

**AMERICAN IRIS SOCIETY
DISASTER PLAN
NOVEMBER 5, 2010 (approved as corrected 11-06-10)**

PURPOSE:

Disasters of all kinds can happen without warning whether earthquakes, hurricanes, fires, floods, or a sudden death. This Plan is a Guide for the AIS Board of Directors, Officers, Administrative Officers, and Committee Chairs for responding to any kind of disaster to keep AIS Operations going with minimal interruption. It is subject to change as AIS Operations/Policies change and should be reviewed annually at the Fall AIS Board Mtg.

KEY ELEMENTS

- I. Effective Communication of Disaster
- II. Regular Backup of AIS files, records and property
- III. Recovery Plan
- IV. Regular review of AIS Policies and Procedures

I. EFFECTIVE COMMUNICATION OF DISASTER

- A. Each Board Member, Officer, Administrative Officer, and Committee Chair must have a designated family member or friend who will notify the President of the AIS within 24 hours of his/her sudden death or incapacitating disability (car wreck, heart attack, stroke, etc). This will be called the "Emergency Contact List". The list of Emergency Contact will be kept and updated annually by the First Vice President at the Fall Board Mtg. **See Appendix "A" for a Draft Emergency Contact List.**

The Emergency Contact person will have access to the AIS officer's computer and passwords and knowledge of where AIS records for that person are kept.

- B. Any Board Member or Committee Chair who suffers a disaster that will affect AIS Operations for his/her area will notify the President of the AIS within 24 hours of its occurrence or as soon as humanly possible. This would include disasters such as complete computer crash, fire, flood, or other weather disaster that destroys or causes major damage to AIS records or files or makes continuing operations impossible.
- C. In the case of a disaster affecting the President of the AIS, the Emergency Contact person for the President will notify the First Vice President of the AIS with 24 hours.
- D. In the case where a disaster occurs when the President is out of the country or otherwise unavailable, the First Vice President will be notified.

II. REGULAR BACKUP OF AIS FILES, RECORDS AND PROPERTY

Currently the AIS Board of Directors has 7 Officers, 4 Administrative Officers, 13 Board Members, and 31 Committee Chairs positions. **See Appendix “A” for a complete list and the current holders of each office/chair**

Some AIS operations occur on computer and some do not.

A. AIS Operations on Computer

All AIS operational activity kept on computer will have two backup files....

One to be kept by the AIS Electronic Services chair in the AIS archives...

And One kept at a location of the Officer’s/Chair’s choosing different from where the principal computer records are kept.

Operations vary between areas. Some areas have activity concentrated in a couple of months of the year. Some areas have activity ongoing throughout the year. Each Officer/Committee Chair will decide how often his/her area should be backed up. **SEE APPENDIX “B” FOR DRAFT BACKUP SCHEDULE...**

Backup files will include passwords, if any, needed to access the information, a description of each software program used, and a source for that software program (if it is not generally available)

Expenses for BackUp Computer services...such as Carbonite.com. Dropbox.com, or purchase of a Zip drive or other mass storage device....will be reimbursed by the AIS General Fund upon receipt of invoices by the General Secretary.

The First Vice President will check on a random schedule to see if Back up files for operating areas are being kept current and report results at the Fall Board Mtg.

B. AIS Records on Paper

AIS Records stored on paper should be copied at least quarterly and a back up copy stored at a location other than where the principal records are kept. Preferably this will be in a location that has some fire and flood protection.

If the technology is available, the backup should be scanned copies of the paper, kept on a CD, at a separate location from where the principal paper records are kept.

C. **AIS Inventory and Property**

1. **AIS Storefront**

A List of Inventory unsold should be maintained at all times...on paper and backed up on computer. Storage facilities for inventory should be covered by fire, flood, theft insurance.

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C. **AIS Inventory and Property**

2. **Exhibitions**

A list of ribbons, rosettes, medals should be kept up to date at all times. Storage facilities for these items should be covered by fire, flood and theft insurance.

3. **AIS Library**

A List of all Library property should be maintained and backed up on computer at all times. Storage facilities for these should be covered by fire, flood and theft insurance.

A list of all other AIS property such as computer and printers should be kept on paper and/or computer by the Insurance Chair.

III. RECOVERY PLAN

The mission of the AIS Recovery Plan is to ensure that interrupted operations are up and running as best they can as soon as possible.

All Recovery Plan activities will be directed initially by the President of the AIS or the First VP when the President is not available.

Quick and decisive communication to all person who are involved in the affected operation should be done as soon as possible by means available at the time. This includes getting info about the disaster on the AIS Website, to the AIS Editor, and on the email lists such as AISDiscuss and AISRVP ASAP along with plans for recovery as they become available.

