



Meeting Minutes
4 April 2014

Committee Members Present:

Brian Vander Naald (chair), Chris Donar, Kelly Jensen, Chip McMillan, Marsha Sousa

Committee Members Absent:

Jeremy Kane (sabbatical leave), Jan Straley

Guests:

Jason Amundson

Discussion Items

Bylaws

Bylaws approved.

URECA Symposium

All details are in place for the Symposium and advertising has been successful. A full schedule of presentations and posters is anticipated.

New Members

With the new academic year, the following members will rotate off the RCA Committee: Jeremy Kane. The following members will join the RCA Committee: Emily Wall and Brian Buma.

New Business

Marsha suggested that the RCA Committee work closely with the new VP RSP to establish new directions and long-term goals for the RCA Committee.

Establish next meeting date

The Committee decided by consensus that the next meeting should occur soon after the beginning of the Fall Semester.

Action items

- Draft a memo outlining procedure for insurance photo documentation of field equipment (Margaret and Kelly)
- Research faculty and staff field insurance/medevac vendors (Jason and Kelly) - ongoing
- Research possible field safety courses and determine a regularly-offered schedule (Brian, Kelly, new VP RSP) - ongoing
- Survey poll for next meeting date (Brian)