

**National Speleological Society, Inc.**  
**Board of Governors Meeting**  
**Minutes of the 224th Regular Meeting**  
**Shippensburg, Pennsylvania**  
**August 5 & 9, 2013**  
**FINAL**

The 224th regular meeting of the Board of Governors was held at Shippensburg University, Shippensburg, Pennsylvania. These minutes, when accompanied by corrections submitted by the Board, constitute the official record of the meeting.

President Wm Shrewsbury called the meeting to order at 9:10 a.m. and welcomed everyone in attendance. Jean DeVries was present as recording secretary.

## **Roll Call**

### **Officers**

Wm Shrewsbury, president  
Geary Schindel, administrative vice-president (AVP)  
Dave Luckins, operations vice-president (OVP)  
Bob Vandeventer, executive vice-president (EVP)  
Debra Young, secretary-treasurer (ST)

### **Directors**

Mike Crockett  
Nathan Farrar  
Peri Frantz  
Mike Hood  
Bill Jackson  
Bill Liebman  
Dick Mitchell  
Randy Paylor  
Bill Putnam  
Carol Tiderman  
Dean Wiseman  
Cheryl Jones, proxy for Margot Geisler

#### **1) Approval of the Minutes of the March 23, 2013 Board of Governors Meeting in San Jose, California**

Shrewsbury moved: The minutes of the March 23, 2013 Board meeting are approved as published.

Voted for: Unanimous

PASSED

#### **2) Officer Reports:**

- A. President – Wm Shrewsbury  
There were no additions to the submitted written report.
- B. Executive Vice President – Bob Vandeventer  
There were no additions to the submitted written report.
- C. Administrative Vice President – Geary Schindel  
There were no additions to the submitted written report.
- D. Operations Vice President – Dave Luckins
  - YTD rentals are \$42,000
- E. Secretary-Treasurer – Debra Young  
There were no additions to the submitted written report.

**3) Committee Reports:**

- NSS Convention 2013 – Gordon Birkhimer, Chairman – Oral report
- Appalachian Cave Conservancy - Richard Kretz – Signing of the MOU
- NSS Headquarters Commission – Dave Haun - Oral report
- NSS Convention 2014 – Julie Schenk-Brown, Chairman - deferred to Friday
- George Veni, Fall 2013 BOG Meeting - Oral report

**UNFINISHED BUSINESS**

**4) Act 72-757 Membership Strategies**

Wiseman moved: Act 72-757 is amended as follows: Strategies to promote and advertise NSS Membership by any committee of the NSS in non-caving publications **<must be approved by the Executive Committee before implementation.><< will be supervised by the Public Relations Chair, with oversight of the President in consultation from the Executive Committee.>><The NSS reaffirms its commitment to follow Act 72-239.>**

Wiseman moved to substitute: Wiseman moved: Act 72-757 is amended as follows: Strategies to promote and advertise NSS Membership by any committee of the NSS in non-caving publications **<must be approved by the Executive Committee before implementation.><< will be supervised by the Public Relations Chair.>> <The NSS reaffirms its commitment to follow Act 72-239.>**

VOTE to accept substitution:

Voted for: Majority

Voted against: Jones, Paylor

Abstained: Frantz, Liebman, Tiderman

**PASSED**

VOTE on substituted motion:

Voted for: Luckins

Voted against: Majority

Abstained: Vandeventer, Wiseman

**FAILED**

**5) NSS Committee, Convention, and Commission Websites (Act 66-874)**

Schindel moved: All NSS committee, convention, and commission websites must physically reside within the caves.org domain.

