

ISASI INTERNATIONAL COUNCIL MEETING

October 16, 2016

Reykjavik, Iceland

Meeting Minutes

1. Welcome

ISASI President Frank Del Gandio called the meeting to order at 8:12 am. The following councilors and guests were present.

Councilors and others present		
Frank Del Gandio	Barbara Dunn	Ron Schleede
Bob MacIntosh	Chad Balentine	Olivier Ferrante
Marcus Costa	Alister Buckingham	Caj Frostell
Thorkell Agustsson	Ismaeil Al Hosani	Tom Curran
Anthony Brickhouse	Toby Carroll	Anthony Brickhouse
Naseem Ahmed	Marty Martinez	Gary DiNunno
Norifumi Onodera	Luke Schiada	Robert Rendzio
Chong Chow Wah	Kyotaro Harano	Ann Schull

Frank Del Gandio welcomed the group to Reykjavik, Iceland.

2. Meeting Minutes

The minutes of the May ICM were reviewed.

Motion to approve the minutes – Caj Frostell, Second – Tom Curran, Motion passed unanimously.

3. Presidents View - Frank Del Gandio

Frank Del Gandio discussed that in the previous month, the ISASI computer had been infected with malware. This required ISASI to invest in a new computer system, but no files were lost due to the computer being constantly backed up. Gary DiNunno provided the Council with a short presentation on how cyber awareness and keeping computers/information safe and backed up. Marcus Costa asked about credit card information being compromised and Ann assured the Council that the credit card information is not kept on a computer.

Frank Del Gandio also discussed that SRCA will be setting up a template website for societies to use when hosting a seminar for \$900. SRCA can also provide a logo design for an additional \$250.

Additionally, Frank Del Gandio discussed seminar sponsorships and that many times sponsors are not able to provide the funds prior to the seminar, therefore once a sponsor has committed to a specific level of sponsorship we will add their logo to the appropriate material.

Gary DiNunno discussed upcoming changes to the magazine editorship. Marty Martinez and Gary DiNunno will be switching roles, as well as WRUN will cease publication in January 2017, but the ISASI Update will continue. Marty Martinez's last issue will be published around November

15, 2016. Motion to cease WRUN publication – Marty Martinez, Second – Barbara Dunn, Motion passed unanimously.

4. Financial Report – Bob MacIntosh

Bob MacIntosh reviewed the submitted Treasurer’s report and reiterated that successful seminars keep ISASI in the ‘black’. The 2016 mid-year review shows a deficit of \$42,223, but we expect that the Seminar revenue will cover that deficit. Bob MacIntosh briefed the Proposed 2017 Budget and asked the Council to reach out to potential corporate members. The reductions in the budget expenses are mostly due to suspending publication of the WRUN. Bob MacIntosh also discussed the funds budgeted for travel to attend the ICAO AIGP and Marcus Costa added that it is extremely beneficial to have ISASI attending the AIGP.. Additionally, Bob MacIntosh asked societies to provide annual financial statement and election information and Frank reiterated this point.

Motion to approve the 2017 Budget – Bob MacIntosh, Second – Caj Frostell, 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.

There have been 177 new individual memberships and 8 new corporate ones, for a total of 1265 individual memberships and 134 corporate. Frank Del Gandio reminded the group that Ann cannot process the membership until ISASI has the funds for the membership. Additionally, please review each application for legibility and if possible attach a business card.

6. Seminars - Barbara Dunn

2016 Iceland – Thorkell Agustsson

Thorkell Agustsson briefed the Council on the Seminar. Ron Schleede has been taking care of sponsorships, while Brian McDermid is in charge of the technical program. Barbara Dunn briefed the group that there are 296 registered delegates including 46 companions; 11 guests; and 8 one-day only registrations. There are 101 registered for the two tutorials. There are 97 registered for the optional Friday tour. Barbara Dunn discussed the importance of security at our seminars and that this year and going forward everyone must be wearing their name badge for entry into events and she asked the Council to assist by ensuring that they are checking attendees at each of the events.

2017 San Diego – Barbara Dunn

Barbara Dunn briefed the Council on the 2017 Seminar for August 21-24, 2017. The theme will be ‘Investigations – Do They Make A Difference?’ Anthony Brickhouse and Dick Stone will lead the Technical Panel. Barbara Dunn has a hotel contract. Robert Sumwalt will be doing a Keynote and we are hoping for good sponsorships. Barbara Dunn reiterated the importance of sponsorships to the success of our seminars. Frank Del Gandio asked to ensure that someone from the seminar committee is coordinating sponsorships with Ron Schleede. Ron Schleede also briefed the Council on the challenges of getting and keeping sponsors.

