

Board of Directors/2016-04-05/Minutes

From PCSAR Amend@ 2016-03-03 Board Meeting

1. Call to Order (Brett, ~~17:31, 1 min~~) Quorum was Achieved
 1. Quorum: Brett Wuth, Igor Grujic, Nichole Boissonneault, Frank Melo, John MacGarva.

Member: Brian Balak, Administrator - Susanna MacGarva

2. Agenda (Brett, ~~17:31, 2 min~~)

1. Additions to the Agenda

2. ~~Suggested~~ motion: Moved by John MacGarva, seconded by Igor Grujic carried unanimously. That the Agenda be adopted as (presented).

3. Board resignation – Pat Neumann (Brett: ~~17:34, 1 min~~)

4. Minutes

Pat Neumann has confirmed with Brett that he did not want to continue as a director at large.

1. Minutes of March 1 meeting (Susanna, ~~17:35, 3 min~~)
2. Errors (Correction to the spelling of Ali's name).

~~Suggested~~ motion: Moved by John MacGarva, seconded by Nichole Boissonneault all in favour: carried unanimously. That the minutes of the March 1, 2016 board meeting be adopted as (amended).

1. Minutes of March 29 e-mail/phone meeting (Brett, 17:38, 1 min)

1. Errors- Secretary and Treasurer titles transposed

~~Suggested~~ motion: Moved by Igor Grujic, seconded by Nichole Boissonneault all in favour: carried unanimously. That the minutes of the March 29, 2016 board meeting be adopted as (amended).

5. Administrator

1. Administrator's contract (Brett, ~~17:39, 10 min~~)

Requested change: Mileage including Pincher Creek area \$.45/km two ways on fixed appointments (e.g. board meetings), half on flexible appointments (e.g. picking up mail). Budget \$800/year

~~Suggested~~ motion: Moved by Brett Wuth, seconded by Nichole Boissonneault all in favour: carried unanimously. That the Contract Service Agreement with the Administrator as (amended) be signed.

2. Breakdown of work done to Mar 31st (Susanna, ~~17:49, 6 min~~)

Completed audit corrections, file T3010 Charity Return, liaison with Casino regard 2013 funds and the Mar 31,16 deadline, work with Brett to order approved equipment with these funds. Banking to generate US Drafts and Cdn. Cheques to pay for these orders. Complete Sep, Oct, and Nov 2015 Accounting records. Spend time on the Wiki site to become familiar with how to use the web site, register Nichole, Brett and myself for Casino seminar.

6. Scheduled obligations (Brett, ~~17:54, 2 min~~)

1. Lethbridge Casino 6 week report completed by Sue and placed on Wiki (done)
2. 2016-03-31: 2013 casino purchases approved, ordered, and paid by deadline (done)
3. 2016-04-10: Regional SAR meeting in Lethbridge –to be attended by Brett Wuth
4. 2016-04-21: AGLC training – Susanna MacGarva, Nichole Boissoneault, Brett Wuth
5. 2016-04-29 to 05-01: SAR Alberta Annual General Meeting and Training –to be attended by Brett Wuth
6. May: Call goes to committees, officers, etc. to submit requests for Sept 2016 - Aug 2017 budget - Igor
7. 2016-12-31: 2013 casino report can be added to the 2016 casino and is due at the end of the year – to be completed by Susanna MacGarva

7. Financial

1. Financial Statements (Susanna, ~~17:56, 1 min~~)

current Financial Statements unavailable. Completed to the end of Nov, 2015 missing 2 accounts that email their invoice to us. Looking to be current by next meeting. See comments under Administrator 2 Breakdown of work to Mar 31,16.

2. Charge out rate when billing for Quads and Snowmobiles used on searches. Discussion as to what is acceptable for the 02-16-16 Blood Reserve Search; and our rate going forward. (Susanna, 17:57, 5 min)

There are no companies that rent Quads due to Liability issues, only place to sources rates was the RCMP Charge out Sheet @ \$9.15/hr, Alberta Road Builders Manual @ \$26.00/hr and the BCSAR Charge out Sheet @ \$30.00/hr.

