



NMSARC BOARD MEETING MINUTES
Saturday, November 23rd, 2013 at 1300
Shawn McWethy Memorial Police Substation
6404 Los Volcanes Rd NW, Albuquerque, NM 87121

Present: Karon Avery, Spenser Moreland, Larry Zentner, Bob Baker, Tony Gaier, Lloyd Voights,

Present via web conference: Chris Sawyer, Dave Phillips, Dan Hoff, Carrie Hale, Nate Lay

1. The meeting was called to order by Karon Avery at 1322
2. Motion to approve minutes from last meeting by Lloyd Voights, seconded by Spenser Moreland, the motion was unanimously passed.
3. Treasurer's report
 - a. Savings: has an email out to Bob Cort (former Treasurer as to the status of the ING Direct account)
 - b. SAR Council: \$7,521.00
 - c. ESCAPE: \$6,138.00
 - d. Scanned PDF to Follow
4. Committee Reports:
 - a. ESCAPE:
 - i. David Phillips Presented copies of receipts for ESCAPE flyers and mailing items as well as the flyers themselves – 65 larger packets and 100 smaller packets have been mailed to prospective sponsors. These packets include floor plans, membership information, as well as a contract.
 - ii. The mailing address for the sponsor registration packets is the NMSARC PO Box.
 - iii. To date there are four ESCAPE registrations
 - iv. The following have agreed to be ESCAPE 2014 Track Leads
 1. Tony Gaier – Basic SAR/Field Certification
 2. Chris Sawyer – Advanced SAR
 3. Spenser Moreland/Karon Avery – SAR Management
 4. Check Melvin – Canine

5. David Phillips – Medical
6. David Phillips – Communications
7. Charles Rogers and Bill Boedeger – HAM License class
8. James Stockton – Technical

b. Speakers Bureau

- i. Larry reports the Speaker's Bureau has been working with the Boy Scouts 'Hug a Tree' program.

c. Training:

- i. We are at 22% of training activities for this quarter
- ii. The schedule is showing 15% completions based off of participation.
- iii. Kudos for multiple organizations for hosting SAR track, canine and horse trainings.
- iv. We are waiting for update from homeland security on ICS Courses
- v. NMSARC is looking for trainers:
 - a. Communication unit leaders
 - b. Public information officers
 - c. Ground team members
2. Quality of training is not standard across the board.
3. Looking to develop and initiate standards
4. Information is being posted on the calendar with sign in sheets for NMSARC Trainings
- vi. Looking for people to be proactive in signing up for trainings

d. PIO:

- i. We are encouraging teams to reach out to the PIO and the council to help them with putting out information to the public.
- ii. NMSAR shouldn't be used; we should be using the PIO of the NM SAR Council moniker.
- iii. We want to get word out on missions as well as trainings and events.

e. Communications:

- i. Joe SanFilippo has resigned from the board to take care of personal business.
- ii. Lloyd has 12 communication unit leaders to help with the draft plan for the communications committee.
- iii. We received an email from Bill Kaufman that encourages the SAR council to reach out to amateur radio teams across the state.

f. Membership & Liaison Allocations:

- i. Karon Avery will take over Membership so Carrie can concentrate on PIO duties.
- ii. Our resource directory is not up to date. We're going to start to reach out to teams with whom our information is not current.

g. Fundraising:

- i. Spenser has some ideas that he would like to initiate for fundraising.

- ii. The council welcomes fundraising ideas from the SAR community. These are ideas that individual teams could take advantage of to raise funds for their own groups.
 - h. Mapping:
 - i. Karon reports that Bob Cowan is good on equipment and supplies
 - i. Public Relations:
 - i. Carrie has been working on using the Facebook page and Twitter to get information out to the public
 - ii. The Website has an update planned for the forthcoming month.
 - j. SAR Review Board
 - i. Bob Baker
 1. 25 October 2013 at the Fairgrounds in Albuquerque.
 2. Looked at the disciplinary review process
 3. Talked about SAR Plan revisions. Bob Rodgers has completed the revisions and he is talking with various agencies to educate them on how we operate so we can better work together.
 4. The Next SAR review board meeting will be held on 24 January 2014 in Albuquerque, so that on 25 April the meeting will be held in conjunction at ESCAPE.
 5. A team came before the board to apply to the resource directory. US Search and Rescue DET 1
 - a. Approval was tabled until the team was able to attend a meeting and petition the board for inclusion in the Resource directory.
 6. Bob went through the review process the Board uses for prospective teams.
 7. The Resource officer is trying to get a feel for the types of equipment teams are using in the field for usage and replacement reasons.
 8. A rep from Department of Health came to the meeting and presented a document relating to protocols for medical situations.
5. Old Business
- a. MapSAR
 - i. Class is scheduled for January 17-19 in Las cruces NMState EZRI 12 members signed up for the class.
 - ii. This is on the council calendar.
 - iii. Michaela Buenemann is the contact, her email is listed on the NMSARC calendar.
 - b. Council Audit –
 - i. Larry – The Audit was completed about 2 weeks ago. The procedure was explained as follows:
 1. Identify procedures,
 2. Examine financial activities
 - ii. There are no significant findings that need to be presented.