Voted for: Majority

Voted against: Frantz

Abstained: None

PASSED

**NEW BUSINESS**

The following items were considered as consensus agenda:

- #13: Confirmation of Awards Committee Chairman
- #14: Confirmation of Social Media Committee Chairman
- #15: Confirmation of NSS Photo Archives Committee Chairman
- #16: Confirmation of Nominating Committee Chairman
- #18: Amendment of Appendix AG
- #19: Amendment of Act 56-496 Surplus Convention Items
- #21: Amendment of Act 15-770
- #22: Amendment of Act 15-510
- #23: Amendment of Act 56-293 Convention Committee Allowance
- #24: Amendment of Act 68-564 Library Committee
- #25: Naming of the NSS Library
- #26: Renaming Drake Mountain Nature Preserve

Voted for: Unanimous

PASSED

**6) Recess Monday**

President Shrewsbury declares an adjournment of the Monday session. The Board and directorate met in closed session following the adjournment.

President Shrewsbury announced that the meeting will reconvene on Friday August 9, 2013 at 9:00 am

**7) Reconvene Friday**

President Shrewsbury called the continuation of the 224<sup>th</sup> Board of Governors meeting to order on August 9, 2013 at 9:06 a.m. All officers except Curt Harler, the newly elected executive vice-president, were present. Doug Warner was present as proxy for director Dean Wiseman. Dave Haun was present as proxy for Bill Liebman. All other directors were present. Jean DeVries was present as recording secretary.

**8) Report of the Closed Session of the Directorate**

Peri Frantz was elected chair of the Directorate, and announced that Curt Harler, of Ohio, had been elected executive vice-president.

**9) Report of the Closed Session of the Board**

President Shrewsbury reported that no formal actions were taken during the closed session.

## **SPECIAL ORDERS**

### **10) Director Resignations**

Shrewsbury moves: The written resignation from the board by Director Bill Liebman is accepted.

Voted for: Unanimous

PASSED

### **11) Election of Director per Bylaw IV.A.(1)(b)**

Luckins nominated Dave Haun

Shrewsbury moved to close nominations.

Vote for: Unanimous

Vote for vacant director's seat was won unanimously by Dave Haun, who was seated immediately.

### **12) Committee Reports:**

- NSS Convention 2014 – Julie Schenk-Brown, Chairman – Oral report
- Nominating Committee Report – Ted Kayes, Chairman – Oral report
- Congress of Grottos Report – Bill Stringfellow, Chairman – Oral report

### **13) Confirmation of Awards Committee Chairman**

Shrewsbury moved: Mike Backe (NSS 18670RL/FE) is confirmed as chairman of the Awards Committee.

### **14) Confirmation of Social Media Committee Chairman**

Wiseman moved: Liana “Lee” Boop (59401SU, 4202 E Fowler Ave, SCA 528, Tampa, FL 33620, [socialmedia@caves.org](mailto:socialmedia@caves.org)) is confirmed as chairman of the Social Media Committee.

### **15) Confirmation of NSS Photo Archives Committee Chairman**

Luckins moved: Sabrina Simon (NSS53384, PO Box 12354, Huntsville, AL 35815, [ssimon678@yahoo.com](mailto:ssimon678@yahoo.com)) is confirmed as chair of the NSS Photo Archives Committee, within the Archives Division.

### **16) Confirmation of Nominating Committee Chairman**

Shrewsbury moved: Ted Kayes (NSS 6122CL)(FE) is confirmed as Chairman of the Nominating Committee. Alex Sproul (NSS 8086RL)(FE), and Margot Geisler (NSS 29761RL)(FE) are appointed as committee members.

### **17) Spring 2014 BOG Meeting**

Shrewsbury moves: The bid by RASS to host the Spring 2014 Board of Governors Meeting in Richmond, VA on March 15th is accepted.

Voted for: Majority

Abstained: Crockett

PASSED

### 18) Amendment of Appendix AG

Frantz moved Item #1 of Appendix AG of the Appendices to the Acts of the Board, is amended as follows

Grants will be given in amounts of up to ~~<\$250.00>~~<<\$1000.00>>.

### 19) Amendment of Act 56-496 Surplus Convention Items

Tiderman moved: Act 56-496 Surplus Convention Items is revised as follows:

The Convention Committee shall make arrangements with the NSS Bookstore Manager for shipping to the NSS Bookstore, <<at the convention's expense,>> all surplus guidebooks, programs, T-shirts, and related convention items within 30 days of the close of the convention.

