

ISASI INTERNATIONAL COUNCIL MEETING

May 5, 2017

Herndon, Virginia

Meeting Minutes

1. Welcome

ISASI President Frank Del Gandio called the meeting to order at 8:02 am. The following councilors and guests were present.

Councilors and others present		
Frank Del Gandio	Barbara Dunn (via telecon for seminar presentation and updates)	Bob MacIntosh
Tom McCarthy	Chad Balentine	Dick Stone
Robert Carter	Alister Buckingham	Caj Frostell
Marty Martinez	Gary DiNunno	Thorkell Agustsson
Ann Schull	Tom Curran	Alicia Storey
Naseem Ahmed	Toby Carroll	Anthony Brickhouse
Paul Mayes	Musarrat Shah	Mohammed Aziz
Ahmed Bazaid	Michiel Schuurman	David Gleave
Bart Benard		

2. Meeting Minutes

The minutes of the October ICM were reviewed. Motion to approve the minutes – Alister Buckingham, Second – Alicia Storey, Motion passed unanimously.

3. Presidents View - Frank Del Gandio

Bob MacIntosh advised the Council that societies need to provide annual financial statement and election information. Frank Del Gandio reiterated the point and provided the history regarding why the information is necessary.

Frank Del Gandio advised the Council that \$10,000 of the ISASI profits from Augsburg would be transferred to the Kapustin Scholarship Fund.

Frank Del Gandio let the Council know that Gale Braden is looking for additional members for the Jerry Lederer Award Selection Committee.

Frank Del Gandio advised the Council that Steve Demko is the new President of NERC.

Frank Del Gandio briefed the Council on concerns regarding the resort tax at the hotel in San Diego. The hotel is unable to remove that tax when booking, but it will be removed at check out.

Frank Del Gandio briefed the Council of the Russian's request to use the UAS WG paper. The purpose of these types of papers are for government and industry to use them and they can be used by anyone. Additionally, the WG is working on a revision to that document. Paul Mayes asked about a Russian Society and Frank Del Gandio advised that we do have one, but it has been inactive. Caj Frostell advised that he believes that the Russian society is meeting once per year and that we need to get the information from those meetings. Bob MacIntosh advised that the Russians are very active at ICAO.

Frank Del Gandio thanked Thorkell Agustsson for a successful seminar in Iceland.

Frank Del Gandio let the Council know that for US memberships the US Postal Service is now requiring the last 4 digits of the zip code for mailings.

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

Frank Del Gandio discussed seminar sponsorships being low, right now San Diego is at \$72,000. There were discussions regarding getting individuals in the regions to help with sponsorships and to coordinate with Ron Schleede. Tom Curran expressed difficulty in obtaining sponsorships for numerous events.

4. Financial Report – Bob MacIntosh

Bob MacIntosh reviewed the submitted Treasurer's Report and discussed the budget process. ISASI is a non-profit in the United States, but we must still file our taxes. The Profit and Loss Statements are kept in QuickBooks and some funds are kept separate from the main funds, including the Kapustin Scholarship fund and monies for the AsiaSASI. Typically, the ISASI Budget Revenues come from three sources: Individual Dues, Corporate Dues, and Seminars.

Bob MacIntosh discussed the following budget line items: 814-Insurance, 826-Postage and Shipping, and 881-886 ICM expenses.

Bob MacIntosh reiterated several points from his Treasurer's Report, including the importance of having a successful annual seminar.

5. Membership Report – Tom McCarthy

Tom McCarthy briefed the group on the submitted Membership Report. As of the meeting, there were 268 delinquent members. It would be good to grow the membership. It was reiterated that after October 1st the dues covers the following year. Thorkell Agustsson suggested highlighting that on the website. Paul Mayes expressed concern regarding the average age of the membership of the society. He is concerned that in the age of social media, there may not be a need for societies for networking and communication. Anthony Brickhouse suggested advertising ISASI at the various professional training that is done by our members around the world.

Toby Carroll thanked Ann Schull for sending a report of delinquent members, it allows Toby Carroll to follow up. Dick Stone asked how many come back and Ann Schull said between 10-20, but many of the delinquencies are students and retirees.

