

**ISASI INTERNATIONAL COUNCIL MEETING**

**May 2, 2008  
Herndon, VA USA**

**Meeting Minutes**

**1. Call to Order – Frank Del Gandio, President / Agenda**

Frank Del Gandio called the meeting to order at 0800; other attendees included:

Ron Schleede  
Tom McCarthy  
Chris Baum  
Dick Stone  
Barbara Dunn  
Jeff Edwards  
Anne Evans  
Caj Frostell  
Darren Gaines  
Curt Lewis  
Marty Martinez  
Lindsay Naylor  
Peter Williams  
Ann Schull  
Anthony Brickhouse, ERAU  
Jayme Nichols, ERAU

**2. Approval of Minutes of Previous Meeting – August 26, 2007**

The August ICM minutes were reviewed and approved with one exception. Lindsay Naylor pointed out that item 07-3 on Page 8, discussing the disposition of Seminar monies was never the subject of a motion on which to vote. In addition, Lindsay commented that the language adopted at the August ICM did not explicitly discuss a Seminar that loses money. Barbara Dunn and Chris Baum volunteered to draft language addressing both issues during the ICM. The language was drafted and discussed during the Agenda item on the Seminar Committee

**3. Report of Action Items from the August 2007 Meeting**

No Discussion

**4. Reports of Council Executives:**

*President* – Frank Del Gandio

Frank said that there is still a problem with Councilor and Society reports, dues and agenda items for ICM being received in a timely manner. He pointed out that the ISASI-owned condominium mortgage is now paid off and the property continues to appreciate in value. Frank said he is in the midst of the process to have the US Government publish a postage stamp commemorating Jerry Lederer. Government rules require that five years elapse after an individual's death before such a stamp can be issued. Frank is obtaining permission from Mr. Lederer's family for the stamp. Caj Frostell said he got a message from Mr. Ladislav Mika who is trying to track down Mr. Lederer's father's university credentials. Frank mentioned that ISASI will be one of 13 observers to the ICAO AIG meeting in October. Ron Schleede and John Purvis will represent the Society. Frank thanked Barbara Dunn and Ron Schleede for the work on Seminars, particularly in obtaining corporate sponsorship. Frank met with Mont Smith of the Air Transport Association (ATA) soliciting more corporate memberships from airlines. This prompted discussion that if we get enough airline members, we should consider a tutorial or other event targeted at those airline members at an upcoming Seminar.

***Vice President*** – Ron Schleede  
No Report

***Treasurer*** – Tom McCarthy  
Tom McCarthy submitted a written report that included a 2007 budget review and 2008 budget highlights. Tom also said he felt like he needed to know the status of funds/finances of individual Societies in order to know the financial status of the International Society. This generated considerable discussion on the autonomy of individual societies. Frank commented that Tom's request was solely so that ISASI could execute its fiduciary responsibility to the membership. Tom said he had no intention of sharing confidential information or of attempting to influence the way an individual society does business within the established ISASI by-laws, etc. Tom also pointed out that, at the very least, ISASI needs to know who is responsible for individual society's funds so that in the event a society ceases operation or its officers leave office, assets are not frozen or tied up. Tom suggested that the Kapustin scholarship be increased from 1500USD to 2000USD in recognition of the rising costs of travel to Seminars. It was moved and seconded to make that increase – the motion passed unanimously. Anne Evans asked if dues renewal requests had been sent, saying several European members reported not getting them. Tom said they had been sent, but that there appears to have been a problem with international mail delivery. This generated discussion about the pros and cons of having individual Chapters collect dues and forward them to ISASI. No conclusions were reached on that topic. Tom and Ann both commented that there is a need to ensure we are consistent in reporting Seminar profits so that one Seminar per year is reported. When such a report is delayed into a subsequent fiscal year, it creates the appearance that Seminar funds fluctuate significantly year-over-year, which can trigger unnecessary tax scrutiny.

