

**ISARC Board Meeting
November 5, 2022, 0900
Peru Rescue Station**

I. Call to Order

The November 5, 2022, ISARC Board meeting was held at the Peru Rescue Station. The meeting was called to order at 0902 by Chair Jason Buckley. Members present at the meeting were Chair Jason Buckley, Vice-Chair Richard Bickel, Treasurer Carol Lussky, Secretary Dawn Watson, and Board Members Jim Hilgenberg and Mike Crews. Also present were Outreach Committee chair Tom Foust, and guest Tony Sondgeroth from La Salle County. Board member Beth Drendel attended via Zoom at 0948.

II. 2022-2023 Board of Director Position Nominations

A motion to nominate Jason Buckley as Chair was made by Dawn Watson and seconded by everyone. Motion passes.

A motion to nominate Richard Bickel as Vice-Chair was made by Jim and seconded by Carol Lussky. Motion passes.

A motion to nominate Carol Lussky as Treasurer was made by Dawn Watson and seconded by Richard Bickel. Motion passes.

A motion to nominate Dawn Watson as Secretary was made by Carol Lussky and seconded by Jim Hilgenberg. Motion passes.

III. 2023 Board meeting dates

The Board agreed to the following meeting dates for 2023:

January 7, February 4, March 4, April 1, May 6, June 3, July 1, August 5, September 9, November 4, and December 2.

The October Board meeting date is pending scheduling of the ISARC 2023 conference.

After discussion regarding the cancellation of Comcast internet service at the Peru Rescue Station, the Board decided to host the Board meetings at Illinois Valley Community College. Dawn Watson will request the room reservations and the certificate of insurance.

IV. Approval of Minutes from August 27, 2022, Board Meeting

A motion to reimburse Tom Foust for \$811.40+\$406.35 was made by Richard Bickel and seconded by Dawn Watson. Motion passes.

A motion was made to approve the August 27, 2022, Board Meeting minutes with the correction noted above was made by Carol Lussky and seconded by Richard Bickel. Motion passes.

V. Treasurer Report

The August, September, and October Treasurer's Reports were distributed, with a beginning balance of \$21,072.61 and an ending balance of \$21,194.39.

Motion to approve expenditure in the amount of \$2,380 to Little Galilee Christian Camp was made by Richard Bickel and seconded by Dawn Watson. Motion passes.

A motion to reimburse Dawn Watson for the \$45.12 for the purchase of the certificate holders was made by Richard Bickel and seconded by Mike Crews. Motion passes.

Carol Lussky will investigate CDs to invest some of the savings account money.

A motion to approve the Treasurer's reports as submitted was made by Mike Crews and seconded by Jim Hilgenberg. Motion passes.

VI. Public Comments

None

VII. Old Business

a. Peru Rescue Station Lease

ISARC Board members will be made honorary members of the Peru Rescue Station. The Peru Rescue Station was charged income tax for renting the building to ISARC and would prefer to incur this expense again. It was agreed to charge ISARC \$25 per use of the PRS instead of having a rental agreement.

Dawn Watson will request the use of a meeting space at Illinois Valley Community College for the December 2022 and all 2023 meeting dates. Dawn Watson will also request a new certificate of insurance from VFIS.

b. Cancellation of internet at PRS

Comcast will be cancelled, with a cancellation charge for the removal of the equipment. Comcast did offer a deal of \$40/month. Tom Foust is authorized to sign the cancellation paperwork for Comcast.

c. Proposed changes to bylaws

Pending.

d. Information Requests – Standard Responses

The Board will determine a protocol on who is going to answer information requests.

Board members and chairs are reminded to "Reply all" and make sure the Board is copied on all responses.

VIII. New Business

a. Conflict of Interest Statement – signatures

There weren't any changes to the Conflict of Interest Statement. Board Members who were present signed the Conflict of Interest statement.

b. ISARC Accounts

After a review of the GoDaddy email accounts, the Board determined that the finance, sales, and election emails can be cancelled. Further investigation on the use of the docs@illinoissar.org email will be done to determine if that email account is in use. If not, it can also be removed, thereby decreasing GoDaddy costs slightly.

Dawn Watson will check on pricing and space limitations for Dropbox to determine if those accounts can be consolidated to decrease costs also.

c. Review of ISARC Board Governing Documents Binder

New members were given Board binders. Board members will review their binders to determine what needs to be reviewed and updated.

d. 2023 Budget

Carol does this for the January meeting.

e. Strategic Plan

Board members will review the Strategic Plan and bring suggestions to the next Board meeting.

f. Membership Application

Invoices are sent out in January.

The Application used to go out to with the invoice in prior years. Carol Lussky is willing to send a blank application with the invoices being sent through QuickBooks.

