

**New Mexico Emergency Services Council
Minutes of the Regular Board Meeting
December 6, 2008**

The meeting was held at District 11 State Police Headquarters, Socorro.

Attending: Gary Cascio, Brian Fuller, Tony Gaier, Keith Hayes, Kitty Mason, Richard Swartz, Robert Valdez, Phyllis Wright, and Gail Zimmerman. Absent: Dave Baldrige , Dave McClard.

I. Call to Order - The meeting was called to order by Chairperson Gary Cascio at 10:05 a.m.

II. Minutes from Last Meeting - The minutes of the October 25, 2008, Board Meeting were approved by e-mail on November 22, 2008.

III. Treasurer's Report - Richard presented the current account balances (ESCAPE account \$15,198.⁵⁷, ING Direct \$5,141.¹⁸, checking \$3,001.⁰³, Savings \$3,305.⁹⁸) and a list of the transactions. Interest income totaled \$24.⁸⁰. Expenses totaled \$136.⁴². A motion was made by Gail, seconded by Phyllis, the Treasurer's Report was approved unanimously.

IV. Committee Reports

- A. **Training** – Kitty has started to create the list of training instructors on Google's site. She described the classification system that was set up and other features and information for each the instructors. Discussed possible ways of how to make the information accessible to member teams via the NMESC web page. Location of boot camp will need to be determined as soon as possible. Possible boot camp locations are in Truth or Consequences or Las Cruces areas. Weather in those locations may be warm enough for people to camp. Classes for boot camp typically focus on the basics for SAR and culminate with a Field Certification test. Phyllis volunteered to help to arrange boot camp.
- B. **E.S.C.A.P.E.** – Phyllis reviewed the class topics in the Basic and Advanced track. The goal to have these tracks filled out and instructors committed by the end of the year. The finalization of the class times will follow. The primary guest speaker has been secured, David Scott-Donelan. The cost for the speaker will be \$500 fee, hotel and mileage. A second speaker is being researched for Friday night. White Mountain SAR has been invited to be the hosting team. A list of responsibilities was emailed to them. Some of these items include: researching free music venues, taking pictures during ESCAPE, organizing the gift bags, recommendations and researching special deals in the area. The top reasons to attend ESCAPE, was reviewed and comments provided. This list will be posted on the web page and sent out in the membership letter. Phyllis reviewed the confirmed vendors and the board discussed other possible vendors such as A1 Radios. Food service at ESCAPE has to be done through the convention center. We will not be able to have an outside source cater into the convention center. The menu options and pricing was discussed. Phyllis will possibly look to have the meals at other venues. A deposit is required for at least 10 hotel rooms to secure reservations and block of rooms. Discussed possibly lowering

the fee for ESCAPE. Will need to determine the costs required for meals prior to making a finalizing the fee for ESCAPE.

- C. **Membership** – Robert distributed a copy of the membership letters that will be sent out to member teams as well as teams that currently are not member teams. The group discussed including information on the raffle of the donated equipment at ESCAPE. Additional suggestions were made for revisions to the two letters.
- D. **Newsletter / Public Information Officer** – Nothing to report.
- E. **Mapping Program** – Gary stated that there was nothing new to report.
- F. **Website** – Gary wants to add more promotions for ESCAPE to the web page.
- G. **Fundraising** – Tony has only received one letter back regarding possibilities of donations for the raffle at ESCAPE. The board discussed other avenues of fundraising possibilities through organizations like the United Way. Tony will investigate different organizations or agencies that maybe able to contribute to NMESC. Another idea is to find a possible sponsor for ESCAPE or to write a grant to fully or partially fund ESCAPE.
- H. **P.A.C.E.** – No report.
- I. **SAR Review Board** – Gail reported the status of the SAR review board. The primary contact and person responsible for the scheduling of the SAR review board is James Newberry.

V. Old Business

- A. **Donated Equipment** – The official letters for the donation of the equipment to NMESC were hand delivered to Gary. Kitty went over a brief list of equipment donated to NMESC. The board discussed the status of equipment and legal ownership. The gear was originally owned by National Indian Youth Leadership Project with Sacred Mountains SAR being the group that could use the equipment. Jason F. was an employee of NIYLP prior to his moving out of state in 2007. When Sacred Mountains SAR disbanded the equipment was donated too McKinley County SAR who then donated the equipment to NMESC. The board discussed different raffle ideas and distribution methods. Brian volunteered to inventory and itemize all of the equipment. Brian will also develop and propose a means for the raffle of the equipment at ESCAPE.

VI. New Business

- A. **Board Member Attendance** – The NMESC bylaws states: *Article 5, Section 4, paragraph C, Any member of the Board who misses more than two (2) consecutive board meetings may be removed by a vote of seven members of the Board.* Currently, Dave McClard has not been able to attend the last two meetings. Kitty made a motion for Dave McClard to be removed from the board, Robert 2nd, the board approved unanimously. The board discussed how to fill vacancy. Nominations are to be made by email to Gary. The board will then review the nominations. The nominated person will then attend next meeting and the board will vote on the replacement board member.

- B. **Brochure:** Dave had emailed a preliminary copy of the NMESC brochure. Samples of past NMESC brochures were handed out. All board members were asked to review the brochures and the draft brochure and provide comments to Dave and Keith.
- C. **Policy and Procedures:** Gail asked for any comments regarding the review of the NMESC policies and procedures. The documents were on a CD provided to each board member. Review and provide comments to Gail.
- D. **Future Meeting Dates:**
 - 1. February 7, 2009 – 10:00 a.m. Albuquerque

VII. Adjourn On a motion by Kitty, seconded by Phyllis, the meeting was adjourned at 12:34 p.m.

Submitted by:

Brian Fuller, Secretary