***Secretary*** – Chris Baum  
No report

***Executive Administrator*** – Dick Stone

Dick Stone reported that ISASI has had no applicants for the Kapustin scholarship. There have been inquiries, but no applicants to date. Anthony Brickhouse (ERAU) commented that the deadline is currently June, meaning it falls after most students have left campus for the year. He pointed out that if the deadline were moved earlier, during the school year, students might be more likely to have both the motivation and instructor supervision necessary to increase the likelihood of applying. Peter Williams asked for clarification on what is meant by “full time student” inasmuch as educational institutions worldwide treat the concept differently. Dick said that any interested student should apply for the scholarship, and if his or her status is not clear, it can be handled on a case-by-case basis. Finally, Dick pointed out that we are over budget on web expenses. Proposed changes to the web site need to be vetted through Dick and Ann so they can be consolidated before forwarding to the webmaster as a single task. This will lower the net cost of changes.

**5. Reports of National Societies/Councilors:**

***ASASI*** – Lindsay Naylor

Lindsay submitted a written report. In addition, he reported that the ASASI membership base is good, and that some members shown as delinquent in the database have actually paid (Lindsay is “chasing” the rest). Lindsay reported that regional Reachouts have been successful, most notably the one in Mumbai which drew 146 attendees. Finally, ASASI is planning to work with NZSASI on developing some sort of regional commemorative program in Ron Chippindale’s honor.

***CSASI*** – Barbara Dunn

Barbara reported that membership hovers around 100. CSASI attended the Canadian Aviation Safety Seminar (CASS) in late April. Most Society activity is geared toward preparation for the Halifax Seminar.

***ESASI*** – Anne Evans

Anne reported that the Society is interested in extending the Air Safety Seminar beyond the UK. There has been some interest by the German BFU in that regard. She asked if there should be some sort of recognized accreditation for membership in ISASI, similar to the way “MRAeS” is used for members of the Royal Aeronautical Society. There was no objection to the concept, but several people pointed out that regional and cultural differences may make consistent recognition and understanding difficult. Curt Lewis pointed out that a true accreditation process is expensive to develop and administer and may be beyond the scope of a Society. Frank questioned whether ISASI would then become liable for any misdeeds of “accredited” members. Curt opined that the Society would not likely be held liable but would have to defend whatever process might be used to establish accreditation. An alternative might be to expand the ranks of ISASI Fellows, and in particular consider inviting qualified individuals to become Fellows.

***NZSASI*** – Peter Williams

Peter echoed the comment that NZSASI is working with ASASI to determine how best to commemorate Ron Chippindale. Ron was the Secretary-Treasurer of NZSASI, so as the Vice-President is also absent from NZ for an extended period Peter is currently fulfilling all roles until elections can be held. Peter said the Society should be ready by the Halifax seminar to present a bid for the 2012 Seminar.

***USSASI*** – Curt Lewis

Curt reported that the DFW chapter is “recovering” from ISASI05 and will begin holding meetings again. Curt intends to step down as President. Toby Carol and Tim Logan may run for chapter offices. Curt Lewis & Associates has joined ISASI as a corporate member. Frank congratulated Curt on his emailing list, which is now quite large and is viewed as an excellent source of information in the accident investigation community.

***International Councilor*** - Caj Frostell

Caj reported that Asia, the Mideast and Africa are considered international areas of special interest to ISASI regarding the establishment of future societies and reachout workshops. The Mideast and Asia are "well in hand" making good progress in many areas of safety initiatives including our ISASI involvement, such as multiple reachouts, new members and corporate support to our annual seminars. But Africa remains problematic. They are under significant resource constraints which hampers States' ability to move forward in aviation safety, including offers to host reachout workshops. As ISASI, we would need to try to identify sponsors, perhaps outside Africa, who would be willing to participate with us in the financing of reachout workshops in Africa.

**6. Reports Received from US Regional Chapters**

None received

**7. Report of the ISASI Forum Editor – Marty Martinez**

Marty expressed concern about the system used to deliver magazines internationally. He is requesting councilors send him an email when magazines arrive, so he can compare that with the date they were sent.

**8. Reports of the ISASI Committees**

***Audit*** – Hynes

***Awards*** – Braden

***Bylaws*** – Gaines

***Membership*** – McCarthy

Tom submitted a written report. He pointed out that waiving fees for Seminars and Reachouts as a means of enticing new members has worked well in most regions where it has been tried. Tom therefore recommended continuing the waiver program. There were no objections. Marty Martinez asked if the member counts in 2007 and 2008 are correct,

inasmuch as they reflect a drop of about 400 members, which does not, subjectively, seem accurate. Tom and Ann will verify and correct the number if necessary.