IV. REGULAR REVIEW OF POLICIES/PROCEDURES

An AIS Policy Manual is being compiled and should be completed and reviewed as soon as feasible.

Each Officer and Committee Chair area should have written procedures for its activities.

There should be two (2) backup copies of all procedures: one to be kept in the AIS Archive by the Electronic Services Chair and the second one kept offsite, either on paper or computer device, by each Officer/Committee chair.

All AIS Policies should be reviewed every three years at the Fall Board Mtg when the AIS President changes or whenever there is a change in President.

**AMERICAN IRIS SOCIETY
DISASTER PLAN
NOVEMBER 5, 2010**

APPENDIX “A” EMERGENCY CONTACT LIST

ELECTED OFFICERS	NAME	EMERGENCY CONTACT
President	Judy Keisling	
First Vice President	Jill Bonino	
Second Vice President		
General Secretary	Michelle Snyder	
Treasurer	Jill Bonino	Joe Bonino & Cheryl Deaton
Editor	Kelly Norris	
Immediate Past President	Jeanne Clay Plank	
ADMINISTRATIVE OFFICERS		
Registrar/Recorder	Mike & Anne Lowe	
Membership Secretary	Tom Gormley	Rita Gormley
Publications Sales Director	John & Kay Ludi	
Recording Secretary	Susan Boyce	

DIRECTORS		
Term Expires 2011	Jerry Coates	
Term Expires 2011	Cheryl Deaton	
Term Expires 2011	Rita Gormley	
Term Expires 2011	Gary White	
Term Expires 2012	Jody Nolin	
Term Expires 2012	Ruth B. Barker	
Term Expires 2012	Lynn Williams	
Term Expires 2012	John I. Jones	
Term Expires 2013	Dana Brown	
Term Expires 2013	Debbie Strauss	
Term Expires 2013	Susan Grigg	
Term Expires 2013	John Ludi	
COMMITTEE CHAIRS		
Affiliations	Brad Kasperek	
Affiliate Liaison	Jody Nolin	
Awards	Ruth B. Barker	Susan Grigg
Bulletin Advertising	Bob Keup	
Calendar	Terry Aitken	
Convention Liaison	Paul Gossett	
Donations Secretary	Lynn Williams	
Electronic Services/Website	John I. Jones	
Exhibitions	Susan Boyce, Lois Rose, Karen & Ray Jones	
Foundation Liaison	Gary White	

Honorary Awards	Jeanne Clay Plank	
Iris Programs (Speakers)	Dana Brown	
Iris Programs(Slides/CD)	Janet Smith	Rita Gormley
Insurance	Michelle Snyder	
Judges	Judy Keisling	
Judges Handbook	Jim Morris	
Library	Tracy Plotner	
National Collections...	Bob Pries	
Photo Contest	Janet Smith	
Policy & Operations Manual	Jeanne Clay Plank	
Public Relations/Marketing	Bob Pries	
Publications	Maureen Mark	
RVP Counselor	Rita Gormley	
RVP Representative	Alan Brooks	
Scientific Advisory	Kelly Norris	
Section/Cooperating Soc Liais	Jim Morris	
Symposium	Gerry Snyder	
Silent Auction		
Tax Exemption Advisor	Bob Plank	
Youth	Cheryl Deaton	

	2003	
Editor		
Immediate Past President		
Registrar/Recorder		
Membership Secretary	FilemakerPro 8.0 Memory sticks, FTP system www.carbonite.com	Daily, weekly, annually
Publication Sales		
Recording Secretary		
Affiliations		
Affiliate Liaison		
Awards		
Bulletin Advertising		
Calendar		
Convention Liaison		
Donations Secretary	Excel	
Electronic Services	FTP sites-- http://software.visicommedia.com/en/products/aceftpsoftware/ server: ftp.aisboard.org irisregister: Excel, Fetch,FilemakerPro aisboard.org: Excel, Fetch AISLookup: web browser	
Website	Dreamweaver, Photoshop	Daily

Exhibition Schedules		
Exhibition Supplies		
Exhibition Reports		
Foundation Liaison		
Honorary Awards		
Iris Programs (Speakers)		
Iris Programs (Slides/CD)	MS Word, Excel, Powerpoint Memory stick for backup	
Insurance		
Judges		
Judges Handbook		
Library	external harddrive kept at home	
National Collections		
Photo Contest		
Policy & Operations Manual		
Public Relations/Marketing		
Publications		
RVP Counselor		
RVP Rep		
Scientific Advisory		
Section/Cooperating Soc Liais		
Silent Auction		
Symposium	www.getdropbox.com	
Tax Exemption Advisor		
Youth		

