



ISASI INTERNATIONAL COUNCIL MEETING  
August 26, 2021  
WebEx

**Meeting Minutes**

1. Welcome/ Call to Order – Frank Del Gandio

ISASI President Frank Del Gandio called the meeting to order at 8:31 am EDT. The following councilors and guests were present.

Frank Del Gandio	Robert Carter	Bob MacIntosh, Jr.
Chad Balentine	Barbara Dunn	Caj Frostell
Alister Buckingham	Dick Stone	Gary DiNunno
Anthony Brickhouse	Darren Gaines	Erin Carroll
Daniel Barafani	Enriqueta Zambonini	Ron Schleede
Thorkell Augustsson	Min Li	Khalid Al Raisi
Robert Rendzio	Naseem Ahmed	Jen Tan
Paul Mayes	Ann Schull	Bill Bramble
Mike Poole	Alicia Storey	John Guselli
Steve Demko	Reginald Lam	KC Man
Ray Nurcahyo	Byron Mask	Soerjanto Tjahjono

2. Approval of Minutes of Previous Meeting

The minutes of the February 25 2021 International Council Meeting were reviewed. Motion to approve the minutes – Alister Buckingham, Second – Barbara Dunn, Motion passed unanimously.

3. Presidents View – Frank Del Gandio

Frank Del Gandio briefed that the next Council Meeting will be May 6 2022, he is hoping to be in person. Frank Del Gandio also highlighted the need another representative for the Jerry Lederer award from Europe.

4. Financial Report – Bob MacIntosh, Jr

Bob MacIntosh reported that 2020 was rough and he had disseminated the Treasurer’s report to the Council. For 2020, we were -\$100,000, looking to see how the virtual seminar goes and looking forward to seeing a profit from the seminar. We have CDs that are available if necessary. We need to watch and see. Robert Carter asked if ISASI has plans to reduce expenditures if needed, Frank Del Gandio said that we have an additional \$100,000 to assist if necessary.

5. Membership Report – Robert Carter

Robert Carter briefed his report and briefed that the Committee consists of himself and Frank Hildrup. Robert Carter has been learning the new role. Robert Carter is looking for additional members for the committee. Frank Del Gandio asked the Council Members to review the list of members that are in the arrears and to contact them. Many members just need a reminder to pay those dues.

6. Report of the ISASI Forum Editor – Gary DiNunno

Gary DiNunno briefed that the July- September issue has been sent to the printer within the week. Gary DiNunno briefed that they had sent out 665 digital and printed issues for the United States and 699 digital and print issues internationally. Gary DiNunno mentioned that he has used all the 2019 and 2020 papers.

Frank Del Gandio briefed that the cost of printing and sending the magazine is \$8.40 US / \$19.96 International per issue.

John Guselli mentioned that another organization he belongs to charges more for print copies of the magazine as part of the membership dues. Robert Rendzzio supported a reduction in dues for digital copies. Frank Del Gandio asked the Council if they would support the discount and there were no dissents. Robert Carter supported

7. Vice President's Report – Robert Carter

Robert Carter thanked the membership for being elected.

8. Secretary's Report – Chad Balentine

Chad Balentine has been working on the minutes for the Council Meeting as well as getting ready for the virtual meeting and thanked everyone for participating in the prep sessions. Frank Del Gandio reminded the Council of the Bylaw changes where the minutes once approved will be uploaded onto the ISASI Website.

9. Executive Advisor's Report – Dick Stone

No report

10. Website review – Frank Del Gandio

No report

11. Seminars – Barbara Dunn

a. 2021 Virtual

Barbara Dunn briefed the 2021 Virtual Seminar. 334 delegates registered, 54 are non-members of ISASI, and 161 (48%) folks who have never attended an ISASI Seminar. Barbara Dunn said that they are looking at an approximate gross profit of \$100,000 and expenses have been very minimal. Barbara Dunn mentioned that all the papers will be captured in DropBox with author's contact information.

The seminar will be recorded and available to registered attendees for 90 days following the seminar.