***Board of Fellows*** – Benner

The Board will begin processing current applications. It was also noted that there is a need for Fellows to be on the Board.

***Nominating*** – Vacant

Tom resigned as chair of the nominating committee and has not yet been replaced. There have been no nominations for the ISASI Officer positions other than the sitting Officers.

***Code of Ethics and Conduct*** – Edwards

Some discussion deferred to closed session. Dick Stone reported that the Ethics Committee expects to have a discussion in Halifax regarding verifying information on membership applications. There was discussion of a formal vetting process for applications, but also consensus that nobody can consistently guarantee having the time to do so. Lindsay pointed out that too much questioning of information may cause a loss of membership. Ron mentioned that it is easy to verify accident information, but can be very difficult to verify “equivalent experience.” Dick pointed out that it may be better to review “problematic applications” on a case-by-case basis rather than develop an institutional process to fix a problem that may not be widespread.

***Seminar*** – Dunn

Barbara Dunn reported that the status of the Singapore Seminar profits is not fully known. Seminar organizers have not answered numerous email inquiries. The funds themselves appear to be accounted for in the US, either with the Morphews or with ISASI proper. All bills are paid, but the AAIB underwrote the event before-hand, so the open issue is reconciling funds advanced by AAIB. Caj offered the opinion that since AAIB is a responsible government agency, the delay in reconciling accounts must simply be a communications difficulty and the Council agreed. Frank will communicate with the Seminar organizers and attempt to close the issue.

The Halifax program is developing well. Jim Stewart is in charge of the technical program and Nick Stoss is setting up the tutorials. The organizing committee received twice as many abstracts as there are spaces for papers to be presented. The selectees have been notified.

Lindsay Naylor asked if there has been any interest expressed in hosting the 2011 Seminar. There has not.

Per Lindsay Naylor’s observation during the review of last ICM minutes, the Council discussed Seminar profits. The first question was whether a “loss” in the context of a Seminar means profit less than 10,000USD or an actual (i.e. <0) loss. The group agreed that the scenario under discussion is when a Seminar actually loses money (the <0 case). The policy manual says that a loss is split between the host and ISASI, but since there is almost no historical precedent, it’s difficult to tell if the policy was ever followed or if

ISASI had borne the entire loss. The group agreed that the risk of having a Seminar that actually lost money is remote but must be considered. As the discussion progressed, it was evident that there are a number of passages in both the seminar policy and procedures manual and ISASI Policy which must consistently reflect the Council's desire on how to handle a loss.

It was moved (Barbara Dunn) and seconded (Dick Stone) that Chris Baum and Barbara Dunn review both the current ISASI International Council Policy Manual and the current Seminar Policy and Procedures manual, identify differences, shortfalls and gaps, and propose language changes to make the two documents complementary and consistent. Language changes will be proposed for acceptance at the ICM in Halifax. The motion carried unanimously.

It was moved (Barbara Dunn) and seconded (Chris Baum) to accept allocation of profits following ISASI Seminars as presented in the August 2007 meeting minutes. The motion carried unanimously.

#### ***Reachout*** – Vacant

Jim Stewart has resigned as chair of the Reachout Committee. John Guselli has been mentioned as a possible successor. Pending selection of a replacement, inquiries should be directed to Frank Del Gandio or Caj Frostell. Barbara Dunn commented that ISASI should be mindful of the physical security and safety aspects of Reachout venues (i.e. crime potential, conflict status, etc). She said a formal evaluation is not necessary, but organizers need to consider those things. Caj mentioned that the current practice is to check UN security classification. Frank was concerned that ISASI may have some liability if we sponsor an event in an area where participants are placed at risk. We have not turned down a venue based on these issues, but some individual instructors have opted not to participate based on location. It was also pointed out that the safety of a region is very subjective in some cases.

## **9. Reports of the Working Groups**

#### ***Air Traffic Services*** – Gaines

The group requests inclusion in Reachout activity. They are planning to present a paper in Halifax.

