

Agenda
SBSA Business Meeting Wednesday, 1/12/11
Avila Sea Life Center, Avila Beach CA
(CSU CalPoly)

- 0900 - Welcome, introductions, place lunch order
President & Secretary/Treasurer Reports, Election Results
Report from BOD meeting
OM reports - provide electronic copies to Steve Clabuesch, srclabue@ucsc.edu
Committee reports (standards, web, training, membership) Provide e-copies of any documents to Steve
- 1130 - Lunch & Tour of Cal Poly marine facility
- 1300 - Review and edit SBSA By Laws and Boating Safety Manual (BSM) as needed
> Discussion of membership requirements
> Review for approval of Operations appendices to SBSA BSM
- Guidelines for review are: Lost diver/MOB, Crane launching, Paddlecraft, Crew coordination, Weather, Emergency procedures
Training Class scheduling
Developing & coordinating a common pool of training equipment
Possible purchasing agreement with West Marine & other suppliers
Collection of OM boating activity & statistics
<http://creator.zoho.com/dbell/sbsa-boating-statistics/#>
2011-2012 schedule of meeting(s).

MINUTES

Meeting called to order 0915 hrs.

Attendees: David Bell/Chris Raleigh (SFSU/RTC), Eddie Kisfaludy (IM), Steve Clabuesch/Dave Benet (UCSC/LML), Yvette Ralph/Jim Cvitanovich (CSULB), Henry Fastenau (IM), James Fitzgerald/Jason Herum (UCD/LML), Richard Alvarez (HSU), John Douglas (MLML), Chip Arnold (ASLC), Mike Anghra (UCLA/SDSU), Tom Molyan/Jason Felton (CPSU), Rich Walsh (UCSD/SIO), Eric Hessell (UCSB), Jim Hayward (UCB), Joe Welsh (MBA), Mark Flahan (IM), Gerry Smith (USC/WIES).

1. Fastenau welcomed everyone and thanked Moylan for hosting the meeting. Moylan gave an overview of Cal Poly's facility and schedule for the day. All 22 attendees introduced themselves and their programs.
2. Fastenau delivered the Presidents report on the state of SBSA. He announced that the BoD had reviewed the latest Operational Guidelines and they had been posted on the website. He reported that taxes had not yet been paid for 2010 but that he would be working with Clabuesch to make this happen. He announced the election results
- Fastenau was re-elected as the president and Kisfaludy and Clabuesch were re-elected to the board, Clabuesch will continue on as secretary/treasurer.
3. Clabuesch gave the Secretary/Treasure/Membership report. He stated as of today SBSA has 22 members - he listed OMs who have not paid their dues (UCSB, DISL, SDSU, OSU, CalSciCen). Clabuesch reported that SBSA has \$2080.53 in their checking account. Clabuesch reported that he has been in discussion with Port

Supply about having a SBSA account. The group felt that this was worth pursuing but that individual OMs should be responsible for setting up their own payment arrangements.

Clabuesch brought up the subject of individual SBSA memberships (IM) since we now had Fastenau, Kisfaludy and Flahan who were no longer associated with an OM. The discussion centered on the By Laws, Individual Membership fees and the number of votes allowed for OMs and IMs. It was decided that Individual Memberships will be allowed, IMs will get one vote / OMs will get two votes, IM dues will be \$25 / OM dues will be \$50.

ACTION ITEMS:

Clabuesch will continue pursuing the Port Supply arrangement. Fastenau will work on organizing regular BoD meetings. Fastenau will work with the BoD to make sure the By Laws reflect both types of membership – IM & OM.

4. Fastenau then asked for each OM to give their annual report following the format below. He also asked each OM to submit this report electronically to Clabuesch.

OM Name, Department Boating resides, Oversight of Boating Program (BSC, BSO), Boating Policy in Place, Manual in Place, Number of Boats, Number of Boaters, Boat Training, Incidents, Issues.

Items raised during the OM reports: Limited 6-pack USCG license being used in Catalina and San Diego (sea area restricted); Southern California MOTC needed; Placarding of Research vessels required by CDFG in the Monterey Bay area – NMFS is already complying; Use of personal vessels under OM auspices (CSULB, UCSC, MBA do allow this under certain conditions); Bell is launching a trial on-line presentation of the MOTC power-point modules to front-load the students with information so more time could be spent discussing the material on the first day of the MOTC. Both Bell and Hessel are using on-line float planning forms/calendars. Benet reported UCSC successfully used a SPOT unit to monitor when teams were on/off the water and their location.

ACTION ITEMS:

OMs need to submit boating reports electronically to Clabuesch. OMs also need to submit boating statistics on-line. Clabuesch will send a reporting form to Bell to be posted on the website to facilitate the submission of the OM reports.

5. Lunch and tour of Cal Poly marine facility (1138 – 1345hrs).
6. Fastenau initiated a discussion on how SBSA was created to facilitate boating safety and not to act as a barrier to boating safety. To that end SBSA would like to see an OM working toward a boating safety manual that meets or exceeds the standards set by SBSA. Inclusive in this would be the creation of a boating safety officer, boating safety committee and training standards. But realizing this can be an on-going process and that each OM's needs are unique, SBSA's OMs may be at different stages of compliance but they are moving toward meeting established standards, namely those of SBSA. A first step in this process would be for an OM to begin documenting their boating practices – policies, procedures, training, vessel use, incident tracking – all of which are outlined either in the SBSA manual or website. In summary Fastenau encouraged those working toward meeting SBSA standards to become SBSA members no matter where they are in the process.

The discussion moved toward tools that can be used to help Administrators see the benefit of an organization becoming a member of SBSA. Since SBSA is now the de facto standard-setting body for scientific boating, meeting these standards becomes a Risk Management tool. SBSA boating statistics may become a “anti-regulatory” tool in the future as well as a tool to reduce insurance premiums.

The group reviewed the SBSA Manual and By Laws to make sure both documents reflect changes to membership categories and to facilitate an organization's ability to join SBSA. It was decided that boating manuals should be reviewed as a step for becoming a OM. Anghera, Douglas and Monk volunteered to review OM manuals as they are submitted.

ACTION ITEMS:

Bell will put a section on the statistics submission page that asks for a link to an OM's manual as well as an email to for the OM's BSO if any changes in either have occurred in the past year. BoD will create an Individual Membership application and make changes to the By Laws to reflect this new membership category. Fastenau will work with the “Manual Committee” to develop a checklist to review manuals.

7. Fastenau guided the review/discussion of the submitted operational guidelines: Lost diver/MOB, Crane launching, Paddlecraft, Crew coordination, Weather, Emergency procedures.

ACTION ITEMS:

Creation of Night/Limited Visibility Operations. Review terms used throughout manual to make sure all terms are being used with a consistent definitions. Herum and Fitzgerald will work on "Rendering Assistance".

8. Training: Ralph will check with her potential boating students and let the membership know potential dates and location for a MOTC. Walsh volunteered UCSD/SIO for the next SBSA meeting venue, shooting for November 14-18, 2011. The membership discussed combining a MOTC/MOITC with the meeting.

ACTION ITEMS: Ralph and Walsh will work on the details and let the membership know specific dates.

Meeting adjourned 1635 hrs.

The Scientific Boating Safety Association thanks Tom Moylan and Jason Felton of Cal Poly for their efforts & time hosting the meeting,. We also extend our appreciation to the Avila Sea Life Center for providing the venue. The meeting facility was excellent.