

# ISASI INTERNATIONAL COUNCIL MEETING

May 6, 2016

Herndon, VA, 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	Dick Stone
Ron Schleede	Olivier Ferrante	Chad Balentine
Bob MacIntosh	Alister Buckingham	Caj Frostell
Ann Schull	Rick Sellers	Thorkell Agustsson
Alicia Storey	Toby Carroll	Anthony Brickhouse
Erin Carroll	Marty Martinez	Gary DiNunno
Mohammed Aziz	Luke Schiada	Naseem Ahmed
Mohsin Khan		

Frank Del Gandio welcomed the group to Herndon and discussed the schedule for the day. Frank Del Gandio also mentioned that \$3200 was raised the night before for the Kapustin Scholarship Fund.

### 2. Meeting Minutes

The minutes of the August ICM were reviewed.

Motion to approve the minutes, as amended – Dick Stone, Second – Barbara Dunn, Motion passed unanimously.

### 3. Presidents View - Frank Del Gandio

Frank Del Gandio advised the Council that a profit of \$132,000 was made in Augsburg and Frank congratulated *ESASI* for a successful Seminar. Frank Del Gandio also thanked *ESASI* for their generous \$2,500 donation to the Kapustin Scholarship Fund. Frank Del Gandio mentioned that the 2018 Seminar will be in Dubai and that Barbara Dunn and Frank Del Gandio had made changes to the Press section of the Seminar Manual.

Frank Del Gandio reiterated to those that sign off on applications for ISASI membership to review them to ensure they are completed legibly and accurately.

Frank Del Gandio congratulated *SERC* for their successful event in the Northern Virginia area in April.

Frank Del Gandio told the Council that he is looking to start up a Critical Incident Stress Working Group.

Frank Del Gandio briefed the Council that Ann Schull, Kathy Carl, and Ruth Bledsoe attended the Women in Aviation Conference. Frank Del Gandio said that the Military Working Group held a meeting in Albuquerque and that there were a couple of new corporate members and several renewals.

#### 4. Financial Report – Bob MacIntosh

Bob MacIntosh reviewed the submitted Treasurer's report, as well as discussed the budget process and the fact that in the United States ISASI is a non-profit entity. Bob MacIntosh said that we have fewer corporate members than budgeted and there were discussions regarding attracting new corporate members. Bob MacIntosh briefed the Council on the Income and Expenses pie charts from his report and discussed what items are included in each section. For income, basically 33% comes from the Seminar, 33% from individual member dues, and 33% from corporate member dues. For the expenses, Bob highlighted the expenses associated with processing credit card payments and the additional expenses now that ISASI is a Permanent Observer at ICAO. Bob MacIntosh told the Council that ISASI is a healthy organization, but that we need to continue to work hard to keep it that way. Alister Buckingham said that ISASI being on the AIG is very important since that is tangibly where ISASI's voice can be heard. Olivier Ferrante discussed with the Council the ISASI positions and suggested that work needs to be done prior to these ICAO meetings on ISASI's positions on each area. Olivier Ferrante is very appreciative of the feedback that the Council is getting from the Working Group that is attending these meetings. Bob MacIntosh briefed the Council on a request from Venezuela to have a Divisional AIG meeting every 5 years. Bob MacIntosh is the chair of the subcommittee that discusses these meetings and the paper being developed states that ICAO needs to boost their regional meetings, as well as having an electronic bulletin board set up so everyone within the AIG can see the various AIG meetings around the world.

**Action Item: Bob MacIntosh will send a copy of the draft paper to the Council.**

Olivier Ferrante said that this discussion is very much the topic that will be discussed during Tutorial #1 in Iceland. Besides Bob MacIntosh being the chair of that subcommittee, Ron Schleede is on the Timely Investigations Working Group and RPA Working Group. The next AIG Panel meeting is in June. Mohammed Aziz stated that he supported ISASI being at ICAO and the expenses associated with those meetings. Rick Sellers concurred. Ron Schleede asked the Council if everyone was reviewing the ICAO Working Group notes...based on the comments from the room, it appeared that everyone was.

Motion to approve the Treasurer's Report – Barbara Dunn, Second – Alister Buckingham, Motion passed unanimously.

#### 5. Membership Report - Frank Del Gandio

In Tom McCarthy's absence, Frank Del Gandio briefed the group on the membership of ISASI.

