

MI-AIRS Board Meeting

January 11, 2011

Members Present:

Susan Howell
Mary Leininger
Bob McKown
Edward D'Angelo
Dick Manikowski
Lindsey Younger
Mickie Jannazzo*
Terry Thoma*
Sherry Miller
Judy Whitehurst
Sue Zanley
Rachel Osbourn

(*denotes attendance by phone)

1. **Introduction and Welcome:** Bob McKown opened the meeting at 1:10 p.m., and all those present introduced themselves. President Brenna Wheeler unable to attend due to illness.
2. **Approval of Agenda:** Agenda presented. Motion to approve agenda as presented by Edward D'Angelo; second by Sue Zanley. Motion approved.
3. **Approval of Minutes:** Motion by Dick Manikowski to approve the Minutes of November 10, 2010, with edit that Sue Zanley be added to those in attendance. Second by Edward D'Angelo. Motion passed.
4. **Presentation:** *Brian Drummond presented information regarding Directors & Officers Insurance for Board. He suggested need also for both Employment Practices, as well as Errors and Omissions coverage.*
 - a. **Discussion Points**
 - i. We do have volunteer(s) who are not covered by an employer
 - ii. Might be disincentive to employers who are worried about potential liability or risk exposure
 - iii. *National AIRS insurance coverage does not cover Affiliates*
 - iv. *Given National AIRS Conference is our potential risk higher this year?*
 - v. *From cost perspective this would be a big expense for the organization.*
 - vi. *Employment practices coverage in addition to Directors & Officers coverage?*
 - vii. *Suggestion to ask Brenna to get quotes for various combinations of coverage.*
5. **Officer Reports:**
 - a. **President:** Brenna was ill and could not attend. On her behalf Bob expressed "thanks" for work done in 2010.
 - b. **Vice President:**

- i. Today was first conference call of Affiliates Council. Bob only participated in ½ of call. Pace of membership higher than last year. Concern that if dues structure increased it would reduce membership, not playing out.
 - ii. Recruitment initiative forthcoming.
 - iii. Conference scholarships to be offered through Affiliates from National from used Affiliate revenues.
 - iv. They did not come to Dearborn for their meeting.
 - v. Use of Higher Logic to enhance communications with AIRS members.
 - c. Treasurer:
 - i. Sue Zanley presented Treasurer's Report. Operating statement showed \$60 from registrations for Annual Meeting, and one \$20 outstanding. Total registration was \$580 for day. We did pay final 2010 scholarship. Hyatt bill for Annual Meeting of \$110, was reduced to under \$30. Total cost was \$931.90 (a \$350 net cost, with revenues received). \$51.05 cost for (Board conference call). Balance currently is \$3,700.05. High level of concern that this is the lowest it has been in a very long time. Received \$3,300 in annual Affiliate revenue.
 - ii. Budget for 2011. Theme: Need to reduce expenses. Discussion:
 - 1. Do we reduce E-Learning subsidy?
 - 2. Do we reduce or eliminate scholarships (\$2,000)?
 - 3. Cost of refreshments at Annual Meeting
 - 4. Consider having the Annual Meeting without Training
 - 5. Insurance: A huge new cost item. How much is truly needed?
6. Standing Committees
- a. 211 Committee: Terri Thoma indicated we need three (3) volunteers for Review Committee. She has been reviewing latest AIRS Standards and doing things to incorporate Disaster Preparedness standards.
 - b. Program Committee: Sue Zanley. Program committee did meet by phone in December. Talked about scholarships. Talked about evening event options for national conference and keynote speaker. She is going to take a stab at developing cancellation policy for trainings. AIRS Certification Testing: Gryphon doing Feb. 28th certification testing. Sue noted there was a certification in January 21st in Detroit at UWSEM. Mary volunteered Midland for a date. Testing available at conference in June at the National Conference. Annual MI-AIRS meeting could be another testing date and location.
 - c. Public Awareness Committee- Susan reported that the committee had a meeting . Sue, Brenna and Susan met last week and had very good discussion:
 - i. Who are we trying to reach
 - ii. Communicate better with entire membership
 - iii. Communicate with other committees
 - iv. From workplan we talked about Website. Will be working in next few months to make it more interactive and interesting (photos, feedback, survey members). Brenna agreed to keep up website. Dick noted he did not see list of Board of Directors meeting. Bob noted the platform that national AIRS has may

be able to accommodate MI-AIRS website (what are options available to us, cost, etc.) Renewal for website 3/31/2011, so timing for discussion is good.

- v. MI-AIRS on Facebook! If all of the membership could connect that would be good.
 - vi. Feedback: When staff get to go to trainings they get excited talking to others in the field.
 - vii. Phasing out use of Yahoo Group in favor of social media approaches.
 - viii. Cost of quarterly newsletter in past discussed. Thought is to do e-bulletins.
 - ix. Bob suggested consideration of interface with Higher Logic.
- d. Membership/Nominating Committee: Mary Leininger provided list of MI-AIRS committee memberships. Additional volunteers are invited and welcome.

7. Old Business

- a. AIRS Conference: Bob reported Sharon Galler from AIRS tried to work with the Henry Ford as a first option. They were not responsive to her and they were not willing to negotiate on price. Program Committee came up with additional options: Cruise option. Sharon was able to have some success working with Detroit Princess Riverboat. Discussion about keynote speaker: new incoming DHS Director Justice Corigan. Logistics of transporting people to evening riverboat cruise, and also to and from Airport. Mary suggested tee shirts to identify local Michigan volunteers at conference. Bob will check on how to go about t-shirts.

8. New Business –

- a. Mary indicated Midland has their AIRS visit in March. Have 14 of 17 letters needed for expansion. “We have had some pretty good news.” Discussion about what to expect.

9. Adjournment: With final note that February meeting will focus on AIRS Conference. Mary L. made motion to adjourn. Seconded by Sue Zanley. Motion passed and meeting adjourned.

Respectfully Submitted,

Edward D’Angelo
Secretary