

ISASI INTERNATIONAL COUNCIL MEETING

October 12, 2014

Adelaide, Australia

Meeting Minutes

1. Welcome

ISASI President Frank Del Gandio called the meeting to order at 08:30. The following councilors and guests were present.

Councilors and others present		
Frank Del Gandio	Barbara Dunn	Ann Schull
Jenny Yoo	Anthony Brickhouse	Alicia Storey
Lindsay Naylor	Keith Conradi	Marty Martinez
Syed Naseem Ahmed	Chad Balentine	Alister Buckingham
Victor Liu	Steven Ng	

2. Meeting Minutes

The minutes of the May ICM were reviewed and discussed. Motion to approve by Barbara, second Lindsay; minutes were approved unanimously.

3. Financial Report - Frank Del Gandio

In Bob MacIntosh’s absence Frank reviewed the submitted Treasurer’s report. Frank discussed the audit, the financial highlights, including the loss of one tenant and the additional expenses for the 50th Anniversary Issue of the Forum. Ann thanked Alicia and her team from SRCA for the banner. Frank discussed the 2015 Proposed Budget, including Line Item 812 – increased due to a new vendor. The net income is -\$40,562.29, but with the expected income from the annual seminar ISASI is expecting to break even.

Frank discussed that we had \$12,000 in the Kapustin scholarship fund and the history of the best paper. Frank said that the plaque for the best paper would be sent to the recipient after the seminar. Alicia has been asked to identify a team to select the best paper and she said that she has 8 individuals identified.

Motion to approve the Treasurer’s Report and the 2015 Proposed Budget by Anthony, second Lindsay; proposed budget was approved unanimously.

4. Presidents View - Frank Del Gandio

Frank discussed that ISASI had to purchase a new air conditioning unit for the office this year. It was approximately \$5100. Frank will be attending the first meeting of the Middle East North Africa Society (MENASASI) in Abu Dhabi. The meeting will be held November 9-10, 2014.

Frank also asked that for future seminars if sponsors, presenters, ICM members need to ship items to the seminar that they ship them directly to the seminar and not to ISASI. This year there were items shipped to the ISASI office that need to be repacked and shipped to Adelaide.

5. Membership Report - Frank Del Gandio

In Tom McCarthy's absence Frank reviewed the submitted Membership report. Frank discussed that in the past 15 years the membership has not changed more than about 100 members.

Motion to approve the membership Report by Barbara, second Alister

6. Seminars - Barbara Dunn

Barbara said that so far there are 273 total attendees, including 16 companions, 89 are signed up for the tutorials, 29 have signed up for the optional tour on Friday. There are 31 countries represented.

2014 Adelaide, Australia – Lindsay Naylor

Lindsay provided an overview of the week's activities for the group, including the social programs and the optional tour and Lindsay is pleasantly surprised by the number registered thus far. Lindsay also said that he is delighted with the number of sponsorships with a little over \$100,000 AUS pledged. His projections based on estimations would be that there would be \$90,000 made on the seminar with \$50,000 projected to go to ISASI and \$40,000 to ASASI.

Lindsay said that the companion numbers are below what he projected and mentioned that there will be a 12 year old in attendance at the seminar. Frank briefed the ICM on the discussions regarding her attendance and that her father and Christine Negrone will be accompanying her.

Barbara said that Ron and Lindsay have both done a GREAT JOB at getting sponsorships and she thanked both of them.

Marty asked if we have had any feedback from the sponsors regarding their participation in the seminars in the past. Barbara said that all the feedback has been positive. Frank mentioned that in Vancouver during one of the 'giveaways' that one sponsor was not mentioned and that Frank reached out to the sponsor and was still told that they were happy to support ISASI and the seminar.

Lindsay stated that he will be writing 'thank you' letters to all the sponsors that he has worked with. Virgin Australia has been a great sponsor and has provided three sets of round-trip tickets for Lindsay to travel between home and Adelaide in preparation of the seminar. Lindsay also mentioned that Australia is under an increased security level and he has been in touch with the hotel and local police.

Keith asked if the presenters have been told about the 12 year old and Lindsay stated that all the presenters have been told, but instructed that no modifications need to be made to their presentations. Keith expressed some concern over this if it would be precedence setting and Frank does not believe so. Frank said that this is an extraordinary young lady who has a blog and Frank read the letter that she wrote to him.

Lindsay finished his briefing regarding the seminar by explaining the times and logistics for the Tuesday night dinner and the optional tour.

