



“We Are Truth Seekers, Not Case Makers”
OREGON CHAPTER 31
International Association of Arson Investigators, Inc.
1284 Court Street NE ~ Salem, OR 97301

2018 Board Meeting Minutes

(1st Quarterly Meeting)

December 6, 2018
1st Quarterly Board Meeting
Wilsonville, Oregon
Call to Order: 1003 hours

Roll Call: Present

- President Jerry Flowerdew
- 1st VP Ralph Sartain
- 2nd VP Rich Stenhouse
- Secretary/Treasurer Andrea Vaughn
- Director Lora Ratcliff
- Director Miguel Bautista
- Director Debbie McDermott
- Director Virginia Chapman
- Ex-Officio John Wolff
- Jessica Carpenter, Staff

Excused: Director, Doug Osborne
Director, Patti Rhodes

Guest:
Gert Zoutendijk, Lake Oswego – Portland District Chair
Tom Mooney, TVFR

- Minutes of Meeting: September 17, 2018 meeting minutes. Motion to accept the September 2018 meeting minutes as presented by Past President Wolff, 2nd by Director Chapman. Motion passed.
- President's Report: President Flowerdew looks forward to focusing on the needs of the members and strengthening the association.

- Staff Report: No report, will be addressed during new business.
- Treasurer's Report: Staff provided a treasurer's report, shared the current concern about membership fees received from Enhanced Chapter agreement. By consensus the report was accepted by the board.
- Committee Assignments Discussion & Report:
 - Membership Committee: Director Ratcliff, Director Bautista, Staff – discussed membership issues with our relationship with International, membership numbers and revenue is not going in the right direction and needs attention.
 - Budget/Finance: Chair Treasurer Vaughn & Staff – committee will meet in the new year to discuss budget and financial policies.
 - Training/Education Report: 1st VP Sartain, President Flowerdew, Director Osborne, Director Chapman, Director McDermott, Director Bautista - staff will send a seminar planning timeline, speaker agreement and survey results to the committee to get them started with planning 2019.
 - Conference Site Committee Report: 2nd VP Stenhouse, Past President Wolff, Director Chapman, Treasurer Vaughn – 2019 is scheduled in Newport at Hallmark. Driftwood Shores is too small, and Seaside is booked and too expensive. Board enjoyed Hallmark and discussed possibly remaining another two years, committee will explore this venue and possibly others.
 - Constitution/Bylaws/Legislative: 1st VP Sartain – no report at this time.
 - Ethics/Grievances Report: 2nd VP Stenhouse, Director McDermott – no report at this time.
 - Awards Report: Director Ratcliff, Director Chapman, Director Rhodes, Director McDermott Lora gave out new nametags.
 - Website/Social Media Report: Gert Zoutendijk, Director Chapman, Nicole Brewer, Mark Northrop, Staff
Need to get updates on website – board minutes, board member page, and photos – Virginia and staff will work on this.
 - Professional Development Report: Ryan Fields, 2nd VP Stenhouse – no report at this time.
 - Oregon Fire Marshal Association Report: Representative
Gert reported on ABM conference in May at Hallmark and new codes that will be adopted.

District Reports:

Portland:

Gert reported nominations for new board is coming, experiencing loss of insurance company participation/membership over the past three years. Continuing to have trainings, staying active.

Mid-Willamette:

No current chair and no report. Russ Jones was the last chair and said he believes it is defunct. President Flowerdew to send a letter to all District Chairs or most recently known Chair with reminder of requirements of being a District and requesting updates.

Lane:

Charles Douglass sent a written report from Lane District with suggested training topic:

- Getting back to the basics
- The new 921 and its changes (Negative corpus Et al)
- Case reviews with hindsight for how to improve
- Trial preparation
- Respiratory protection/PPE

Rogue Valley:

Ralph reported on upcoming Rogue District seminar, staff will share another reminder about the event with our email list.

Central:

Andrea reported that they are active with monthly meetings most months. The District was not aware that they had any funds available.

Eastern:

Scott Goff is still the chair; December meeting is planned.

Old Business:

None

New Business:

- Director Bautista requested option to send out an email about a recruitment study to our IAAI email list for his dissertation. By consensus – board agreed.
- 2019 Seminar Length – 24 or 32 hours of education
 - Director Bautista shared about recent BOLI concerns that IAAI should consider before making any changes; concern is about exceeding hours with travel and training; possibly eliminating attendees if both exceed 40 hours.
 - Remain with current schedule 2019. Explore changes for future seminars – at 32 hours the CEU will be allowed as college credit, less than 32 no college credit.
- 2020/2021 – Seminar Locations – Committee will work on ideas for this, possibly Hallmark again.
- Old Awards – staff shared about past plaques/awards that are being stored from many years ago and have not been kept up. Board agreed to staff can eliminate them from storage.
- Inactive District Account Funds
 - Motion by Ralph, 2nd by Rich to move Umpqua funds to general funds
- Enhanced Chapter – Discussed what the board thought it was going to be, what it has been, and the issues that we have encountered.
 - Motion to dissolve Enhanced Chapter agreement with International IAAI and set dues to Sept. 1 renewal for all members by 1st VP Sartain and 2nd by Director Bautista

- Details/Questions regarding this change:
 - Pro-rating – check on quarterly pro-rating options with Wild Apricot
 - Testing option with IAAI – can we still utilize this or is Wild Apricot an option
 - Who is notifying IAAI – President Flowerdew
 - President letter to members about change in membership track
- Membership Tracking Options – Staff discussed Wild Apricot membership and event management options, annual cost averages \$550 to cover the software which is approximately the cost of being part of the Enhanced Chapter. By consensus the board agreed to engage in this new software beginning in 2019. Staff will work on building the data, contacting members to confirm information, and setting up automatic renewal for the appropriate September date.
- 2019 Staffing Contract – Motion by Past President Wolff, 2nd by Ratcliff to accept contract from Meetings, Management, and More (Jessica Carpenter) with amended to Article 3. Jessica will update and get to 1st VP Sartain for signature.
- 2019 Draft Budget – carry over to March meeting
- 2019 Expert Witness – discussed that the association needs to hold this class if possible, in 2019 to help with income.
- Past President Wolff requested staff include the following agenda items for March meeting:
 - Logo – change back to the old one
 - Business Meeting - Banquet – Casino – Fire Pit discussion

Comments from the Floor/Guests: None

- Tom Mooney – serves on IAAI Health and Safety Committee, one of the most active committees. Shared Fire Investigator Health and Safety Best Practices report from June 2018. Potential session at the 2019 seminar.
- ITC April 2019 in Florida
- Debbie McDermott - Yamhill FIT Team Training Jan 26-27 – she will send information to staff to distribute

Next meeting will be March 7, 2019 at 10am – in Medford area, location TBD by 1st VP Sartain.

Meeting adjourned at 12:33pm hours.

Minutes transcribed by Jessica Carpenter, staff.