



Meeting Minutes

PSARC Board Meeting & Retreat

August 6, 2005

The meeting was called to order at 0900 hours. This meeting was the first PSARC BOD retreat and was held at Seven Mountains Campground in Springs Mills, PA.

Board members present:

Don Scelza (President), Vikki Coup (VP), Lou Ann Pomposelli (Treasurer), Chris Rudolph (Northeast), Brian Winterstein (At-Large), Jean Zore (Northwest), Kim Carr (Central). This constitutes a quorum.

Also present were John Feldbauer (Operation Chair) and John Miller (Past President)

Mission Statement:

The team worked on the creation of a mission statement for PSARC. The statement had to cover the current PSARC projects and initiatives as well as provide a framework for changes in the organization going forward. The mission statement as created by the BOD is:

The purpose of the Pennsylvania Search and Rescue Council is to aid in the location and/or rescue of the missing person in the Commonwealth of Pennsylvania and other jurisdictions, as requested. The Pennsylvania Search and Rescue Council will accomplish this by:

- *Providing well trained and equipped resources*
- *Coordinating mission response*
- *Providing education on search and rescue to local officials*
- *Providing preventative search and rescue education to the public*

Finance Matters:

PSARC will apply for a 501(c)3 registration with the IRS. This will make

it much easier for the Council to raise funds in the form of donations and grants. Additionally, it is a requirement for the NASAR License program. The PSARC Treasurer and the PSARC President will work to obtain legal and financial advice about the best way to forward with the registration.

Going forward the PSARC Treasurer will provide financial statements that cover all of the PSARC's finances. This includes the general accounts and the SAR-EX accounts. Funds generated by SAR-EX will be part of the PSARC capital pool and be available for use by the corporation as the Board of Directors sees fit.

The Board agreed that during the registration for the 501(c)3, the fiscal year of the corporation would be changed to July 1 – June 30. This will make accounting for SAR-EX much easier.

The Board requested that the Treasurer and the SAR-EX Committee Chair create budgets for the upcoming fiscal year.

SAR-EX:

The Board of Directors expressed some concern over the current trends with SAR-EX. This year SAR-EX lost approximately \$1,100. Additionally, attendance dropped over previous years while expenses remained reasonably flat. The instructor/attendee ratio increased over previous years. The Board of Directors instructed the SAR-EX Committee chair to take the following actions:

- Investigate raising the price of SAR-EX
- Investigate a way to better control the number of instructors

- Solicit for a GSAR Training Coordinator
- Solicit for a K9 Training Coordinator
- Solicit for a Logistics officer
- Look into way to increase attendance

The Board of Directors would like to see a Sweep Width Experiment carried out at next years SAR-EX. A committee will be formed to implement this experiment.

NASAR License Agreement:

The Board of Directors reviewed and agreed that PSARC should move forward with the NASAR License Agreement. This would allow PSARC to designate a set of instructors who would be able to teach PSARC team members using the NASAR curricula and provide NASAR certification tests.

A committee will need to be formed to define the policies and procedures to be used in this area. These would include, but not be limited to, Instructor application and acceptance, Instructor tracking, QI and QA of PSARC presented NASAR classes.

PSARC as an Operational Entity:

There was a great deal of discussion on what it means for PSARC to become an operational entity. While there are still a number of issues in the area, the Board decided to take the step of creating a 24x7 resource that an RA can call and ask for a PSARC Team response. The Mission

Resource Coordinators position will be redefined to support this role. A weekly schedule of a PSARC Duty Officer and a backup Duty Officer will be created and provided to STAT COM. When STAT COM receives a request for PSARC resources it will contact the Duty Officer who will take the responsibility of assisting the On-scene Incident Command in any way they can. John Miller will update the current procedure and it will be reviewed by the President and the Operation Chair. Duty officers will come from the Board of Directors of the PSARC.

It was decided that teams that are not in good standing (in arrears with dues), have not meet the FTM & FTL requirements or have not completed their equipment inspections will not be dispatched by the Duty Officer. Details of this are to be formalized b the Operations Committee Chair.

Committees and Committee

Empowerment:

It is the desire of the Board of Directors that the PSARC committees start to take a much more active role in driving the direction of the organization. New committees will be formed and those committees will be expected to produce goal statements and milestones for the areas of improvement that are within their purview.

The meeting was adjourned at 1800 hours.