- iii. We are not in violation of our procedures.
- iv. From now on we will be conducting an audit of the accounts by calendar year
- v. Financial summaries are included in the audit.
- vi. We have one area in the audit we need to look into. The ING Direct investment program. The audit will follow the minutes in this document.

6. New Business:

- a. Credit Card Machine:
 - i. We are working with Wells Fargo to get a credit card machine that we can use for ESCAPE to accept reservations and registrations. It is \$50 per month.
 - ii. The Council discussed the pros and cons of utilizing a credit card machine.
 - iii. We will arrange a meeting with a Wells Fargo associate.
 - iv. If we conduct an EFT, we would require two board members approval for any purchase – email would serve as the Board approval and paper trail to be attached to the receipt.
 - v. Bylaws will be amended to say: in the event of an electronic fund transfer we will require a paper trail signifying a second by a board member.
 - vi. This item is tabled until the next meeting.
- b. Verizon discount cards:
 - i. This program no longer exists from Verizon.
 - ii. Chuck Melvin mentioned AT&T as a company with incentive pricing to the SAR community. Upon further discussion the board felt that because cell phone coverage for AT&T customers is limited compared to Verizon customers in the state of New Mexico, teams should not be swayed by this incentive alone in choosing phone service providers.
- c. SAR Games
 - i. This item is in development.
- d. Website Training Page
 - i. Tony is working on updating a training module. Spenser and Karon will be providing pictures and information to Tony.
 - ii. The link is a study tool for people who are new to Search and Rescue wanting to pass the Field Certification exam.
- e. Lloyd Voights makes a motion to forward Nate's concerns and recommendations to the EMS review Board Member to address. Karon Avery seconds. Motion moves forward.
 - i. Nate Lay has been appointed to the NMEMS Bureau as a SAR Representative
- f. Liaison Teams from team members who have resigned will be allocated to the still serving team members.

7. Next board meeting location and date:
 - a. The next meeting will be held on February 1st at 1300 at Buffalo Thunder Casino and Resort in Santa Fe, NM.

8. Adjourn
 - a. Edwin made a motion to adjourn, Bob Baker seconded. The meeting was adjourned at 1551

New Mexico Search and Rescue Council (NMSARC)
(Formerly Named) New Mexico Emergency Services Council (NMESC)
Audit Report of Fiscal Year 01 January 2012 to 30 December 2012
and
01 January 2013 to 23 November 2013

This is the NMSARC first attempt to accomplish a financial audit report of the NMSARC financial management and administration. The NMSARC Board membership request an audit report for FY 2012 and FY 2013 at the NMSARC board meeting conducted on 17 August 2013 in Las Cruces, NM. The NMSARC Board requests the NMSARC treasurer, Larry Zentner to accomplish this task. Joseph San Filippo provided a Microsoft Word and Excel template of a typical audit used by the American Institute of Aeronautics and Astronautics (AIAA) to assist in accomplishing the task. The treasure also spoke with the Albuquerque Public School (APS) Financial Management (FM) Office on audit procedures. APS FM provided the following guidelines that complement the AIAA format.

A common definition of a financial audit of an organization is an evaluation of their financial management system, administration process, activities, or program projects. A financial audit examines accounting records and correspondence(s), banking statements and transaction records to include investments, transfers, checks, and deposits, as well as the overall administration of monetary funds. The financial audit report summarizes the accuracy and compliance with their stated financial management or administration procedures.

The governing body of the organization or an organization's written procedures, by-laws, or policy directs a financial audit. The directive is usually in writing and documented by the organization's permanent records or minutes. The directive should define the financial audit parameters such as who shall accomplish the financial audit, financial activity time frames, scope or depth of documentation sampling, or specific areas of interest.

Financial audits may be accomplished internally (performed by employees or members of the organization) or an external organization (performed by personnel not associated with the organization being audited). The normal public expectation of an organization is a reasonable assurance that financial management and administration documentation is free of error regardless of the size of the organization and complexity of financial management and administration. Accuracy and compliance with financial management and administration procedures may be satisfied with sampling of all forms of financial documentation to include correspondence, statements, registers, ledgers, and other forms of printed and electronic evidence. Additional specific financial audits may be requested if the results of sampling document a pattern of inaccuracy or deviation of procedures or violation of the law.

Therefore, in accordance with the NMSARC Board meeting directive on 17 August 2013 and using these generic guidelines and normal public expectation of proper financial management and administration as defined by the NMESC Amended By-Laws, dated 17 May 2008 I submit this financial audit.

EXTRACTS OF:

AS Amended, May 17, 2008

NEW MEXICO EMERGENCY SERVICES COUNCIL

AMENDED BY-LAWS

Article I, Section 1. Name:

- A. This corporation shall be known as the New Mexico Emergency Services Council, or also known as the New Mexico Search and Rescue Council, and shall often be referred to herein as the Council. Article 1 also refers to this council as the NMSARC.

Article VII, Section 2, Expenditures:

- A. Budgeted expenditures that exceed five percent (5%) of the Council's funds must be approved by a majority vote of 7 members of the Board. Expenditures over fifty dollars (\$50) of the Council's funds must be approved by a simple majority vote of the Board.

