

**ISARC Board Meeting
January 15, 2022, 0900
Peru River Rescue Station**

I. Call to Order

The January 15, 2022, ISARC Board meeting was held at the Peru River Rescue Station. The meeting was called to order at 0911 by interim Chair Jason Buckley. Members physically present at the meeting were interim Chair Jason Buckley, Treasurer Carol Lussky, and Board member Dawn Watson. Members present through Zoom were Richard Bickel and Mike Crews. Also physically present were guests Tom Foust and Tony Sondgeroth, from LaSalle County, and Kim Gotte, from Kendall County. Guests present via Zoom included Beth Drendel, from North Aurora Sheriff's Department.

II. 2022 Board of Director Position Nominations

A motion to nominate Jason Buckley for Chair was made by Carol Lussky and seconded by Dawn Watson. Jason Buckley accepted the nomination. Motion passes.

A motion to nominate Richard Bickel for Vice Chair was made by Dawn Watson and seconded by Carol Lussky. Richard Bickel accepted the nomination. Motion passes.

A motion to nominate Dawn Watson for Secretary was made by Carol Lussky and seconded by Jason Buckley. Dawn Watson accepted the nomination. Motion passes.

III. 2022 Board meeting dates

The Board agreed to meet the first Saturday of most months. Date for Board meetings are February 5, March 5, April 2, May 7, June 4, June 25 (for July), August 6, August 27 (for September), October 9 (at the annual conference), November 5, and December 3. The Board meetings, except for the December meeting, will be held at the Peru River Rescue Station. The location of the December Board meeting is to be determined.

IV. Approval of Minutes from December 2021 Board Meeting

A motion to accept the minutes for the December 2021 Board meeting was made by Carol Lussky and seconded by Richard Bickel. Motion passes.

V. Approval of Minutes from December 2021 Annual Membership Meeting

A motion to approve the minutes of the December 2021 membership meeting was made by Carol Lussky and seconded by Jason Buckley. Motion passes.

VI. Treasurer Report

a. December 2021 Reconciliations and Treasurer's Report

The ISARC bank account has a balance of \$21,117. ISARC received \$0.18 in interest. Payments include annual renewals of the GoDaddy account and the PO Box.

Teleconferencing equipment, including a Jabra 180° video camera and speaker, was purchased for \$730 was made by Carol Lussky through Amazon Smile. A motion to reimburse Carol Lussky for this purchase was made by Dawn Watson and seconded by Jason Buckley. Motion passes.

Carol Lussky will contact Chase to have Richard Bickel added as a secondary signer. Carol Lussky will let Richard Bickel know when Chase has the paperwork ready for him to sign.

A motion to accept the Treasurer's report for Dec 2021 made by Dawn Watson and seconded by Jason Buckley. Motion passes.

b. DUNS number

Applying for the DUNS number is still pending due to a communication misunderstanding. The Comcast bill is addressed to the Peru River Rescue Station address but has the Peru River Rescue Station as the contact's name when it should be ISARC. Tom Foust will get this rectified.

Automatic billing has not been completed yet.

c. 2021 Member Agency Invoicing

Membership billing is done. Carol Lussky gave Tom Foust a list of memberships who have paid, so he can discuss membership when he contacts the agencies through the Outreach Committee.

Maine Township, Mercer County, and Palatine are not renewing membership for 2022. Four agencies have paid for 2022 so far.

d. Donation Letters

Carol Lussky has finalized the donation letter for Ed Kemper but did not have his home address. This will be completed soon.

VII. Public Comments

None

VIII. Old Business

a. Website Maintenance

1. Joan Brehm has requested to hand over website maintenance due to additional job responsibilities. Dawn Watson has agreed to maintain the ISARC website.

2. PayPal and Amazon Smile

a. Kim Gotte submitted the required documentation to have Amazon Smile on ISARC's Facebook page.

b. Dawn Watson will investigate the Amazon Smile banner and how to add it to the website.

c. Weebly requires an encrypted code for PayPal. Carol Lussky and Dawn Watson will work on this.

3. Anti-Harassment Policy

The anti-harassment policy does not need to be posted on the website. All instructors need to sign the policy.