Mohammed Aziz expressed some difficulties in keeping track of members. He discussed having a lifetime membership. Frank Del Gandio suggested that we need more mini seminars and chapter meetings. Caj Frostell also suggested additional communications to remind members of the process to pay membership dues. Ann Schull and Alicia Storey said several notices are sent if contact information is correct. Anthony Brickhouse suggested online payments. Naseem Ahmed said it is difficult to get new members with the \$80 membership fee. Marty Martinez suggested having a membership committee, which would include a core group and develop a campaign.

Robert Carter will be starting to follow-up on European delinquencies. He suggested making payments easier.

Bob MacIntosh discussed delinquent corporate membership.

Ann Schull said that 402 are automatic renewals.

Frank Del Gandio reiterated when you sign up a new member, make sure you include business card. Anthony Brickhouse suggested looking at PayPal. Bob MacIntosh suggested a corporate membership committee

6. Seminars

Frank Del Gandio briefed that the seminars are all set for 2017 (San Diego) and 2018 (Dubai). The Council will be obtaining briefings for the 2019 seminar from The Hague and Montreal.

2016 Iceland – Thorkell Agustsson

Thorkell Agustsson briefed the Council on the very successful seminar in Iceland. They had a \$82,000 profit. Attendance was strong including 100+ attendees for the two tutorials. The lesson learned was that there is a strong network of ISASI and *ESASI* support and this seminar helped strengthened connection with *ESASI*. Thorkell Agustsson suggested getting previous seminar leads to help with upcoming seminars. Frank Del Gandio said that we need to develop a “lessons learned” document. Additionally, Frank Del Gandio congratulated Thorkell Agustsson and *ESASI* on a fantastic seminar.

2017 San Diego – Barbara Dunn

Barbara Dunn briefed the Council on the August 2017 Seminar. It will be at the Sheraton near the airport and everything is set. There are currently 40-45 registrations and she expressed thanks to Dick Stone and Anthony Brickhouse for their work on the technical panel. There will be 3 tutorials, including one on military, flight recorders, and survival factors. There was a discussion regarding the resort fee and Barbara Dunn briefed the Council that the hotel is unable to remove it from the online registration, but it will be removed at check out. The website will be up in the next couple of weeks. They are expecting Robert Sumwalt to provide a Keynote, as well as Jim Viola.

2018 Dubai – Mohammed Aziz

Mohammed Aziz briefed the Council on the plan for the 2018 Seminar in Dubai. The Seminar will be held October 30-November 1, 2018, with the Council Meeting October 28 and the Tutorials October 29. The Seminar hotel will be the Intercontinental, which is 10 minutes from the airport. The Tuesday night social event will be an Arabian Night in the desert. The expected registration fee will be \$750/members, \$800/non-members, and \$250/students.

2019 Proposals submitted from Montreal and The Hague

Montreal – Barbara Dunn briefed that the group is looking at the Sheraton downtown with a room rate of less than C\$200 per night. The tourist bureau has offered ISASI up to C\$14,364 and believes that they would get good sponsorships. The seminar would be the 3rd or 4th week of August and this bid is being submitted on behalf of *CSASI*.

The Hague – The Netherlands – Bart Benard and Michiel Schuurman briefed the Council on their proposal. They have 4 corporate members involved in the proposal including VNV (Dutch ALPA), KLM Royal Dutch Airlines, the Dutch Safety Board, and Delft University of Technology. They briefed that 2019 is an important year due to the 100th anniversary of KLM, 90th anniversary of VNV, and 20th anniversary of the Dutch Safety Board. They discussed the logistics to get to The Hague from Amsterdam and the rationale to hold the Seminar in The Hague (cost). The Seminar hotel would be the Marriott, which has 306 rooms. The cost would be €169/single, €187/double. There are several overflow hotels nearby. They expect the Seminar to be held at the World Forum, which is a close walk from the hotel, and they are still determining lunch options. The Tuesday social dinner would be at the Historical Museum of The Hague. They are looking at a companion program and the Friday Optional Tour would be to Amsterdam. Expected registration fees: €600/members, €650/non-members, €200/students. They are expecting €100,000 in Dutch sponsorships alone, including €5000 from The Hague City tourist office. The Seminar would be September 2-6, including the ICM, tutorials, and seminar. There was discussion regarding if this was an event with *ESASI* and that has been discussed, but is still being addressed.