There have been 160 new individual memberships and 7 new corporate ones. Frank Del Gandio reminded the group that Ann cannot process the membership until ISASI has the funds for the membership. Frank Del Gandio discussed membership retention and reviewed the list of those members who have not paid their 2016 membership fees. Frank Del Gandio asked each society to name a point of contact for membership retention. Olivier Ferrante thanked Ann for the spreadsheet and he believes that it is good for each society to have that point of contact. There was

discussion about ensuring that the list was updated and Ann Schull said to contact her for updated lists. Toby Carroll briefed that his plan is to have the 11 Regional Chapters contact the members who owe membership dues. Frank Del Gandio briefed that SCSI has brought in 76 new members and there were discussions about how many of those new members have renewed. Luke Schiada asked Ann Schull if there was a way to add a column to the report to show when they joined ISASI or how many years that they have been a member of ISASI. To ensure that ISASI has the most current contact information for members, Dick Stone suggested that the dues notice have a request for updated contact information. Toby Carroll also suggested that we develop a form letter that can be sent to the delinquent accounts.

**Action Item: Each Councilor to send Frank Del Gandio a Point of Contact for Membership Retention**

Motion to approve the Membership Report – Thorkell Agustsson, Second – Chad Balentine, Motion passed unanimously.

6. Seminars - Barbara Dunn

2016 Iceland – Thorkell Agustsson

Thorkell Agustsson briefed the Council on the upcoming 2016 Seminar, October 17-20, 2016, at the Grand Hotel in Reykjavík, Iceland. Thorkell Agustsson discussed the hotel prices, as well as the social program and the companion program that are being finalized. The theme will be ‘Every Link Is Important.’ The Technical Panel met last October and they have had over 70 papers submitted. They have a 15-member Selection Committee and they will notify the authors of the approved papers by June 1<sup>st</sup> and publish the program by June 8<sup>th</sup>. The Keynote Addresses and Moderators are being selected. Olivier Ferrante briefed the Council on the two Monday Tutorial sessions. Frank Del Gandio reminded the Seminar Committee of the need to allow time for the Kapustin Scholarship winners to present their papers, as well as time for an ISASI Business Meeting.

Barbara Dunn briefed the Council that ‘Cabin Safety’ has been missing from the Seminar for many years and there is a ‘Cabin Safety’ paper that was submitted for consideration. Barbara Dunn asked the Council to place that paper on the agenda outside the paper selection process. There was extended discussion on the topic and Olivier Ferrante assured Barbara Dunn that the Paper Selection Committee would ensure that the paper had due consideration and that the committee would be looking at getting papers from various disciplines and geographical areas. There was additional discussion and general consensus for the Council to let the Paper Selection Committee follow its process, but Dick Stone stated that there will be a Cabin Safety section in San Diego. Olivier Ferrante added that a tutorial dedicated to Cabin Safety in San Diego could be a good idea. There was additional discussion about adding days or time to allow for more papers.

Marty Martinez stated that the *Forum* relies heavily on the technical papers selected for the Seminar and the 18 selected papers in Augsburg are not enough for 4 issues of the *Forum*. Frank Del Gandio and Bob MacIntosh suggested using the alternate papers that did not present.

Ron Schleede briefed the Council that his sponsorship goal is to get \$50,000. Ron Schleede discussed the history of the sponsorships and he would like help identifying possible sponsors from the Middle East for the 2018 Seminar, and new sponsors that he could work with annually.

2017 San Diego – Barbara Dunn

Barbara Dunn briefed the Council on the 2017 Seminar for August 21-24, 2017. The theme will be ‘Investigations – Do They Make A Difference?’ Anthony Brickhouse and Dick Stone will lead the Technical Panel. Barbara Dunn has a hotel contract.

2018 Dubai – Mohammed Aziz

Mohammed Aziz briefed the Council on the 2018 Seminar in Dubai. Mohammed Aziz said that everything is in order and it is planned for October 28-November 2, 2018. The hotel will be the Intercontinental and there was discussion about the room rates.

2019 TBD – Barbara Dunn

Barbara Dunn briefed the Council on a couple of possible options for the 2019 Seminar. Barbara Dunn is looking at Chicago or Phoenix. There was also the suggestion of Montreal. Anthony Brickhouse will talk with ERAU-Prescott to gauge their interest in being part of a Phoenix Seminar (not organizing) and Toby Carroll will reach out to United to gauge their interest in being part of a Chicago Seminar.

