

NCRC BORC Meeting

Location: Virtual Meeting

Date: **June 7, 2021**

Meeting Minutes

Call to Order: 5:30 PDT by Gretchen Baker. Recording secretary was Bonny Armstrong.

Attending:

BORC: NC – Gretchen Baker, TC – Roger Mortimer, Medical – Brian Ekey, Dive - Zeb Lilly, SC – DJ Walker, RM – Andy Armstrong, WR – David Angel, Central – Jess Deli, Caribbean – Bull Miranda, SW – Sarah Truebe, NE – Greg Moore, PNW – John Punches, SE – Brandon Bowers. Proxies: ER – Bru Randall.

NCRC Volunteer Position Holders: Marty Reames, Rich Pumplin, Casey England, Berta Walker, Mark Dickey, Bonny Armstrong, Mel Eady-Pumplin

Guests: Rene Ohms, Tommy Gillis, Rebecca Segrest

24 total

Approval of 2021 April meeting minutes – Approved without any changes. (Will be placed on Google Drive Instructors>Meeting Minutes folder and on the NCRC website (as required by charter)).

Reports of Officers:

1. National Coordinator. Gretchen shared a report submitted by her and Marty to the NSS BoG. See Appendix A.

2. Training Coordinator.

a. Roger sent the BORC the three, new L1 rigging lectures prior to the meeting. The images have been replaced and some changes have been made to the content, including depictions of a toothed ascender in the haul systems. At this time, it was decided to move forward with this curriculum but it will be revisited.

b. DJ is creating documents to add to the L3 curriculum. A module on Operations Management that will articulate 3 levels of Command and Control will be piloted at the National Weeklong in August 2021. Table Top Exercises are also in development.

c. Casey will give a presentation on a L3 Search lesson plan on June 8 and a vote to adopt this will take place offline.

3. Financial – Berta Walker is the new NCRC Finance Officer. She is waiting to get access to the books from the NSS.

4. Other –

a. Gretchen created a list of NCRC positions and committees with current position holders, which can be viewed [here](#).

b. NCRC elections will be held in February 2022. Sarah will send an email as a reminder.

Reports of Committees:

1. 2021 Seminar – Roger. Lead Instructors will be L1- Carrey Bull, L2 – Anmar Mirza, L3 – Mel Eady-Pumplin, TOFE – DJ Walker. All classes are currently full except level 2.

2. 2022 Seminar – Bru. In order to not conflict with the NSS Convention, new tentative dates are July 15-23, 2022.

3. Ed Committee – see discussion above from Roger.

4. Instructor Retention and Development Committee – DJ.

- a. The committee presented on an Instructor Development Program proposal to reinstate provisional instructor status with some new content. This is similar to what has been presented before but with clarified language.
 - b. A second part covered “How to be a Lead Instructor” followed by what resets eligibility for taking a next level class or IQ. As the documents had not been sent out previously, it was decided to give the BORC an opportunity to read the documents before voting. A vote was postponed for 1 week.
 - c. Instructor Tenure Tribute was discussed in a closed session.
 - d. DJ said that if the need arises, an IQ class could be held at the Regional in Texas. Jess suggested waiting to see how the New York IQ class goes, first.
5. Branding Committee – Brandon reports that Tim will have something to send out by the end of June.

At 7:05 PDT, it was decided to start wrapping up the meeting and the following were all very brief discussions.

Unfinished Business:

1. JHA – Brandon. Tim will likely be turning over this task to Brandon who will be presenting on JHAs at the next meeting.
2. Image Replacement – Marty. L1 is done. L2 and L3 are nearly complete. Status of images for the NCRC manual was not known at this time.
3. Website Update – Dav. Updating the new website could be complicated but it could be moved to a different platform.
4. Volunteer Position Descriptions – Gretchen. A [folder exists on the Google drive](#). Please write or update your position description or any other that you are knowledgeable about.

