



**New Mexico Search and Rescue Council
Board Meeting Minutes
Monday, July 17, 2017
Telephone Conference (19:10-20:23)**

Attending:

David Price, Eric Roybal, Aimee Adamek, Sean McGann, Jon Hitchcock, Terry Ann Miller, Ruth Neal, Grant Reigelman, Scott Voorhees, Terry Morton

Absent:

Michaela Buenemann

Guests:

Larry Zentner, Tony Gaier

Meeting was called to order by David Price @ 1910.
Eric Roybal moved to accept agenda, Sean seconded.
Approval of minutes of last meeting was tabled.

NEW BUSINESS

Bank Signature Cards:

Jon and Larry will meet Friday to sign signature cards for bank account. The bank wants the signature of the Secretary to approve changes. They will get in touch with Verena who was the Secretary. Larry mentioned that last time the change was made the bank accepted the signature of the President and Secretary. There was discussion of getting one or two board members as signers and will need a decision on who they will be. We can probably use the minutes from the last Escape meeting and approved bylaws. We need to get it in the form of a resolution and communicate it to Wells Fargo, it will need to indicate who the secretary is.

Board Positions:

The secretary position was discussed, Scott Voorhees was nominated and voted in.

ESCAPE Update:

Aimee reported that planning is moving forward for next spring, the dates April 26 to 28 are decided on. Aimee and Roberta received a contract from Philmont Scout Ranch. It is within the budget and they have all the necessary rooms and other necessary facilities. Aimee and Roberta are reviewing the contract. Terry Ann asked about dogs and horses, Aimee said they were welcoming to K-9s. She thinks the dogs will be allowed in the rooms, there were questions about whether the dogs would be allowed in the meeting areas. Aimee will send more details when she gets them and will circulate contract among board members when it is ready.

State Funding:

Eric Roybal reported. His goal was to reduce costs to volunteers, it is wrong to require volunteers to pay \$110.00 to go to training. Eric had talked to Bob Rogers about having the state pay for volunteers to go to Escape. Bob said that any alcohol service would have to be off-site. Eric wants to create a committee to meet with Bob Rogers and discuss issue and get answers to questions the Board may have and go over ideas and bring a report back to the Board with proposals. The venue would have to be free of charge. He suggested the possible use of the state fair facility. If the state takes over Escape it would give the Board more time to focus on other things. Aimee and Sean volunteered to be on the committee. Scott volunteered to talk to Lara White Davis, head of Risk Management about funding because she supports SAR and knows we save the state a lot of money. Eric asked if there was board approval to look into the idea.

Treasurers Report:

Jon Hitchcock presented. Over the last month, our books were converted to QuickBooks on-line. The statements through June were presented. All accounts are reconciled except Capital One/ING savings. Total cash is \$32,813.47. Sean will provide log-in information on this account to Jon. Auction and sales transactions at Escape are not recorded separately. The Statement of Activity is on a cash basis and reflects YTD net revenues through June 30 of \$2,328.71. \$6,750 for training in Santa Fe and Farmington should be reimbursed by the state within the next 60 days. There are uncategorized entries \$652 in income and \$3,330.08 in expenditures. Hopefully, Roberta can help with researching the uncategorized expense from Escape. Board members were encouraged to review activity and supporting documentation in the system. Escape revenues increased from 2016 levels. Sponsor revenue and map sales revenue are down from 2016. \$3,300.00 uncategorized needs to be researched and dealt with. \$2,329.00 net operating revenue is ahead of last year.

The Board needs to formalize the procedure to fund trainings- see TRAININGS. Aimee discussed a solution to the uncategorized transactions. They know it is part of Escape. The person who made the transactions should be able to categorize them. Jon concluded that by the next meeting, he would try to have a more detailed breakdown of the income statement into the four or five functional areas of our activities.

Membership:

Aimee and Terry Ann are in email communication regarding membership. They will meet soon to make transition.

Training:

Sean will get minutes out on funding for training. Process needs to be examined. \$6,750 should be coming from the state for past training. The last round of training left the board at odds; going forward the Board & State need to be protected. He asked that the training director have the ability to see if money has been paid out. Jon reminded the board that our accounting system is the tool to explain revenues and expenditures. The greatest benefit of QuickBooks is the ability to see supporting documentation, but it must be provided going forward to have available. Bank statements don't contain the level of details behind transactions to provide the transparency we

should have. Jon further described that bank statements would also be part of the detail available for review.

There was discussion of amending the bylaws so that 2 Board members could approve transactions. Board members change and there is not consistency. Broader language would provide more flexibility. Sean is vice-chairman and only 2 Board members can approve and write checks, so there is control. Jon suggested that either David or Sean be the second approvers. David will look at the bylaws and propose some change. Aimee read the bylaws which said that any transaction under \$1,000 requires one Board member approval, and any transaction over \$1,000 requires 2 Board members, but only if it is not in the budget. There is an approved budget which will be emailed to members.

Sean had a question for the Board about non-board people working with him to work on transparency. Jon asked if there was a memo from the state on what they reimburse. Larry said there was not, there was history but no instruction. The process is not clear. There needs to be agreement about pay if people do not show for classes or classes aren't full.

Aimee asked if instructors would take payment after the classes. In the past, Fernando lost money on some classes with no-shows so he asked for 100% payment up front. Terry Ann suggested looking into what instructors prefer for money up front and that the new agreement form or agreement guidelines be flexible to accommodate various instructor preferences. This should include payments up front and how money is paid relative to the number of people who attend. In the past some instructors have asked for money up-front or for a guarantee while others do not care.

Non-board members can work on things and even non-SAR people can. Someone suggested that an attorney should be on the Board and Scott admitted that he is an attorney.

Communications:

Terry Morton said that people need to know how the repeaters work, portable repeaters are essential to searches. There will be a presentation to the board.

Website:

A Disaster preparedness class asked to link to the SAR web site. Aimee researched it and did not want to have the link because that site promotes products. The Board agreed.

Next Board Meeting:

The next Board meeting is scheduled for September 18, 2017 at 7PM. Terry Ann made a motion to adjourn and upon second, the motion passed unanimously.

The meeting was adjourned at 20:23