



ISASI INTERNATIONAL COUNCIL MEETING

May 4, 2018
Herndon, Virginia

Meeting Agenda

1. Welcome/ Call to Order – Frank Del Gandio

ISASI President Frank Del Gandio called the meeting to order at 8:23 am. The following councilors and guests were present.

Frank Del Gandio	Ron Schleede	Bob MacIntosh, Jr.
Chad Balentine	Ann Schull	Toby Carroll
Robert Carter	Khalid Al Raisi	Syed Naseem Ahmed
Alister Buckingham	Tom Curran	Barbara Dunn
Caj Frostell	Moshin Ausaf Khan	Paul Mayes
Frank Hilldrup	Gary DiNunno	Bart Bernard
Jeff Guzzetti	Michiel Schuurman	Daan W. Zwart
Barry Wiszniowski	Marty Martinez	Daniel Barafani
Dick Stone		

2. Approval of Minutes of Previous Meeting

The minutes of the August 2017 ICM were reviewed. Motion to approve the minutes – Barbara Dunn, Second – Alister Buckingham, Motion passed unanimously.

3. Presidents View – Frank Del Gandio

Frank Del Gandio started the meeting by expressing his appreciation to Ron Schleede for his leadership of the MARC the past 16 years.

Frank Del Gandio discussed with the council that we have two office spaces available for rental. ISASI is in need for a Human Factors Chair. If any Council Members have a candidate please reach out to Frank Del Gandio. Robert Carter asked about the Human Factors WG and Frank Del Gandio provided details regarding the WG and the Chair position.

Frank Del Gandio discussed two recent members who had recently flown west and asked the Council to let him know if an ISASI member flew west so they can be mentioned in the *Forum*.

Frank Del Gandio mentioned that he’s going to reach out to WGs to encourage activity

4. Financial Report – Bob MacIntosh, Jr

Bob MacIntosh briefed his submitted treasurer’s report. He discussed ISASI’s non-profit status and the tax implications that comes with that status. Bob MacIntosh shared with the Council that in 2017 we had \$554,000 income, (Program Service Revenue), and following expenses we had \$50,442 net income. Bob MacIntosh briefed specific issues within the Profit and Loss Statement in his report. Overall 2017 was a very good year for ISASI. Additionally, in his Treasurer’s Report the first quarter of 2018 is included for the Council’s review.

Bob MacIntosh discussed that in accordance with the United States Internal Revenue Service (IRS) rules, ISASI has to file a Form 990 to maintain its non-profit status and that has recently required a tremendous amount of work to ensure that its completed accurately. In addition to

ISASI's funds, we also keep monies for the Southeast Asia society and for the inactive Northern California Regional Chapter.

Adding to Frank Del Gandio's comment, it would be financially helpful to rent out the two offices spaces that we have available. Bob MacIntosh reiterated that seminars are always the key piece that is able to provide the profits for the association.

Bob MacIntosh mentioned that from a financial perspective its important to continue to build up and keep corporate members and sponsorships.

Barbara Dunn asked about Line Item 883 – Management Council - Other on the Profit and Loss statement. Ann Schull said that the line item covers travel and expenses for Women in Aviation, along with travel to San Diego.

Barry Wiszniowski asked about Line Item 601 – Dues – New Individual member, where are the new members coming from? Ann Schull, Frank Del Gandio, and Ron Schleede said that the majority of the new members come from our outreach efforts, including Women in Aviation and Reachouts, along with new members from universities, Pakistan, SCSU, Delft, Cranfield, Embry-Riddle, and Korea.

Frank Hildrup asked about enticing new members, what are the benefits of ISASI Membership? There were discussions regarding the benefits and it was discussed that there is a section on the website under 'About' that highlights the benefits of both individual and corporate membership.

Frank Del Gandio thanked Bob MacIntosh for all of his time and effort in putting together the report and the IRS Form 990.

