

# ISASI INTERNATIONAL COUNCIL MEETING

May 1, 2015

Herndon, Virginia, USA

## Meeting Minutes

### 1. Welcome

ISASI President Frank Del Gandio called the meeting to order at 8:00 am. The following councilors and guests were present.

Councilors and others present		
Frank Del Gandio	Barbara Dunn	Alicia Storey
Ron Schleede	Olivier Ferrante	Marty Martinez
Bob MacIntosh	Alister Buckingham	Gary DiNunno
Chad Balentine	Lindsay Naylor	Thorkell Agustsson
Richard Stone	Syed Naseem Ahmed	
Ann Schull	Toby Carroll	
Mohammed Aziz	Caj Frostell	

Frank Del Gandio briefed the Council on the social activities for the afternoon and the logistics for the bus transportation, along with advising the Council that the Robertson family would be receiving a tour of the National Air and Space Museum – Steven F. Udvar-Hazy Center this morning.

Frank Del Gandio mentioned to the Council that they are losing a renter, so the process of finding a new tenant has begun.

Frank Del Gandio again thanked Lindsay Naylor for the excellent 2014 ISASI Seminar in Adelaide.

Frank Del Gandio briefed the Council on the ‘UAS Handbook and Accident/Incident Investigation Guidelines’ that were approved in Adelaide and have now been published. Frank reviewed the history of the document and the effort that Tom Farrier and his group put in to getting this document to fruition.

Frank Del Gandio discussed ‘Item 14-3 Voting in ISASI Elections-Eligibility based on Membership’. Barbara Dunn discussed how this came up within *CSASI* and there was discussion about corporate members being able to vote. The consensus was that individuals selected by their organizations to be the voting representative for the corporate membership who also possess an individual membership could vote once for the corporate membership and once for their individual membership.

Motion to bring to the membership a By-Law Change to allow all classifications of members to vote, with the exception of Honorary Members – Frank Del Gandio, Second – Richard Stone, Motion passed unanimously.

Frank Del Gandio will bring this By-Law change to the membership at the ISASI Business Meeting in Augsburg. Gary DiNunno will draft a notice regarding the vote to be published in upcoming ISASI Web Roundups.

Frank Del Gandio briefed the Council on the ongoing issues of submissions of incomplete applications. Frank Del Gandio asked Council members that are involved in Reachouts or other membership drives to ensure that applications are completed correctly.

## 2. Meeting Minutes

The minutes of the October ICM were reviewed and discussed. Caj Frostell asked a question about the section *International Councilor* on page 5 of the minutes. Frank Del Gandio recommended that the last sentence end ‘...Frank stated that it is not on behalf of ISASI.’ Motion to approve the minutes, as amended – Ron Schleede, Second – Barbara Dunn, Motion passed unanimously.

## 3. Presidents View - Frank Del Gandio

[See Welcome – Section 1]

## 4. Financial Report – Bob MacIntosh

Bob MacIntosh reviewed the submitted Treasurer’s report, providing insight into the additional requirements of non-profits in the US. He said that ISASI is in good shape financially. Bob MacIntosh discussed a few line items including new memberships (line item 601 – individuals and line item 603 – corporate). He also mentioned that the Seminar in Adelaide far exceeded expectations and that income is on line item 651 on the Profit and Loss attachment to the Treasurer’s Report.

Bob MacIntosh discussed some of the extra (unplanned) expenses, including the installation of a new air conditioning unit. Additionally there were higher than expected costs for insurance and tax preparation, as well as higher shipping costs due to increases in international memberships and postage increases. Bob MacIntosh discussed keeping travel expenses down. In 2014, ISASI spent \$14,000 on travel versus \$20,000 in 2013, which was mostly due to decreased numbers of Council members attending the Seminar in Adelaide.

The sold regalia makes ISASI money and Ann does a good job with the inventory. A question arose about the ‘Best Paper Award’ and the ‘Kapustin Scholarship Fund’, which Bob MacIntosh stated are separate from the budget and not reflected in the Profit and Loss report.

