



New Mexico Search and Rescue Council
Board Meeting Minutes
Monday, December 12, 2016
Telephone Conference 1900-2100

Attendees: Mary Walker, Aimee Adamek, Sean McGann, Michaela Buenemann, Roberta Armstrong, Larry Zentner, Verena Weissenborn, Terry Morton, Eric Roybal

Absent: David Price

Other Attendees: None

Call to Order: Meeting called to order by Mary Walker at 7:05 pm

Approval of Agenda and Minutes

- Approval of meeting agenda. Motion: Larry Zentner moved to approve; Roberta Armstrong seconded. Vote: Aye – 8, Nay – 0, Abstentions – 0 [Eric Roybal did not attend meeting at time of vote]
- Approval of NMSARC board meeting minutes from October 24, 2016. Motion: Michaela Buenemann moved to approve; Larry Zentner seconded. Vote: Aye – 8, Nay – 0, Abstentions – 0 [Eric Roybal did not attend meeting at time of vote]

Old Business

- No topics to discuss – **Mary Walker**

ESCAPE 2017 – R. Armstrong

- Day passes
 - Day passes have been discussed in the past, no consensus found previously
 - Attendance is considered to be worth \$150 over three days including meals, \$100 of which is program cost (can be broken down to \$40 per day Friday & Saturday, \$20 for Sunday)
 - New approach permits customization of registration for individuals
 - With registration, attendees can opt for no meals, lunch (\$20) and/or dinner (\$35) for any given day
- Instructor policy re: registration fee waiver
 - Last year, waivers only for instructors who taught classes of 4 hours or more, permitted to ask to have full registration waived
 - New policy proposal would be 50% waiver of registration cost for instructors teaching 2-hour long classes and longer
 - Process will be that everyone pays full price and instructors can ask to be reimbursed after the fact (receive check from Larry)

- Instructor agreement forms to include asking whether instructors want a waiver
- Board in agreement on this approach. No formal vote taken.
- Speakers
 - Aimee will send contract to Bob Koester this week
 - Bob Koester will present Key Note speech on Saturday and present 3-hour workshop
- Vendors/Exhibits (Aimee)
 - Rescue Tactics and Training
 - New Mexico State Outdoor Rec
 - Mapping table organized by Michaela
 - Communications table set up by Larry
- Sponsorships/Auction Donations (David)
 - Looking for \$6,000 in sponsorships; important for everyone to reach out to contacts
 - David will send Google documents link to all board members
- Program
 - Combined track for equine, navigation, maps to be held in same room
 - Eric will organize management track
 - Terry will be contact for Ham track with exam on Sunday; Terry will contact Marti for confirmation
- New Instructor Agreement Form
 - Will get to track leads this week to get information on specific needs
- Registration
 - Moving along, forms being built on the website
 - Registration form built successfully
 - Aside from check sent to Larry Zentner, payment can be done via online payment button and allows for customization of options, checkout button will lead to PayPal
 - Mary and Michaela will test process
 - Early registration to start in January through mid-February
- Recruitment of Dawdy Award nominations (Chair)
 - Mary Walker will lead this effort
 - Looking for individuals who have made significant contributions to SAR in New Mexico (more than just active mission member)
 - Nominations submitted online by March 1st
 - Nominations will be reviewed by Board members without COI
 - Form to be added to the website
 - Communication to teams could be integrated in conference updates mails and/or sent as separate reminder in early February
- Recruitment of board nominations (Secretary)
 - Currently board has 10 members, two of which will rotate off in 2017
 - Technically could fill up to three positions on board in 2017
 - Will need to coordinate e-mail communication to member teams with ESCAPE related communications
- By-laws change (Secretary)
 - Need to submit the copies of the by-laws change 30 days prior to meeting
 - Description to financial component of by-laws already written by Larry Zentner
 - Draft to be sent to Larry by Mary for final review; Verena also to review past files

Future ESCAPE venues – R. Armstrong

- Three finalists and plans for visits:
 - Glorieta Camp, Ghost Ranch, Sandia
 - Team is planning on making visits to these locations in January
 - Not ready to make recommendation yet

