



MINUTES BORC 2009 0131

**NCRC Board of Regional Coordinators Meeting - January 31, 2009,
LaFayette, Georgia**

**Meeting Opened by John Punches, 9 a.m. with Roll Call & Collection of
Proxy Letters**

All Officers Present:

National	John Punches
Training	Steve Hudson
Medical	Steve Mosberg, M.D.
Diving	Forrest Wilson

Coordinators

Caribbean	Steven Segal
Central	Anmar Mirza
Eastern	Jeff Good Proxy held by Berta Kirchman
Northeastern	John Evans
Pacific Northwest	John Punches
Rocky Mountain	Mark Ohms Proxy held by Anmar Mirza
South Central	DJ Walker Proxy held by Berta
Kirchman	
Southeastern	Tim White by Proxy held by Berta
Kirchman	
Southwestern	Bob Rodgers
Western	Roger Mortimer

National Staff

Database Manager	Trisha Daugherty
Financial Officer	Berta Kirchman
Recording Secretary	Kathy Welling not present; Berta to

record minutes

Minutes of 2008 Summer Meeting

Minutes attached to materials distributed to BORC for review

Motion to Accept the Minutes Passed

Financial Update:

Hardcopy Account Summary distributed; electronic copy provided to Punches

Berta will provide each region their detailed electronic report upon request.

John Punches reviewed the breakdown of the National Account with the BORC

See meeting notes for breakdown

Berta stepping down with Punches as National Financial Officer
New National Coordinator will need to assign position because end of fiscal year is 03-31-09;

all accounts are current through December 31, 2009

Berta will transfer all hardcopy records and CD's with electronic versions to the new

National Coordinator at the conclusion of the meeting

Database Report later with On-line Database discussion

Officer Reports

BORC Action Items from the Reports Presentation:

- Please provide your reports electronically in pdf
- If you have not done so already, provide the approximate headcount, month and state for calendar 2009 regional activities for the region training activities; this information is used by the NSS for their insurance estimates

National Report - John Punches

John read the National report; it will be available electronically

Discuss investments later; could buy 2% or 1% CD

Goal to wrap up the Nat'l 2007 account today

Training Officer Report - Steve Hudson

Defer to Ed Board portion of the meeting

Medical Officer - Steve Mosberg

Report was read; see written report
Report was e-mailed to Paperwork address during meeting

Diving Officer - Forrest Wilson

Two recoveries since August: one was Medical; just found him floating; other was in November-NSS Cave Diving Section property; this cave gated have to sign in and prove you're qualified to get a key. Two military officers went in and said they wanted to clean up trash so no one asked about their qualifications. They appear to have got tangled in the line, stirred up the visibility ran out of air and died.

Regional Coordinator Reports

Caribbean Region - Steve Segal

Held a Seminar 15 March 2008 24 students
body recovery in October in an unknown cave--not a karst cave
OCR November 15 - gave paperwork to PUNCHES; owes \$90; he was lead instructor
upcoming March training
wants to do a week long in 2009 - Holy Week?? (may be able to do it later - will check)
wants to do a national in 2011
will send John an electronic report

Central Region - Anmar Mirza

assisted Rocky Mountain Region seminar - in Wind & Jewel
no OCR's
one Kentucky rescue; NCRC assisted locals
two OCR's in planning stage

Eastern Region - Berta Kirchman read Jeff Good's Report

see written report

Northeastern - John Evans

OCR planned for May
see written report

Pacific North West - John PUNCHES

three seminars in the fall
Alaska, Prince Wales Island; small party custom class
South Central Washington, Sept, another small party class - invested the money in the PNW
gear cache

see written report

Rocky Mountain - Anmar Mirza read Marc Ohms' report

see written report

South Central - Berta Kirchman read DJ Walker's report

see written report

South Eastern - Berta Kirchman read Tim White's report

Steve Hudson added that last week SE had a rescue in Pettijohn's which was almost

identical to the mock that they had there.

see written report

Southwestern - Bob Rodgers

No official training but have done things with local agencies

Have had requests for training; looking into it; don't see it happening anytime soon

Possible OCR with college students

3 cave related incidents

• bulldozer went in; driver was rescued; bulldozer still in the hole; new cave!

