

**ISARC Board Meeting
June 26, 2021
Peru River Rescue Station**

The June 26, 2021, ISARC Board meeting was held at the Peru River Rescue Station. The meeting was called to order at 0921 by Chairperson Ed Kemper. Members present at the meeting were Chairperson Ed Kemper, Vice Chairperson Jason Buckley, Secretary Tom Foust, Treasurer Carol Lussy and Board Member Kim Gotte. Also present were guests Dawn Watson and Anthony Sondgeroth from LaSalle County. Absent was Board Member Richard Bickel.

I. Approval of Minutes from June 5, 2021, Board Meeting

A motion to accept the June 5, 2021, Board Meeting minutes, was made by Tom Foust. Jason Buckley seconded the motion. The motion carried.

II. Treasurer Report

a. The June 2021 Treasurer's Reconciliation Report is not available at this meeting. Activity for June includes one cashed check. A reimbursement check for overpayment of the insurance premium was received and will be deposited next week.

b. QuickBooks

QuickBooks checks will be ordered soon. For accountability purposes, reconciliation of the accounts should not be done by the Board members who sign the checks. In the future, reconciliations may be done during the Board meeting.

c. 2020 Tax Filing and Reporting

The 2020 tax filings have been completed. Form 990 takes about 10 minutes to complete. The Attorney General's documents are done. Documents for tax exempt status with the Illinois Department of Revenue are completed and will be mailed on Monday.

d. 2021 Member Agency Invoicing

There are no new members for June.

A motion to accept the Treasurer's Report was made by Jason Buckley and seconded by Kim Gotte. The motion carried.

III. Public Comment

None

IV. Old Business

a. **Updates to Website – Archived Minutes and Agenda**

The agendas and minutes have not been updated due to Weebly being unavailable.

Verbiage for the PayPal button and Amazon Smiles donation information will be added to ISARC's front page.

The COVID information needs to be updated. The ISARC store webpage will be removed.

b. All Approved Policies, Procedures, Guidelines and Governing Documents Updated Along with Numbering and Table of Contents

The ISARC Document Manual Index has been updated. All numbered documents are in corresponding folders in Dropbox.

The Roles and Responsibilities of the Board will be copied from the Articles of Incorporation into a separate, numbered document for easier access.

The Board Operations calendar will be kept in the Index. Board meeting agendas and minutes are kept electronically and in paper copy.

The Outreach and Marketing section documents need to be updated.

The Yearly Budget and Audit report documents need to be added to Dropbox.

The Fundraising Plan will be renamed to Fundraising Policy and moved to the Outreach and Marketing section. This policy and a solicitation letter will be created by the Board.

A Code of Ethics policy will be researched by the Board members for further discussion.

A motion to approve the changes to the Ground Search and Rescue Course Request/Registration Process was made by Tom Foust and seconded by Jason Buckley. The motion carried.

The Training Course Delivery Request form will be updated to match the Ground Search and Rescue Course Request/Registration Process form.

The Board will review the Ground Search and Rescue Course (16 Hours) Instructor Roles and Responsibilities for discussion, revision, and approval at the next Board meeting.

The approved Continuing Education trainings are included in the Explanation of Continuing Education.

The Board will investigate getting ISARC courses accredited.

ISARC Forms 600, 601, 611, and the After Incident Report will be added to the Index.

c. Cover Letter, Member Agency Application and Resource Guide, MOA to Membership

The cover letter, explanation letter, application, and MOA will be emailed to the 2020 points of contact who have not yet renewed. Based on response rate to the email, reminders will be emailed and mailed to the points of contact again.

A motion to approve these documents was made by Tom Foust and seconded by Carol Lussky. Motion carried.

d. Member Agency Feedback from Board Members Contact

Jason Buckley will finish contacting the agencies that are assigned to him next week.

Tom Foust has not been able to contact Ogle County. Ed Kemper and Kim Gotte have finished contacting their assigned agencies. Carol Lussky has contacted her assigned agencies and will update the spreadsheet.

Most agencies only need 2-3 participants trained.

e. Anti-Harassment Policy Review, Executive Director of Training and Exercise Job Description Review

The Anti-Harassment Policy is for the Board members and instructors. This policy will be added to the Index once it is reviewed and approved by the Board.

