Call to order – Derek Hammond 9:07AM

Present:
Derek Hammond, President
Madeleine Hinkes, Vice President
Tom Bohan, Treasurer
David Senn, Secretary
Yale Caplan, Past President
Dan Bergman
Ann Bunch
Robert Garrett
Bruce Goldberger
Kristine Olsson
Anjali Ranadive
Lyla Thompson
Emily Will

Excused: Mary Fran Ernst

1. President’s Report – Derek Hammond
   a. Thanked ARCs for year's work
   b. Reported congratulatory letters and certificates sent to:
      • Reaccreditation (ABFT and BFDE)
      • Accreditation (IACIS)
   c. Reported NAFC withdrawal
   d. Reported sending AAFS Reports (mid-year; end of year)
   e. Discussed White House Subcommittee on Forensic Science meeting and Accreditation under ISO/IEC
   f. Reported on EC meeting in Colorado Springs (Nov. 2012)
      1. Organized and reorganized FSAB records housed at AAFS
      2. Reviewed annual reports
   g. Appointed Complaint Review Committees
   h. Appointment of Public Directors
      1. Anjali Ranadive (3rd term beginning Feb 2013)
      2. Hon. Stephanie Domitrovich (1st term beginning Feb 2013) - Erie, PA
2. Secretary’s Report - David Senn
   a. Meeting Minutes approved
      1. FSAB BOD teleconference (Jan 20, 2012)
      2. FSAB BOD meeting (Feb. 19, 2012)
      3. FSAB EC meeting (Nov. 11-12, 2012)
   b. Certificate of Accreditation sent to IACIS
   c. Certificate of Reaccreditation sent to ABC, ABFDE, and IBFES (ABC did not
      have or could not find their previous Reaccreditation Certificate)
   d. Notifications sent to ABC and ABFA (Re-accreditation Applications due in
      2013)
   e. Roster update
   f. Confidentiality Agreement - send to AAFS staff and FSAB affiliates
   g. Conflict of Interest form send - to AAFS staff and FSAB affiliates

3. Treasurer’s Report - Tom Bohan
   a. Year-end cash 61,503.91
   b. Income 23,949.00
   c. Expenses 13,482.14
   d. Net Income 11,794.87
   e. Maintenance Fee Policy for Newly Accredited Boards:
      EC recommends "softening the blow" in the first year of accreditation by
      reducing the first year's annual maintenance fee by one half.

4. Committee Reports - ARC and CRC reports were delivered in Executive Session.
   a. ARC recommends recertification of a board
   b. Complaint Review Committee – Madeleine Hinkes
      1. A complaint related to the handling of a disabilities issue by a board
         was resolved by working with the board and complainant and no further
         action is required.
      2. The CRC recommends that the complaint be dismissed
   c. Complaint Review Committee - Madeleine Hinkes
      1. A complaint related to appeals procedures of a board was discussed and
         Bohan proposed that action be delayed until the CRC has had an opportunity to
         fully evaluate the situation and prepare a recommendation to the FSAB Board.
   d. Quality Assurance Committee – Hammond
      1. Annual Reports reviewed by EC; electronic copies posted on the private
         side of the website; hardcopies on file in the Admin office
      2. Followed up with several boards (low # of recertifications questioned in
         several instances)
      3. Annual Report form changes in progress
      4. Policies & Procedures Manual changes in progress
      5. Issues concerning the new Annual Fee structure
      6. Treasurer Bohan reports that per EC vote newly accredited boards shall
pay 1/2 of maintenance fee for first year they are accredited.