Mike Poole mentioned the high number of TSB attendees is probably due to the virtual nature and no required travel. Barbara Dunn discussed that they are looking at hybrid events in the future. Frank Del Gandio thanked Barbara Dunn and Elaine Parker for all of the work put into the virtual seminar.

b. 2022 Brisbane

Paul Mayes briefed the 2022 Seminar in Brisbane. The Seminar is scheduled to be held August 29 – September 1 and they are looking at the possibility of making it a hybrid event. Paul Mayes mentioned that all options are open based on the pandemic.

12. Reports of National Societies/Councilors:

a. *AsiaSASI* – Jen Tan

Jen Tan introduced the *AsiaSASI* Executive Committee. The society updated their bylaws to expand their membership on the Executive Committee. The new Executive Committee's term will be from September 5, 2021 – September 4, 2023. The society is looking to form a working group within their society on cabin safety.

b. *ASASI* – John Gusseli

John Gusseli is working on encourage and develop the next generation of membership. They are increasing communications with the younger membership along with providing sponsorship for the Australia-New Zealand Regional Seminar. They are also providing two complementary memberships as well to encourage membership. They currently have 130 active members.

c. *CSASI* – Byron Mask

Byron Mask provided a report and thanked Barbara Dunn and Elaine Parker for their leadership over the years to *CSASI*. The new leadership is working to modernize their accounting system for the society. They are looking at updating the website. They had added 4 new members and 2 new corporate members and are looking to have meetings in the future – one in the East and one in the West. They are looking at ways to reduce costs.

d. *ESASI* – Robert Carter

Robert Carter briefed that the society has been quite active, and they have hosted several webinars (aviation insurance, etc.). They postponed the Budapest Regional Seminar until next year. They will have elections in the Fall 2021 and are looking to bring in newer, younger individuals. They did hold a 2-day virtual seminar in July. *ESASI* held its annual meeting virtually and approved their updated Constitution.

e. *KSASI* –

No report submitted.

f. *LASASI* – Daniel Barafani/ Enriqueta Zambonini

Daniel Barafani briefed his presentation. *LASASI* was a difficult year, but they are working to grow their society. Daniel Barafani discussed the Directive Committee. They held their first annual meeting in March 2021 to promote their society, which included discussions on aviation crisis and recovery, health issues and operational safety during the pandemic.

Enriqueta Zambonini continued the briefing with doing a webinar on a case study on MH370, which was very well received. They would like to hold virtual meetings with other chapters/societies and they are expecting to hold a second virtual meeting in November. They are also planning on sending out a newsletter before the end of 2021.

g. *MENASASI* – Khalid Al Raisi

Khalid Al Raisi briefed that they were supposed to meet in Abu Dhabi this year, but that had to be postponed due to travel restrictions. Due to the pandemic, they have lost members, but are working to get these members to re-join. They are working on a website for accident investigators for the region and expects to launch the website at the end of September and hope to have a webinar in November.

h. *NZSASI* – Alister Buckingham

Alister Buckingham briefed that it has been quiet due to the pandemic. They did hold a virtual meeting in July. They currently have 43 members and did lose their Society Secretary/ Treasurer due to the pandemic who lost their job.

i. *PakistanSASI* – Naseem Ahmed

Naseem Ahmed briefed his submitted report. They had a very successful seminar in 2019. They have continued to face issues with membership.

j. *USSASI* – Steve Demko

Steve Demko is thankful for the opportunity to serve as the USSASI president. He is looking to have an in-person society meeting in the future or perhaps a hybrid-virtual options. Steve Demko said that they are looking forward to seeing the success of the 2021 virtual ISASI Seminar.

SERC – Alicia Storey briefed that they were unable to hold a 2021 regional seminar, but looking to an in-person regional seminar in 2022. They are also looking to host the 2023 ISASI Seminar.

k. *International Councilor* – Caj Frostell

Caj Frostell briefed that the majority of his work is through email due to the pandemic.