1. *Suggested motion: Moved by, Brett Wuth, seconded by Nichole Boissonneault*

2. Training

Swiftwater Rescue course (Nichole, ~~18:12, 5 min~~)

Nichole has not had the time to research this.

3. Membership

Criminal Records Review (Brett, ~~18:17, 2 min~~)

Now that the Board members Criminal check is complete we need to start the request to membership for Criminal Records Check

4. Equipment (Brian, ~~18:19, 6 min~~)

SAR Truck pressure sensor was repaired at Westcastle. Air bag has not been repaired on passenger side. As per recall notice.

Will be welding a bench for the new Trailer, also need to purchase a White Board

5. Pre-Plan (Brett, ~~18:24, 3 min~~)

Following the Pincher Ridge Rescue, the Pre-Plan Committee discussed the need for rapid response in rescue situations. There are some changes in notification and call-out that have been initiated. But the committee asks the Board for direction. Is rapid response to rescue something we should be planning for?

Review the process and see if there is room to improve and identify ways to improve

Suggested motion: Moved by Brett Wuth, seconded by Igor Grujic all in favour: carried unanimously. That PCSAR board asked Preplan to identify ways to speed up our response.

6. Technical Rescue (Brett, ~~18:26, 1 min~~)

Shopping for equipment to spend 2016 Casino funds

7. Call Out (Brett, ~~18:26, 1 min~~)

8. Audit (Brett, ~~18:27, 1 min~~)

New auditors needed for 2015-2016 year

– Igor to look for someone to replace Susanna MacGarva as Auditor

9. Technology (Brett, ~~18:28, 1 min~~)

all in favour: carried unanimously. That PCSAR charge the Blood Tribe Police at the rate of \$30.00/hr for the quads used on the 2016-02-16 Blood Reserve Search and pay our members at the (same rate of \$30.00).

2. ~~Suggested~~ motion: Moved by Brett Wuth, seconded by Igor Grujic all in favour: carried unanimously. That use of member quads on incidents be paid at rate of \$30.00/hr and that Tasking Agencies be charged at the same rate.

The local company that rented snowmobiles had a rate of \$289.00-379.00 so with a 10 hr day the hourly rate would be between \$28.90 - \$37.90/hr. The Alberta Road Builders Manual was \$24.00/hr and BCSAR had a rate of \$30.00/hr

3. ~~Suggested~~ motion: Moved by Brett Wuth, seconded by Nichole Boissonneault, all in favour: carried unanimously. That use of member snowmobile on incidents be paid at rate of \$30.00/hr and that Tasking Agencies be charged at the same rate.

3. The recent US purchases from the 2013 casino funds will be sent to the Administrator's US address. Susanna and John will bring some in April and the rest in May, 2016. (Susanna, 18:02, 1 min)
4. Automating payments: completed Telus and am looking to add InfoSat and Phone.com (Susanna, 18:03, 1 min)

Leave Infosat as paid by cheque.

5. Vehicle insurance: review bill from Town (Susanna, ~~18:05, 3 min~~).
6. Approval of cheques over \$500 or outside budget (Susanna, 18:08, 3 min)

~~Suggested~~ motion: Moved by John MacGarva, seconded by Nichole Boissonneault, all in favour: carried unanimously. That payment to Town of Pincher Creek for \$1,747.74 be approved.

Suggested motion: Moved by John MacGarva, seconded by Igor Grujic all in favour: carried unanimously. That payment to InfoSat Communications for \$1,345.18 be approved.

~~Suggested~~ motion: Moved by [Signature], seconded by [Signature] that payment to [Signature] for [Signature] be approved.

8. Functional Area Reports

1. Fundraising (Brett, ~~18:11, 1 min~~)

Shell Social Investment Fund \$2000-\$3000

-Application needs to be completed. Fund usage being research, hoping it can be used for administration.

Focused on D4H, transfer of skills

9. Strategic Planning (Brett, ~~18:29, 25 min~~)

1. Pedal Fast
2. Work Smarter
3. Merge
4. Paid Model
5. Auxiliary
6. Independent

10. Adjournment (Brett, ~~18:54, 1 min~~) *Suggested motion: Moved by Frank Melo,
seconded by Igor Grujic to adjourn.
All in favour: carried unanimously*

Next Board Meeting: May 3, 17:30