7. Report of the ISASI Forum Editor - Marty Martinez

Marty Martinez discussed the background of ISASI’s digital communications that started back in 2013 with the updated website. Marty Martinez briefed a proposal to eliminate the *Web Roundup* and move it back to the *Forum*. The cost savings would be in the neighborhood of \$4000-5000/year with no increase in the *Forum* budget. Rick Sellers asked about a link direct to the *Forum* and possibly an opt-in to a hard copy version. Marty Martinez discussed that to saving money on the *Forum* would require a significant decrease in printed hard copies. Dick Stone suggested that some research be done to ascertain what that savings would be. Anthony Brickhouse suggested an opt-in on the ISASI application. Ann Schull said that she feels like the membership indeed wants the hard copy of the magazine.

Gary DiNunno briefed the Council that he and Marty Martinez will be switching roles in January 2017. Ron Schleede wanted to ensure that the links are still being sent to the membership for the Trip Reports. Ron Schleede also encouraged Councilors to keep in contact with their membership.

Motion to eliminate the *Web Roundup* – Caj Frostell, Second – Barbara Dunn, Motion passed, this change will take effect January 2017.

8. Vice Presidents Report- Ron Schleede  
Nothing to report

9. Secretary's Report- Chad Balentine

Chad Balentine briefed the Council that he attended the *SERC* meeting in April.

10. Executive Advisor Report- Dick Stone

Dick Stone briefed the Council on the work he is doing on helicopters. Dick Stone reached out to see how ISASI can help the International Helicopter Safety Team. The team does telecons every two weeks and Bob Mathews and Dick Stone are now members of the team, as representatives of

ISASI. Dick Stone said that they will be writing a paper for the San Diego Seminar. Dick Stone discussed that he was asked to draft some language on the professionalism of pilots. Frank Del Gandio asked Mohammed Aziz to send his paper to Dick Stone that Mohammed Aziz presented on professionalism.

11. Website review – Dick Stone

Dick Stone briefed the Council that the Military Working Group paper was put on the web under a new section. Barbara Dunn said that the ISASI website should be hosting the Seminar website. *ESASI* paid 5000 Euro for the Augsburg website. Dick Stone agreed with Barbara Dunn's recommendation.

Naseem Ahmed asked if the ISASI website could also host the regional societies. Dick Stone and Alicia Storey will need to discuss, but that could bring forth other issues, including resource concerns. There was additional discussion regarding society websites.

12. Reports of National Societies/Councilors:

*ASASI* – Rick Sellers submitted a written report. Rick Sellers briefed the Council that the next *ANZSASI* Regional Seminar is scheduled for June 3-5 in Brisbane and the program has been finalized. Rick Sellers also requested that the Council develop a standardized application form. There were discussions about the need for a universal, standardized form.

**Action Item: Rick Sellers and Barbara Dunn will update the ISASI Application form.**

Caj Frostell suggested that there be another link for International applicants that is not tied to the US application. Alicia Storey will send Barbara Dunn and Rick Sellers the current application.

Rick Sellers also briefed the Council on his action item from Augsburg to develop policy language for the Advertising and Promotion on the ISASI website and at ISASI Seminars. There was a short discussion regarding the proposal.

Motion to approve the Advertising and Promotion policy language – Rick Sellers, Second – Bob MacIntosh, Motion passed unanimously.

*AsiaSASI* – Written Report received from Pang Min Li.

*CSASI* – Barbara Dunn briefed the Council that they increased their membership fees by 10 CAD. They have 25 delinquencies and Barbara Dunn will follow up on those. The society has four new members and Barbara Dunn thanked ALPA for those new members. Canada's Department of National Defence wants to develop a Working Group on bloodborne pathogen training, which would include DND, TSB, TC, and ISASI. Olivier Ferrante mentioned a workshop that was held on crash site hazards and will share with Barbara Dunn. Alister Buckingham said that there is a Working Group on the AIG on crash site hazards. There were discussions about sharing this type of information within the Council.

**Action Item: Alicia Storey to look into the possibility of creating private folders for sharing documents**

*ESASI* – Olivier Ferrante submitted a written report. Olivier Ferrante briefed the Council that they have 150 members and 40 corporate members. Olivier Ferrante discussed the profits from Augsburg, along with the generous donation to the Kapustin Scholarship. Olivier Ferrante also said that there will not be an *ESASI* Regional Seminar this year due to the Seminar in Iceland. Right now their focus is on a successful Seminar in Reykjavik. The next *ESASI* seminar will probably be organized in Spring 2017. Frank Del Gandio thanked Keith Conradi and the rest of his team for such a successful Seminar in Augsburg.