4. Ethics Policy

For some reason, the Ethics Policy on the website is seven identical pages. Since it is only a one-page document, Dawn Watson will get this updated.

- b. Memorandum of Agreement Discussion from Member Agencies
Only five agencies have returned the MoA. Tom Foust will add discussion about the MoA to his list of questions when he contacts member agencies. Dawn Watson will resend, to the Board, the list of concerns that were gathered already. This topic will be reviewed at the next meeting.
- c. Discussion: Fernando Moreira – Airline Ticket and Spring Man-Tracking Class
Fernando is interested in coming back in the Spring to do another Basic Man-Tracking Class, with the hope to have more people pass the basic class to take the advanced Man-Tracking class. Kim Gotte will contact Expedia to see if there is still a ticket, purchased for a second Basic Man-Tracking instructor, available.

A Basic Man-Tracking Class is tentatively scheduled for April 1-3, 2022.

A motion for Bryan Collett to work with Kim Gotte, Executive Director of Training, to host a Basic Man-Tracking Class taught by Fernando Moreira, with the requirement that payment be made at the time of registration through ISARC's Event Bright and participants are responsible for all lodging and meals was made by Carol Lussy and seconded by Mike Crews. Motion carries.

North Aurora will be hosting an Advanced Man-Tracking class after the Basic Man-Tracking class is completed.

- d. Anti-Harassment and NASAR/ISARC Ethics
 - 1. ISARC instructors are required to take the Anti-Harassment course through VFIS. Kim Gotte has permission from the ISARC Board to give the link to the ISARC instructors.

IX. New Business

- a. Annual Membership Meeting
 - 1. At the Annual Membership Meeting, it was suggested to reduce the quorum requirement to 33%. Since a change of the bylaws must be sponsored by a Board member and sent, in writing, to the Board secretary, this proposed change can't go to the Board until the March 5, 2022, meeting, unless a special Board meeting is called for at least 30 days after the written notice is received. Dawn Watson will send a written proposal to the Board today.
 - 2. A motion to move the general membership meeting from February 5 to March 5, 2022, to allow for the proposal of changing the amendment to the Bylaws for Article 13, Section 5 to 33% is made Dawn Watson and seconded by Mike Crews. Motion passed.
 - 3. Kim Gotte will send the list of voting delegates and points of contacts to Dawn Watson. Dawn Watson will send an email to the points of contacts and voting delegates informing them of the change.
 - 4. A by-law review will be held after the regular ISARC February 5, 2022, Board Meeting.
 - 5. Kim Gotte will give her ISARC Policy book to Mike Crews.

b. Nominations for Board of Directors

Beth Drendel has submitted an application for Board membership. A motion to approve Beth Drendel as an at-large member was made by Dawn Watson, seconded by Carol Lussky. Motion passes.

The Board still has an open position for the South area. Carol Lussky will add this as an information item in the newsletter.

c. Search members without an agency

The Board recommends directing search and rescue members, who no longer belong to a member agency, to ISARC's list of member agencies and have them reach out to those agencies close to them

d. Approvals

1. Instructors

Scott Garrett has completed all classroom and field requirements to be a BNAV lead instructor but has only done this under one lead instructor. There are only two lead instructors in Scott Garrett's area – Michael Burns and Bryan Collett. Scott Garrett has taught with Michael Burns in attendance, but not when Michael Burns was the lead instructor. The Board agrees that Scott Garrett is a very good instructor.

A motion to waive the requirement of teaching under two lead instructors for Scott Garrett and accept Scott Garret as a lead instructor for BNAV was made by Carol Lussky, seconded by Dawn Watson. Motion carries.

2. Member Agencies

No new member agencies currently. Cook County is trying to determine their point of contact.

3. Board Member Appointments – Additional Board Member, Committee Chairs, Etc.

Jason Buckley will review the committee membership information and have proposals for chairs at the next meeting.

4. Supporting/Honorary Membership

None

e. Committees

1. Conference Committee

The ISARC Conference will be held October 7-9, 2022. Lodging costs have increased to \$20 per person. Kim Gotte will email the contracts to the Board for signatures. A motion to pay the deposit for the conference is made by Carol Lussky, seconded by Mike Crews. Motion passes.