• overdue experienced cavers went in with Forest Service; just wrong

ETA

- death of a non-caver; Geology professor from El Paso Spoke to expedition leader--need to start thinking about rescue

scenarios

going to start working with Pat Seiser & Tom Bemis for a rescue

plan

Negotiating training sites

relationship with Forest Service has improved; BLM has not but that person is retiring soon

will give John an electronic report

Western - Roger Mortimer

no rescues

planned a seminar; cancelled it

discussed with NSS western region - interested in a one day class on anchors & rigging;

will do anchors, knots & rigging for them; a request will be sent to the

Training Coordinator

Did a presentation

OCR in Hawaii upcoming- anchors and rigging

sent his report to the paperwork e-mail address

Other Business

Confirmation of BORC actions via e-mail for the official record

Field Phones

Voted on the purchase of Dutch Field phones

Punches stopped soliciting votes when he had a majority:

7 in favor, 6 abstentions

SE bought two also

Hestor bought two more

Caribbean region has them also

2008 Seminar Update - Steve Hudson

It should be noted that the 2008 mock was good practice for Pettijohn's rescue last week

Haven't gotten the fees taken care of; ending balance closer to \$4,500

Need to submit to National the fees: \$55 per person - broken out into categories

NSS was supposed to refund the credit cards (Mosberg thinks he didn't get it-he'll check)

Financial report is on Hudson's plate; he will be doing the financial report;

Amanda Mortimer volunteered to do it during the lunch break

Steve didn't think they would make money on the seminar but Larry at Camp Skyline

kept giving us free extras

After convention, Mosberg heard about people getting sick after the National Seminar;

please notify him if this happens again

Mosberg treated two at the seminar and many got a viral type flu after

2009 Seminar - Anmar Mirza provided update for absent coordinator

Anmar clarified that Jess is seminar coordinator; NOT Anmar

Anmar gave a PowerPoint presentation which included:

Stalker Elementary School, Lawrence County, IN

t-shirts have been designed and should be on the web-site (Evans will check)

approx 1.5 hrs from major cities with airports

Wal-Mart is near site

Motels off HWY 37 - block reserved; contact Jess

Gear Cache is a walk up window; has power and water for cleaning; has lights

Showers & bathrooms off of the gym; composite floor; accessible to gear cache

can't use cooking area of cafeteria but can use the rest

classrooms have screens with TV and DVD; no internet; cell phone

excellent

shaded camping area; mostly flat; with grass and mowed

have been advertising with grottoes

lunch-build your own breakfast; different caterers during week 2-3
Anmar wants help from Punches with vegetarian headcount

Action Item: Punches to assist with headcount and meals ideas

Please give Jess approx headcount on embroidered instructor shirts
Minimum of 6 for IQ students graduating; Nancy will do them
form going out to IQ students to get their size

Action Item: Notify Jess if you will be purchasing embroidered instructor shirts

Want to take OSS and SKED appendix out of the book (too much toner-40 pgs)

Action Item: Trish to put a reminder out for students to bring their books

2010 Seminar - Steve Hudson & John Punches led discussion; DJ Walker absent

DJ did presentation at summer meeting
no formal budget application

Punches concerned that waiting for the March regional by DJ may not give enough time

for the seminar information to go in the 2010 brochure provided at the seminar

Must have budget for the approval process

Action Item: DJ to submit paperwork for budget approval, needs brochure for June

Bank discussion ensued

Some on-line banks accept credit cards

Event registrations can be done on-line now with \$50 registration

software

Steve uses it for ITRS \$3 - \$5 dollars per head; set it up one time

and clone it

Trish volunteered to look at on-line registration for National's money could go straight to a national seminar account

John Evans will investigate on-line accounting

This registration and account information would need to be in the brochure for the

2010 seminar.

Deadline of April 1st - have the research done so they can make the decision

Provide a succinct report with recommendations and send it to all the BORC and

the National Coordinator will facilitate a vote.

Will do an e-mail vote if it's not too complex; if complex, will consider other options

Backup: John Evans in NY

2011 Seminar - Steve Segal

Caribbean Region will host: Steve will see if June is feasible (usually do April)

Steve Hudson looking for a commitment for the facility in advance

Roger: concerned about doing a spring seminar the year before Mentone which is

also a spring seminar

Per Bob Rodger, the Southwest may be willing to do a summer seminar

Punches: could do two nationals in 2010.....consider the options

Need details in summer meeting; interest from SW, Puerto Rico and possibly NY

2012 Seminar - Steve Hudson

Mentone, AL approved at summer meeting

BORC Action Items from the Seminar Discussion:

- DJ Walker to submit 2010 Seminar budget for approval

- John Evans will investigate on-line accounting

Provide a succinct report with recommendations and send it to all the BORC and

the National Coordinator will facilitate a vote.