2015 Munich/Augsburg, Germany – Keith Conradi

Barbara and Keith discussed the 2015 seminar and Barbara is thrilled that the seminar is in very capable hands. Barbara went to Germany and met with the seminar committee. The seminar is scheduled for the last week in August 2015 (24-27). The venue is a standalone conference center with one of the seminar hotels right next door with 140 rooms blocked. There is another hotel, 500m away, that has a lower nightly rate. Overall there are 250 rooms blocked for the seminar and all the hotel bookings will be through one centralized booking office.

The conference center will hold up to 1000 attendees and is on two levels. Keith briefed that the Tuesday night dinner will be a two-part event: the group has been invited by the local mayor to a reception prior to dinner and then the group will move to a venue for the dinner. The dinner venue has steam locomotives on display. The Thursday evening banquet will be back at the conference center. The companion program will be coach tours of the local monasteries one day and into Munich the second day.

Keith briefed that there will be several options for attendees to get to Augsburg and they will be detailed on the seminar website. Barbara does not believe that there will be too much difficulty; it is 25 minutes by train from the Munich airport to the Munich station and an additional 25 minutes to Augsburg. There will also be a couple of coach buses set-up to take attendees from the Munich airport to Augsburg.

Keith will be talking to Ron about sponsorships and who the seminar committee has already talked with regarding sponsorships to avoid duplication. Airbus will be sponsoring the banquet and Rolls Royce has already committed to be a sponsor. Pins are being worked on and Keith has a video to be shown to the Adelaide attendees.

Keith said that the Friday optional tour is planned to be up to the Alps. He is expecting 400 attendees and does not see a need to increase registration fees. Barbara also mentioned that Lufthansa has expressed interest in being an airline sponsor. Lindsay mentioned that for the 1986 seminar that Lufthansa was the airline sponsor.

2016 Iceland–Thorkell Agustsson

Thorkell was unable to attend the 2014 Seminar, but sent Frank information and a PowerPoint to brief the ICM. Iceland is hot for tourism, there are 330,000 citizens and between 1-1.5 million tourists per year. The hotel will be the Grand Hotel and it is a 20 minute walk to the city center. The seminar will be at the Harpa Conference Center. As far as the budget is concerned the taxes are included in the price and there is no tipping. For social activities: Monday's reception will be at the Grand Hotel, Tuesday's Evening Dinner will be at the Blue Lagoon, and the Optional Tour will be to the Golden Circle. They are still working on the Companion Program. The seminar committee is Thorkell, Hulda, and others from the Icelandic Board, along with Barbara.

2017 San Francisco – Barbara Dunn

Barbara and Nora Marshall are working together on holding a seminar in the Napa Valley area near San Francisco. Nora is looking at venues and hotels and there should be more information for the May ICM.

Frank thanked Barbara for all of her hard work on these seminars.

7. Report of the ISASI Forum Editor-Marty Martinez

The 50th anniversary edition of Forum was very successful. Marty let the ICM know that if they needed the 50th anniversary logo to get in touch with him. There have been 6 issues of the ISASI Roundup and that goes directly to the ISASI website. Gary DiNunno has been doing a great job working with Marty on the ISASI Update.

8. Vice Presidents Report- Ron Schleede

No report

9. Secretary's Report- Chris Baum/ Chad Balentine

No report

10. Executive Advisor Report- Richard Stone

Dick submitted a written report.

11. Website review – Alicia Storey

Alicia said that things have been going very well with the website and updates. She continued that working with Ann has been a pleasure.

12. Reports of National Societies/Councilors:

KSASI- Dr. Jenny Yoo submitted a written report and she thanked everyone for their support. . KSASI has a web site, koreasasi.org and is developing good content. On 22 March 2014, KSASI had a general meeting with 25 attendees and they elected their officers. They are looking at being incorporated as a non-profit and ways to collect annual dues. They have recruited several aviation safety experts to KSASI and Jenny said that she is hopeful that Asiana would be a corporate member next year. KSASI is looking to locate the KSASI office near Gimpo International Airport and they are looking to develop accident/ incident courses with the Incheon Airports Corporation. The KSASI Chairman would like to host a workshop and also publish a journal. Their current membership is between 25 and 30.

ASASI – Lindsay Naylor submitted a written report. Lindsay said that their membership is just below 150 and they have seen an increase in new memberships based on the discount to come to the seminar. The majority of ASASI's activities have been in support of the 2014 seminar.

CSASI – Barbara Dunn submitted a written report. Barbara was excited to say that one of the Kapustin scholarship winners is from Canada. Barbara said that CSASI had to rewrite their constitution to comply with being a non-profit. The major change to that rewrite is that all membership categories can vote with the exception of honorary members.