*NZSASI* – Alister Buckingham submitted a written report. Alister Buckingham briefed the Council that elections are being held this month. They have approximately 70 members and 10% of the membership went to Augsburg. The Society uses some of their funds to subsidize member dues and travel to the Seminars. For the *ANZSASI* Regional Seminar, they are trying to keep the seminar fees low. The 2017 *ANZSASI* Regional Seminar will be held in Wellington the second week of June.

*PakistanSASI* – Naseem Ahmed submitted a written report. Naseem Ahmed briefed the Council that they are improving in membership numbers and on his written report. Naseem Ahmed discussed the course that Caj Frostell and Frank Del Gandio conducted last May. Naseem Ahmed advised the Council of an issue with members receiving the *Forum* in Pakistan. There was discussion regarding this issue.

**Action Item: Marty Martinez to draft a letter to ISASI’s distributor regarding the issues brought up by Naseem Ahmed.**

Frank Del Gandio thanked Naseem Ahmed and Mohammed Aziz for all of their hard work developing their societies.

*MENASASI*- Mohammed Aziz briefed the Council that they held a Regional Seminar in Dubai with 60-70 in attendance. They had more than 50 attendees at a Reachout in Beirut. *MENASASI* has 80-90 total members and has recently gained two new corporate members and they are looking forward to hosting the 2018 ISASI Seminar. There was discussion about a Reachout in Kuwait and Caj will call Kuwait.

*USSASI* – Toby Carroll briefed the Council that *USSASI* has 11 regional chapters and has reactivated four. Toby Carroll briefed the Council that in Augsburg Simon Lie from Boeing suggested that the *USSASI* host quarterly webinars and Toby is looking into getting that set up.

*NERC* – Luke Schiada submitted a report and briefed the Council that he is having difficulty getting people involved. Luke Schiada is trying to keep the Chapter active, but as of right now it is not.

*SERC* – Anthony Brickhouse briefed the Council that the Chapter held its annual meeting in Reston April 1-2. The meeting consisted of a tour of TWA 800 and the Udvar-Hazy Museum on Friday followed by a full day of presentations on Saturday with approximately 40 in attendance. The March 2017 meeting will be in Key West.

*MARC* – Ron Schleede briefed the Council that Gary DiNunno will be doing a write up of the *MARC* meeting that was held last night. Ron Schleede discussed the reason for the hotel change for the *MARC* meeting.

*International Councilor* – Caj Frostell briefed the Council that he is grateful that the ICAO Technical Cooperation Bureau for engaging him to do accident investigation training courses in West Africa. Each course includes an ISASI presentations. Caj Frostell also discussed the Beirut Reachout and the International Aviation Forum in Singapore in April 2016.

13. Rudy Kapustin Scholarship – Chad Balentine

Chad Balentine briefed the Council on the four Rudy Kapustin Scholarship Winners.

14. Reports Received from US Regional Chapters

Briefed during *USSASI* briefing.

15. Reports of the ISASI Committees

Bylaws – Darren Gaines submitted a written report.

**Action Item: Darren Gaines to set up Bylaw vote to change approved voting member classifications**

Reachout – Glenn Jones submitted a written report.

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 a full member within this WG. They have already worked on cabin crew training and child restraint systems. The group is finishing up their document on ‘Investigation Guidance Material’. Barbara Dunn was very pleased with the work done on ICAO WG.

Corporate Affairs WG – Erin Carroll submitted a written report. Erin briefed the Council on her written report and asked for assistance to contact ANA and the Swiss AIB.

**Action Item: Barbara Dunn will attempt to obtain a point of contact for ANA. Olivier Ferrante will attempt to obtain a point of contact for the Swiss AIB**

ICAO WG – Ron Schleede discussed the WG and ISASI’s positions.

**Action Item: All Council members review ISASI's positions**  
**Action Item: Ron Schleede will reach out to the ISASI ICAO WG**

17. ISASI Coordinator of Student Outreach & Mentoring Report – Anthony Brickhouse  
Anthony Brickhouse submitted a written report. Anthony Brickhouse briefed his written report and said that he is working on getting more student chapters set up. Anthony Brickhouse also discussed a visit that was made to the NTSB Training Center in February, which used to only be Embry-Riddle students and this year included students from two other universities.

18. New Business

19. Off Agenda Items

20. Review of Open Action Items

Chad Balentine reviewed list of Action Items from the meeting. Secretary Note: Action Items are bolded throughout the minutes.

Ron Schleede adjourned the meeting at 2:38pm.

Respectfully Submitted,  
Chad Balentine  
ISASI International Secretary