Following a closed session, the Council voted in favor of The Hague to host the 2019 Seminar and Frank Del Gandio offered the 2020 Seminar to Barbara to host in Montreal.

There was discussion regarding the Best Paper Award. Robert Carter asked about where the monies for the award came from, as well as the history. Frank Del Gandio briefed the history and that the funds came from an anonymous donor. Typically the award recipient donates the monies to the Kapustin Scholarship fund.

7. Report of the ISASI Forum Editor - Gary DiNunno

Gary DiNunno briefed the Council that the transition between him and Marty Martinez has been seamless. He is planning a visit to Hagerstown to meet with the business that prints the *Forum*.

Gary DiNunno advised that the next issue of the *Forum* will go to press later next week. He also mentioned that going forward he needs better resolution images for print.

Naseem Ahmed briefed that half of his membership does not have postal codes, so it takes 1-2 weeks to get to international postal service.

Paul Mayes brought up an electronic version and discussed reducing print run. Gary DiNunno said it will not save ISASI much.

Action Item: Gary DiNunno to look at savings to reduce print run

Frank Del Gandio would like to give membership option. Bob MacIntosh likes both electronic and paper. There were discussions around generational issues- younger generation likes electronic format.

8. Vice Presidents Report- Ron Schleede
Nothing to report

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

10. Executive Advisor Report- Dick Stone
Dick Stone briefed the Council that the website worked very well and praised Alicia Storey and her team for the fantastic work. The Harry Robertson Fellowship has stalled and it needs to be re-energized.

11. Website review – Dick Stone
Nothing additional to report

12. Reports of National Societies/Councilors:
ASASI – Paul Mayes briefed his submitted report. The society has approximately 100 members and the society subsidizes \$10 due to the exchange rate. *ASASI* is financially sound.

The officers for *ASASI* are:

President – Rick Sellers

Vice President – Gerry Gibb

Secretary/Treasurer – Paul Mayes.

Rick Sellers had also asked Paul Mayes to brief the updated *ISASI* membership application form. Since neither Barbara Dunn or Rick Sellers were in attendance the decision was made to table the discussion until the San Diego ICM.

AsiaSASI – No report received.

CSASI – Barbara Dunn briefed the Council that *CSASI* currently has 81 members, 18 life members, and 10 members that she is working on re-connecting with. Barbara Dunn asked about the process for honorary memberships and there was discussion regarding the process. The last honorary member was then-NTSB Chair Deborah Hersman. Frank Del Gandio advised Barbara Dunn that she can complete the form and submit it to the Council.

ESASI – Robert Carter briefed his submitted report. He has just stepped into his role. *ESASI* is doing very well and the finances are good mostly due to Augsburg. They held elections after Keith Conradi stepped down.

The new *ESASI* Committee is:

President – Olivier Ferrante

European Councilor – Robert Carter

Treasurer – Matthew Greaves
Secretary – Steve Hull
Technical Member – Brian McDermid
Technical Member – Thorkell Agustsson

They expect to run a regional seminar at a small loss and then supplement with a full ISASI seminar occasionally. They are having a military one-day, the day before regional seminar and are expecting to hold next ESASI Regional Seminar in May in Riga (around 20th of May 2018)

Frank Del Gandio thanked *ESASI* for their support for Iceland.

KSASI – No report received.

NZSASI – Alister Buckingham briefed his submitted report. They have been planning for *ANZSASI* regional seminar and were just advised that the hotel is closing May 27th. They have selected a new venue and the original hotel will cover the difference of the increased rates of the new hotel. They are developing a new registration form.

PakistanSASI – Naseem Ahmed briefed his submitted report. He has been very busy, he travelled to find office space and visited Aviation Academy. There are 24 seminars/workshops planned throughout the year and that will take them to all of Pakistan. They conducted a firefighting course on an oil platform. Next year they will hold elections. Additionally, they would like a Boeing or Airbus speaker at their seminar. Bob MacIntosh suggested working through regional manufacturer reps and customer support.

Bob MacIntosh also discussed the magazine issues and to continue to work with the *Forum* editor. Naseem Ahmed said that they are working on issues with the *Forum*.