The Board discussed making changes to the membership application, including adding IAMResponding contact information and adding a spot for a second point of contact.

The Mutual Aid Committee and Outreach Committee will work on revisions and bring those to the December meeting.

g. Information requests

Iowa – Jason Buckley will reach out to the request from Iowa to work with ISARC to set up an agency there.

All other information requests have been answered.

h. Search Requests and Results

No updates from Training and Curriculum Committee.

i. Approvals

1. Instructors

No updates from Training and Curriculum Committee.

2. Member Agencies

Richard Bickel will reach out to Mid-Piatt.

j. Other

1. Carol Lussky received a request from Ralph Kuchenbrod, Champaign County, to have information regarding him being trained as Lost Person Behavior instructors included in the newsletter. The Board agreed.

2. Ralph Kuchenbrod also requested information on the Wilderness Search and Rescue Course that he is developing in conjunction with the University of Illinois be included in the newsletter. It is the Board's understanding that the Wilderness Search and Rescue Course will be a 70-hour class, similar to NASAR's course, for fire fighters. Carol Lussky will reach out to

Ralph for more detail on the class to make sure it isn't a conflict with ISARC before including this information in the newsletter.

IX. Committees

a. Conference Committee

1. Review evaluations

The Board reviewed the evaluations from the conference.

A suggestion for ISARC decals for vehicles was made and the Board will investigate this.

Complaints were made about the seating in the Self-Control. The committee recognizes that the seating arrangements were not the best and will make changes to the next conference. There were also comments regarding the IT issues. The conference committee recognizes this issue and will make adjustments for future conferences.

Overall, the comments were very positive.

2. Discuss 2023 conference

The Board discussed the location and dates for the 2023 conference. Little Galilee Christian Camp is not available the second weekend in October, but it is available the first weekend. There are concerns with the size of the breakout session rooms at the Little Galilee Christian Camp, if conference attendance is larger.

If staying with Little Galilee, it was suggested to reserve 10 RV sites and advertise this to the membership as an option for lodging.

Eagle Crest Salvation Army Camp and Camp Milan were suggested by members. Mike Crews recommended a location in Hanover Township. Jim Hilgenberg mentioned the 4-H Memorial Camp. Board members are asked to bring conference location suggestions to the December Board meeting.

The Board discussed sending out a brief survey to those members that the Board has email addresses for, asking if they or their agency would be willing to pay for their own lodging at a hotel, in addition to the conference fee.

Little Galilee Christian Camp will be tentatively reserved for October 6-8, with some Board and committee members arriving Thursday night. The Board will tentatively reserve Self-Control, 3 Oaks, and two of the Love, Joy, Peace, and Patience cabins.

3. Conference Committee chair

Tom Foust and Dawn Watson would like to co-chair the 2023 Conference Committee. The Board agreed.

4. Update punch list

The punch list will be updated to include all aspects of organizing and running the conference.

b. Curriculum/Training – Kim Gotte, Chair

Curriculum/Training tabled until December meeting.

c. Mutual Aid Resource Committee – Richard Bickel, Chair

Richard Bickel has been receiving inquiries from IN to do shared trainings. The Board agreed to have Richard investigate further.

Jim Hilgenberg, at his Region 9 meeting, received inquiries from the State Police on using ISARC for missing persons. Richard Bickel received feedback from Chana Ray that IEMA didn't want to keep up a database of who to call. If they understand that they just need to call the Hotline, that may increase communications and collaboration.

1. Memorandum of Agreement
No progress.
2. ISARC Hot Line/Duty Officer Policy, Procedures, Guidelines
No progress.
3. ISARC Google Phone
No progress.

d. Outreach Committee – Tom Foust, Chair

1. Letter to Sheriff's Offices

Tom Foust is working on a master list of Sheriff's Offices and will wait until after the election to send the letter re-introducing ISARC to the Sheriff's Offices.

Jason Buckley will check if Peoria County has a list of all the contact information for the Sheriff offices.

2. Start of the 2nd questionnaire for Outreach

Outreach will be reaching out to the member agencies in December and will bring the questionnaire to the December Board meeting for review. Possible questions include: 1) Did you know about the conference?; 2) Do you have any feedback regarding the conference?; 3) Do you have any suggestions for increasing participation at membership meetings so a quorum is reached?

It was mentioned that the Sheriff's conference would be a good conference to attend to inform them about ISARC. Jason Buckley will try to find more information on this conference.

X. Board Workgroups

j. ISARC Newsletter

Carol Lussky hopes to send out the next newsletter in December. Dawn Watson will send conference pictures to Carol Lussky.

XI. For the Good of the Organization

A motion to adjourn at 11:26 was made by Richard Bickel and seconded by Carol Lussky. Motion passes.