



New Mexico Search and Rescue Council
Board Meeting Minutes
Monday, February 27, 2017
Telephone Conference 1800-2000

Attendees: Mary Walker, Sean McGann, Roberta Armstrong, David Price, Verena Weissenborn, Terry Morton, Eric Roybal, Larry Zentner

Absent: Aimee Adamek, Michaela Buenemann

Other Attendees: None

Call to Order: Meeting was called to order by Mary Walker at 6:02 pm.

Approval of Agenda and Minutes

- Approval of meeting agenda. Motion: Roberta Armstrong moved to approve; Sean McGann seconded. Vote: Aye – 7, Nay – 0, Abstentions – 0
- Approval of NMSARC board meeting minutes from January 23, 2017. Sean McGann moved to approve; Larry Zentner seconded. Vote: Aye – 7, Nay – 0, Abstentions – 0.

Old Business

- **Debriefing Process – Verena Weissenborn**
 - Document with proposed procedure sent out to the board some time ago with no feedback received to date
 - Two main parts to the proposed procedure: Initiation of conference call/video meeting and conducting the meeting
 - Discussion surrounding procedure specifics included the need to involve the RO more in the process, perhaps lengthen the turnaround time for feedback from RO/FC/IC, NMSARC should not be the facilitator but rather technical support while RO/FC/IC facilitate the debriefing, questions surrounding legal responsibilities involved with hosting/conducting debriefing conference calls
 - Verena to produce abbreviated document
 - Mary to take the idea to the RO for discussion
- **Proposed Changes to Membership Fees – R. Armstrong**
 - New proposal was sent to the board
 - Adjusting the membership categories based on team size would even out the cost across teams and increase council revenue by \$500 per year
 - Board vote obtained to present the proposal to the member teams for review at ESCAPE alongside estimated council budget to be prepared by Larry Zentner

- Roberta Armstrong moved to approve; Larry Zentner seconded. Vote: Aye – 7, Nay – 0, Abstentions – 0
- **Membership Requirements – A. Adamek**
 - Discussion surrounded the beneficial aspect of allowing forming teams to join the Council for support and networking in their preparation for the Review Board
 - Suggestion was raised to consider creating new category of membership for forming teams while in the pre-recognition phase as SAR resource
 - Will continue to be discussed
- **Forum Guidelines – R. Armstrong**
 - New proposal was sent to the board
 - Roberta Armstrong moved to approve; Sean McGann seconded. Vote: Aye – 7, Nay – 0, Abstentions – 0
 - Rollout to wait until ESCAPE
 - To be presented at ESCAPE and rolled out right after
 - To include information on these changes in the membership packets to be sent out on March 1st

ESCAPE 2017 – R. Armstrong

- Update: Roberta Armstrong
 - Proceeding satisfactorily with about 140 registrations received; 12 days left until deadline for online registration
 - Instructor agreements completed except 1
 - Sponsorships so far only \$1,600 received
 - Goal is \$6,000
 - Auction
 - Need close to \$5,000 in auction item value to meet target; around \$1,500 now
 - Board Help Needed
 - Please take sponsorship/auction form with you when you visit favorite stores and restaurants and ask for an auction donation
 - If successful in soliciting donations, to use form on website for logging of auction items
 - Program layout changed so that tracks are displayed in columns and time span is more easily visible; some time conflicts to be resolved in Management Track
 - Communications forthcoming:
 - Registration reminder with schedule
 - Request for sponsorships and auction items
 - Final conference reminder
- Recruitment of Board nominations: Verena Weissenborn
 - One response received from interested individual indicating that will send resume
 - Verena to follow up with the interested individual
 - Board members to consider participating in recruitment by word of mouth and reaching out to fellow team members
- Recruitment of Dawdy Award nominations: Mary Walker

- 3 nominations received so far, deadline is March 1st
- After deadline has passed, Mary will choose two board members without conflict of interest to assist with reviewing the nominations
- General Meeting Presentation: Mary Walker
 - Board members to update slides as per Mary's e-mail sent out recently and return to Mary ASAP
- By-laws change: Mary Walker
 - Only bylaws changes that were approved by the Board relate to the budget
 - Roberta suggested that a small Bylaws Task Force be established next year to look at the entire document
- March 1st, Documents to be sent electronically to the membership include
 - Proposed bylaws changes
 - Membership fee change proposal
 - Forum guidelines
 - Mary Walker will coordinate with Aimee to get these sent to the membership list

Treasurer's Report – Larry Zentner

- Update:
 - No outstanding expenses at this time
 - IRS forms completed and filed
 - Larry sent account balance information to the board for review
 - Larry to meet with Verena tomorrow for handover of most recent checks and to obtain the PO Box key
 - Larry will reformat budget information to separate Council administrative income and expenses from ESCAPE income and expenses. This information will be presented to the membership at the General Meeting at ESCAPE to provide justification for proposed membership fee changes

Membership – Aimee Adamek

- Update on renewals, new teams, and non-renewals sent to the board by Aimee prior to the meeting
 - Eddy County will be renewing. Larry to provide invoice for submission to the county. Santa Fe ARES and Taos Amateur Radio Club will not be renewing. Taos Ski Valley SAR is the only outstanding member team
 - Mustang SAR was approved by the Board via email as a member team
 - Aimee has created proposed Membership Guidelines. The intent here is to expand on what is outline in the Bylaws and offer both a procedure and a guideline for membership and the Board to follow to help with the voting process. To be discussed and reviewed at a later date.

Training Updates – M. Walker

- Update: Sean McGann
 - Training requests received for 2018

- Sean not getting e-mail response from Bob re: feedback and meeting request
- Sean to communicate to teams that the council is continuing to work on the training requests with Bob
- Mary to send e-mail to Bob and follow up with phone call if necessary

Communications – Terry Morton

- Update:
 - Consider to not program radios at ESCAPE as previously discussed due to various issues

New Business

- Waive ESCAPE registration for Board members: Eric Roybal
 - Proposal to offer board members the same option as instructors where board members do not have to pay ESCAPE fee if they choose not to.
 - Eric Roybal moved to approve; Sean McGann seconded. Vote: Aye – 7, Nay – 0, Abstentions – 0
 - Roberta will email all re: this option.
 - Those who have not yet paid to complete online registration at minimum
- Run-as-One Event, promotion on NMSAR Forum
 - Inquiry received from Al Webster whether he may promote the fundraising event taking place in Las Cruces simultaneously to ESCAPE on the NMSAR forum
 - Larry Zentner moved to approve; Roberta Armstrong seconded. Vote: Aye – 7, Nay – 0, Abstentions – 0
- SAR Vehicle insurance
 - Bill to be introduced mandating SAR volunteer vehicle insurance on missions
 - RO supports this effort
 - Mary will create posting for the forum with general information on this issue
- Secretary Resigning:
 - Verena will be resigning effective on the last day of ESCAPE due to potentially relocating out of State part-time or full-time within the next year

Next Meeting:

- April 2 –Las Cruces Convention Center, around 12:15 pm start time post ESCAPE
- Meeting to be led by David Price

Meeting Adjourned

- Motion to adjourn by Roberta Armstrong, seconded by Larry Zentner
- The meeting adjourned at 8:10 pm