### 20) Amendment of Act 56-267 Vendors

Tiderman moved: Act 56-267 Vendors is amended as follows:

A policy concerning vendors at NSS or NSS member-sponsored activities is established: (1) The organizing committee of an NSS ~~<or NSS member-sponsored>~~ activity may, at the committee's discretion, welcome vendors at the activity as providing a service to the participants. Vendors will abide by any reasonable monetary and regulatory edicts. (2) No vendor may use the name of the National Speleological Society ~~<or any of its member organizations>~~ for any purposes, without the permission of the NSS ~~<or respective member organization(s)>~~. (3) The National Speleological Society or its representatives are not responsible, in any manner, for merchandise sold by vendors at NSS or NSS member-sponsored activities. (4) It is recognized that the NSS ~~<and its member organizations have>~~ ~~<<has>>~~ the authority to charge reasonable fees and establish certain regulatory measures for vendors operating at their activities. (5) Non-profit 501(c)(3) organizations whose purpose aligns with NSS goals and is related to caves or caving activities will be allocated space, as available, at no cost to promote their organization provided their activities do not compete with vendors who paid for space.

The following recommendations are to be policy for NSS activities and are suggested guidelines for member-sponsored events: (a) Provide facilities for the display and sale of products; (b) charge ~~<a reasonable percentage based fee for this service>~~<<an event registration fee to vendors and their helper(s)>>; (c) provide security to prevent theft while these areas are unattended; (d) ~~<a vendor may choose not to use the facilities provided, in which case>~~ a flat-rate fee will be charged if the vendor is permitted to sell merchandise ~~<elsewhere at the activity>~~ (f) the organizing committee may judge the appropriateness of the items to be offered for sale and reject inappropriate items. Such judging shall take place if any requests to do so are received from any member of the NSS.

Voted for: Unanimous

PASSED

### 21) Amendment of Act 15-770

Putnam moved: Act 15-770 is amended as follows:

The Audit Committee is established under the <Board of Governors> <<Directorate>> according to the Audit Committee Policy. (Appendix AV)

**22) Amendment of Act 15-510**

Putnam moved: Act 15-510 is amended as follows:

The NSS shall engage the services of a certified public accountant or accounting firm to conduct an annual financial audit of the NSS accounting and bookkeeping records in conformity with auditing standards generally accepted in the United States of America (US <GAAS> <<GAAP>> audit). The <NSS Board of Governors> <<Directorate>> or a designated audit committee must approve the <Treasurer's> selection of auditor.

The <NSS Board of Governors> <<Directorate>>, or a designated <<audit>> committee, <must> <<shall>> review and approve the audited financial statements.

**23) Amendment of Act 56-293**

Frantz moved: Act 56-293 is amended as follows:

Act 56-293 Convention Committee <Allowance> <<Honorarium>>

A \$3000.00 <<convention>> committee <allowance> <<honorarium>> will be <paid to> <<included in>> the Convention <Committee> <<budget>> to recognize <their> <<the committee's>> efforts and unreimbursed expenses to host the annual NSS National Convention. The committee <allowance> <<honorarium>> <will be included in the convention budget and> may be disbursed or used in any way that is deemed appropriate by the Convention Chairman.

**24) Amendment of Act 68-564 Library Committee**

Luckins moved: Act 68-564 Library Committee is amended as follows:

The Library Committee is established in the Operations Vice-President's department <<, within the Archives Division,>> to manage and maintain the NSS Library. The Librarian shall report to the Library Committee and may be a member of the Committee. The chairman of the Library Committee shall be responsible for the maintenance, care and cataloging of existing printed or published historical materials as well as the acquisition of significant printed or published material that may become available.

**25) Naming of the NSS Library (Act 68-875)**

Luckins moved: The NSS Library shall be named the Russell Gurnee Memorial Library.

**26) Renaming Drake Mountain Nature Preserve**

Hood moved: Act 26-863 is amended to rename the Drake Mountain Preserve as the William J. Stephenson Nature Preserve.