#### ***Cabin Safety*** – Matley (by Dunn)

Planning a meeting in Halifax. The group also was pleased to report that ICAO had held its first Cabin Safety Seminar.

#### ***Human Factors*** – Stone

Dick expressed concern that the group has reached a stalemate. There is a tendency on the part of some members to want to continue doing research rather than publish the “modules” originally envisioned. Dick is sending reminders to members of the project trying to reach some consensus on finishing. There is a draft module available on Visual

illusions and spatial disorientation; it is user-oriented, not too heavily academic. Dick is hopeful that they can create 3-4 modules by the fall of this year (near AIG 08). He commented that NTSB, BEA and TSBC all had to pull out of the project due to concerns over conflict of interest.

***Government Air Safety Investigators –***

There is no current activity; a new chair is needed. Ron will try to get government investigators together in Halifax. He also pointed out that the original intent behind this group was to get ideas together for AIG 08, so there is probably no longer a need. Ron will look into the possibility of a working lunch at Halifax if a leader can be found and an agenda can be developed.

**10. 2008 Seminar Halifax –Barbara Dunn**

See report under Seminar Committee

**11. 2009 Seminar Orlando, Florida -Jayme Nichols/ Anthony Brickhouse**

Jayme and Anthony reported that things are running smoothly, largely due to the familiarity of the Disney organization with such events. The Tuesday social event will be a “pirate dinner” followed by a party with a DJ. The Friday optional activity will be a tour of the Kennedy Space Center. That tour is structured so there will be no security requirements. The Sunday prior to the Seminar there will be a Kaputstin Scholarship golf tournament. The course is reserved and they expect to raise about 3500-400USD for the scholarship. Therefore, the 2009 ICM will be moved to Monday, September 14.

**12. Unfinished Business**

**07-4: Kapustin Scholarship Update (Schleede)**

*A standing item for every council meeting.*

**13. New Business**

**08-1: Committee vacancies (DelGaudio)**

No discussion – the President appoints people to fill vacancies.

**08-2: AIG 08 (Schleede)**

No discussion

**08-3: IC Members Travel Expenses (McCarthy)**

No discussion

**08-4: ISASI regalia (Mayes)**

Background document attached

Tom recommended that ties and pens be deleted from the inventory as outdated. He recommended that men’s and ladies’ golf shirts and hats be the “staples” of

the regalia inventory. Ron Schleede mentioned that NTSB has contracted with Land's End for logo merchandise. Land's End has the logo, and individuals can order items they want. If ISASI pursues such a strategy, though, we don't want people going straight to the vendor because one purpose for selling regalia is to raise funds. Ron will try to find out the details on establishing some sort of business relationship with Lands End (or similar).

**08-5: ISASI Environmental Policy (Mayes)**

Background document attached

There were actually two issues embedded in Paul Mayes' document. The use of means other than face-to-face meetings for ICM or related activity has been debated frequently by the Council. While there is interest in saving money and time, particularly for Councilors who must travel long distances for a one-day meeting, there is also considerable support for the advantages of the personal interaction that is characteristic of live meetings. The Council will continue to be open to suggestions for alternatives, and would welcome a demonstration of the capabilities and limitations of videoconferencing. The second issue was whether ISASI should have an environmental policy, based on the scrutiny place on aviation as a contributor to world climate change and greenhouse gas emissions. Chris pointed out that in spite of the publicity, the data show that aviation is responsible for a small fraction of emissions, so the issue needs to be kept in perspective. In addition, ISASI's focus is on the science and principles of accident investigation, so an environmental policy is out of scope. The conclusion of the Council was that although aviation's contribution to environmental damage and global environmental considerations in general are critical issues, they are beyond the purview of the Society. Finally, ISASI as a business can be environmentally responsible in items directly under its control, but this is essentially limited to the ISASI offices. Frank and Ann will be vigilant for ways to improve the environmental efficiency of the office.

**07-4: Kapustin Scholarship Update (Schleede)**

*A standing item for every council meeting.*

See comments above on the scholarship

**14. Adjournment**

The meeting was adjourned at 1600.

Respectfully submitted,



Christopher Baum, International Secretary