Treasurer's Report – Larry Zentner

- Summary
 - Wells Fargo: Checking balance ~\$11,000, ESCAPE account ~\$9,700, savings ~\$18,000, credit card \$0 (paid)
 - Will deposit checks for membership renewals and donation check received
- No new signature card at this time, only Larry's name on it currently
 - Larry proposes authorized board members to go to Wells Fargo branch in Las Cruces and update signature card at that time
- DPS reimbursement to NMSARC for trainings not yet received for either of the trainings (payment supposed to be received within 30 days)
- Storage locker (Ustorit; 505-884-4580; 4701 Cutler Ave NE, Albuquerque, NM 87110; E-mail ustoritmini@aol.com)
 - Convenient location close to I-25 & I-40 interchange and close to PO Box
 - Need to have available by mid-March
 - Per Roberta, smallest size available would likely suffice
- Box - \$100 for sharing documents
 - At this time set up primarily for documents related to ESCAPE

Website – Aimee Adamek/Roberta Armstrong

- Update:
 - Roberta is keeping track of meeting minutes posted
 - Aimee is posting trainings

Membership – Aimee Adamek

- Update:
 - 16 renewals received so far
 - Verena will check for more mail from PO Box tomorrow and update Aimee/Larry
 - No training requests from any team
- Reach and Treat membership application
 - Need to review by-laws for stipulations regarding non-volunteer organization membership
 - Need more clarification on what Reach and Treat's status is regarding Search and Rescue call-outs; Aimee will talk with Jason to get more information
 - Decision tabled for now but could be made via e-mail in fairly short amount of time, no later than next Board meeting
 - Larry's suggestion is to take a look at by-laws regarding amendment to accept volunteer plus non-volunteer organizations
 - Roberta suggests that these groups may fall into agency status but no dues structure currently exists

Training Updates – M. Walker

- NMSARC-sponsored K9 air-scent seminar

- Several teams from across the state participated
- Nearly 3-day workshop
- Great experience to train with other teams; very successful
- NMSARC-sponsored navigation class
 - Well-organized
 - Great feedback from participants that got a lot out of attending
- Others? SARTech II in 2017; WFA @ ESCAPE?
 - Bob Rogers would be interested in proposal budget for SARTech II course
 - Not interested in supporting WFA training at ESCAPE due to lack of medical director to oversee
- Future vision for discipline-specific trainings – Sean Price
 - Sean is interested in taking over as chair of training committee and work with Bob Rogers to plan trainings and training budgets for next year
 - Board agreed to turn over Training Chair responsibilities to Sean. No formal vote taken.
 - Use current way for finance managing until new needs are identified
 - Team engagement needs to be focus and should perhaps be mentioned at business meeting at ESCAPE with brief presentation of what has been done and what is possible

Communications – Terry Morton

- Updates:
 - Will finalize Excel document with information regarding repeaters and send to Aimee once completed

New Business

- Debriefing Process – M. Walker
 - Current AAR done by Bob Rogers: IC submits field report, 15-day timeline in which info has to be submitted to Bob’s office following closing of mission. This does not happen reliably and a significant backlog exists.
 - Documents do not become part of public record until mission reports are received by Bob and approved
 - Bob recommends having discussions on forum once mission reports have become public record
 - Thought is whether teams could request to have Council facilitate conflict call to discuss past missions that they have been part of after mission report has become public record
 - Will revisit this topic under “Old Business” at next meeting. Board members to consult with their teams on this informally in the meantime
- Member fees change – R. Armstrong
 - Look into evening out membership dues out more
 - May also need more information regarding increased costs, etc. to make a case for increased dues
- Field Coordinator Rendezvous (per RO) – M. Walker
 - Class that Bob will be scheduling for October or November of 2017
 - Have individuals from different teams to talk about “what is the best way to utilize their team”

- Council to come up with list of speakers based on different disciplines and expertise of teams that could present at Field Coordinator Rendezvous class
- Revised SAR Plan (per RO) – M. Walker
 - Review by SAR Review Board in January
 - Looking for input from SAR community preferably prior to ESCAPE
 - Main points will address 3-year re-certification that will be done via training, which is minimal for SAR responders (2 hours of training in 3-year window). FC's will be required of having 8 hours of training per year; field certification may change to completely online test

Next Meeting:

- Phone Conference meeting to be held January 23, 2017 at 6pm- 8pm via Go-to-Meeting.
- Plan for next meeting in February on site in Las Cruces February 18 in Las Cruces.

Meeting Adjourned

- Motion to adjourn by Michaela Buenemann, seconded by Roberta Armstrong
- The meeting adjourned at 20:09 pm