Bob MacIntosh discussed ISASI’s interaction at ICAO as a Permanent Observer and the warm welcome extended to ISASI by Marcus Costa. Bob MacIntosh believes that the expenses for this endeavor are worthwhile. He finished by saying that last year ISASI made \$1,000 and that ISASI is in good shape, as long as the seminars are profitable and we keep our individual and corporate members.

Frank Del Gandio asked about line item '817 – Licenses and Permits' and Ann Schull answered that it includes county and copyright licenses. It also includes keeping the ISASI email address. Ron Schleede asked about the -\$40,529.29 net income which Bob MacIntosh explained would be our net income without seminars, so it is vitally important that we have successful seminars.

5. Membership Report - Frank Del Gandio

In Tom McCarthy's absence, Frank mentioned that membership is growing slowly. (See Membership Report submitted by Tom McCarthy)

Caj Frostell asked when a member is past due according to the membership report. Ann Schull said April 30<sup>th</sup> of each year. Caj Frostell asked if the list could be disseminated sooner and Ann Schull said she could send it out sooner if requested. Frank Del Gandio asked that if anyone on the Council knew any of the past due members to please contact them. There were discussions about sending late notices and sending emails for annual registration. Frank Del Gandio asked that Ann Schull send the list of past due members to the Council in February. Toby Carroll mentioned that he has two individuals in *USSASI* who will be contacting its members who are past due.

6. Seminars - Barbara Dunn

2014 Adelaide, Australia – Lindsay Naylor

Lindsay Naylor stated that he was reasonably happy with the number of attendees, but had hoped for more companion participants. He was delighted with the participation from the corporate sponsorships and thanked Ron Schleede for his work on helping get many of those corporate sponsors. The total amount brought in from the corporate sponsors was about \$100,000. The registration fees covered the expenses and there was about \$119,000 in profit (\$67,500 to ISASI and \$51,500 to ASASI).

Lindsay Naylor discussed a few issues that other seminar organizers should be aware of, including Early Bird registration issues and delays with getting the last payment from RegOnline, along with higher than expected credit card processing fees. He also mentioned that organizers may need access to substantial funds (\$40,000 at ISASI 2014) to cover early hotel and other payments before RegOnline payments started coming through. Barbara Dunn said that several of the Early Bird registrations do not have credit cards, so they pay on site, which has not been an issue since it gives the committee a better idea for food and beverage. She also mentioned that the RegOnline last payment was a refund, taking time to ensure the correct amount since RegOnline had changed ownership. The other option would have been not getting the refund at all. Barbara Dun also believes that the credit card processing fees were made clear to the Council.

Lindsay Naylor also mentioned that one of our Keynote Speakers in Adelaide, Angus Houston, was knighted. He finished by saying that it was a pleasure to organize and a pleasure to attend.

2015 Munich/Augsburg, Germany – Olivier Ferrante

Olivier Ferrante briefed the Council on the Technical Program and went through the draft agenda and presentations. The paper selection committee received 63 abstracts and accepted 18 with 2 back up papers.

The Augsburg Mayor will welcome delegates at a reception prior to the Tuesday night dinner.

Olivier Ferrante discussed the two tutorials: Military Investigations and Social Dimension of a Safety Investigation. The plan is to advertise the program and tutorials to attract seminar participants. There was a question regarding cost for the tutorials, Barbara Dunn said that the cost is \$130 for the tutorial. Caj suggested an additional participant for the second tutorial. Marty asked Olivier Ferrante to ensure presenters of papers are provided submission guidelines. Olivier Ferrante said that they would, along with guidance on developing a PowerPoint presentation. He also said that all those whose abstracts were not selected were encouraged to submit the same abstracts to ISASI 2016.

There will be 2 optional Friday tours – a tour of the Airbus Helicopter Plant or a tour of the German countryside.

Frank Del Gandio discussed the challenges with military presentations and the approval process, but doing the tutorials is a good way to do these presentations. Barbara Dunn asked Olivier Ferrante to let her know when the program is public and she will get it advertised in Curt Lewis and the next ISASI Web Roundup.

Mohammed Aziz asked about the number of participants in the tutorials and Olivier Ferrante said that there are several rooms available and there should be no issues with the tutorials becoming full. A question arose about the amount typically made from the tutorials; Barbara Dunn said that the tutorials grossed \$16,500 in Adelaide and \$20,000 in Vancouver. Ron Schleede asked for the breakdown of expenses and revenues from seminars.