Article VIII, Duties of the Officers of the Board

Section 4. Treasurer's Duties:

- A. To select and maintain a demand deposit account with any recognized banking institution in the state.
 - 1. Said account to require a minimum of two signatures for withdrawal of funds. These signatures to be the Treasurer and one other Board member.
- B. The Treasurer will report at each regular Board and Council meeting as to the financial condition of the Council.

Section 3. Financial Report:

- A. The Treasurer will present, at the last regular meeting of the fiscal year, the past year's annual financial report.

Concerning the **NMESC By-Laws, Article 1, Section 1.:** The NMSARC maintains two banking accounts that refer to these two NMSARC names.

Concerning the **NMESC By-Laws, Article II, Section 1.:** The NMSARC is an IRS Section 501(c) (3) non-profit organization. The IRS Federal (Employee) Identification Number assigned to the NMSARC is 85-0429807 effective date of 02 September 1997.

IRS Form 990-N on file is dated for the 2010 tax year.

FINDING: IRS Form 990-N is required to be filed every tax year.

CORRECTIVE ACTION: NMSARC Treasurer will file IRS Form 990-N for the 2013 tax year.

Concerning the **NMESC By-Laws, Article VII, Section 1.:** Concerning dues, the NMSARC membership dues are defined by the individual or team application, which states:

Individual (no team affiliation)	\$ 25.00
Team with less than 10 members	\$ 5.00 per person
Team with 11 to 30 members	\$ 50.00
Team with more than 30 members	\$ 75.00

Concerning the **NMESC By-Laws, Article VII, Section 2. A.:** A random sample and examination of the two bank accounts reveal there were no expenditures that exceeded five percent of the account's balance. All expenditures of \$ 50.00 or more have been approved by the NMSARC board members as documented in council minutes.

The normal category of expenditures are training, reimbursement, and distribution of donations to council team membership. Copies of both checking account summary(s) are attached to this audit report.

OBSERVATION: The most common expense is a reoccurring expense for Wagner Digital, the NMSARC website webmaster; this is a monthly expense. Permission for automatic payment is approved by the NMSARC Board in lue of monthly approval.

Concerning the **NMESC By-Laws, Article VIII, Section 4. A.:** The NMSARC maintains two banking accounts with the Wells Fargo Bank, a national banking system. The NMESC ESCAPE account number is 1352327702 and the NMSARC (administration) account number is 1000129550 .

Concerning the **NMESC By-Laws, Article VIII, Section 4. A. 1.:** Both bank accounts require two signatures. As of this audit report the signature card includes three members, which include the board President, board Treasurer, and one board member

at large; details are on file with the Wells Fargo Small Business Banking Services. On 17 August 2013, three entirely new NMSARC Board members signed a Wells Fargo Signature card which was processed by Wells Fargo on the same day; this new signature card in effect retired the “old” NMSARC Board and recognizes the “current” Board membership.

Concerning the **NMESC By-Laws, Article VIII, Section 5. A.:** Board Treasurer has on file banking statements and summary reports for each bank account for each NMSARC Board meeting; statements and reports are on file.

Summary of the NMSARC ESCAPE Checking account:

2012 Opening balance:	\$ 15,182.73
2012 Ending balance:	\$ 4,890.54
2012 Total Income:	\$ 30,656.73
2012 Total Expenses:	\$ 40,948.92
2012 Total Difference:	\$ <-10,292.19>

2013 Opening balance:	\$ 4,890.54
2013 Ending balance:	\$ 10,590.74
2013 Total Income:	\$ 17,424.42
2013 Total Expenses:	\$ 11,724.22
2013 Total Difference:	\$ 5,700.20

Summary of the NMSARC Administration Checking account:

2012 Opening balance:	\$ 5,107.10
2012 Ending balance:	\$ 6,116.47
2012 Total Income:	\$ 2,643.84
2012 Total Expenses:	\$ 1,634.47
2012 Total Difference:	\$ 1,009.37

2013 Opening balance:	\$ 6,116.47
2013 Ending balance:	\$ 13,638.30
2013 Total Income:	\$ 13,195.00
2013 Total Expenses:	\$ 5,673.17
2013 Total Difference:	\$ 7,521.83

Concerning the **NMESC By-Laws, Article VIII, Section 5. A.:** Board Treasurer has on file banking statements and annual summary reports for each bank account for the annual presentation at ESCAPE 2013 which was conducted at Ruidoso Convention Center, Ruidoso, NM on 09 to 12 May 2013; statements and reports are on file.

FINDING, the NMESC By-Laws have a typographical error. Article VIII, Section 3 titled Financial Report should be titled Section 5 not 3 as the previous paragraph is numbered 4.

This concludes the FY 2012 and FY 2013 Financial Audit Report as accomplished by F. Larry Zentner, Jr., NMSARC Treasurer on 11 November 2013.

Brian Hamilton – NM EMS Advisory – meets quarterly.

The Next meeting for the NM EMS Advisory Board is February Santa Fe

Respectfully Submitted,

Edwin Steimling, NMSARC Secretary