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inFIRE Committee Meeting, May 4, 1999, Montour Falls, New York.

Present: Ann Kelly, IAFC, Chair; Janet Green, FMRC; Lian Ruan, IFSI; Gwen Schagrin, Fire/EMS/Safety Center; Mike Culhane, NRCC, Diana Robinson, NY State Fire Academy (for part of the meeting).

The meeting started 1:10 p.m. at the New York State Fire Academy Library. Gwen Schagrin and Mike Culhane were invited to join the discussion.

Since they will not assume their positions as new committee members until the business meeting on 5/7, they did not have voting privileges.

I. Minutes from the previous meeting (Nov. 8-9, 1998) were approved without any amendment.

## II. Conference Update

### A. New York

#### 1. Status

Diana joined the meeting and reported on inFIRE members and speakers who were unable to attend. Gwen suggested that Diana share the news with other members at her opening speech on May 5.

Diana prepared Classroom 2 for the inFIRE Conference (across the hallway of the Library.) She would put give away handouts on the table in the back of the classroom. Gwen had some free tapes.

Diana arranged for use of the Academy van for functions that require transportation. She agreed to prepare a form to distribute to conference attendees to see if additional transportation would be needed.

Diana's comments on the conference:

- a) Call For Paper was out late. Time was tight.
- b) It was difficult to get abstract and bio. Late.
- c) It was tough to get interesting speakers with diverse views when she had no funds for reimbursement of time or travel expenses.

Diana wished that inFIRE would cover travel expenses.

Diana planned the meeting on her own. Mike was advised to utilize a committee to help plan the 2000 conference. Volunteers will be sought at the 5/7 Business meeting.

#### 2. Follow-up

Thank you letters:

According to the Conference Checklist, the local coordinator sends out the thank-you letter to conference speakers.

Since Diana has personal contact with them for several months, she'll send out the letters. Ann and Janet will send others.

Conference highlights:

Gwen agreed to do this year's. Ann asked Gwen to send out the highlights by e-mail after the meeting.

### C. Proceedings (Discussed Proceedings before item B. Year 2000.)

#### 1. Discussion:

Chris Dahms and Nora volunteered to edit the 1999 proceedings.

Ann reported that Nora Jason suggested that we might want to post the proceedings on inFIRE Web Site. Diana checked with Martha who said no problem. The committee had discussion paper vs.

electronic version. Lian: made motion for this year's conference proceedings on inFIRE Web. Seconded by Janet and unanimously approved.

## 2. Who responsible for the Proceedings

Ann reported that Nora and Chris would follow up with speakers and contact Diana who collected them, then gave to Martha. There should also be a preface including inFIRE history and theme of the conference and a Disclaimer. This will be discussed further at the 5/7 Business meeting and volunteers to edit the 2000 Proceedings will be sought.

### B. Year 2000 - Mike Culhane

Mike has received official approval. A date was discussed and it was suggested that he plan a date to coordinate with the tulip festival, choose a theme, and choose a fully sprinklered conference hotel. (Ann suggested Mike negotiate hotel rate and could contact her for more details.) Mike mentioned that there are many national museums to visit and a parliament tour is possible. Volunteers for the Conference Committee will be solicited at the 5/7 Business meeting.

### D. Evaluations:

1. Results of the 1998 conference evaluations that Nina had compiled were distributed and discussed. Janet will send the results of other meeting evaluations to Mike to aid in his planning process.
2. Forms for this meeting were added to meeting packets. Janet will compile and distribute the results.

Break at 2:30 PM. Resumed the meeting at 2:45 p.m.

## III. Membership Updates.

### A. New Members/Contact

Elizabeth Hides volunteered for this position. She will follow-up on membership inquiries. Elizabeth will forward completed inFIRE application forms to the inFIRE Committee Chair for distribution to the Committee. Methods for increasing membership and potential members were discussed. It was agreed to discuss this further at the 5/7 Business meeting.

### B. Accession Lists

Chris Dahms volunteered to track Accession Lists and make sure each inFIRE member fulfills his/her obligation to provide at least one per year. Janet will contact members who have not provided a list since January 1998. A motion to remove from inFIRE membership anyone who does not respond to Janet's letter was approved.

### C. Brochure/Letterhead

inFIRE letterhead that Ann had printed was distributed to each committee member. Lian showed the new inFIRE Brochure - copies will be distributed to each member. Discussed the inFIRE logo and standardized it as San Serif with oval shape.

### D. Communications:

#### 1. Union List

Susan Walker is still waiting for some members to respond to her e-mail.

#### 2. Profile update.

Susan continues to handle this.

#### 3. E-mail list update.

Gillian coordinates this.

### E. Website:

Martha continues to handle this. The site needs to be updated with the new member contact (completed 5/25).

#### F. Conference Checklist.

Ann had a copy and gave every committee member a copy.

Each Conference coordinator should update the checklist based on her/his experience.

#### IV. Financial Status

Ann went through her financial report and every committee member had a copy. Janet asked Ann to make a financial report to inFIRE membership at the 5/7 Business meeting.

#### V. Other

Voted to purchase a local wine for Speaker Gifts.

#### VI. Comments from Incoming Chair - Janet Green

Janet went through the following issues and she'd like to mention some of them at the Friday's Business Meeting.

a) New committee. At Banquet, Ann would give plaque to Diana and welcome new committee members.

b) New Volunteer Positions: Who does, and what involves. Janet thanked Ann for volunteering for the Treasure position.

c) inFIRE documents put together since WPI's meeting, including inFIRE Mission Statement, Participation, Conference Checklist, Home Page, etc.

Janet gave every committee member a copy of the whole history of inFIRE Conferences with years, places and host organizations, etc.

Ann: The letter to welcome new member should indicate accession list.

Mike asked the business meeting minutes. Janet: Would let him know what's happened. Would ask for volunteer for minutes.

d) Janet reported that the 2002 International Safety Science 7th International Symposium, will be held at WPI. John Hall, NFPA, suggested that this might be an opportunity for inFIRE members. Janet liked to hear discussion at the Business Meeting.

e) Janet: Fall inFIRE Committee meeting tentatively on Nov. 7 and 8, 1999 at FMRC.

The meeting adjourned at 4:40 PM.

Respectfully submitted by Lian Ruan, 5/19/1999.