

# ISASI INTERNATIONAL COUNCIL MEETING

August 23, 2015

Augsburg, Germany

## Meeting Minutes

### 1. Welcome

ISASI President Frank Del Gandio called the meeting to order at 9:00 am. The following councilors and guests were present.

Councilors and others present		
Frank Del Gandio	Barbara Dunn	Byeon, Soon Cheol
Ron Schleede	Olivier Ferrante	Marty Martinez
Bob MacIntosh	Alister Buckingham	Caj Frostell
Chad Balentine	Rick Sellers	Thorkell Agustsson
Ann Schull	Tom Curran	Keith Conradi
Elias Nikolaidis	Toby Carroll	Marcus Costa
Itsuro Nakajo	Chan Wing Keong	Ismaeil Mohammed Al Hosani
Ng Junsheng	Toru Eguchi	

Frank Del Gandio welcomed the group to Augsburg. Caj Frostell requested that the topic of Visa be added to the agenda.

### 2. Meeting Minutes

The minutes of the May ICM were reviewed and discussed. There was a recommendation regarding Item 19 – ISASI Policy Revisions to change the word policy in that section to ‘Positions’

Motion to approve the minutes, as amended – Alister Buckingham, Second – Keith Conradi, Motion passed unanimously.

### 3. Presidents View - Frank Del Gandio

Frank Del Gandio briefed the IC of a letter received by ISASI from Loudoun County, Virginia advising ISASI of their intent to acquire the property where the ISASI office is located. Ann Schull, Frank Del Gandio, and Bob McIntosh worked with ISASI’s legal counsel and were advised at a hearing that the county has no intent of acquiring that property.

Frank Del Gandio reiterated to those that sign off on applications for ISASI membership to review them to ensure they are completed legibly and accurately.

Frank Del Gandio brief that so far there have been 42 ISASI membership applications from SCSi courses and \$3300 has been collected as part of this program.

Frank Del Gandio reviewed agenda.

Frank Del Gandio briefed the Council on the Jerome F. Lederer Award and asked for 4 volunteers for the selection committee. Ron Schleede discussed criteria and selection process. International Volunteers: Ismaeil Mohammed Al Hosani and Caj Frostell  
US Volunteers: Bob MacIntosh and Toby Carroll  
Frank Del Gandio will also discuss the award criteria and process during the ISASI Business meeting.

Frank Del Gandio also discussed the Fellow Membership. Curt Lewis leads the selection committee

Frank Del Gandio also reminded the Council to submit their reports on time.

#### 4. Financial Report – Bob MacIntosh

Bob MacIntosh reviewed the submitted Treasurer's report, as well as discussed the budget process. As of right now, we have a \$22,000 deficit, but we are expecting to make up that deficit with the 2015 Seminar. Bob MacIntosh discussed items from the budget that are increasing from fiscal year 2015 to 2016 and although we have seen these increases we have still tried to keep the seminar fees the same. There was a discussion about seminar fees and costs, including for many seminars the more attendees the less profit due to the seminar expenses per attendee. Caj Frostell mentioned that the more attendees, the more sponsorships we may be able to secure. Ron Schleede discussed the history of the seminar fees and seminar expenses. Chan Wing Keong stated that we need to look at the overall balance sheet and not on the individual.

There were extended discussions on ISASI's reliance on the seminar to make the budget breakeven or make a profit. Frank Del Gandio discussed the split of the seminar revenue with the organizing chapter and Bob MacIntosh discussed why certain seminars were so successful.

Bob MacIntosh continued by briefing the proposed 2016 budget, which based on a small return from a 2016 seminar would have a \$59,245 deficit. There was a discussion on the *Forum* budget and Management Travel increases.

Marcus Costa asked about decreasing the credit card fees line item. Bob MacIntosh and Frank Del Gandio discussed that they have looked at decreasing the credit card fees, but that they believe they are currently as low as they can be. They also discussed the difficulties associated with decreasing that amount.

Rick Sellers inquired about decreasing the *Forum* costs by offering the *Forum* electronically and letting members opt-out if they would rather only receive it electronically. Marty Martinez said that this has been discussed in the past and the electronic ISASI Web Roundup News was the byproduct of that discussion. Bob MacIntosh also discussed the benefits of a hard copy, including being able to share it.

Caj Frostell brought up the importance of retaining our members. There was a discussion that reiterated the conversation and actions from the May Council Meeting. Based on the discussions, Ann Schull will send a list of delinquent members to the Councilors. Frank Del Gandio requested that each Council member review the list and contact individuals they know.

Toby Carroll asked if the *Forum* is available online, the answer is yes it is. Tom Curran discussed the importance of the *Forum* and the popularity of the MENASASI magazine. Keith Conradi suggested giving members a choice to opt out of receiving a hard copy of the magazine. Caj Frostell suggested that the Society Presidents send out the *Forum* electronically to their membership, and that the membership delinquent lists be sent to the individual societies and chapters.

