

**New Brunswick Civil Air Search And Rescue Inc.  
Board Of Directors Meeting**

May 15, 2023 1910 h

Via Teams

**Call to Order:** Richard Sutherland, Tim Houlahan, Ian Cameron, Matt Cassidy, Meredith Brewer, Mike Blizzard, Malcolm McKay

**Approval of Agenda:** No issues with Agenda.

**Approval of Minutes:** Motion from Matt Cassidy to approve minutes of March 14, 2023, seconded by Richard Sutherland. Caveat Tim to forward additional minutes from April 29, 2023 meeting (forwarded during call).

**Reports Officers:**

**Treasurer** - Ian Cameron - \$2800 balance. Artificial as must float \$1500 from JRCC tasking (North Shore search).

**Business Arising:**

**Resolution: Section 9 by-law amendments**

9.01 MEMBERSHIP (new)

Membership in NBCASAR is a privilege not a right.

Membership shall be under the control of the NBCASAR Board of Directors, subject to the by-laws of the Corporation and the by-laws of CASARA. The directors may approve or reject an application for membership as they in their absolute discretion think fit.

9.02 APPLICATION (new)

Membership applications are handled at the Zone level. All membership applications to a zone are conditional, subject to approval by the Board of Directors. If the Zone Commander receives an application for membership from an individual who, in their opinion, is unsuited for membership, they shall advise the Board of Directors of the concerns. The Board of Directors shall not approve the application until seeking and receiving advice and direction from CASARA on any membership application they feel is questionable.

9.03 ADMISSION (former 9.01)

Each member shall be associated with one of the Zones of the Corporation, and upon being admitted as a member, the register of members shall record their name, address, occupation, and the Zone to which they are associated.

9.04 REGISTRATION (former 9.02), unchanged.

For the purposes of registration, the number of members of the Corporation is unlimited.

9.05 REQUIREMENTS

A member of the Corporation must meet the following minimum requirements or be deleted or CEASE from the Corporation list of members at the discretion of the Commander of the Zone:

- (a) The individual must have reached their eighteenth (18) birthday prior to the start of training.
- (b) Meet the medical standards as set by the National Association;
- (c) Must demonstrate a genuine interest in the Corporation's goals and programs;
- (d) Be prepared to complete all necessary training to achieve and maintain certified status;
- (e) Meet any requirements established by the National Association; and maintain and update all relevant sections with current information on their TMMS member profile.
- (f) Must have attended a NBCASAR meeting or training session during the preceding twelve (12) months.

9.06 (former 9.03)

EVERY MEMBER SHALL BE ENTITLED:

- (a) To attend an Annual General Meeting of the Corporation at their own expense.
- (b) To attend and vote at any Zone meeting with which they are associated; and,
- (c) To hold any Zone office.

9.07 CONDUCT (new)

Members who do not adhere to the rules and procedures of the Corporation or who do not satisfactorily perform their volunteer assignments are subject to discipline and/or dismissal. Disciplinary action shall range from verbal warnings to immediate discharge, depending on the seriousness of the offense in the judgement of the Board. Possible grounds for immediate dismissal may include: gross misconduct or insubordination; theft of property or misuse of Corporation materials; abuse or mistreatment of clients, staff or other volunteers; not abiding by Corporation policies and procedures; and not satisfactorily performing assigned duties.

9.08 (former 9.04)

MEMBERSHIP IN THE CORPORATION CEASES:

- (a) Upon death:
- (b) Upon receipt by the Commander of the member's Zone of a written resignation; and,

(c) When an individual ceases to qualify for membership in accordance with these by-laws.

(d) If a member is found, by the vote of  $\frac{3}{4}$  of the Directors at an authorized meeting of the board, to have conducted themselves in a manner unbecoming to CASARA or if their actions have had the effect of bringing CASARA, its officers, directors, or members into conflict or disrepute.

e) if a member fails to comply with CASARA membership requirements, membership ceases.

**NOTE:** In relation to 9.02, a group will meet (likely in June) consisting of at least one member per zone to start working on strategy related to recruitment, retention and succession planning. Matt Cassidy will take the lead and at present other members will include Malcolm McKay (Saint John) or possibly an alternate (TBD) and Michelle Lilly (Miramichi).

### **New Business:**

**NB By-Law and Policy Review** – We did 9 and 14, a lot more left to do. Proposing complete review broken up over meetings.

### **Policy Member Reimbursement Motion replacing Sections 1.05 and 1.06**

Meredith motion on 1.05 and 1.06, Matt seconds (for motion see document entitled “20230515 Proposed Motion Member Reimbursement.docx”). Ian to re-write 1.05 and 1.06 based on BOD discussions and forward to BOD for email vote.

**Date for Next Meeting:** September 18, 2023 (keep July 10 and/or 17 available if necessary prior).

**Adjourn:** 21:25