



New Mexico Search and Rescue Council
Board Meeting Minutes
Monday, January 23, 2017
Telephone Conference 1800-2000

Attendees: Mary Walker, Aimee Adamek, Sean McGann, Michaela Buenemann, Roberta Armstrong, David Price, Verena Weissenborn, Terry Morton, Eric Roybal (joined at 6:32pm), Larry Zentner (joined at 7:00pm)

Absent: None

Other Attendees: None

Call to Order: Meeting was called to order by Mary Walker at 6:03 pm.

Approval of Agenda and Minutes

- Approval of meeting agenda. Motion: Roberta Armstrong moved to approve; Sean McGann seconded. Vote: Aye – 8, Nay – 0, Abstentions – 0
- Approval of NMSARC board meeting minutes from December 12, 2016. Motion to approve the minutes with changes after discussion: Roberta Armstrong moved to approve; David Price seconded. Vote: Aye – 7, Nay – 0, Abstentions – 0. Discussion to include incorporating last minute changes sent via e-mail by Roberta plus change David Price as present for the meeting; Amended motion: Roberta Armstrong moved to approve; David Price seconded. Vote: Aye – 7, Nay – 0, Abstentions - 0

Old Business

- **Debriefing Process – All**
 - Option would be to establish coordinated conference calls after extended or large missions, which would be facilitated by NMSARC board via the Go-to Meeting service
 - 25 person call-in limit so teams might have to establish one to two representatives or call in jointly
 - Should consider to develop a policy or guideline for establishment of such meetings; Verena to reach out to IC's and FC's regarding ideas for set-up
- **Proposed Changes to Membership Fees – R. Armstrong**
 - Several proposals sent to board by Roberta for changing membership fee calculations
 - Discussion included considering charging a \$3 fee per team member with cap vs. not tying membership dues to individual member numbers
 - Current membership categories provides a simple way to identify dues, but could be adjusted to meet our concerns.

- Roberta and Aimee will bring a new draft to the next Board meeting for discussion and action.
- Important to illustrate to membership why increasing membership dues is necessary and how the money is spent: how much goes toward ESCAPE, facilitation of training, provision of conference calling. Roberta, Aimee, and Larry to create a slide explaining the need for increased membership dues

ESCAPE 2017 – R. Armstrong

- Update:
 - Proceeding satisfactorily with first registrations received and instructor agreements being sent in
 - Need Board member assistance in soliciting sponsors and auction items
- Recruitment of Board nominations: Verena Weissenborn
 - No request for board nominations sent yet
 - Should send the first communication requesting nominations for the board now
- Recruitment of Dawdy Award nominations: Mary Walker
 - One announcement was sent out on the forum
 - One nomination was received plus one e-mail with intent for submitting a nomination
 - Will send out another request in mid-February
- By-laws change: Mary Walker
 - Carry-over from 2016 to the finance section of the bylaws as per discussion from before ESCAPE 2016 and per request from Wells Fargo to be able to maintain the financial integrity of the bylaws. Eric Roybal moved to approve; Larry Zentner seconded. Vote: Aye – 10, Nay – 0, Abstentions – 0
 - Council does not just promote the common interest of volunteer groups. Agencies and paid groups have become part of the Council also. Small language change may be needed. Decision tabled. Verbiage change will be discussed via e-mail and voted on at next meeting.

Future ESCAPE venues – R. Armstrong

- Update of finalists on-site visits:
 - Ghost Ranch is more like a campus and would have spread-out breakout rooms and rather small
 - Sandia is not a good fit and very expensive
 - Glorieta is the top choice and unanimous recommendation of those who participated in the site visits
 - Motion to proceed with contract for Glorieta for ESCAPE 2018: Eric Roybal; Michaela Buenemann seconded. Vote: Aye – 9, Nay – 0, Abstentions – 0
 - Roberta and Larry will proceed with establishing contract

Treasurer's Report – Larry Zentner

- Update:
 - Payment for ESCAPE registration via PayPal is going smoothly

- No outstanding expenses at this time
- Larry to send screenshots of account balances to the board later this evening

Website – Aimee Adamek/Roberta Armstrong

- Updates:
 - Trainings have been posted by Aimee on events page as they come up

Membership – Aimee Adamek

- 6 Teams have not yet renewed membership despite multiple e-mails sent and personal phone call placed; Aimee will continue to try to communicate with these teams
 - The lack of renewal affects individuals trying to register for ESCAPE as part of a member team with member team discount
- Southern New Mexico Mounted SAR:
 - Discussion has occurred via e-mail among board members regarding approval of new membership application by Southern NM Mounted SAR
 - Aimee Adamek moved to approve Southern New Mexico Mounted SAR as a member team; Larry Zentner seconded. Vote: Aye – 9, Nay – 0, Abstentions – 1 (Michaela Buenemann)
- Membership requirements:
 - SAR Review Board process is essentially “rubber stamp” process
 - Approval of new teams as official DPS resources follows standard operating procedure put in place by Bob Rogers in terms of requirements of new member teams for recognition as volunteer resource and is trying to put team evaluation process into place
 - Council should facilitate communication and training as opposed to policing
 - Discussion regarding membership requirements should continue and may be posed to member teams at ESCAPE

Training Updates – M. Walker

- SAR Tech II in 2017: Sean McGann
 - Since last meeting, Bob has asked for assistance in putting together NASAR SAR Tech II proposal with budget and gauge interest level among member teams
 - E-mail was sent to the member teams and responses received from 8 teams
 - Considerable interest noted with Shiprock SAR contemplating putting all 40 team members through training
 - Bob was presented with budget and interest level communicated; will meet in February
 - Around \$5,000 to offer the class to 25 participants (30 max)
- Planning Process for FY 2018: Sean McGann
 - Will discuss after next meeting with Bob in February

Communications – Terry Morton

- Update:
 - None

New Business

- Forum Use Policy: Roberta Armstrong
 - Roberta put together proposal for basic conduct rules regarding forum usage, which enables the council to respond to violations
 - Should modify the proposal to include statement regarding no solicitation of personal information on the forum
 - Forum would need to be moderated to actively implement the rules; we do not have the resources to do this
 - Need a procedure document for how to handle identified violations of those rules (i.e., how Board members are involved in the decision to remove a Forum member)
 Once documents are finalized, they will be disseminated to all member teams
- Chair resigning effective 4-2-17:
 - Mary will be resigning effective on the last day of ESCAPE due to increased professional obligations
 - Board meeting at ESCAPE needs to appoint interim chair; David as vice chair can take over by default until next vote for officer appointments; Mary will facilitate transition

Next Meeting:

- Feb 18 – on-site visit Las Cruces Convention Center, possibly around 10-10:30am start time
 - Eric, Verena not able to attend
 - Terry not sure yet, Michaela may have schedule conflict depending on timing of meeting
 - Larry offered to get CAP van for carpool from Gibson Blvd.
- Next Phone Conference meeting to be held:
 - None scheduled prior to ESCAPE but will have continued communication via e-mail and/or short notice conference calls

Meeting Adjourned

- Motion to adjourn by Roberta Armstrong, seconded by Larry Zentner
- The meeting adjourned at 8:09pm