**27) MOU with Project Underground**

Geisler moved: The Memorandum of Understanding between the NSS and Project Underground (Attachment A) is approved.

Schindel moved to revise the Memorandum of Understanding to amend Section III, Liaisons, "...The NSS Administrative Vice President <<, in consultation with>><and> the National Coordinator of Project Underground, shall designate..."

VOTE to amend:  
Voted for: Majority  
Voted against: Haun  
Abstained: Geisler PASSED

VOTE on motion as amended:  
Voted for: Majority  
Voted against: None  
Abstained: Geisler PASSED

**28) Authorization to Engage Professional Services (Act 26-876)**

Luckins Moved: The Operations Vice President is authorized to engage professional services to sell, lease or rent NSS facilities at 2813 Cave Ave. Huntsville, AL. Any offer to sell, lease or rent shall be reviewed by the NSS Legal Committee. Any offer to purchase must be approved the Board of Governors.

Frantz moves to amend to “The Operations Vice President is authorized to engage professional services to <sell,> lease or rent NSS facilities....”

VOTE on amendment:  
Voted for: Unanimous PASSED

VOTE on motion as amended:  
Voted for: Unanimous PASSED

**29) Revised 2013/14 Budget**

Shrewsbury moved: The NSS FY 2013-14 Budget (*Proposed\_V10*) ([Attachment B](#)), is approved.

Voted for: Unanimous PASSED

**30) Amendment of Act 28-389 Dues Structure**

Shrewsbury moved: Act 28-389 Dues Structure is modified per Attachment C, *NSS\_Dues\_Structure\_2013.pdf*. This will go into effect on October 1<sup>st</sup>, 2013.

Voted for: Majority  
Voted against: Putnam PASSED

**31) Renaming The Russell Gurnee Memorial Library**

Luckins moved: The Russell Gurnee Memorial Library is renamed the Russell Gurnee Memorial Library of the National Speleological Society.

Luckins moved to postpone to the fall 2013 meeting.

VOTE to postpone:  
Voted for: Majority

Voted against: Farrar

POSTPONED

### 32) 86-833 Marketing and Advertising Committee

Shrewsbury moved: Act 86-833 Marketing and Advertising Committee is repealed.

Voted for: Unanimous

PASSED

### 33) Membership Classes

Shrewsbury moved: There shall be five classes of memberships: Regular, Family, Student, Life, and Supporting. Any changes to the membership benefits listed below must be approved by the Board prior to implementation.

**A Regular Member** is a person over 18 years of age. A Regular Member has voting rights and may hold office in the NSS. A Regular Member may hold office in internal organizations as long as they meet the requirements specified in the bylaws of that internal organization. Regular Members will receive the *NSS News*, the *Journal of Cave and Karst Studies*, *American Caving Accidents*, the Members Manual, and other publications as approved by the Board.

**A Family Member** is a person who is an immediate family member of a Regular Member and resides in the same household. A Family Member has voting rights and may hold office in the NSS. A family member may hold office in internal organizations as long as they meet the requirements specified in the bylaws of that internal organization. Family Members do not receive any publications.

**A Student Member** is a person 17 years of age or younger, or enrolled full-time in a University up to the age of 24. A Student Member over the age of 17 has voting rights and may hold office or committee chairmanship within the NSS. All Student Members may serve on committees. They may hold office in internal organizations as long as they meet the requirements specified in the bylaws of that internal organization. Student Members do not receive any publications.

**A Life Member** is a person of any age who wishes to show their perpetual support for the goals of the NSS by paying a fee set by the Board of Governors. A Life Member has voting rights and may hold office in the NSS. They may hold office in internal organizations as long as they meet the requirements specified in the bylaws of that internal organization. Life Members will also receive the *NSS News*, the *Journal of Cave and Karst Studies*, *American Caving Accidents*, the Members Manual, the Annual Report, or other publications as approved by the Board.