13. Rudy Kapustin Scholarship – Chad Balentine

Chad Balentine briefed that the Rudy Kapustin Scholarship Selection Committee had 16 applications and they selected 3 scholarship winners who will be presenting at the virtual seminar. With the virtual seminar, the committee will allow the winners to use the extra monies to attend the 2022 ISASI seminar in Brisbane.

14. Reports of the ISASI Committees

Roger Cox is now the Chair of the Audit Committee.

15. Reports of the Working Groups

Corporate Affairs – Erin Carroll

Erin Carroll briefed that there are 16 corporate members in the arrears. The working group continues to reach out to these corporate members. The general feedback is that most corporate members are hoping to renew in the future.

Cabin Safety – Barbara Dunn

Barbara Dunn briefed that they are continuing to work on updating the Cabin Accident Investigation Manual through ICAO's Cabin Safety Working Group. They will be meeting during the ISASI Seminar.

Flight Data – Mike Poole

Mike Poole briefed updates to the ED-112B and will summary when it is completed.

Government Air Safety Investigator – Frank Del Gandio  
Marcus Costas has recently stepped down from ICAO and Frank Del Gandio is currently the Chair of the Working Group.

ICAO – Bob MacIntosh  
Bob MacIntosh briefed that they are waiting to hear the status of the AIG going forward with Marcus Costas' departure. Caj Frostell does not see the AIG going away.

Promotion of ISASI - Daniel Barafani

16. ISASI Coordinator of Student Outreach & Mentoring Report – Anthony Brickhouse  
Nothing to report

17. Old Business – Electronic Membership Form  
John Guselli gave an update on the 'Membership management' software previously briefed to the ICM in February 2021. This had come from a WG paper (John Guselli, Anthony Brickhouse, Graham Braithwaite, Barry Wiszniowski) put forward in late 2020. This paper recommended upgrading from the 'effective but not efficient' largely manual system currently in place for processing ISASI applications and continuing subscriptions.

SRCA, principally Alicia Storey, had been commissioned to review 'off-the-shelf' software options and the preferred application ('Wild Apricot') was trialed. Advantages included reasonable cost, 'contingency resilience' because of its distributed nature, capacity to update, automatic features, ability to handle credit cards and compatibility with current ISASI accounting software. The trials by SRCA and early reviews by John Guselli and Robert Carter led this group of three to recommend to the ICM that this be adopted for the Society. Alicia Storey added that, with support, this large transition for the Office Manager could be achieved successfully, hopefully in time for the new subscription season in October.

Frank Del Gandio proposed going for the cost-saving '2-year' Wild Apricot software, seconded by Barbara Dunn and accepted by the meeting, without dissent. John Guselli further suggested that this include whatever updates might be needed for the Office Manager's computer and a few days in-person support by Alicia Storey at implementation. Accepted without dissent.

**'Affiliate Membership bylaw Recommendation'** – it was briefly clarified that the ISASI Executive Committee and the ICM had previously accepted the John Guselli WG recommendation to simplify the membership categories by merging 'Affiliate' category into 'Corporate'. This had not appeared in the recent Bylaw proposals voted on by the ISASI membership but this will be managed at the next Bylaw revision.

## **18 – 'Off Agenda' – AOB**

Bill Bramble gave a brief update on the **Human Factors WG**. There are currently seven agencies contributing to this ISASI group, all with full-time dedicated HF specialists and the on-line workspace has been working well. It is a good forum for discussing particular issues, with some 15 people interacting. Frank Del Gandio asked for a 'How to do HF investigations' paper and Bill Bramble agreed the WG will update the HF material on the website.

John Guselli initiated a discussion on development of a **5-year strategic plan** for ISASI and that he would be willing to assist in this work. The idea was received well and, beyond the meeting, Frank Del Gandio subsequently initiated a WG to propose developments for this 5-year plan, chaired by Erin Carroll.

**Closing –**

In closing the meeting, the President wished the ICM attendees well, with a heartfelt hope that it will be possible for the next ICM, May 2022, to be held in-person.

18. Review of open Action Items

Frank Del Gandio adjourned the meeting.

Respectfully Submitted (with sincere thanks to Robert Carter for his coverage),  
Chad Balentine  
ISASI International Secretary