Will do an e-mail vote if it's not too complex; if complex, will consider other options

Deadline of April 1st - have the research done so they can make the decision

- 2008 Seminar Fees to be sent to National Account

• Steve Mosberg to check if he received the instructor credit card refund; notify Hudson

• Punches to help Anmar & Jess with vegetarian headcount & meal ideas

• Notify Jess/Anmar if you intend to purchase embroidered instructor shirts at seminar

- Trish to remind students to bring their books from prior years

- Trish to check if we already have on-line registration software

- Steve Segal to determine if a summer seminar in 2011 is an option

• John Evans to investigate being a 2010 seminar back-up if DJ's site doesn't meet needs

• Bob Rodgers to consider being a 2010 seminar back-up if DJ's site doesn't meet needs

Old Business - Updates

On-line Database - Trisha Daughtery

Building tools for the Ed Board; sharing applications, skills sheets, applications, etc.

One source of information for all the BORC

Doing on-line ballots for changes to the curriculum
Have got the IQ students on the site
Wants to put the curriculum there for people having trouble with the ftp site
old ftp site is in sync with the new website
tracks the documents, authors, revisions
Can see own contact and the regional coordinator can see it.
Punches confirmed that the website will be compliant with the NCRC
privacy policy.
Greg Moore read the privacy policy; may be released to responsible
agencies.

BORC asks how long until we can get in to the site and see our own data?
Trisha: Soon
Ed Board and BORC should be able to download lists of students in their
region and
instructor lists.

**Action Item: Trish to add attestation statement on the website that
you have read
and agreed to the privacy policy statement.
Add a line to use the information for the official purpose and then
destroy it.**

Trish wants seminar data keyed into the website
People data ready to go; seminar data coming; looking for suggestions on
how this
can be used.

**Action Item: BORC talk to their instructors; get a username and pw to
Trisha**
how do they want to use the information; Punches asks that it be made a
priority to
have the BORC have access to their regions.

Trish is adding history as time permits; will ship papers to Huntsville when
the data is input
Steve Hudson requests: break out e-mail addresses and list one as
primary

Michie phones - Anmar Mirza led discussion for Jeff Good

Anticipate having the phones by May
Questions on whether we need these phones in addition to the Dutch
phones
Anmar explained that the new Dutch phones are same technology of our
old military phones
These phones are new technology like cell phones, built to our
specifications for cave rescue.

Approximate cost per phone: \$75 - 100 each
Anmar read the report from Jeff Good's e-mail.

Fixed Site Criteria - Berta Kirchman presented for Tim White

Numerous additions and revisions were made; Berta updated the spreadsheet as discussed

Consensus vote to adopt the fixed site criteria

Passed

Action Items from the Old Business Discussion:

- Trish to add attestation statement on the website that users have read and agreed to the privacy policy statement.
- Trish to add a line to use the information for the official purpose and then destroy it.
- Trish to clarify e-mail address fields in database so users can specify a primary
- BORC to submit their username and password to Trisha
- BORC to ask their regional instructors how they want to use the on-line database and give their ideas to Trisha
- Berta/Tim to provide updated spreadsheet to National Coordinator and Fixed Site Committee (Tim White & Anmar Mirza)

New Business for Discussion

NCRC Bank Accounts - Roger Mortimer led discussion

Per Peri, the bank accounts have certain requirements to be auditable and many of the

NCRC accounts do not meet the requirements.

Peri needs to be on the account and will work with the BORC to get the accounts updated.

Option: at Convention/BORC meeting this summer, Peri will be there; get her signature

Roger passing along the request.

Can we not have the president on the account? Roger will ask Peri

Steve: why not open a couple accounts in Huntsville? John: seminar accts not a

issue. Anmar gets cash receipts.

Central is going to close Chase account and open new account where they will

allow Peri to mail in her driver's license.