Frank Del Gandio said that the group is doing a great job.

Olivier Ferrante also briefed the group on the seminar hotels and transportation options, as well as the fact that 39 people have already registered, which was provided by Barbara Dunn through RegOnline.

Ron Schleede discussed the corporate sponsorships for Augsburg being at \$62,500 so far and that Airbus will be giving to the seminar and covering the banquet expense.

#### 2016 Iceland – Thorkell Agustsson

Thorkell Agustsson briefed the Council on the upcoming 2016 Seminar October 3-7, 2016 at the Grand Hotel in Reykjavik, Iceland. Thorkell Agustsson discussed the social program and the organizing committee. He is still trying to get the theme and would like some assistance. Barbara Dunn said that it should be set no later than Augsburg, along with a flyer. Frank Del Gandio suggested 'Aviation Safety has No Borders'. Room rate will be 150-170 Euros. Thorkell Agustsson briefed the budget and needs to confirm with the hotel in the next 20 days. He needs to send Frank Del Gandio and Barbara Dunn a copy of the hotel contract. Ron Schleede will

work with the seminar organizing committee on sponsorships, just as he has for Augsburg. Ron Schleede described the process for getting sponsorships, including timelines.

Thorkell Agustsson will also need to develop a logo for the seminar, but Barbara Dunn can get assistance to help with that design. Thorkell Agustsson also asked that the seminar website be maintained on the ISASI website.

#### 2017 San Diego – Barbara Dunn

Barbara Dunn briefed that a seminar near San Francisco is not an option due to hotel prices. The 2017 Seminar is now proposed for San Diego. Barbara Dunn briefed the hotel contract, including \$169 per night for hotel rooms and the block would run from August 18-25, 2017. The seminar would run August 22-24, 2017. There were discussions about looking at hosting in Phoenix and Barbara Dunn did say that she looked at Phoenix, but the temperatures would be too hot in August. There were additional discussions regarding travel options. Barbara Dunn presented a tentative budget including costs of \$720 registration fee for members and \$760 for non-members.

Motion to approve San Diego for the 2017 ISASI Seminar location – Frank Del Gandio, second – Alister Buckingham, Motion passed unanimously.

#### 2018 Dubai – Mohammed Aziz

Mohammed Aziz briefed a proposal from *MENASASI* to host the 2018 ISASI Seminar in Dubai. This would be the first time the ISASI Seminar would be held in the Middle East. Mohammed Aziz suggested that the seminar be held at the end of October or first of November due to more favorable temperatures. Mohammed Aziz is proposing holding the seminar at the Intercontinental Hotel and there are 14 meeting rooms available. The reception would be held at the Al Badia Golf Course and the banquet at the hotel. Mohammed Aziz expects good sponsorships. Barbara said that prior to fully approving the proposal that the Council needs additional financial and hotel information. Mohammed Aziz stated that he would bring the requested information to the ICM in Augsburg.

Caj Frostell congratulated *MENASASI* on their work getting a seminar organized after only a short time as a society.

#### 7. Report of the ISASI Forum Editor - Marty Martinez

The *Forum* is on budget and Gary DiNunno is doing the digital newsletter. Gary DiNunno asked the Council for material for the next issue of the digital newsletter. Bob MacIntosh commended Marty Martinez and his team for the outstanding 50<sup>th</sup> Anniversary issue of the *Forum*. Marty Martinez also mentioned that he and Gary DiNunno are in the process of transitioning more of the work to Gary DiNunno.

#### 8. Vice Presidents Report- Ron Schleede Nothing to report

#### 9. Secretary's Report- Chad Balentine

Chad Balentine briefed that he attended the South East Regional Chapter meeting in Pensacola, FL in March. It was an excellent meeting and the chapter is to be commended for the great

speakers and activities. Barbara Dunn asked for a correction to the Secretary report; the last ICM was in Adelaide, not Augsburg. Chad Balentine said the change would be made.