**A Supporting Member** is a person of any age who wishes to support the goals of the NSS without necessarily being involved in caving. This class has no voting rights nor can they hold office within the NSS. Members of this class may not designate a primary affiliation. A Supporting Member will receive the Annual Report.

Payment Schedules: Membership dues are set in Act 28-389. All classes except Life Member are considered annual from the month of their joining. A person who pays for their Life



Membership in more than one installment is considered to be a full member of that class upon completion of payments.

*Note: Passage of the above motion will require integration and subsequent passage of Bylaw 1.B at the Fall Board of Governors meeting.*

Voted for: Majority  
Voted against: Young  
PASSED

### **34) NCKMS Coordinator**

Shrewsbury moved: Jim “Crash” Kennedy is confirmed as the NCKMS Coordinator.

Voted for: Unanimous PASSED

### **35) Act 81-854 Electronic Publication of the Journal**

Luckins moved: Act 81-854 “Electronic Publication of the Journal” is rescinded.

Luckins moved to postpone to the Fall 2013 meeting.

VOTE to postpone:  
Voted for: Unanimous POSTPONED

### **36) NCRC Regional Coordinators Confirmation**

Schindel moved: The following individuals are reconfirmed as NCRC regional coordinators:

Rocky Mountain Region: Marc Ohms

South Central Region: DJ Walker

Caribbean Region: Roberto "Bull" Miranda

South Eastern Region: Tim White

National Training Coordinator: Steve Hudson

Voted for: Unanimous PASSED

### **37) Open Discussion**

Shrewsbury moved: An open discussion is held for a period of time not to exceed 30 minutes.

### **38) Appreciation**

Shrewsbury moved: The Board of Governors expresses its appreciation to the Pennsylvania Convention committee for hosting our meeting and providing excellent meeting arrangements.

### **39) Adjournment**

Tiderman moved: The meeting is adjourned. President Shrewsbury declared the meeting adjourned at 1:10 PM.

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APPENDIX AM

March 16, 1996

(Refer to Act 57-545)

Amended \_\_\_\_/\_\_\_\_/2013

**MEMORANDUM of UNDERSTANDING BETWEEN  
PROJECT UNDERGROUND, INC.  
and the NATIONAL SPELEOLOGICAL SOCIETY**

This Memorandum of Understanding (“MOU”) is made and entered into by and between the National Speleological Society, Inc. (hereafter referred to as the “NSS”), and Project Underground, Inc. (hereafter referred to as “Project Underground”) (collectively referred to as the “Parties”). This MOU serves to replace prior MOUs and similar agreements entered into between the Parties.

**I. PURPOSE**

The purpose of this MOU is to provide a framework between the NSS and Project Underground to facilitate cooperation and mutual support between the Parties to (i) enhance education and public awareness about cave and karst resources, and (ii) promote the proper management, protection, conservation, and restoration of cave and karst environments. In part, this MOU seeks to advance the following:

- 1) The knowledge and appreciation by educators, stakeholders, community members, and all other interested individuals and parties of caves and karst, and the value of protecting and managing these resources; and
- 2) The initiation, promotion, facilitation and incorporation of cave and karst resource education within the classroom, field settings, and environmental programs.

**II. STATEMENT OF MUTUAL INTERESTS AND UNDERSTANDING**

Project Underground is a national non-profit organization providing interdisciplinary instructional programs through train-the-trainer and in-service workshop models. Project Underground’s mission is to build awareness and responsible attitudes towards cave and karst resources, including groundwater, and their management needs among the general public through educational and interpretive programs. Project underground strives to develop focused educational materials that address the importance and fragility of the karst environment, disseminate such materials, educate teachers and other educators on the use of such materials, and encourage their wide spread use. The environmental education programs are designed for (i) educators of all types, (ii) staff of show caves, parks, museums, and nature centers, and (iii) instructors working with interested parties. Participants in Project Underground activities gain an understanding of the value of cave and karst resources and ecosystems and the impact of human activities to them.

The NSS is a volunteer organization of cavers and speleologists dedicated to the study and science of speleology and the protection of caves and their natural contents. The NSS understands that education is fundamental to the long-term protection of caves, karst, and their contents.

