website calendar
• Howard Paul loaded the FaceBook page with timed monthly course announcements

MEMBERSHIP
• Produced and sent out monthly renewal notices
• Processed Certification ID Card orders
• 2016 Election Update
  o Replacement election put in place
• Working with NM on a state level membership (provided numbers and a proposal for building instructors and lead evaluators)
• Worked on proposal for SGAUS (State Guard Association of the United States) for national level membership and pricing.
• Assisted in proposal to the SC Fire Marshal to make NASAR the Standard of Care for SC and accredit it through their Fire Academy.
• The Shaylers (Brett and Karen) quit their Life Memberships and quit NASAR. This resolves an ongoing complaint regarding them.
• Working with Enterprise/National Car Rental to provide a member discount program.
FUNDRAISING
- Updated Information on Guidestar to the bronze level

MISCELLANEOUS ITEMS
- Performed weekly backups for DropBox content
- Performed monthly backup for website content
- Updated Board motions chronology from approved minutes
- Opened discussions with Tim Setnicka to purchase rights to “Wilderness Search and Rescue”

RECENT / UPCOMING TRAVEL
- October 15-18: SARSCENE 2016 (Edmonton) – Boyer, Enberg, Murray
- October 27-29: Inland SAR Course Anniversary (Yorktown, VA) – Boyer
- November 11-14: F32 Committee Meeting (Albuquerque, NM) – Boyer