

MASAR Executive Board

Meeting Minutes 16 January 1994

The first quarter meeting of the MASAR Executive Board was called to order at 10:30. Attending were John McDonough, Al Martin, Stuart Cady, Randy Armour, and Steve Hudson, acting secretary. In an attempt to keep the meeting going quickly, a termination time of 1:00 PM was proposed and accepted by the attendees.

January MASAR Meeting

The first order of business was a brief description by Al Martin of what occurred at the last MASAR meeting. During this briefing he passed out copies of the meeting's minutes to those who did not attend; he also passed out copies of additional miscellaneous documents from that meeting including SDNE's Team Standards and Pre-plan and a sample of the proposed MASAR ID card. During comments on the ID cards John McDonough suggested that we put that topic on the day's agenda for further discussion.

Speech to the Maine State Police

John McDonough gave a verbal report on his speech to a meeting of the Maine State Police Commissioned Officers. His talk included a discussion of the SAR capabilities of MASAR and its members, and to improve communications between MASAR and the State Police he provided them with MASAR directories. His evaluation of the meeting was that the talk went over well.

1994 MASAR Symposium

We have not yet received a report from the Wilderness Rescue Team concerning progress to date. A report, either verbal or written, is promised by the WRT Symposium Committee chair by the MASAR meeting in February.

1993 MASAR Symposium

The financial records from the last symposium have not yet been audited by Stuart Cady, MASAR Treasurer. He has been unable to get clear and accurate records from the 1993 Symposium committee concerning their financial transactions. In light of this, Stuart proposed that MASAR accept the \$740.00 which has been deposited as symposium receipts to date as the final total, and close the books on the 1993 Symposium. Any monies which may come to his attention from this day on shall be accepted as a donation to MASAR and shall be so entered in the 1994 records. Al Martin moved that we follow this recommendation and Stuart seconded the motion. The Board members voted unanimously in support of this measure.

Following the vote, Stuart showed examples of the bookkeeping SDNE had used to keep track of the Symposium monies in their account. Al Martin went on record proposing that MASAR require that all teams managing future symposia maintain clear and accurate financial records showing profits and losses regardless of whether

receivables are deposited in a regular team account or in a special symposium account. Stuart asked if MASAR should provide guidelines for hosting teams in regard to financial record-keeping, delegation of tasks, etc. Al proposed that the symposium host team be selected 2 years in advance to provide time for better planning and organization. Lastly, Randy suggested that MASAR require regular financial reports from the symposium committee throughout the organization period.

Finally, Al Martin moved the following:

- 1) We close out the 1993 Symposium receipts with a total of \$740.00.
- 2) We accept any subsequent income from the symposium as donations.
- 3) We accept Stuart's audit for 1993 as complete.

The complete motion was seconded by Randy Armour and passed by unanimous vote.

John and Al jointly proposed that a guidance package be made up, based on the experiences of the teams hosting the previous four symposia as well as the 1994 program, to assist hosting teams in their planning and organization for future symposia.

Community Outreach

John has requested at previous MASAR meetings that unit members work on educational efforts such as the Find A Space, Show Your Face program. He proposed that MASAR work to improve the existing Find A Space program by updating the video tape and preparing suitable study materials to accompany it. Al then suggested that MASAR programs should be tailored toward three groups:

- 1) Schools and students
- 2) Community groups such as Rotary, Lions, etc.
- 3) Local agencies such as fire, police, etc.

John proposed that MASAR order a copy of the new NASAR Find A Space-type program to evaluate as an example of what we might want to offer. Steve Hudson proposed that we request a demonstration or preview copy of this video to see if we are interested, given the purchase price of \$175.00. Al told the members that if John was unsuccessful in getting a preview copy, Dirigo would purchase one and make it available for MASAR's evaluation.

FUNSAR Curriculum

John recommended that the Education Director evaluate the current Maine FUNSAR curriculum and provide recommendations on updating and/or revising it. If the recommended changes are significant, the Standards Committee may be asked to take charge of the revision.

LASER

Al Martin recommended that the Warden Service and MASAR provide documentation of existing services, protocols, and contact persons to Kevin McGinniss for use by the proposed LASER program to avoid bureaucratic duplication of services.

John proposed then that MASAR put together this information and provide it to the Warden Service for their comment and input.

Non-Profit Status

Al has handed our documentation for non-profit status over to a unit who has a member who is a lawyer. His understanding with that team was that they would request the lawyer's assistance in preparing the documents. He has heard nothing in the past month, so John suggested that he make calls to determine the project's status. If nothing has been done, Al will call the IRS for a new set of documents and request that Caroline Hebard of YCERRT prepare them for delivery to the IRS.

Defining MASAR Unit Membership

The question of how to define unit membership in MASAR was brought up. The MASAR board needs to modify the section of the bylaws defining membership to provide a method for determining whether a unit applying for membership would be in an organizational or supporting category.

YCERRT Dog Teams

Stuart brought to the attention of the MASAR board the likelihood that there are at present no dog teams in YCERRT certified by the team's Training Officer.

MASAR Identification Cards

John McDonough proposed some modifications to the present sample ID card. Discussion followed on how these cards would be used. Steve proposed that either the ID Card committee or the Board work on defining how these cards will be used before making the final decision on how they will appear. Randy and John proposed that the card as modified by John be printed as a "generic" ID card, suitable for use now, and that any changes required by the cards' use can easily be made at a later date. Steve offered to take care of getting the modified design printed. Randy moved that we have this design printed. Stuart seconded the motion, and it was passed unanimously. Steve will get 200 printed by the next meeting, if possible.

Meeting Minutes

Steve proposed that we require that the Secretary shall insure that meeting minutes are mailed within one week of each meeting to all MASAR members. Al proposed that meeting minutes should include a note that information pertinent to a unit will be set to its MASAR representative for distribution to the unit membership. John proposed that all units should provide a note in writing to MASAR identifying their representative by name and that any requests for information or assistance from a unit should be mailed directly to the unit's President and Secretary.

Teen Symposium

Al needs to talk to Paul Labbé about what Paul's committee may be planning for teen-aged attendees of the 1994 Symposium. Al, Dave, and the leader of the Bath

Explorer group would like to offer a teen conference this year, but they are unsure of the reaction of other MASAR units toward the idea of a separate symposium or conference. John repeated his concern that any programs for teen-aged members of SAR groups should work to introduce them to the rest of the SAR community.

The next meeting of the MASAR Executive Board will be in Gray, at the Warden Service Headquarters there, beginning at 10:00 AM on 10 April (3 April was the date given, but it is Easter Sunday and I suggest that attendance will be slim). The meeting was adjourned at 1:40 PM.