Motion to approve the 2016 Budget – Caj Frostell, Second – Ron Schleede, Motion passed unanimously.

5. Membership Report - Frank Del Gandio

In Tom McCarthy's absence, Frank Del Gandio briefed the group on the membership of ISASI. (See Membership Report submitted by Tom McCarthy)

There have been 135 new individual memberships and 5 new corporate ones. The total membership is 1,231 members and 131 corporate members.

There were extensive discussions about the initiation fee and when the fee is waived (e.g. Reachout, ISASI seminars, etc). Rick Sellers asked about promoting ISASI at other events (e.g. Cranfield, TSI, etc). Tom Curran about finding a way to promote ISASI to FDM Analysts and suggested promoting this to IATA. Caj Frostell expressed his concern regarding the increase in initiation fee waivers. There were extended discussions about who can approve the waiving of initiation fees. Rick Sellers suggested that the waiving of the initiation fee be clarified in policy.

Frank Del Gandio and Ann Schull will perform an analysis and report back to the Council on how many of the SCSI members renewed their membership and will report back at the May 2016 Council Meeting.

Bob MacIntosh asked about promoting ISASI at ICAO Workshops. Marcus Costa suggested that the best way would be for ISASI to participate in these workshops. Marcus Costa also suggested that ISASI needs to be more involved in South America.

6. Seminars - Barbara Dunn (Deferred until the afternoon)

2015 Munich/Augsburg, Germany – Keith Conradi

Keith Conradi briefed that they have 329 attendees signed up and that the Deputy Lord Mayor will provide some comments to the delegates as part of the Opening Ceremonies. The Augsburg Lord Mayor will welcome delegates at a reception prior to the Tuesday night dinner. There are 36 companions.

2016 Iceland – Thorkell Agustsson

Thorkell Agustsson briefed the Council on the upcoming 2016 Seminar October 3-7, 2016 at the Grand Hotel in Reykjavík, Iceland. Thorkell Agustsson discussed the social program and the organizing committee. The theme will be 'Every Link Is Important'. Thorkell Agustsson had a draft hotel contract, which Barbara Dunn edited and will finalize. Ron Schleede will work with the seminar organizing committee on sponsorships. Keith Conradi will be in charge of the technical program.

2017 San Diego – Barbara Dunn

Barbara Dunn briefed the Council on the 2017 Seminar for August 2017. It will be at the Sheraton near the airport and everything is set, except the Tuesday night dinner and the theme. Caj Frostell asked about the resort fee and Barbara Dunn said that as part of the contract there is no resort fee. There is also a free shuttle bus to the hotel.

2018 Dubai – Ismaeil Mohammed Al Hosani

Ismaeil Mohammed Al Hosani briefed that they are expecting to bring a full proposal and budget to the May 2016 Council Meeting. They are having issues with the hotel rates, but will work with Barbara Dunn and her resources, as well as possibly getting an organization to subsidize the hotel rates.

Additional Seminar Comments

Barbara Dunn is now using a DMC which will help with finding hotel venues for our seminars going forward, this is at no cost to ISASI.

Barbara Dunn briefed that for 2019 the Seminar will most likely be back in the United States at either Seattle or Chicago. In 2020, there may be an opportunity to hold the Seminar in Seoul.

7. Report of the ISASI Forum Editor - Marty Martinez

Marty discussed the Author's Guidelines for ISASI Seminar Papers and the Contributor License Agreement, which was provided to the Council. Going forward all contributors must agree to this agreement. The guidelines need to be added to the seminar manual.

Frank Del Gandio will have it added to the seminar manual.

Chad Balentine will add it to the Kapustin Scholarship Application.

Tom Curran thanked the *Forum* and its editors for the material provided for the MENASASI newsletter.

Marty Martinez discussed the ISASI Web Roundup and requested additional information for that publication. This is posted on the ISASI website, while Updates are emailed. There were discussions about sending both out.

Marty Martinez will check with Alicia Storey as to what is actually being emailed to members.

Marty Martinez also discussed a corporate member who wanted to put a public invitation on the ISASI website. The letter was not placed on the website, but a small piece was placed in a few communications to the membership

8. Vice Presidents Report- Ron Schleede

Nothing to report

9. Secretary's Report- Chad Balentine  
Nothing to report

10. Executive Advisor Report- Dick Stone  
Report Submitted

As part of Dick Stone's report there were three areas that needed to be addressed by the Council. First, a discussion about press attending and writing about the ISASI Seminar.

Motion to approve adding the recommended language to the seminar manual as amended (change forewarned to informed) – Caj Frostell, Second – Bob MacIntosh, Motion passed unanimously.

There was a short discussion about media attendance and Ron Schleede mentioned that Dick Stone is the Media Spokesperson for ISASI.

Secondly, Dick Stone recommended language be added to the policy manual with regards to Web Site Advertising on the ISASI webpage. There was extended discussions on the topic and it was agreed to table the discussion until the May 2016 Council Meeting.