Action Item: Update your NCRC accounts; must run thru NSS

NCRC Student Scholarships - Roger Mortimer led discussion

Scholarships available for the upcoming seminar; need to publicize regionally
2 at \$200 - see website on how to apply; URL on application
one application complete so far; asked another instructor to serve on the committee: March 1
deadline for application.
On the brochure, need to advertise the scholarships
To Donate: Cave Rescue Training Restricted Fund of the NSS; money goes directly to the NSS
would like to see more donations; draining at \$400 per year from original two \$1,000 donations

Anmar: can establish a foundation with the NSS - an endowment with steady income for the restricted funds
Punches: we get donations that came thru the NSS each year (approx 4-600) per year that we could earmark for the scholarship restricted fund
Beck: why can't we charge non-NSS members more?
Anmar: regionally they charge NSS \$35 and agencies \$100
Punches: often doesn't charge cavers
Part of charter to that the training is for NSS members so they are enrolled at the national

Motion by Steve Hudson:

In 2010, increase the non-NSS member surcharge on the national seminar to \$100. The seminar applicant will get the full NSS membership and the balance will be retained by the NCRC.

Passed

Motion by Roger Mortimer:

NCRC will donate \$1000 to the training fund for scholarships.

Passed

Action Items from the Old Business Discussion:

- BORG to update your NCRC accounts; must run thru NSS
- Roger to ask Peri if the requirement of having the president on the bank accounts can be changed by the BOG

Education Committee Report - Steve Hudson

New class is being developed: it will be hands-on Level 1 and Level 2 rigging

May be able to do a pilot program in 2010
Action Item: If you have tools (presentations, hand-outs, etc.) please provide it to Steve Hudson. He'd like to post the information on the web-site so that it is available.
Central Region has OCR materials; per Anmar they are consistent with NCRC

Motion by Steve Hudson

Request to purchase equipment as specified on the hand-out including two Cascade litters with funds from the gear fund.

Discussion ensued; BORC would like to expose students to a wider range of gear

Motion Amended by Roger

Purchase all of the equipment on the gear list except the air bags;
Amended by Anmar to include the PIKA bit holder.

Final Motion

Purchase all of the equipment as specified on the hand-out including two Cascade litters, a drill bit holder but excluding the air bags. The purchase is to be made with funds from the NCRC gear fund.

Passed

lunch break

Evaluation Criteria for Applicants of IQ class - Steve Hudson

Discussion led by Steve Hudson on the evaluation criteria sheet for IQ Class

Would like to be able to provide the form with the letters that go out saying the applicant

wasn't accepted to the program.

Next year there will be grades assigned to the applicants

Trish will be providing this form also to people who contact her asking how to be an instructor

Lengthy discussion on the merits and timing of providing this information to students

Action Item: Trish will put the form with the IQ course materials on the web-site so it's

available for interested students.

Consensus

Minimum Requirements for Regional Seminars

Discussion led by Steve Hudson

Motion:

Wants to have the policy amended to require a NCRC instructor for each level being offered

Punches would like to add the text below.

NCRC strongly encourages the use of NCRC instructors to the extent feasible.

Hudson accepts this a friendly amendment

Passed

Request to Subsidize Ed Board Meeting Attendance

Discussion led by Steve Hudson

NSS Peri Franz and Ray Keeler have said that funds can be used for this if it's in the budget

Marc Tirtelli: out of pocket is discouraging participation

Roger: will this be covered by the Curriculum Fee? Yes, per Punches for 2009

All the Curriculum fund has ever purchased is a scanner; approximately \$1,000 income per year

Marc: want to be sure this doesn't raise the cost of a seminar

Will not raise the cost of a seminar.

Amended Motion

Ed Committee may request from the National Coordinator money from the existing Curriculum

Development Fund be allocated annually to assist travel expenses of Ed Committee Members

to their bi-annual work meetings. Money will be allocated based on need.

Request is to be made at the winter meeting. Must be included in the budget every year.

Passed

Motion

In 2009, the Ed Board can spend up to \$1,000 to reimburse Ed Board member

travel expenses.

