

Minutes of the Annual Meeting
Forensic Specialties Accreditation Board
Hyatt Regency Hotel, New Orleans, LA
February 11-12, 2017

The Annual Meeting of the Forensic Specialties Accreditation Board (FSAB) was called to order at 9:00 AM on Saturday, February 11, by President Thomas Bohan.

Present were:

Thomas Bohan - President
David Senn - Vice-President
Bruce Goldberger - Treasurer
Emily Will - Secretary
Derek Hammond - Immediate Past President,
Peter Alexander - Director
Ann Bunch - Director
Madeleine Hinkes - Director
Mark McCoy - Director
Marina Stajic - Director
Elizabeth Ziolkowski - Director
Stephanie Domitrovich - Public Director
Steven Benjamin - Public Director

1. Agenda Update - After introductions, President Tom Bohan announced two additions to the agenda: Discussion of the procedures for voting on the updated FSAB Standards and

2. President's Report - President Bohan summarized the activities of the FSAB since the 2016 Annual Meeting.

- a. There was a special meeting in Maine in June. Two committees convened to work on the updates to the FSAB Standards and the Policies and Procedures Manual.
- b. The Executive Committee met in November in Atlanta and continued the work on the Standards and P&P.
- c. President Bohan, with the help of Ann Bunch and Peter Alexander, worked hard on a grant application submitted to the John and Laura Arnold Foundation. This application was vetted by the Foundation, but FSAB was not funded, apparently because the project was not viewed as being a sufficient "change agent."

- d. We discussed possibilities for “recognition” of FSAB as ISO compliant.
- e. Tom Bohan gave a brief tutorial on the relationship of the FSAB Standards, FSAB P&P, and ISO 17024 and ISO 17011.
- f. Peter Alexander reported on his work to produce a uniform ARC Report Format.
- g. President Bohan appointed the ARC for the ABFO reaccreditation.
- h. Director Training - 9 of the 15 FSAB Directors have had the ANSI 17024 two day training. In the coming year FSAB will send three additional attendees.
- i. On Sunday, February 12, FSAB is sponsoring a full day seminar with presentations by Dr. Vijay Krishna and Dr. Lynn Webb from ANSI. Each CAB has been invited to send two guests, and all CABs are participating. Tom Bohan will give an overview of the FSAB accreditation process and answer questions for a half hour before the ANSI presentation begins.
- j. Bruce Goldberger has been working on a new website for FSAB and presented a preview.
- k. The following resolution was approved:
 - The FSAB Board of Directors notes on this day, February 11, 2107, that the IAI Certification Boards (Bloodstain Pattern Examiner Certification Board, Crime Scene Certification Board, Footwear Certification Board, Forensic Art Certification Board, Forensic Photography Certification Board, Latent Print Certification Board, Tenprint Fingerprint Certification Board) are no longer accredited by the Forensic Specialties Accreditation Board.
- Tom Bohan will write an official letter to each the President of each of these CABs.
- l. Tom Bohan read a letter of resignation from Greg Matheson. Due to other professional obligations he will no longer be able to serve on FSAB.
- m. The Directors agreed that during the meeting we will discuss the updated Standards document and vote on it. If it is approved, we will then discuss some proposed revisions.

Break 10:30 – 11:00

3. Treasurer’s Report

Treasurer Bruce Goldberger reported that at the end of December 2016 the FSAB Treasury held ~\$54,000 as compared to ~\$62,000 at the end of 2015. Anticipated expenses are for one Executive Committee meeting in 2017, additional ANSI training for three Directors, and the costs for the February 12, 2017 Seminar. Bruce reported an issue with the dating of the CAB Annual Reports making it confusing as to which year the report covers when looking at the title page.

FSAB will reimburse Directors for two nights of lodging and two days of adjusted per diem. The full Treasurer's Report is attached to these minutes.

4. Secretary's Report

a. Secretary Emily Will distributed the FSAB Confidentiality and Conflict of Interest documents. Each Director signed and returned those documents. Absent Directors will be sent those documents if they continue to serve.

b. Minutes of the 2016 Annual Meeting and Mid-year Exec Meeting have been circulated.

c. Emily is working on a summary of past Minutes of FSAB and is about half way through the assignment. Tom Bohan is assisting.

d. A job description for the position of FSAB Director has been written and is in use. Several suggestions were made to improve the description and will be implemented.

e. Emily discussed some details of the planned seminar on Sunday, February 12 and the Implementation of the new FSAB Standards.

f. Ann Bunch, Steve Benjamin, David Senn and Stephanie Domitrovich volunteered to be a task group to write an article about FSAB and get it published in a peer reviewed scientific journal and in a law review journal.

Lunch Break 12:00 – 1:30

The meeting reconvened at 1:30

In the afternoon we were joined by a guest, Ted Burkes from the ABFDE. However, with the reports from Application Review Committees, we went into Executive Session and Mr. Burkes left the meeting as required.

5. ARC Reports and Election

FSAB entered Executive Session at 1:35 pm. During the Executive Session the following decisions were reached:

- a. An accreditation application will not be accepted at this time.
- b. The International Association of Computer Investigation Specialists (IACIS) was reaccredited.
- c. The American Board of Forensic Document Examiners (ABFDE) was reaccredited.
- d. The International Board of Forensic Engineering Sciences (IBFES) was reaccredited.
- e. A Slate of Officers was elected;
 - President - David Senn
 - Vice-President - Emily Will
 - Secretary - Elizabeth Ziolkowski
 - Treasurer - Bruce Goldberger
 - Immediate Past President - Tom Bohan
- f. Jan Kelly (ABFDE) was elected to fill out a two year term as a regular Director.
- g. Ann Bunch and Mark McCoy were reelected for three year terms as regular Directors.
- h. Greg Matthews and Matt Lunn will not be continuing as Directors. Emily Will will write to the CAB representatives to let them know that additional nominations are being solicited.

Executive Session ended at 2:53 pm

Ted Burkes returned to the meeting.

Break 3:00 - 3:15

6. Bylaws and Code of Ethics - Tom Bohan presented the amended Bylaws and Code of Ethics, which are attached to these Minutes. Mark McCoy moved to adopt the amended Bylaws. Emily Will seconded. The amended Bylaws were approved.

After discussion, some changes were made to the Code of Ethics. Mark McCoy moved to adopt the revised CoE. Stephanie Domitrovich seconded. The CoE was approved.

7. New FSAB Standards - Emily Will presented the new FSAB Standards document. Mark McCoy moved to adopt the Standards. Stephanie Domitrovich seconded. The Standards were approved.

Ted Burkes presented some suggested changes to the Standards. Several were editorial more discussion than time allowed.

8. New FSAB Policies and Procedures Manual - Ann Bunch presented the new Policies and Procedures Manual and discussed the Procedures that are being developed under the committee leadership of Peter Alexander. Peter presented slides explaining the procedures development process. The P&P Review Committee needs to be added to the PPM.

Derek Hammond moved to adopt the revised Policies and Procedures Manual. Stephanie Domitrovich seconded. The revised Policies and Procedures Manual was approved.

The meeting adjourned at 5:05 pm.

NOTE: Although this is officially a two day meeting, the regular FSAB business was conducted only on Day 1. On Day 2, Dr. Vijay Krishna and Dr. Lynn Webb from ANSI presented a full day workshop for FSAB Directors and CAB representatives.

Respectfully Submitted,
Emily J. Will