Motion to accept the report – Frank Hildrup, Second – Barbara Dunn, Motion passed unanimously.

5. Membership Report – Frank Del Gandio

Frank Del Gandio briefed that there have been 189 new individual members and 13 new corporate members. The total ISASI membership is 1271 individuals with 130 corporate members.

There were discussions regarding the delinquent members list and Frank Del Gandio asked Council members to reach out to delinquent members.

Frank Del Gandio discussed the importance of prompt payment for new member applications – Council members need to make sure applications are legible and ensure accurate payment information is included. Ann Schull is spending a tremendous amount of time trying to process membership applications that are incomplete and/ or illegible.

Paul Mayes asked about contacting corporate members. Is there a way to contact members on corporate list? Ann Schull can also send councilors corporate member information.

Ron Schleede discussed the value of sending individual society members emails, which also provides an opportunity to keep the membership informed on activities.

Paul Mayes stated that he would like to be able to contact corporate members in Australia.

Motion to accept the report – Barbara Dunn, Second – Michiel Schuurman, Motion passed.

6. Report of the ISASI Forum Editor – Gary DiNunno

Gary DiNunno has been working on the issues with delivery of the *Forum* in Pakistan. Ann Schull identified a line in the labels that was missing so that is being updated. Pakistan discussed the digital-only version and there is some savings. Based on a recent membership poll, 113 members asked for digital only. This would be a savings of \$120 per issue.

Gary DiNunno would like to proceed with moving forward on digital-only subscriptions. He is still determining whether that will be to send digital file of the magazine or provide a link to the website.

The Council agreed for Gary DiNunno to move forward with digital subscription

7. Vice Presidents Report – Ron Schleede

Nothing to report

8. Secretary's Report – Chad Balentine

Chad Balentine briefed his submitted report. He also expressed his thanks to Barbara Dunn for the Council pre-reads, as well as to Ann Schull for the agenda development.

9. Executive Advisors Report – Richard Stone

Richard Stone discussed the helicopter paper that was presented in San Diego. Richard Stone is having a difficulty getting the United States helicopter industry to ‘step up’. Richard Stone asked the Council if anyone has any ideas to let him know.

Richard Stone discussed a reachout from a reporter on an Iceland accident involving a B757. Robert Carter thanked Richard Stone for reaching out on the EMS helicopter concerns. It garnered conversations within the United Kingdom AAIB. Robert Carter mentioned that he would talk with Richard Stone about the Iceland accident. Frank Hildrup also offered to talk to Richard Stone on the B757 accident in Iceland. Bob MacIntosh talked about the work being done to improve aviation helicopter safety in Hawaii.

Barbara Dunn discussed a helicopter safety summit that occurs annually and perhaps ISASI should provide a presence there and interact with that group.

Toby Carroll suggested that we get in touch with the Vice-President at Bristow helicopters to discuss ISASI’s concerns.

Richard Stone also discussed the United States Helicopter Safety Team and his conversations on CAST and voluntary safety programs.

Caj Frostell also mentioned that in some places around the world helicopter emergency medical operations (HEMS) have gone to two pilot operations.

The Council discussed the challenges of the helicopter safety and efforts to work with that community.

10. Website review – Richard Stone

Richard Stone thanked Alicia Storey and her team for the fantastic work on the website. Barbara Dunn discussed a new website for the 2018 seminar and thanked Alicia Storey and her team for their work. Ron Schleede mentioned that MARC has a new logo and thanked Alicia Storey for

the work on the logo. Robert Carter asked about getting Alicia Storey's contact info, Ann Schull will provide that info.

11. Seminars – Barbara Dunn

a. 2017 San Diego

Barbara Dunn briefed the 2017 San Diego Seminar. The seminar had a profit of \$58,790. There were extra expenses due to increases in food and beverage expenses. Barbara Dunn thanked Richard Stone and Elaine Parker for all of their assistance. Barbara Dunn recounted the week and she finished by ceremoniously passing the cow bell to Khalid Al Raisi.

