



New Mexico Search and Rescue Council
Board Meeting Minutes
Sunday, June 26, 2016
Valley High School, Albuquerque 1200-1400

Attendees: Mary Walker, Eric Roybal, Spenser Moreland, Aimee Adamek, Terry Morton, Sean McGann, Michaela Buenemann (by phone), Roberta Armstrong, Larry Zentner, Carrie Hale, David Price, Verena Weissenborn

Absent: None

Other Attendees: None

Call to Order: Meeting was called to order by Carrie Hale at 1204

Approval of Agenda and Minutes

- Approval of meeting agenda. Motion: Mary Walker moved to approve; Roberta Armstrong seconded. Vote: Aye – 10, Nay – 0, Abstentions – 0
- Approval of NMSARC general meeting minutes from April 16, 2016. Motion: Roberta Armstrong moved to approve; Terry Morton seconded. Vote: Aye – 10, Nay – 0, Abstentions – 0
- Approval of NMSARC board meeting minutes from April 17, 2016. Motion: Mary Walker moved to approve; Larry Zentner seconded. Vote: Aye – 7, Nay – 0, Abstentions – 3 (Buenemann, McGann, Price)

Old Business

- **New Officer and Committee Assignments** – Carrie Hale
 - Transition of Chair from Carrie Hale to Mary Walker. Larry Zentner moved to approve Mary Walker as new Chair; Terry Morton seconded. Vote: Aye – 9, Nay – 0, Abstentions – 1 (Walker)
 - Treasurer: Larry Zentner re-appointed; David Price to serve as apprentice and be mentored by Larry Zentner to allow for smooth transition for 2017
 - Vice Chair: David Price appointed
 - Secretary: Verena Weissenborn appointed
 - ESCAPE Chair: Roberta Armstrong
 - ESCAPE Committee: Eric Roybal, Aimee Adamek, Larry Zentner, Sean McGann
 - Training Committee: Mary Walker, Sean McGann, Terry Morton, David Price
 - Training Directory: Training Committee to be responsible for
 - Membership: Aimee Adamek
 - Communications: Terry Morton
 - PIO: assignment tabled until next meeting
 - Fundraising: not assigned

- Mapping: Michaela Buenemann
- Speakers Bureau: not assigned
- Mary to send E-mail to Board with standard format for Officer duties description. Completed documents to be returned to Mary. They will be uploaded to the website in the Board section.

- **ESCAPE 2016 Report** – Roberta Armstrong
 - Evaluation summary was e-mailed to the Board. Participants enjoyed the venue and food. Particularly good feedback for Lost Person Behavior Course
 - PayPal accounts: challenge was that in transfer of money from PayPal account to Wells Fargo, the purpose of payment (e.g., registration vs. silent auction) was lost in transit. Larry and Roberta will figure out a better way to set up PayPal for next year
 - Highlights page is up on the new website

- **ESCAPE 2017 Planning** – Roberta Armstrong
 - Las Cruces venue for next year is set up, signed, and down payment paid for.
 - Committee for 2017 is selected.
 - Need silent auction chair with computer program knowledge.
 - Eric will oversee program tracks.
 - Sean will be in charge of sponsorships.
 - Goal is to get Koester as keynote speaker; Aimee will contact him.
 - Not a lot of money made with sale of logo merchandise in 2016. Thought is to go away from event-specific logo gear and replace with general NMSARC merchandise. Seemed to be consensus on this.
 - Waived a lot of instructor fees; should consider waiving less next year.
 - Day passes without meals received some negative feedback; need to consider options next year of feasibility for including meals.
 - Goal of future venue selection will be to get the ball rolling sooner. Roberta created a Request for Venue Info document that could be sent out to prospective places. The ESCAPE committee will work on that for 2018.
 - 2018 venue will be in northern part of the State. Carlsbad may be an option for 2019.

- **Treasurer's Report** – Larry Zentner
 - Signature card must be updated to get the correct people onto the card. The following individuals need to be removed from the card: Carrie Hale, Karon Avery. The following newly appointed Officers need to be added to the card: Mary Walker, David Price, Verena Weissenborn.
 - Accounts:
 - ING 360 savings account: \$5,400
 - Wells Fargo savings account: \$1,800
 - Wells Fargo ESCAPE account: \$9,700 (all bills are paid and ESCAPE 2017 down payment made)
 - Wells Fargo Council admin account: \$10,600
 - \$800 in account for checks mailed to four member teams as donation distribution approximately 6 months ago. Checks were never cashed. Larry will follow up with these teams
 - Consider changes to bylaws at 2017 ESCAPE meeting – Larry will draft language

- Change two signatory requirement for purchases greater than \$1,000 (which is how the bank interprets current bylaws)
 - Add ESCAPE chair to signatory card
- NMSARC credit card is in Larry's name as banking institutions do not issue blank business credit cards. Concern raised by Verena that a credit card with \$2,500 spending limit technically circumvents the bylaws. Also, future Officers may not be able/willing to pass credit check to hold a credit card in their name.
- Budget 2016-2017
 - Balanced budget
 - Addition of storage unit for \$450/year to budget. Motion: Roberta moved to approve this expense; Sean seconded. Vote: Aye – 13, Nay – 0, Abstentions – 0
 - Budget will be voted on at next meeting; Board to send suggested changes to Larry
- **New Website Launch** – Aimee Adamek/Roberta Armstrong
 - New website is loaded and bad links have been fixed; still doing some clean-up
 - Roberta is working on linking a Google calendar on the events page
 - Entry form on the events page for members to add events, Aimee will make modifications/additions.
 - Currently Aimee and Roberta are handling all IT-related functions for the site and other administrative tasks (emails, Forum, etc.).
 - Bob will be consulted regarding content that is DPS-related
 - Archives section will not contain all but only select files that the Board needs for reference purposes; Aimee and Roberta will check with each Board member on content.
- **Membership** – Aimee Adamek
 - With Carrie's and Spenser's departure, need to re-assign liaison responsibilities
 - Verena to take over Spenser's teams
 - David to take over Carrie's teams
 - Try to balance numbers
 - Aimee will send updated spreadsheet to Board
- **Training Updates** – Terry Morton/Spenser Moreland
 - Mock mission planned for October. Terry will be in communication with Al about this.
 - All to e-mail ideas for discipline-specific training proposals to Mary
- **Communications** – Terry Morton/Eric Roybal
 - Terry will write paragraph for advertisement of new Comm Forum and send to Roberta
 - As interim fix for communications challenges: need MOA for joint use of State Fire frequencies by SAR personnel on missions and vice versa for State Fire personnel use of SAR frequencies. This is already practiced but need something in writing
 - Terry and Eric will draft a memorandum

New Business

- **SAR Responder Insurance**

- Bob will send info that will be added to the website
- **MCSAR Field Certification Study Guide and Practice Tests**
 - Have been taken offline per Bob's request
- **Field Certification Online Lessons**
 - Roberta suggested adding approval notice to make it look more official
- **Format for Conference Calls – Mary Walker**
 - Need recommendations for conference call systems to be used
 - Roberta will look into TechSoup options for web conferencing; Aimee will also do some research

Next Meeting:

- Conference call to be held Monday August 29, 2016 7:00-9:00 pm.
- Moving forward Board meetings to be held every two months instead of quarterly

Meeting Adjourned

- Motion to adjourn by Roberta Armstrong, Terry Morton seconded.
- The meeting was adjourned at 14:26.