It is the desire of both Parties to cooperate fully in matters relating to the development, distribution, and effective use of educational materials, programs, and resources that can assist in educating others about caves and karst.

### **III. MUTUAL AGREEMENT AND UNDERSTANDING**

**In consideration of the above premises, the Parties agree as follows:**

- 1) The NSS and Project Underground shall support each other's educational programs and initiatives and provide access to expertise and educational program information when it is requested by the other Party. This shall include, but is not limited to (i) permission to reprint copyrighted materials following receipt of permission from the other Party through written approval, (ii) distribution of each other's materials at events and workshops, (iii) offering opportunities to participate in events and programs, and (iv) providing resources and contacts to support educational projects; and
- 2) The NSS and Project Underground shall each be recognized as a contributor in all printed, digital, audio-visual, and electronic materials associated with collaborative educational initiatives, programs, and projects; and
- 3) The NSS shall support Project Underground at the annual NSS National Conventions by providing support staff and funding to conduct educational programs; and
- 4) The NSS and Project Underground shall collaborate to develop future environmental educational programs related to cave and karst resources, and work together to secure funding and resources to implement such programs.

#### **Liaisons**

The NSS Administrative Vice President shall serve as a liaison to Project Underground. This person shall establish an effective working relationship with Project Underground, inform the Project Underground Board of Directors of upcoming NSS business meetings, minutes, and opportunities, and be the conduit for Project Underground to the NSS's infrastructure.

The NSS Administrative Vice President and the National Coordinator of Project Underground shall designate no less than three NSS members to serve as directors of the Project Underground Board. These members are to be appointed and confirmed at the NSS Board of Governors' summer meeting.

Project Underground shall designate a representative of its Board of Directors to maintain a liaison with the NSS.

**Modification and Termination**

- 1) This MOU in no way restricts Project Underground or the NSS from participating with other public and private agencies, organizations, and individuals or from accepting contributions and gifts for the improvement, development, administration, and operation of cave and karst education programs.
- 2) This MOU may be revised, as necessary, by the issuance of a written amendment, consented to, signed and dated by both Parties.
- 3) Both Project Underground and the NSS may terminate this MOU by providing sixty (60) days written notice to the other Party. Unless terminated, this MOU will remain in full force and effect.

Effective date IN WITNESS WHEREOF, the Parties hereto have executed this MOU as of the last written date below.

National Speleological Society, Inc.  
Approved (date) \_\_\_\_\_  
/s/ \_\_\_\_\_  
William Shrewsbury, President

Project Underground, Inc.  
Approved (date) \_\_\_\_\_  
/s/ \_\_\_\_\_  
Carol Zokaites, National Coordinator

## Attachment C

Membership Category	NSS Dues Structure Beginning October 1, 2013					
	1 year		2 years		3 years	
	Old	New	Old	New	Old	New
Regular	\$40.00	\$45.00	\$78.00	\$87.00	\$115.00	\$127.00
Associate	\$30.00	\$34.00	\$58.00	\$65.00	\$86.00	\$96.00
Sustaining	\$120.00	\$135.00	\$238.00	\$267.00	\$355.00	\$397.00
Life	\$800.00	\$900.00	(Balance over regular credited toward life)			
Family Regular	\$10.00	\$11.00	\$19.00	\$21.00	\$27.00	\$30.00
Family Associate	\$8.00	\$9.00	\$15.00	\$17.00	\$22.00	\$24.00
Family Sustaining	\$50.00	\$56.00	\$99.00	\$111.00	\$147.00	\$165.00
Family Life	\$400.00	\$450.00	(Balance over family regular credited toward life)			
Basic	\$24.00	\$27.00	\$47.00	\$52.00	\$68.00	\$75.00
Conservation Regular	\$125.00	\$135.00	\$250.00	\$270.00	\$375.00	\$400.00
Conservation Life	\$1000 payment added to any life membership					
Institutional	\$99.00	\$110.00				