Motion to accept the report – Alister Buckingham, Second – Frank Hildrup, Motion passed.

b. 2018 Dubai

Tom Curran briefed the upcoming Dubai seminar, which will be held Oct 29 – Nov 1. Sponsorships for the event have so far exceeded expectations. There will be three tutorials on Monday – future challenges, military aircraft accident, and materials failures.

Tom Curran briefed the Council on the paper selection process

The Seminar will be held at the Intercontinental Hotel. Tuesday's Social Activity will be a dinner cruise. This year the Gala Dinner will be Wednesday night. Friday will be the Optional Tour to Abu Dhabi.

Frank Del Gandio thanked the team for all their work and look forward to the seminar.

c. 2019 The Hague

Daan Zwart briefed the upcoming seminar preparation in The Hague. The seminar is scheduled for the first week of September 2019. The Seminar is being put together with the cooperation of VNV (Dutch ALPA), the Dutch Safety Board, and the Delft University of Technology. The Seminar venue will be the World Forum The Hague.

There are two hotel options: Marriott The Hague, which has a total of 300 available rooms and the Novotel, which has a total of 200 available rooms (as overflow).

The schedule of events is Sunday the Council will meet in the morning followed by a tour of the reconstruction site of MH17 in the afternoon as part of the ISASI 2019 program . The MH 17 will be an additional item to the main program open to a fixed number of attendees. Monday will be the Tutorials and Welcome Reception. Tuesday through Thursday will be the Seminar held at the World Forum.

The Social Program:

Tuesday – Louwman Museum – Offsite Dinner

Thursday – Gala Dinner – Kurhaus Scheveningen Beach

Companion Program will include tour of old and new Holland, along with windmills, water and cheese.

The Friday Optional Tour will be an all-day tour of Amsterdam

Expected Delegate Fees: 640 – 700 euro's (which is \$740-\$800 at the current euro/\$ exchange rate.)

The Seminar Committee is expecting 100,000 Euro in local sponsorships.

Theme: Future Safety: Has the past become irrelevant?

d. 2020 Montreal

Barbara Dunn briefed that the hotel contract is signed and is expected to be the first week of September 2020 at the Sheraton in Montreal.

12. Reports of National Societies/Councilors:

a. *AsiaSASI – Chong Chow Wah*

b. *ASASI – Paul Mayes*

Paul Mayes briefed their submitted report. They have had 120 renewals. *ASASI* is hosting the next ANZSASI Seminar in Melbourne, Victoria. Paul Mayes discussed concerns with lack of sponsorship for the seminar. Additionally, there are concerns with not being able to attract new members. There are other conferences that have taken some safety professionals that may have joined *ASASI* or attended their seminar. Paul Mayes discussed the term 'air safety investigator'. Are other national societies seeing the same issue? Ron Schleede discussed concerns with seminar sponsorships to follow on with *ASASI's* concerns.

Paul is recommending a Membership Development Team at *ASASI* to generate ideas for increasing membership.

c. *CSASI – Barbara Dunn*

Barbara Dunn briefed the Council that *CSASI* has approximately 100 members in the society, including 5 new members from *SCSI*. Barbara Dunn will follow up on corporate members that are delinquent. Right now the focus of the society is on the 2020 seminar.

d. *ESASI – Robert Carter*

Robert Carter briefed his submitted report. Robert Carter discussed the executive committee along with their successful seminar that they held in Ljubljana, Slovenia with over 100 in attendance. They are hosting their 2018 seminar in Latvia May 23-24. They are working with the seminar committee setting up the 2019 seminar in The Hague. Robert Carter briefed that they are working with the delinquent members and have also set up a Twitter *ESASI* account.