ESASI – Olivier Ferrante submitted a written report. Keith Conradi attended the ICM for Olivier. Keith said that they held their annual seminar in Milan and it was well attended. The majority of the activities are in support of next year’s seminar in Augsburg.

MENASASI- No report submitted.

NZSASI – Alister Buckingham submitted a written report. Alister was reelected as the President and also elected as Councilor. Membership has been stable with 72 total members, including 5 life members. They are in the middle of planning next year’s joint ASASI/NZSASI seminar in Auckland. At last year’s seminar the registration costs covered the expenses, which also included sponsorships. There were approximately 65 attendees. They are aiming to have 100 attendees at the 2015 seminar. Alister noted that NZSASI allows all membership statuses to vote with the exception of students and honorary members.

AsiaSASI – Pang Min Li submitted a written report. Victor Liu and Steven Ng were in attendance for AsiaSASI. While AsiaSASI is still a fairly new chapter, there have been new members joining. On 26 May 2014, the AsiaSASI ExCo held a meeting in Hong Kong. On 29 – 30 May, there was a 2-day workshop with theme - “Preparing the accident investigator for future changes”. There were over 100 participants. It also included showing the new accident investigation facilities in Hong Kong. They are planning new activities in the years to come.

Frank mentioned to all societies that if they have upcoming meetings or workshops to let Marty know so that they can be included in the ISASI Web Roundup.

PakistanSASI – Naseem Ahmed said that they have held 2 seminars in the last 8 months. They are planning their annual dinner in November. The plan for dues since it has been an issue in the past is that PakistanSASI will send the dues in one check to avoid additional transfer fees. They will announce their dates and location for the 2015 activities. There was a long discussion about various means that other Societies have used to expand membership and raise funds.

USSASI – Toby Carroll sends his regrets. USSASI is working on scheduling a 2015 USSASI seminar.

International Councilor – Caj Frostell submitted a written report. Frank briefed the report and Lindsay asked if the events Caj discusses attending on behalf of ISASI are like the Reachouts (i.e. no cost to ISASI), Frank stated that it is not on behalf of ISASI.

LARSASI – Horacio A. Larrosa. No report submitted.

13. Rudy Kapustin Scholarship - Frank Del Gandio
There were 7 Kapustin scholarship winners (2 students from USC shared a paper). Ron does a great job raising funds for the scholarship at the MARC meeting in May. Frank suggested that other societies discuss it at their meetings. The SERC raised funds to bring 4 students to Adelaide.

14. Reports Received from US Regional Chapters
NERC – Luke Schiada submitted a written report.

SERC – Robert Rendzio submitted a written report. Alicia briefed the ICM on their past meeting at Cape Canaveral, FL, as well as their upcoming meeting next year in Pensacola, FL, March 20-21, 2015.

15. Reports of the ISASI Committees

Audit Committee – Dr. Michael Hynes submitted a written report. Frank briefed the ICM on the audit report from Michael.

Ballot Certification – Tom submitted a written report.

Code of Ethics and Conduct – Jeff Edwards submitted a written report. Frank discussed that there was a complaint that was sent to the Ethics Committee and the committee found no ethics code violation.

Reachout – Glenn Jones submitted a written report.

16. Reports of the Working Groups

Cabin Safety WG – Barb Dunn submitted a written report. Barb discussed that a few meetings ago there was a discussion regarding updating the Cabin Safety Investigations Guidelines WG Paper. The Chair of ICAO's Cabin Safety Working Group suggested that ICAO could help refresh the ISASI guidance. Barb went to Montreal in September of this year and the process is starting, but will take some time. At the September ICAO meeting there were approximately 35 attendees and ISASI is now part of this group. This ICAO group just finished writing an ICAO document on Cabin Safety training.

ATS WG – Ladislav Mika submitted a written report.

Corporate Affairs WG – Erin Carroll submitted a written report.

General Aviation WG – James Viola submitted a written report.

Military ASI WG – Frank discussed the history of the Military ASI WG and stated that the group is doing well and held their own tutorial at the previous seminar. Frank said that a good way to attract new members to your WG is to hold a tutorial on the topic.