#### 10. Executive Advisor Report- Dick Stone

Dick Stone discussed the 4 Kapustin Scholarship winners, as well as that both he and Ron Schleede will be stepping down from the Kapustin Scholarship Selection Committee. Chad Balentine was selected to serve as the Kapustin Scholarship Selection Committee Chair and he will be working to build his committee, which currently includes himself and Alicia Storey.

Chad Balentine was asked to brief the Council on the recommended changes to the Kapustin Scholarship application requirements from a group chaired by Anthony Brickhouse. The recommended changes are as follows:

1. Applicant needs to have demonstrated a genuine interest in aviation safety and accident investigation/prevention. This includes being an active member of their student chapter (if one exists). The professor signing the application will conduct verification.
2. Applicant will be required to obtain a letter of recommendation from their professor, academic tutor, or faculty mentor
3. Applicant will be a student member of ISASI to apply for scholarship
4. Applicant will be required to submit a professional *résumé* that includes activities associated with ISASI's aims
5. Applicant will be required to sign the application, acknowledging the essay is their original work
6. Essay length should be increased to 1500 words (+/- 10%)

In addition to these requirements, winners of the ISASI Rudolf Kapustin Memorial Scholarship should be given **5-10 minutes** during the International Seminar to present highlights from their papers.

The consensus of the group was they approved the changes and believed the selection committee could make further changes as necessary.

#### 11. Website review – Dick Stone

Dick Stone said that SRCA and Alicia Storey are doing a great job on the website.

Olivier Ferrante stated that the website still lists a no longer existing French chapter. He suggested its removal from the website.

Dick Stone also discussed the Robertson Fellowship Presentation the night before at the MARC dinner. Bob MacIntosh thanked Dick Stone for setting up the fellowship and Ron Schleede discussed how the fellowship got started.

#### 12. Reports of National Societies/Councilors:

*ASASI* – Lindsay Naylor submitted a written report. He said they are assisting their members in attending the ISASI Seminar in Augsburg. Lindsay Naylor said that he will be stepping down on July 1<sup>st</sup> as the *ASASI* President and Rick Sellers will be taking over as the *ASASI* President. The new *ASASI* Vice President will be

Gerry Gibb, Rick Davies will be the Secretary, and Paul Mayes will be staying on as the Treasurer.

Frank Del Gandio thanked Lindsay Naylor for his 15 years of service to *ASASI* and *ISASI*.

*AsiaSASI* – Written Report received from Pang Min Li

*CSASI* – Barbara Dunn said that *CSASI* held its elections and there were no changes. She also briefed that no *CSASI* members are past due with their accounts. As this is the 50<sup>th</sup> anniversary of *CSASI*, it was decided they would pay this year's membership fees for all their members.

*ESASI* – Olivier Ferrante briefed that this year they will not have a regional *ESASI* meeting due to the *ISASI* seminar in Augsburg, which may encourage *ESASI* members to attend the *ISASI* seminar. *ESASI* recently held its elections and Brian McDermid was elected to replace John Dunne.

*NZSASI* – Alister Buckingham submitted a written report. They have been cleaning up their past due memberships. They are hoping for 100 attendees at their upcoming seminar in Auckland. Alister Buckingham thanked Alicia Storey for her hard work on the website. He also mentioned that they too support their members who travel to seminars like *ASASI* does.

*PakistanSASI* – Naseem Ahmed stated that they are doing many events and that they have five new members. He also mentioned that the CAA is becoming a corporate member. With the new members, they have approximately 40 society members.

*MENASASI* – Mohammed Aziz said that *MENASASI* started in 2014 and they are hosting their second regional seminar in Dubai in Mid-November. They are expecting a full program, including tutorials.

*USSASI* – Toby Carroll stated that the *USSASI* is doing well and has 940 or so members with 11 regional chapters and a few changes are in the works with those chapters. They have approximately \$943 in their bank account for their next US Society Seminar. The US Regional Chapter reports are available in the Council handouts. Toby Carroll stated that he is looking to separate the Arizona chapter from the ERAU- Prescott student chapter.

A question arose about the SoCal chapter running the 2017 *ISASI* Seminar and Barbara Dunn indicated this would not be done by any chapter or society.

*International Councilor* – Caj Frostell submitted a written report. Caj Frostell said that he has been successful with getting new societies generated and discussed various activities from his written report.

