



**New Mexico Search and Rescue Council**  
**Board Meeting Minutes**  
Monday, October 24, 2016  
Telephone Conference 1900-2100

**Attendees:** Mary Walker, Aimee Adamek, Sean McGann, Michaela Buenemann, Roberta Armstrong, Larry Zentner, David Price, Verena Weissenborn, Terry Morton

**Absent:** Eric Roybal

**Other Attendees:** None

**Call to Order:** Meeting was called to order by Mary Walker at 7:03 pm

**Approval of Agenda and Minutes**

- Approval of meeting agenda. Motion: Larry Zentner moved to approve; Terry Morton seconded. Vote: Aye – 9, Nay – 0, Abstentions – 0
- Approval of NMSARC board meeting minutes from August 29, 2016. Motion: Roberta Armstrong moved to approve; Michaela Buenemann seconded. Vote: Aye – 8, Nay – 0, Abstentions – 1

**Old Business**

- **Go-To-Meeting – R. Armstrong**
  - Decision to use Go-to-Meeting as opposed to WebEx was easy due to relatively low cost for non-profits: \$174/year for unlimited phone conferences with up to 25 participants per call
  - May be used by any board members; contact Roberta for assistance.

**ESCAPE 2017 – R. Armstrong**

- Continuing to work on early planning:
  - Track Coordinator assignments in process
  - David and Roberta in charge of silent auction
  - David overseeing fundraising; board will be expected to assist.
  - Aimee in charge of vendors and speakers
    - Bob Koester sent \$4,000 estimate for flight, rental car, etc.
    - Roberta and Aimee will talk with him to see what is included; would like to have a 3-4 hour Lost Person Behavior Course.
  - Attendee meal situation needs to be figured out; will try to plan for more last-minute meal purchases.
  - Also need to make decision on instructor registration waiver – Need to be clear who gets the waiver/refund.

- Just getting started on sponsorships
  - Will establish list, then have board members solicit sponsorships and auction items
  - If available, Barbara will help with silent auction again
- Registration process has been too complex and error prone; plan to build registration form online on NMSARC website to remove paper process entirely; will keep Paypal service for money collecting
- Merchandise not figured out yet; thinking about ball caps, fleece vests, patches with generic NMSARC logo

### **Future ESCAPE venues – R. Armstrong**

- 2018 to be held “up north”
- Venue master list and request for information form established and sent out to potential locations
- 5 proposals including casino/conference type and very different type of experiences
- Pricing is different from convention center for the non-resort locations
- Board members encouraged the committee to look closely at non-resort options.
- ESCAPE committee will get back to the board with more information

### **Treasurer’s Report – Larry Zentner**

- Summary sent to all just prior to call contains most accurate numbers
  - Wells Fargo: Checking balance \$14,200, ESCAPE account \$9,700, savings \$18,210, credit card \$194
  - Credit card will be paid off by Larry Zentner ASAP
  - In September received 4 donations via mail. Thank You letters will be sent by Mary Walker. Two of the checks were received through the National Christian Foundation on behalf of Dugan and Stewart families. The Dugan check contains a specific mission number. The Stewart donation appears to be linked to the same mission
    - Roberta reminds that policy has not changed on dividing the money up among the teams who attended the mission in question.
    - Larry will distribute the combined \$3,500 to the teams involved in the mission and send checks in the next 10 days.
  - Storage unit: Roberta offers to keep items for now at no cost. Will need unit beginning April 2017.
  - BOX: set this service up with folders for various areas (e.g., membership) and make them accessible those responsible. Idea is to include working files (e.g., for ESCAPE).
    - NMSAR website is not true file management site
    - BOX cost \$84 through Tech Soup
    - Motion: Roberta Armstrong moved to approve; Larry Zentner seconded. Vote: Aye – 9, Nay – 0, Abstentions – 0
    - Will use NMSARC credit card to purchase per Larry Zentner

### **Website – Aimee Adamek/Roberta Armstrong**

- IT functions include:
  - GoDaddy support
  - Technical items on the site performed by website administrators.
  - Working with communications area to get links to SPLAT info updated.w

- Technical part of supporting ESCAPE – forms, payment process
- Management related to Go-to-Meetings; news forum joining requests
- Paypal management working with Treasurer
- Maintaining documentation to assure smooth hand-off when Roberta goes off Board
- These functions require at least two people with IT skills
- Day-to-day website management requires more general IT/writing/communication skills.
- Community outreach – Aimee and Roberta handle technical aspect but not content aspect of site; easy to miss changes such as new approved minutes
- Per Mary, may need to initiate IT committee to oversee website; maybe establish ownership for board members of certain site content.
  - Aimee and Roberta will develop “assignments”

### **Membership – Aimee Adamek**

- Last Friday, first round of team emails sent to team contacts with application form and instructions for completion
  - Included training request form for ideas or training requests to be remitted along with membership forms
  - Will be sent out every four weeks (November, December) including training request form
  - Application form includes teams’ top three disciplines and asks teams to rank their top skills
- Reach and Treat team would like to become a member; that would create a total of 39 member teams
- Aimee will reach out to San Miguel; they didn’t renew last year.

### **Training Updates – M. Walker**

- In future may need to vote on some approvals via e-mail in between meetings
- Proposed training process simplified
  - May coordinate 3-4 trainings per year given the complicated nature of the payment and coordination process
  - Trainings directly sponsored by DPS are supported via use of different form and different budget
- Navigation course approved by RO
  - DPS will issue purchase order and pay in full once council has paid and information received by DPS from Mary
  - Total budget \$783
  - Motion to approve: Larry Zentner moved to approve; Sean McGann seconded. Vote: Aye – 9, Nay – 0, Abstentions – 0
- NMSARC/DPS sponsored K9 air scent training seminar
  - Almost 3 days long seminar with many handlers and observers attending
  - A lot of coordination effort for planning done
  - Quote submitted to DPS and purchase order issued

### **Communications – Terry Morton**

- New repeater list in progress; will submit new excel spreadsheet

- Per Roberta, not enough material about comms to establish a track in addition to HAM license track) but should include comms specific course(s) (e.g., groundpounder radio use 101) in the program and have tables in Exhibit Hall to assist teams that need help in programming their radios.

#### **New Business**

- **IT/Communications Duties – R. Armstrong**
  - Covered in previous discussion of website
- **Contacted by Children’s Book Writer – M. Walker**
  - Terry Lynn Johnson who writes books on kids getting lost and how to survive/get found (e.g., going overboard, avalanche, ...)
  - Now writing book on getting lost in the desert; Mary and Aimee were going to meet with her, but Mesilla Valley SAR agreed to coordinated her visit to Las Cruces.
- **Debriefing Process – V. Weissenborn**
  - Post-mission review process with formalized debriefing process
  - Larry: do we have a demobilization process? Should this be a part of a formalized debrief?
  - Roberta voiced concern about posting confidential information.
  - Mary: likely there is some paperwork that summarizes issues, which goes to Bob Rodgers from the field coordinators
    - Roberta suggested an assessment should be done to see what is being done already before we take any action.
    - Mary will gather more information regarding after action reports from FCs and the process for team participation in the reviews; how can information be shared with teams that have participated for “lessons learned” review?

#### **Next Meeting:**

- Phone Conference meeting to be held December 12 at 7 pm via Go-to-Meeting.
- Plan for next meetings in January, February, March pre-ESCAPE

#### **Meeting Adjourned**

- Motion to adjourn by Larry Zentner, seconded by Roberta Armstrong
- The meeting adjourned at 20:52 pm