7. FSAB Calendar in progress
e. Nominating Committee – Yale Caplan
   Recommendations:
   NC nominates Derek Hammond for 3 yr. term
   NC nominates Hammond, Hinkes, Bohan, & Senn for one-year terms as
   President, Vice President, Treasurer, Secretary, respectively.

f. Ad hoc Study Guide Committee – Emily Will
   1. Definition of study guide proposed.
   2. Ann Bunch and Stephanie Domitrovich appointed by President Hammond
      to the committee to assist in completing study guide document.
   3. Committee will provide document to EC before May 2013

g. Website – Derek Hammond
   1. Annual Reports added
   2. Change in design (feedback or suggestions for improvement sought)
   3. Yale Caplan recommended that FSAB review the quality and content of the website.
   4. President Hammond charged Bruce Goldberger with this task as a one-person Ad
      Hoc Website Review Committee

5. Unfinished Business
   a. Insurance – Tom Bohan - Errors and Omissions Insurance with a $5000 deductible
      seems to be the correct policy for FSAB. The premium is currently $3400/year
      Risk to FSAB? Possible
      Risk to Directors? Extremely small
      Bohan recommends purchase
      Action: Defer purchase of E&O Insurance until after a review by the EC and FSAB’s
      corporate attorney
   b. Action on ARC for recertification of the ABFO – Emily Will, Chair
      ARC recommends approval. The FSAB Board approved.
   c. Action on CRC recommendations - Hinkes. The actions recommended during
      Executive Session were approved.
   d. Action on Ad hoc Study Guide Committee - Actions recommended (appointment of
      Bunch and Domitrovich to committee and May 2013 reporting deadline) were
      approved.
   e. Revision of Application for Accreditation/Re-accreditation (Rev. 11/20/2012) – Tom
      Bohan, Dan Bergman, and Emily Will - A revised form was presented and approved.
   f. Review of Applications for Certification – Derek Hammond discussed the concept of
      reviewing the last two applications for certification and recertification for each
      accredited board as a quality control measure. Discussion followed: Would this violate
      confidentiality and our own policies? Proposal Tabled
   g. Outreach to non-accredited certification boards - Derek Hammond discussed reaching
      out to boards for possible FSAB accreditation.
6. New Business
   a. A guest, Andrew Sulner, MSFS, JD (BFDE), addressed the meeting with three concerns:
      1. Testing Protocols (proctors)
      2. Recognition by other groups
      3. Bias (or lack thereof) toward accredited organizations
         No action was taken.
   b. Resolution/Proposal for a new Standard, Emily Will
      1. Respect between FSAB accredited boards
      2. After discussion the proposal was tabled
   c. Discussion of issues discovered during CRC reviews – Madeleine Hinkes
      1. American Disability Act etc. - No action was taken.
   d. Appointment of ARCs - President Hammond appointed ARCs for two reaccreditation applications and one initial accreditation application for the year.

7. Director terms expiring in 2014
   T. Bohan (EC)
   Y. Caplan (EC)
   M. Hinkes (EC)
   D. Senn (EC)
   MF Ernst
   E. Will
   R. Garrett
   D. Bergman
   A. Bunch
   B. Goldberger
   K. Olsson
   L. Thompson

8. Appointment of Affiliates for 2013-2014 - Derek Hammond
   Graham Jones
   Susan Johns
   Dennis Mooney
   Jack Kalin

9. Appointment of Minutes review committee – Derek Hammond
   David Senn-Chair
   Yale Caplan
   Emily Will

10. Reimbursement schedule for this meeting
    2 hotel nights
Per diem
1@75
1@53
Send online form to Tom Bohan

11. Election of Director
   Director-Derek Hammond
   Motion to elect by acclimation
   Motion passes
   one abstention-Hammond

12. Election of Officers
   President-Derek Hammond
   Vice President-Madeleine Hinkes
   Treasurer-Tom Bohan
   Secretary-David Senn
   Motion to elect by acclimation
   Motion Passed

13. Meeting room/catering documents discussed

14. Reaccreditation Issue - Hammond
   1. Currently 7 boards from one organization are scheduled to reaccredit in 2015
   2. Applications currently scheduled to be received May 2014
   3. This arrangement is considered untenable and should be changed
   4. Each of the 7 component boards should apply as a single board
   5. President Hammond proposes to divide the boards into two groups for purposes of facilitating reaccreditation to reduce impact on FSAB ARCs. Each component board will become and remain independent boards for FSAB accreditation purposes.
   6. This motion was made, discussed and carried.

15. Emily Will asked about releasing FSAB meeting agendas to the public
   Discussion followed
   FSAB meeting agendas are not public information

Meeting adjourned at 5:30PM

David R. Senn
Secretary, FSAB