The Executive Director of Training and Exercise Job Description will be added to the Index under Job Descriptions – Appointed Positions. A motion to approve the Executive Director of Training and Exercise Job Description was made by Jason Buckley and seconded by Tom Foust. Motion carried.

The Board has appointed Kim Gotte to the position of Executive Director of Training and Exercise. Kim Gotte has accepted the position.

V. New Business

a. Approvals

i. Instructors

There are no new instructors for approval.

ii. Member Agencies

There are no new member agencies.

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

There are no additional board member or committee chair appointments.

iv. Supporting/Honorary Membership

There are no new Supporting/Honorary memberships.

b. Committees

i. Conference October 8-10, 2021

Tom Foust has contacted vendors, but none are available for the conference.

There will be a Conference Committee Zoom meeting on June 30 at 7:00pm.

The Hazards class instructor is no longer available. Kim Gotte has found an instructor who will teach a course during this session time.

Ralph Kuchenbrod has been confirmed for his sessions at the conference.

A list of merchandise available from Model Tees and Locker Room was distributed. Model Tees is cheaper than Locker Room. The Board agreed to purchase clothing merchandise from Model Tees.

“Orders” placed with participant registrations will be given priority at the conference. Supplies (folders, lanyards) have not been ordered yet.

ii. Curriculum/Training

1. Instructor Updates

Instructors who have not attended the recent Instructor Updates meetings will be contacted to inform them of their future opportunities to continue to be ISARC instructors.

2. Man Tracking

Kim Gotte will send the information about Man Tracking payments and invoices to Carol Lussky.

Bryan Collett will send Kim Gotte an explanation and equipment requirements for the Advanced Man Tracking this week. Registration will be available after July 4.

3. Training Exercise and Planning Workshop

Sept 18-19 – GSAR for the Central IL Region

July 24-25 – GSAR, Walnut Point State Park – class is full.

4. Trainers Compensation Policy

Information regarding lodging for trainers who are driving from more than one hour away for certain trainings, such as GSAR, has been added to the course request forms.

iii. Mutual Aid – Resource Guide Review

Ed Kemper is still working on updating the Resource Guide.

iv. Outreach – Member Agency Contact 2021

Michael Burns, Outreach Committee chair, has been invited to the August Board meeting.

Jason Buckley recommended contacting some of the bigger companies to be added to their 501(c)3 list for possible donations. Kim Gotte provided Carol Lussky with two potential websites to research for company donations.

c. Board Discussion Workgroup

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

Kim Gotte will send this document to the Board Members to review. A flowchart will be created.

ii. I Am Responding Plan

ISARC's account has been deactivated since it has been over 90 days without activation. Kim Gotte will be meeting with Dave on Thursday to review options.

iii. ISARC Copyrights on Governing Documents

Not discussed.

iv. ISARC Newsletter

Not enough information has been submitted for the newsletter. Kim Gotte will remind Bryan Collett to submit an article regarding the April Man Tracking class.

v. Board Access to Various Platforms – Drop Box, Eventbrite, Calendar, etc.

Kim Gotte created a document, for the Board members, with all the accounts and logins. Kim Gotte will also create documents explaining how to create Zoom meetings, EventBrite events, I Am Responding, etc.

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

Kim Gotte and Tom Foust will work on getting older minutes and agendas organized.

VI. For the Good of the Organization

There are concerns that no one has come forward to fulfill the Board vacancy. A review of the bylaws was suggested.

VII. Meeting with the Peru River Rescue Station Board

The ISARC Board Meeting was put on hold at 10:00am to meet with Steve Hammerich, representing Peru River Rescue Station, to discuss the lease agreement between ISARC and Peru River Rescue Station.

ISARC and Peru River Rescue Station will meet again at the August ISARC Board meeting to finalize the lease agreement.

The Board discussed purchasing the mailbox, printer, scanner, and internet access and equipment to be used at the Peru River Rescue Station.

VIII. Adjourn

A motion to adjourn at 1305 was made by Jason Buckley and seconded by Tom Foust. The motion carried.

Respectfully submitted,
Dawn Watson
Board scribe