

**Agenda**  
**SBSA Meeting, Wednesday 1/7/09**  
**Cal State University Long Beach**  
**0900 - 1700 Peterson Hall Bldg. 2**

1. Welcome, introductions
2. Scott Quackenbush
3. President & Secretary/Treasurer Reports, Election Results
4. OM reports (added item)
5. Committee reports (standards, web, training, membership)
6. Operations appendices to manual
7. Training Classes
8. Collection of OM boating activity & statistics
9. Bylaws Revisions
10. OM recharge rates for small boat use
11. How to get OMs more involved in SBSA
12. 2009 schedule of meeting(s) & training

**MINUTES**

Attendees: Chip Arnold (ASLC), Tom Moylan (CSUSLO), Kim Anthony (CSULB), Jim Cvitanovich (CSU/SCMI),  
Aaron Gracia (FWS), Steve Monk (CSUH), Rich Alvarez (CSUH), Mark Flahan (CSUSD), Mark Flahan Jr. (CSUSD), John Douglas (CSUSJ/MLML), Henry Fastenau (UCD), James Fitzgerald (UCD), Eric Hessel (UCSB), Steve Clabuesch (UCSC/LML), Eddie Kisfaludy (UCSD/SIO), Rich Walsh (UCSD/SIO)

The meeting began at 0904. **Action Items are in Bold Type.**

1. The attendees introduced themselves to the group with name, institution and position they hold.
2. Douglas gave an update on the donation SBSA gave to the Scott Quackenbush memorial fund. Fastenau asked for a moment of silence, to remember the contribution Scott gave to the SBSA.
3. Clabuesch reviewed the action items from the minutes from the last meeting. All items have either been completed or are being acted on.

President's Report: Fastenau reported that SBSA's non-profit status is complete.

Election Results: The members present voted for Clabuesch and Fastenau to continue their terms as Secretary/Treasurer and President respectively.

**The next election will be in October and the membership will be voting for a Vice President and a Director.**

Secretary/Treasurer's Report: Clabuesch reported that a SBSA checking account had been established with a current balance of \$395.66. The checking account is a no fee account and he has paid for 5 years of web-hosting of the SBSA website. So at this point SBSA has no recurring expenses. He reported that of the 26 potential SBSA members, 14 had paid their dues.

Out of these 14, one OM needs to file an application and 4 need to submit a Boating Manual.

4. OM reports: The OM representatives present gave brief summaries of their organizations boating activity & issues during the past year.

**OMs are requested to send a copy of activity to Clabuesch (see # 8 below).**

5. Committee Reports:

Standards - work is still being done on creating standards for other boating operations.

Douglas has submitted a set of Live Boating Guidelines that was reviewed.

**Suggestions for other guidelines are: kayak (Fitzgerald, Moylan), crane operations (Kisfaludy, Moylan), offshore structures (Hessell), man overboard/lost diver (Hessell), winch/davit operations (?), vessel towing (?), mooring deployment (?) and towing instrumentation (?).**

**All outlines for these operations should be submitted to Fastenau who will then submit them to the Standards Committee.**

Hessell suggested that at some point we would need to compare submitted manuals to the SBSA standard to make sure OMs were indeed meeting standards. Fastenau agreed but felt that at this point as long as an OM submitted something this was a good start.

It was also decided to define a reportable incident to SBSA as the same as the Federal Requirements - the SBSA manual should state somewhere that a reportable incident is defined in CFR.... –

**Fitzgerald said he would look this up and insert it in the manual in the appropriate place.**

It was also reiterated that in all our standards, people onboard a vessel should always be referred to as crew and not passengers - vessel crew, trainee, scientific observer, scientific diver - as defined in Fitzgerald's handout. The idea is that everyone onboard has a specific job to do and is not along for the ride.

Website –

**Since Anthony will be taking a new position she will be transferring the position of webmaster to David Bell.**

Clabuesch reported that the website went down when he inadvertently switched service providers but he believed it had all been sorted out. Anthony felt she could now get the website back up. Suggestions for the website were:

**MOTC syllabus be posted**

**Member list be updated**

**OM stats be updated**

**Once the operational guidelines are completed, post them on the website.**

Training –

**Submit ideas for training or operational guidelines to Fastenau.**

Membership - It was decided that any OM who was not current in their dues would be dropped from the email list and the weblist.

There was discussion on how to gain more members and the end result was we need to advertise to the appropriate population.

**Kisfaludy volunteered to create a brochure that can be mailed out to institutional risk managers that have boating programs. Alvarez volunteered to take the brochure and put it in a form that could be submitted to the AAUS E-Slate for distribution to their membership.**

Clabuesch suggested that SBSA have a table at the next AAUS symposium.

Flahan wanted to make sure we knew what we were offering to new members before we started this solicitation.

The list that was developed was:

- regional (in your area) MOTCs,
- boating reciprocity,
- nationally recognized training/operational standards,
- compilation of boating statistics,
- SBSA setting the standard for the eminent vessel training regulations,
- voice to represent science boating to other agencies and network for boating support.

6. Operations appendices to manual:

See #5 above under standards - all drafts should be submitted to Fastenau.

Fitzgerald's handout "SBSA Small Boat Safety Manual Operational Procedures & Appendices" was discussed.

Electronic copies may be obtained from Fitzgerald.

7. Training Classes:

Fastenau reported that the MOTC and MOITC training programs had been submitted to DOI/FWS for equivalency to the MOCC and MOICC. Garcia confirmed that both were being reviewed. Once SBSA becomes their own standards/training agency, the SBSA Secretary will collect course information and authorizations issued for both boaters and instructors.

8. Collection of OM boating activity & statistics:

Attendees briefly discussed their 2008 boating activities and incidents. Cvitanovich gave an update on the status of SCMI's issues with the USCG.

**Cvitanovich will send a copy of the letter he received from the USCG giving a history of the "research vessel status" to Clabuesch who would then distribute it to the OMs.**

**OMs are to send 2008 boating statistics to Clabuesch in electronic form. Information requested is: number of active boaters, number of boaters trained, number of courses taught, list of boat types by Class, total days underway for all vessels, any reportable incidents.**

9. Bylaws Revisions:

After some discussion it was decided that a SBSA individual membership was not needed because according to the bylaws, (Article VI, Section 1, number one), the BoD can select anyone to be a member of the SBSA and prescribe appropriate duties for them that are consistent with the bylaws. So in essence if the BoD felt someone, not associated with an OM, would benefit the SBSA, the BoD could bring them into the organization.

10. OM recharge rates for small boat use:

Monk thanked the attendees for their his response to his inquiry on recharge rates.

11. How to get OMs more involved in SBSA:

All felt that having regional classes on a regular basis would go a long way into getting more OMs involved in the process of SBSA as an organization.

12. 2009 schedule of meeting(s) & training:

It was decided that SBSA should hold at least one MOITC each year.

**Anthony said she could probably gather at least 6 students from CSULB for a MOTC for the beginning of June - she will keep us posted on this.**

The next MOTC/MOITC was proposed for January 2010 in either San Diego or San Luis Obispo.

**Moylan was going to check on availability of facilities at Cal Poly during that time.**

The meeting was adjourned at 1615.

Steve Clabuesch Jan. 2009