Ron Schleede presented a proposal for changes to the Gold Level sponsorship. From \$7500- <\$10,000 sponsors will get 3 complimentary registrations (no change), but sponsorships at and

above \$10,000 will get 4 complimentary sponsorships (or 3 complimentary sponsorships and a booth).

Motion to accept this proposal – Ron Schleede, Second – Barbara Dunn, Motion passed unanimously.

2018 Dubai – Ismaeil Al Hosani /Tom Curran

Ismaeil Al Hosani and Tom Curran briefed the Council on the 2018 Seminar in Dubai. Last November *MENSASI* held a Regional Seminar with 102 attendees as a dry-run for the seminar. The hotel will be the Intercontinental and there was discussion about the room rates. The seminar committee does not foresee any issues with sponsorships. The plan is to hold it end of October to early November, and Ron Schleede reminded the group to ensure that it does not conflict with Flight Safety Foundation's International Air Safety Summit.

2019 TBD – Barbara Dunn

Barbara Dunn briefed the Council on a couple of possible options for the 2019 Seminar. Barbara Dunn was looking at Phoenix and Canadian options. Barbara said that she will be presenting a bid at the Spring 2017 ICM to host the Seminar in Montreal.

Barbara also reminded the Council that all the Seminar requirements and procedures are in the Seminar manual and to ensure that during the course of the planning for the Seminar that the manual needs to be followed. Olivier Ferrante asked about hosting the seminar website on the society website and Barbara Dunn said that would need to be coordinated with ISASI.

Ron Schleede suggested that if the Seminar is in Montreal that ISASI coordinate with the AIGP. Caj Frostell also suggested asking local companies for support before selecting the seminar location.

7. Report of the ISASI Forum Editor - Marty Martinez

Marty Martinez briefed that his last issue will come out around November 15, 2016 and will cover the Lederer Award and some of the seminar content.

8. Vice President's Report- Ron Schleede

Nothing to report

9. Secretary's Report- Chad Balentine

Nothing to report

10. Executive Advisor Report- Dick Stone

Dick Stone submitted a written report, which was briefed by Frank Del Gandio.

Additionally, Frank Del Gandio reiterated the importance of getting these reports in on time.

11. Website review – Dick Stone

Dick Stone submitted a written report.

12. Reports of National Societies/Councilors:

ASASI – Rick Sellers submitted a written report and Alister Buckingham briefed the written report. *ASASI* had a very good technical and social program in Brisbane

this year. Additionally, Barbara Dunn and Rick Sellers are working on a new membership form, which they expect to present to the Council at its Spring 2017 meeting. There were extensive discussions on the various categories of membership.

AsiaSASI – Written Report briefed by Chong Chow Wah. Caj Frostell asked if the workshop writeup would be submitted to the *Forum* and Chong Chow Wah said that it would be.

CSASI – Barbara Dunn briefed the Council that the Canada’s Department of National Defence wants to develop a Working Group on bloodborne pathogen training, which would include DND, TSB, TC, and ISASI. There will be an article in the next *Forum* on accident site hazards by the Canadian Department of National Defence. The Society continues to be financially viable. Ron Schleede mentioned that he would like to get CAE as a corporate member. Caj Frostell asked Barbara Dunn about what she does for new members. Barbara mentioned that she does call or email every new member.

Action Item: Frank Del Gandio will have Ann send the Council a list of individual and corporate members in arrears.

Toby Carroll reiterated the importance of making those new calls to members.

Ron Schleede said that he would like to see more communications at the National level and more specifically from the President.

ESASI – Olivier Ferrante briefed the Council that *ESASI* has been working on ISASI Seminars the past two years, so they have not held an *ESASI* Conference in order to ensure strong participation for ISASI 2015 and ISASI 2016. For the program of ISASI 2016, Keith Conradi will be Keynote speaker to highlight an important link between Aviation and Medicine (in accordance with the theme: “Every link is important”). Additionally, the *ESASI* treasurer will resign and Keith Conradi will be stepping down, so they will have elections soon.

For the year 2017, the next *ESASI* Regional Seminar will be organized in Slovenia.

Frank Del Gandio thanked *ESASI* for its support of the Seminar this year and hosting the seminar the previous year.

KSASI – Jenny Yoo submitted a written report, which was briefed by Ron Schleede. Of note, Asiana Airlines joined as a corporate member and they held a UAS safety workshop in August.

MENASASI- Ismaeil Al Hosani briefed the Council on his written report. They hosted an ISASI Reachout in February in Beirut, Lebanon with 57 attendees. *MESASI* also hosted a Regional Seminar in Rabat, Morocco in September 2016 with 92 attendees.

NZSASI – Alister Buckingham briefed his written report, which included the biennial election of officers, which took place in May. The incumbents remained in their roles. Seventeen *NZSASI* members attended the *ANZSASI* Regional Seminar and Alister Buckingham thanked Rick Sellers and his team for a very good seminar. The 2017 Regional Seminar will be held in Wellington June 10-11.