There will be 5 WG meetings during the Adelaide seminar (GA, Cabin Safety, Investigation Education and Training, Military ASI's, GASIG)

17. ISASI Coordinator of Student Outreach & Mentoring Report – Anthony Brickhouse
Anthony submitted a written report. Anthony reported that the mentoring program is going well and is continuing to grow. Several mentees have found full-time jobs in aviation due to the relationship with ISASI. The program has been in existence for about 2-3 years and right now there are 23 student/mentor pairs and there are 33 mentors that have volunteered. Anthony said

that is exactly the way he'd like to have the program, more mentors that need students versus having more students than mentors, but he would like to see more international participation. Anthony has a meeting with St Louis University, UND, FIT to begin the process of starting student chapters. Anthony thanked Bob Rendzio, Alicia Storey, and the SERC for helping to support the student chapters and students, including the support for students to attend this year's seminar in Adelaide.

18. New Business

No Agenda Item – SCSI – Frank Del Gandio

Frank briefed the ICM that SCSI would like to give memberships to each attendee for one year and SCSI would pay the \$80 fee per student. They typically train 80 students per year. It would be similar to a reachout where they waive the initiation fee. This is not just limited to SCSI; if there is another training organization that would like to participate they need to get in contact with Frank.

13-2 Retention of proceedings

Marty briefed that the Forum goes to the Library of Congress. Issue closed.

13-7 Revision to Reachout – Frank will work with Glenn Jones on Reachout

14-3 Entitlement for voting in ISASI elections – Barb Dunn

Barb would like to propose that any member status other than honorary could vote. She believes that our current system is antiquated. Keith and Lindsay both agree with her thoughts/proposal. Ann reminded the ICM that this would be a change to the by-laws. There was a lengthy discussion about whether a designee for a corporate member who is also an ISASI member would have one or two votes. Naseem discussed his concern about trying to get new members since most are not safety investigators, but are safety professionals.

Action: Frank will send an email to the Executive Committee regarding this topic and will discuss at the ICM in May.

Frank suggested that if there is support for this change that a vote could take place by the membership at the Augsburg seminar.

14-4 Discussion of current Kapustin scholarship criteria and selection process – Anthony Brickhouse

Anthony said that this is not an indictment of the selection committee, but the ICM may want to 'bump up' the requirements for the Kapustin scholarship. Anthony suggested at least a resume and letter from faculty. He is concerned about the quality of the winners.

Action: Anthony will develop a proposal to present to the ICM in May

Keith asked about the current requirements and there was discussion about possible requirements (e.g. Skype interview, phone interview, etc.). Marty said that of the 6 Kapustin scholarship

papers that 3 were published in the last issue of the forum and the last 3 will be published in the next issue.

14-5 Approval of ICAO Observer Status WG – Frank Del Gandio

Frank briefed the history and purpose of the WG and said that Keith is now also on the WG. Keith mentioned the importance of having a current government investigator on the WG. Alister volunteered to be on the WG. Barb asked if she would need to run her ICAO Cabin Safety activities through the WG and the consensus was no. Victor volunteered to be on the WG, as well. Alister made a motion to form this WG and accept the Terms of Reference with the additional WG members identified during the ICM; Second Keith; Motion passed unanimously.

14-6 Reducing Membership Fees for PSASI

Frank read a letter from PSASI and Naseem said that this was previously discussed in 2012. Naseem would like PSASI members who cannot afford the full membership fees to be given a 50% discount. There were discussions about how NZSASI and CSASI subsidize their member's fees. Frank suggested that also perhaps these individual's employers might pay their fees. The consensus of the group was to not support the proposal.

14-7 UAS Guidelines and Terms of Reference

Frank discussed the history of the UAS Investigation Guidelines Working Paper. Frank suggested that the title be 'UAS Handbook and Investigative Guidelines'. Frank is concerned that any editing of the document may cause a substantial delay in the paper being published. Keith suggested that this paper would need to be reviewed frequently and Frank stated that the intent of the group is after this paper is approved that they would start work on version 2. Frank is recommending changes to Section 8.1 and 8.6 to change references to ISASI to ICAO. Frank will also ensure that the term RPA is added as a term. Motion to accept WG Paper Barbara; Second Alister; Motion Passed.

19. Off agenda items

Frank brought up a discussion about the requirements to be a Fellow as Graham Braithwaite does not qualify. Frank recommends that a change be made to the experience requirement to add "...or aviation safety training experience." Motion to make change Lindsay; Second Keith; Motion Passed.

Barb asked about the \$800 CSASI donated to host an ISASI booth at the WAI Conference in March of 2015. Ann said that the money is still in the accounts.

Action: Alicia and Anthony will look into the status.

20. Review of Action Items from Meeting – accomplished.

The meeting was adjourned at 12:30 PM.