MENASASI – Mohammed Aziz briefed that they are looking forward to hosting the 2018 Seminar in Dubai. They will hold a seminar in November in Jeddah, Saudi Arabia

USSASI – Toby Carroll will submit a written report. *USASI* has 900 members and 11 chapters and they have 3 new presidents, including Steve Denko for the *NERC*.

Alaska – They typically host 2-3 meetings per year.

Arizona – The focus has been on Embry-Riddle- Prescott, but Toby Carroll would like to see more industry participation.

Pacific NW – They have 55 members and a new President, Anna Bernhardt.

DFW – New leadership; Erin Carroll is the acting president. Their next meeting is in June.

MARC – Annual dinner held last night.

Great Lakes – Still working on re-activating chapter.

NERC – New president – Steve Demko

SERC – Alicia Storey briefed their submitted report, which included their recently held seminar in New Orleans with 26 attendees. They are looking at Savannah in 2018.

Toby Carroll is excited about upcoming quarterly webinars. Additionally, he is looking to host a seminar in October

Action Item: Toby Carroll will submit *USSASI* report.

International Councilor – Caj Frostell briefed the Council that he would like to receive newsletters from different societies. He would like the *Forum* to have more international content.

13. Rudy Kapustin Scholarship – Chad Balentine

Chad Balentine briefed the Council on the four Rudy Kapustin Scholarship Winners. Additionally, Chad Balentine briefed the Council on an issue identified with plagiarism for one essay and based on this discovery the committee is now putting each application through a plagiarism checker. There were also discussions around having winners answer questions from the floor. The decision for San Diego was to not have the students answer questions from the floor, but to re-address this issue for Dubai.

14. Reports Received from US Regional Chapters

Briefed during *USSASI* briefing.

15. Reports of the ISASI Committees

No reports received.

16. Reports of the Working Groups

Airports WG – Looking at producing guidelines, the WG wants to address ‘what don’t we do’ as well as look at SMS for airports. They also provided feedback to EASA on an NPA for airports.

Dick Stone asked if they had looked at helo pads and they had not but could look at that. They would like an introduction to the helicopter group.

Corporate Affairs WG – Erin Carroll submitted a written report. There are 7 new corporate members and Erin Carroll is working to get in contact with corporate members who are delinquent in their dues payments.

UAS WG – Submitted a written report. Working on an update to the ‘Unmanned Aircraft System Handbook and Accident/Incident Investigation Guidelines.’

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

Anthony Brickhouse briefed his written report, including an email from a student who used their mentor to help make a decision on an internship. Anthony Brickhouse attended Women in Aviation and was able to discuss ISASI, our mentorship program, and the student chapters with several universities. This is the slow part of the year for the program due to the summer months and he expects more students to sign up as we approach the fall semester.

18. New Business

Dick Stone briefed a proposal for how new societies are formed. He has been working on it for about 6 months. The proposal, as submitted, would have membership requirements. Of note though is that the proposal would be for new societies going forward, not for any societies that have already been formed. Dick Stone would like this added to the policy manual.

Caj Frostell asked about reimbursement and Dick Stone said that it would prohibit reimbursement for travel to Council meetings for societies with less than 40 members.

Paul Mayes stated that the role of International Councilor is to represent those who do not have 40 dues paying members. Caj Frostell is concerned about Pakistan or Korea or established societies. Frank Del Gandio reiterated that this is not retroactive.

Robert Carter said that policy does not address corporate membership and he believes corporate membership should be addressed. Mohammed Aziz said many attend ICM with financial backing from their own organizations.

Dick Stone suggested to table the discussion until San Diego.

Action Item: Council Members should send comments to Dick Stone

19. Off-agenda items

No items.

20. Review of open Action Items

Chad Balentine reviewed the open action items with the Council.

Frank Del Gandio thanked Chad Balentine for all the IT and technical support to set up and manage the video conferencing to allow Barbara Dunn to participate in the meeting.

Toby Carroll asked for an updated version of the ISASI presentation.

Action Item: Ann Schull will send Toby Carroll the updated version.

The meeting was adjourned at 2:12pm

Respectfully Submitted,
Chad Balentine
ISASI International Secretary