PakistanSASI – Naseem Ahmed briefed his submitted report. *PakistanSASI* is now four years old and has 30 members. Naseem Ahmed provided a background for *PakistanSASI*. Naseem Ahmed has visited four universities in the United States with the hope of getting Masters classes in Pakistan. In July 2016, *PakistanSASI* held a half day lecture on SMS, and in August 2016 held a lecture on ‘Human behavior in aircraft accidents and subsequent interventions’.

USSASI – Toby Carroll briefed the Council that *USSASI* has 11 regional chapters and has over 900 members, including the reactive DFW Chapter with Erin Carroll being appointed as the acting President. Toby Carroll briefed the Council that the *USSASI* host quarterly webinars and Toby is looking into getting that set up. Toby briefed the Council on the various Chapters.

Alaska –

Arizona – Not active, with exception of student chapter

DFW – Erin Carroll submitted a written report, which included a meeting in September 2016. They are expecting to have a meeting in the Spring 2017 for the election of officers.

Great Lakes – Not active, but have received interest to reinvigorate the Chapter.

MARC – Ron Schleede briefed the group on their annual dinner prior to the Spring ICM.

NERC – Luke Schiada submitted a report and briefed the Council that he is having difficulty getting people involved. There may be an opportunity to have a meeting at JetBlue.

NorCal – Looking at new leadership

Pacific Northwest – Not Active

SERC – Robert Rendzio briefed the Council that the Chapter held its annual meeting in Reston April 1-2. The meeting consisted of a tour of TWA 800 and the Udvar-Hazy Museum on Friday followed by a full day of presentations on Saturday with approximately 40 in attendance. The April 2017 meeting will be in New Orleans. Robert Rendzio stated that the keys to a good meeting are good organization and good location.

SoCal –

International Councilor – Caj Frostell briefed the Council that over the past ten years he has supported the development of societies and supporting international connections. Caj Frostell is planning on attending an event in Dhaka, Bangladesh and another in Nairobi, Kenya in November 2016.

Off Agenda – Frank Del Gandio briefed the Council on a book signing event at the hotel during the Seminar involving an attendee. There were extensive discussions.

Action Item: Anthony Brickhouse, Toby Carroll, and Barbara Dunn will draft policy to address any concerns and will bring the draft policy to the Council at its Spring 2017 meeting.

13. Rudy Kapustin Scholarship – Chad Balentine

Chad Balentine briefed the Council on the four Rudy Kapustin Scholarship Winners. The scholarship winners will be the microphone runners throughout the seminar and will also be doing five minute presentations during the course of the seminar. Chad Balentine discussed the new rigor and new selection committee.

14. Reports Received from US Regional Chapters

Briefed during *USSASI* briefing.

15. Reports of the ISASI Committees

Audit – Frank Del Gandio briefed Dr. Hynes report.

Motion to accept the audit report – Chad Balentine, Second – Barbara Dunn, Motion passed unanimously.

16. Reports of the Working Groups

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 published three documents. The next document to be developed is on passenger information, including signage and briefings. Additionally, the group is look at the brace position, they want to develop a standardized brace position and are also looking at required briefings for the brace position. This group is also looking at the prevalence of passengers taking their carry-on luggage with them during an evacuation.

Corporate Affairs WG – Frank Del Gandio briefed Erin Carroll's submitted report.

Military Air Safety Investigators - Frank Del Gandio briefed Jim Robert's submitted report.

Government Air Safety Investigators – Marcus Costa briefed the Council and encouraged the Council to attend the breakout session. Mark Clitsome will be briefing the group on the work of the AIGP.

ICAO WG – Ron Schleede will be doing a more detailed report for the AIGP II meeting. Once approved, it will be uploaded to the ISASI website.

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

Anthony Brickhouse thanked Frank Del Gandio, Ron Schleede, and Caj Frostell for liaising with the Greek Investigative Agency for their visit. Anthony Brickhouse briefed the Council on the history of the mentor program and that there are approximately 45 mentors. He is looking at developing three new ISASI Student Chapters. Frank Del Gandio congratulated Anthony Brickhouse on his work with the program.

18. New Business

Barbara Dunn has a member who would like a second copy of the *Forum* and would like to know how to respond. Marty Martinez discussed the logistics of shipping the magazine. Barbara Dunn will follow up with the member.

19. Off Agenda Items

20. Review of Open Action Items

Chad Balentine reviewed list of Action Items from the meeting.

Secretary Note: Action Items are bolded throughout the minutes.

Frank Del Gandio adjourned the meeting.

Respectfully Submitted,
Chad Balentine
ISASI International Secretary