ISARC has reserved the new dining hall, which has 6 classrooms downstairs. The dining hall is 40'x60' and can be used as the activity center. The Hanger, which was the old dining hall, has sleeping quarters for 54 people and a commercial kitchen. Two more cabins have been reserved as well, giving more sleeping accommodations. If ISARC uses the dining hall, the camp needs to do the cooking. Kim Gotte has already discussed the food issues with the camp.

2. Curriculum/Training

An instructor update meeting will be held March/April.

BNAV Classes:

Lake County: March 12, 2022.

McHenry County: April 16, 2022.

Peoria/Tazwell: tentatively May 14, 2022

GSAR Classes:

Kane County: March 26-27, 2022

Naperville: April 30-May 1, 2022

Tazwell: June 11-12, 2022

Requests for a GSAR class in LaSalle County and a BNAV class in Carol Stream have been received. A request for a BNAV class for Washington County was received but asked to reschedule due to February's weather. New dates are pending.

Lost Person Behavior class:

Carol Stream Feb 26, 2022.

It was indicated that Bath has a whole group interested in becoming members.

Ralph's email regarding having the Lost Person Behavior trainer come to Illinois to hold a train-the-trainer class was discussed. The ISARC Board is willing to advertise the class but is not willing to get involved.

Carol Lussky has had conversations with Domingo Kaller and Bob Dunn, from Cook County. Domingo would like to have Lake County host a BNAV course the 3rd week in April. ISARC training need to be set for each region.

A Curriculum/Training Committee meeting will be held January 29, 2022, at 10:00am at the Peru River Rescue Station. Dawn Watson reminded committee chairs that, according to the bylaws, all committees need to take notes and submit them to the ISARC secretary.

3. Mutual Aid – Resource Guide Review

The Mutual Aid Resource Committee needs a chair.

A few Resource Guides from member agencies have been received by the Board. ISARC will request, with the next request for updates, points of contact send the ISARC board an email indicating that no changes are made, if that is the case.

4. Outreach

Tom Foust, Outreach chair, has been contacting member agencies. He created a questionnaire, which will be updated with the recent ISARC Board requests regarding MOA issues, membership renewals, and the resource guide. There are no major complaints, just a wish from member agencies to be contacted with more personal communication.

Tom Foust is trying to get up-to-date contacts, including team leader contact. He will give monthly updates to the Board.

f. Board Discussion Workgroups

1. ISARC Hot Line/Duty Officer Policy, Procedures, Guidelines Draft

Kim Gotte is still working on a flowchart. Kim Gotte will send the Hot Line/Duty Officer Policy to the Board again. The Board needs to review and have feedback.

2. I Am Responding Plan

New response codes are entered. All agencies will be asked for their points of contact. There is less than one month left in the trial. The Board approved to pay the cost of this program over a year ago.

3. ISARC Newsletter

Content for the newsletter is needed.

4. Board Administrative Instructions (website, login, password, etc.) to Various Platforms – Zoom, Eventbrite, GoDaddy, Weebly, I am Responding, Election Buddy, etc.

Email accounts: There are 10 email accounts. Some are accessible through GoDaddy. Others are only forwarding accounts, and the emails are not accessible through GoDaddy.

Carol Lussky will work with Kim Gotte to get the GoDaddy administrative account information.

X. SARC History – Board of Directors, Member Agencies, Call Outs, Etc.

a. There is not a list of Board of Directors.

b. Kim Gotte will send the ISARC 2021 training summary to Dawn Watson to post on the website.

c. Instructors can check the Training Calendar to see which trainings need instructors. It is confusing for some on how to access that calendar. Administrative procedures need to be documented for the training calendar.

d. Emails to the board and board-members should be responded to by using “Reply All” so there is tracking on responses.

XI. For the Good of the Organization

a. Jason Buckley welcomes everyone to a brand-new year, 2022. He hopes ISARC will be able to get out there and teach and is looking forward to a good year.

A motion to adjourn at 1126 was made by Carol Lussky and seconded by Dawn Watson. Motion carries.

Respectfully submitted,
Dawn Watson
ISARC Board Secretary