e. *KSASI – Jenny Yoo*

f. *LARSASI – Daniel O. Barafani*

Daniel Barafani briefed the committee on re-energizing *LARSASI* which has occurred over the past 3 years. They are very appreciative of *ISASI* in helping them get the regional society re-activated. Frank Del Gandio welcomed Daniel Barafani to the Council and there is a possibility of doing a Reachout. Frank Del Gandio is looking forward to helping them rejuvenating the regional society.

g. *MENASASI – Kalid Walid Al Raisi, Tom Curran*

Kalid Walid Al Raisi briefed a course in Bahrain that they held on accident investigation. They have increased their membership after their last seminar. The next seminar will be held in Jordan 2019. Their major effort is in preparing for the 2018 Seminar in Dubai.

h. *NZSASI – Alister Buckingham*

Alister Buckingham briefed his submitted report. They will host the annual ANZSASI regional seminar in Wellington, in June 2019.

i. *PakistanSASI – Naseem Ahmed*

Naseem Ahmed briefed his submitted report. They held a seminar in Islamabad in December 2017 and had over 300 attendees, as well as a 5-day course with the Pakistan Air Force April 2-6, 2018, along with a 5-day risk management course April 9-13, 2018. They are planning on holding an additional seminar in Lahore. They are very involved in the universities and military.

j. *USSASI – Toby Carroll*

Toby Carroll briefed his submitted report. They are currently recruiting for two regional chapters. Steve Demko is the new President for the NERC and has plan to reinvigorate the chapter. Toby Carroll briefed the desire to hold a US Seminar when the International Seminar is in North America. Toby Carroll has been working with the *SERC* to host a joint event in Savannah. The society is looking at developing webinars to engage members of the society.

k. *International Councilor – Caj Frostell*

Caj Frostell has visited West Africa twice in 2018. Nigeria is tremendously active and they are looking to reactivate their corporate membership. Their flight recorder lab has been updated and is now being utilized. They are hoping to provide training on reading out recorders at the lab.

13. Rudy Kapustin Scholarship – Chad Balentine

Chad briefed his submitted report. The committee received eleven submissions and selected four scholarship recipients.

14. Reports of the ISASI Committees

15. Reports of the Working Groups

Cabin Safety WG – Barbara Dunn

Barbara Dunn briefed that the work group has been working with the ICAO Cabin Safety Group and have developed several papers that have been approved and disseminated. Transport Canada has asked the public for comments on the feasibility of mandating child restraint systems. This was as a result of a recommendation from the TSB following an accident in northern Canada. The work group last met in San Diego.

Corporate Affairs – Erin Carroll

Report received

Airports WG – David Gleave

David Gleave briefed the Council that the Airport working group has three members. He also mentioned that there is not a box for the Airport working group on the application. David Gleave discussed the differences between ICAO and the US, so any additional

work requires two separate sections. David Gleave briefed areas that he is planning to look at and asked the Council for their input.

16. ISASI Coordinator of Student Outreach & Mentoring Report – Anthony Brickhouse
Anthony Brickhouse provided a written report.

17. Old Business

- 17-1 Society Policy Discussion – Dick Stone
Tabled until the Dubai Council meeting

- 17-2 Honorary Membership Submission for the Honorable Virgil P. Moshansky
The council discussed the submission for granting an honorary membership to the Honorable Virgil P. Moshansky. A vote was made not to accept the request for honorary membership.

- 17-3 ISASI Membership Application

Barbara Dunn briefed the application form update and the differences between the Canadian and Australian form. Robert Carter asked the changing the location of the classification of membership. Ron Schleede discussed challenges with getting signatures, an email from a member would suffice, if the new prospective member does not know any members then they can send resume.

Motion to approve the minutes – Robert Carter, Second – Naseem Ahmed, Motion passed

Barbara Dunn thanked Ann Schull for all her work on the new application form.

18. New Business

- 18-1 Seminar Presentations: Selection and Distribution – Policy Recommendations
Frank Del Gandio briefed the Council on concerns regarding paper selection, technical program, publishing papers, and PowerPoint development. Delft University is helping ISASI develop additional guidance for PowerPoint development.