13. Rudy Kapustin Scholarship - Frank Del Gandio  
[See 10. Executive Advisor Report- Dick Stone]

14. Reports Received from US Regional Chapters

AKRC – Craig and Ruth Bledsoe submitted a written report

DFW – Tim Logan recently left so they are re-organizing that chapter

Great Lakes – Toby will be replacing the current president and has interest from a few members to revitalize that chapter.

Rocky Mountain – they have a proposed plan for a military seminar next spring.

MARC – had its annual dinner yesterday (April 30, 2015).

NERC – Luke Schiada submitted a written report. They are trying to reinvigorate this chapter and the NERC President is working on this.

SoCal – Tom Anthony from USC is working to get the chapter back up and running.

SERC – Robert Rendzio submitted a written report. Alicia Storey briefed the Council on their recent successful meeting in Pensacola, FL.

15. Reports of the ISASI Committees

Reachout – Glenn Jones is taking over Reachout and is working on a couple of Reachouts towards the end of the year, including possibly one in Bangkok and Greece.

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 now a full member within this WG and this group is in earnest. They have already worked on cabin crew training and are now addressing child restraint systems with passenger education next. Barbara Dunn stated that this is a very worthwhile group for ISASI participation.

Corporate Affairs WG – Erin Carroll submitted a written report.

ICAO WG – Ron Schleede submitted a written report. Ron briefed the group on the ICAO meetings that the WG has attended, including the 2015 High Level Safety Conference, which was the first time ISASI attended as an official observer, with the exception of the AIG meetings. Ron Schleede, Bob MacIntosh, and Nick Stoss all represented ISASI at the meeting. The trip report is on the ISASI website.

ISASI was also invited to participate in the Accident Investigation Panel meeting as a member. Ron Schleede will provide a trip report when complete. ISASI submitted a working paper to the AIG to highlight the ISASI UAS Handbook. The work as part of the AIG Panel will last for one year.

Ron Schleede discussed the state letters that ISASI now receives.

**ACTION ITEM: Ron Schleede to send State Letter on the Protection of Safety Data to the Council**

Olivier Ferrante asked that any ISASI response providing comments versus just concurring with the letter be shared with the Council.

17. ISASI Coordinator of Student Outreach & Mentoring Report – Frank Del Gandio  
Frank Del Gandio discussed the Student Outreach & Mentoring program in Anthony Brickhouse’s absence. Toby Carroll endorsed the program and Frank encouraged more mentors to get involved.

18. New Business

**15-1 Proposal for changing Kapustin Scholarship Criteria**

[See 10. Executive Advisor Report- Dick Stone]

**15-2 Fellowship Upgrade Criteria**

[Previously addressed at last ICM]

19. ISASI Policy Revisions – Ron Schleede

Ron Schleede briefed the group on the need to update the ISASI policies. Frank Del Gandio appointed him to lead a group to update them. Ron Schleede engaged a group of ISASI members to help update the policies and was impressed with the quality of the feedback received. The final version is being submitted to the Council for approval.

Olivier Ferrante mentioned that he had a few changes to the document. Lindsay Naylor stated that there were issues with section 9.9 with respect to CVR Recordings played in public. There was a lengthy discussion about ISASI’s position of not supporting CVR Recordings being played in public. There were changes proposed to move that language from section 9.9 to a new section 9.9 and change the current section 9.9 to 9.10.

Marty Martinez suggested that since this is an important document that putting into the *Forum* would be a good idea. There was also a recommendation to put a link to the updated policies in the next digital newsletter.

Motion to approve the Policies as amended – Caj Frostell, second – Bob MacIntosh, Motion passed unanimously.

## 20. Off Agenda Items

Women in Aviation Conference – Ann Schull  
ISASI had a booth at the last WAI Conference in Dallas. Ann Schull and a group of four other ISASI members represented ISASI at the booth. There were 4,000 attendees and ISASI had 23 new members signed up.

21. Review of Action Items from Meeting – accomplished.

Motion to Adjourn – Dick Stone, second – Toby Carroll, Motion carried.

Respectfully Submitted,  
Chad Balentine  
ISASI International Secretary