New Business:

1. Next meeting – July 6, 2021 8:30 pm (EDT)/5:30 pm (PDT)
2. Alert Sense Demo – Sarah. postponed
3. Cover Alert Information Sheet – Bru. This is available on the [NSS](#) and [NCRC websites](#) and in the NSS Convention folder.
4. Certification update – Casey. Most likely no changes for this calendar year. Beta testing of a more streamlined process proposed for the Texas regional in January, with more info forthcoming as he has time to work on it.
5. Results of NCRC Instructor Survey – Gretchen. 24 respondents. Read the interesting results [here](#).
6. Upcoming training, approved and anticipated can be found [here](#).
7. Other – Andy Armstrong will present a webinar on June 11 at 7:30 pm Eastern called Making it Happen: How to Build an NCRC Seminar.

Meeting adjourned at 7:22 PDT.

APPENDIX A

NCRC Report to BOG via Devra Heyer, NSS Chief of Education May 24, 2021

By Gretchen Baker, National Coordinator and Marty Reames NCRC/NSS Liaison

Progress

- NCRC Board of Regional Coordinator (BORC) meetings February 27, 2021 and April 5, 2021
- Volunteer Roles have been identified and descriptions are being written for all positions
- Instructor Survey sent out to find out what instructors think is going well and what can be improved with NCRC
- Instructor Zoom meeting held on April 12, 2021 to increase communications
- Groups.io set up to improve communications within instructor cadre
- NCRC Facebook page active again
- Education Committee making progress on revising curriculum so it's even better
- Image replacement going well under Marty Reames' leadership
- Several NCRC Instructors assisted with the NSS Series Virtual Topics in Cave Rescue; 88-170 viewers for live presentations; Thanks to Alex Sproul for polishing the recorded presentations. As of 5/24/2021, 13 videos are posted with over 1,900 views. <http://bit.ly/caverescuevideos>
- A new NCRC Finance Officer has been appointed; after dissolving the position and having it vacant, it's evident that there is a need for this role and it has been re-established.
- Additional roles have been filled including the Recording Secretary, the Certification Coordinator, and the Curriculum Coordinator
- The NCRC Liaison tasks and responsibilities are being developed

Problems

- Image replacement will take some time. We NEED a form from the NSS to have creators sign to clearly identify ownership of the content and that the NSS/NCRC has the rights to use images. The creator may also retain rights.
- Instructor retention; we have been losing instructors faster than we are gaining them. An instructor retention/development committee is making recommendations to remedy this.
- We'd like to have a more viewer-friendly website that is more student-centered
- A conflict was found with scheduling the NSS Convention next summer and NCRC Nationals. Fortunately, this was discovered before the dates of Nationals were announced and the training is in the process of being rescheduled. To prevent this conflict from occurring in the future, the NCRC Liaison has added a task to proactively reach out to organizers for both events to determine potential date conflicts as soon as possible and to work with both to resolve them.

Plans

- Image replacement continuing. All images in the curriculum that need to be replaced will be completed before the National training in August. Anmar is taking the lead on replacing images in the US Manual of Cave Rescue Techniques and that make take longer. A sufficient number of books were printed to support training for this year before the cease-and-desist date.
- Working to rebuild instructor morale and trust in the organization by increasing communication and transparency, recognizing instructors for their achievements, and responding quickly to problems
- Website committee under development
- Articles about NCRC in the June 2021 *NSS News*
- Next BORC meeting is June 7, 2021

- Regional Seminar with Level 1 and Instructor Qualification is June 11-19 in New York. This is the first time an IQ class is being held at a Regional; provided it works well, it may be an opportunity to expand the frequency of offering the course to increase the number of Instructors.
- National Seminar is August 28-September 4 in New York
- Additional trainings are being planned and approved
- Continue to develop the NCRC Liaison position and create written guidelines for the duties and responsibilities.
- Start to conduct interviews with BORC and BOG members to gather information on perceptions of NCRC and identify opportunities for improvement