Rick Sellers and Tom Curran will provide Chad Balentine and Dick Stone with draft language to be presented in May.

11. Website review – Dick Stone  
Nothing to report

12. Reports of National Societies/Councilors:

*ASASI* – Rick Sellers submitted a written report. He thanked Lindsay Naylor for his leadership as ASASI President for more than a decade and said that Lindsay Naylor had made a substantial difference in ASASI and ISASI. Rick Sellers briefed the next Regional Meeting is scheduled for Brisbane in June 2016.

*AsiaSASI* – Written Report received from Pang Min Li. Chan Wing Keong briefed the Council on the written report, including the *AsiaSASI* ExCo meeting in June. At that meeting they also elected the President, Vice President, and Secretary whose organizations will serve in those capacities until September 2017.

*CSASI* – Barbara Dunn briefed that they have eight new members thanks to SCSi's new program.

*ESASI* – Report was included in Seminar 2015 Briefing

*KSASI* - Byeon, Soon Cheol submitted a written report. He briefed the written report, including two accident investigation/ prevention courses that were held in December 2014 and June 2015. Additionally, *KSASI* elected a new slate of officers and Byeon, Soon Cheol briefed the Council on the *KSASI* office location, as well as being registered as an Aviation Disaster Aid Organization. They have also submitted an application to be recognized as a Non-Profit.

*NZSASI* – Alister Buckingham submitted a written report. Alister Buckingham briefed about their latest joint society meeting with ASASI and that they had a handoff there between Lindsay Naylor and Rick Sellers

*PakistanSASI* – No report submitted

*MENASASI*- Ismaeil Mohammed Al Hosani submitted a written report. He briefed that they are planning their third seminar in November 2015, which will include a one-day workshop. They have created Twitter and LinkedIn accounts. Ismaeil Mohammed Al Hosani also briefed the Council that they will be delivering a proposal at the next Council Meeting for the 2018 Seminar proposed to be in Dubai.

*USSASI* – Toby Carroll stated that the *USSASI* is doing well and has 940 or so members with 11 regional chapters and a few changes are in the works with those chapters, including letting the chapters know that they can develop sub-chapters. In chapters that are not active, Toby Carroll is going to recommend meetings to elect leadership to revitalize these chapters. Toby Carroll went through the various chapters and is looking at one individual to address retention of members. The society is looking at a US Society Spring Meeting in 2016.

*International Councilor* – Caj Frostell briefed the Council on his responsibilities as the International Councilor, as well as who he represents.

13. Rudy Kapustin Scholarship – Chad Balentine

Chad Balentine briefed the Council on the four Rudy Kapustin Scholarship Winners, as well as the changes to the application process that were discussed at the May Council Meeting.

Ron Schleede discussed getting additional funding for the scholarship, which he will do at the Business Meeting. Ron Schleede also discussed the history and importance of the scholarship.

14. Reports Received from US Regional Chapters

Briefed during *USSASI* briefing. *NERC* submitted a written report, as well.

15. Reports of the ISASI Committees

Audit – Report Submitted

Reachout – Glenn Jones submitted a written report. Frank Del Gandio briefed the Council on the report, including that Caj Frostell and Frank Del Gandio conducted a successful Reachout in Karachi, Pakistan in May 2015.

16. Reports of the Working Groups

ATS WG – Ladislav Mika submitted a written report.

Cabin Safety WG – Barbara Dunn briefed the activities of the Cabin Safety WG, including her participation on the Cabin Safety ICAO WG. ISASI is a full member within this WG. They have already worked on cabin crew training and

child restraint systems. The group just finished their document on Child Restraint Systems. Barbara Dunn was very pleased with the work done on this document and is hopeful that it can be adopted by the various States.

Barbara Dunn will provide the Council with the ICAO Document number for the Child Restraint Systems

Corporate Affairs WG – Erin Carroll submitted a written report.

ICAO WG – Ron Schleede discussed the WG and the fact that ISASI has commented on two State Letters to ICAO. Ron Schleede also briefed the Council on the \$68,300 he has secured in sponsorships for the 2015 seminar. He also expressed his thanks to Airbus for their Platinum Level sponsorship.

17. ISASI Coordinator of Student Outreach & Mentoring Report – Anthony Brickhouse Report Submitted

18. New Business

19. ISASI Policy Revisions – Ron Schleede  
Changes already made

20. Visa Concerns

Caj Frostell brought to the Council a concern from a Councilor who was unable to attend the Seminar due to his inability to acquire a Visa. Caj Frostell suggested adding language to the seminar manual to help facilitate with local authorities. The consensus was no action was necessary.

Frank Del Gandio will respond via email to the Councilor.

21. Off Agenda Items

Motion to Adjourn – Chad Balentine, second – Barbara Dunn, Motion carried.

Respectfully Submitted,  
Chad Balentine  
ISASI International Secretary