Technical Program – Jeff Guzzetti mentioned that presenters should not be able to sell, and each presentation should have clear takeaway. Barbara Dunn discussed that selection committee reviews abstract, the challenge is that the selection committee is not able to review the entire voice track of the presentation.

Frank Del Gandio would like to expand the policy manual so that the President would appoint a 3-person review board that would be part of the abstract selection committee. Right now, the policy manual has a 3-person review board for publication in the *Forum*. Robert Carter discussed that Augsburg and Iceland were very good technical programs. Robert Carter believes that it should remain a local selection committee. Jeff Guzzetti emphasized importance of asking for takeaways to be part of the abstract submission. Michiel Schuurman discussed that at AIAA's (The American Institute of Aeronautics and Astronautics) the process 'no paper, no podium' and a 1000-word abstract is implemented. Tom Curran expressed concerns with taking away from the local selection committee, for them the family assistance was an important topic to be discussed. Barbara Dunn stated that based on abstract and PowerPoint of the presentation at issue from the San Diego seminar, there was no way to know that there was going to be an issue with the presentation.

The Board is developed to ensure compliance with the policy for the presentations. Frank Del Gandio is leaning towards the review board only reviewing accepted abstracts. Frank Del Gandio said that this will not affected the Dubai seminar.

Marty Martinez said that the *Forum* editor must have a clear understanding of the technical papers. The editor edits the papers for formatting and grammar, but is not a technical review.

Preference to Agencies, Manufacturer, or Corporate Sponsors – Barbara Dunn has expressed concerns with this approach. Caj Frostell believes that there should be some connection to sponsorships. Jeff Guzzetti suggested that provide perhaps a sponsorship day or half day. Dick Stone said that the process works pretty well, but there may be an opportunity for a few small tweaks.

Release of Papers – Barbara Dunn discussed the history of the release of papers. Extensive discussion regarding options for the release of the papers. ESASI gives the papers to attendees and then wait a year for non-members. Jeff Guzzetti was supportive of a length of time before release. Dick Stone suggested providing papers to attendees and members and then wait a year before allowing access to general public. Caj Frostell favors just putting it on the website. Marty Martinez asked the group regarding papers, format and copyright. Papers should be in PDF format.

Frank Del Gandio suggested that the topic be tabled until the Dubai Council Meeting.

Criticism of Agencies/Organizations/etc – Jeff Guzzetti asked for clarification of policy. Frank Hildrup is concerned about limiting the scope of the papers. There is guidance in policy. Dick discussed a situation at the Alaska seminar. It was discussed that there should be an open discussion on topics and should be respected, but the presenter should not be overly criticized.

Updating of Manuals – Frank Del Gandio is recommending that the Review Board take a look at the manuals and provide suggested updates. One month before the Dubai Council Meeting the recommended changes will be disseminated to the Council.

18-2 Submitting Agenda Items Proposal – Barbara Dunn

Barbara Dunn briefed her submitted proposal. There were discussions regarding last minutes agenda items. Additionally, Chad Balentine suggested adding Secretary to the proposal, so the language would read “...Documentation shall be sent to the International Secretary and the Office Manager...”

Motion to approve the proposal with the edit regarding submission timelines for Council meeting agenda items – Alister Buckingham, Second – Tom Curran, Motion passed

18-3 ISASI Position – Review Timeline of Draft Report

Bob MacIntosh briefed a question regarding reviewing a draft report under ICAO Annex 13. ICAO Annex 13 currently says 60 days, there is a proposal to reduce it to 30 days. ISASI’s current position is 30 days. Caj Frostell briefed the history of the 60-day report review from the 1990s. Ron Schleede discussed ISASI’s positions.

19. Off agenda items

20. Review of open Action Items

Ron Schleede adjourned the meeting at 2:35 pm.

Respectfully Submitted,
Chad Balentine
ISASI International Secretary