Passed

Fieldwork Site Criteria

Discussion of documents

Need to define a horizontal life line in Beck's document - fall prevention function

and rigged parallel to the edge used for fall prevention near the edge
Add Edge Attendant Lines; used for work positioning
Should be rigged in short and they can go 10 - 12 feet over the edge
Evans would like her to include a drawing
Punches offered to do the illustration for Beck
Emphasize using what is appropriate for the situation.
Change to objective (see Cows tails section):
Must have at least one tether independent of their ascenders.
Punches would like to make provisions for honing SRT skills during the
week.
Under SRT Skills - Transitions - make consistent with revised terminology

Motion

Accept the document as submitted with the changes discussed (which
include
the above). See the Board Proposal

Passed

Field work site Criteria

Level 1 and Level 2

Change Unacceptable over 30 M to undesirable

Change Unacceptable entrance drop to undesirable

Day 4 - modify to high help is desirable

Level 2 Day 4 - having the rigging problems in close proximity to each

other

is desirable.

Motion

Move to accept as amended

Passed

Self-Rescue Class

Would like to teach this summer

Modify to Regional requirements

Add counterbalance to list of objectives as appropriate to area

Steven recommends finding out the good Samaritan law for your caving
area

Rewrite under Cave Rigging & Anchoring bullet 4 for clarity (avoid
obstacles)

Add counter balance to Day 2 rigging

Clarify the acronyms

Add diagrams to Hauling part 2

Motion

Move to approve the curriculum as presented

Passed

BORC agreed that they can review Ed Board documents on a ten day turn around

Action Items from the Education Committee Discussion:

- If you have OCR tools (presentations, hand-outs, etc.) please provide it to Steve Hudson. He'd like to post the information on the web-site so that it is available.
- Trish will put the form with the IQ course materials on the web-site so it's available for interested students.
- Education Committee to make all updates/changes/revisions discussed to curriculum
- BORC agreed that they can review Ed Board documents on a ten day turn around

Closed Executive Session

Announcements & Open Discussion

Book Update

Anmar looking for book updates
Taking SKED and OSS out of the book to reduce printing cost
Willing to replace it with a page or two summary.
Hopes to have book updated for DJ's seminar.
Roger: Are there chapters that really need to be revised? Anmar doesn't know until he gets product back from the Ed Board.
Steve Hudson trying to find an author for the Search chapter

Finalization of the Investment of National Account Funds

All of the money is in a single checking account
\$14k in general fund, \$10k equipment
would still have enough money for replacement equipment even if they invest \$10k

Invest the \$10,000 in 90-day FDIC Insured CD.
John will ask Stephanie if she can just do that.

E-mail forums - discussion led by Forrest Wilson

Cave Diving Section conducts their business on e-mail closed forum.
Trish thinks we get some free forums with our current package so she will check on it.

Motion

Forrest, John Evans, Greg Moore, Trish will look into gaining this functionality for the BORC and report back with the information and a recommendation.

Passed

E-mail Do You Want to Teach? - discussion led by Steve Hudson

Some ISP's putting limits on e-mail to capture SPAM. Add to web-site if you haven't received your Do you want to teach package? To contact Trish. Steve Hudson will provide a list who hasn't responded.
Steve provided the list on-screen during the meeting

Action Items from the Education Committee Discussion:

- Send your book chapter updates to Anmar
- John PUNCHES will ask Stephanie if she can invest \$10k of the national account in an FDIC insured 90 day CD that reinvests
- Add to web-site to contact Trish if an instructor hasn't received their "Do you want to teach" notice.

Elections

Must submit nomination in advance or be present at the motion

Education Committee Member at Large

Only Greg Moore has expressed interest.

Motion

Accept Greg by Acclamation

Passed

National Coordinator

Only Anmar Mirza has expressed interest.

Anmar presented his comments to the BORC on his candidacy

Discussion of the Candidate led by John PUNCHES

Motion

Elect Anmar Mirza as the (Interim) National Coordinator pending approval of the BOG.

Passed

Announcements

Formal thank you to John PUNCHES

Reviewed the instructor list for responses for the 2009 seminar

Next Winter BORC Meeting: Saturday, February 20, 2010
Ed Board Meeting will be: Friday, February 19, 2010
Location: Walker County 911 Center

Summer Meeting - may need to work out Kathy Welling's schedule
Suggested Tuesday, from 9 to noon

Formal thank you to David Ashburn
Formal thank you from Punches to the BORC

Adjourned

Note: Action Items do not include directives resulting from a formal motion

It is each BORC member's responsibility to adhere to the requirements resulting from a motion.

Respectively Submitted: Berta Kirchman, February 1, 2009
To John Punches, Anmar Mirza, and Coordinators for whose proxies Berta held: DJ Walker,
Jeff Good, and Tim White