

December 7, 2013

ISARC Board Meeting Minutes

The December 7, 2013 ISARC board meeting was called to order at 10:15 am at McLean Co EMA shed with Val Sye-Haritos, John Simon, Kim Gotte, Jim Dexter, Mark Molleck, and Annette Hannig in attendance. Larry Graff called in at 10:40 by conference call.

As the meeting was just getting started Brian Collett asked to address the board so he was given the floor. He stated that he thinks that the board has failed over the last 4 years. He said that a MOU has yet to be signed by IEMA. He said he has heard rumors that other groups are trying to get started and wants it to be set so as ISARC is the first to get contacted in the event we are needed. He also stated that he thinks the curriculum needs to be updated ASAP and has worries about it getting completed. He said that he offered to be on that committee. He feels that some of the board is not dedicated and doesn't come to meetings and if they aren't then they need to be removed and replaced with someone who will contribute to getting things done. He did thank the board for all the years that he has been allowed to be involved but thinks that less than ½ of the goals that were set in 2012 have been completed.

A motion to approve the last meetings minutes was made by Jim Dexter and seconded by Val Sye-Haritos. Minutes were approved as submitted with no corrections.

Treasurers report was given by Val Sye-Haritos with a balance in the checking account of \$5,452.57. We currently have 47 paid members as of 2013. Val will be doing invoices this month for the 2014 dues. Val asked is there needed to be a new application completed with each renewal. It was decided it wouldn't hurt so we have updated information.

It was discussed that a member has to have a sponsoring organization or agency in order to join. If they completed either a new application or a renewal application this would give us the designated origination and contact agent because this will also determine the voting privilege. Jim asked if the information in the resource directory versus the application was two different things. It was decided that it would indeed be a good idea to have a new application every year with the renewal dues with maybe redoing the application with a box noting any changes from the prior year i.e. delegating authority for the agency for voting privileges. Val will fix something to send out with the invoices.

Dues are due January 1. It was discussed what if they are not paid by then and anyone that is late then what happens? It is decided to give them 90 days to pay before assessing a 25% late fee to then be added to it. There is no date set in the bylaws for a late payment. It was also discussed about dues being paid after July 1st for new members and only paying ½ the due fee. Motion by Annette Hannig to set late due date no later than April 1st or then a 25% late fee will then be assessed to the dues seconded by Kim Gotte. Motion carried.

Kim asked if a blank resource guide contact form was sent along with the application/renewal for dues at the same time. Kim suggested that the applications should create a trigger for someone to send information to the mutual aide committee to add them to the resource guide. She also asked if the resource guide form was online for them to be able to print and complete or fill in to complete and no it is not online at present.

Val asked how many credit cards are there out there for ISARC? She has one then Domingo sent her an invoice for Go Daddy with a different card number that doesn't match hers. She said the payment did come out of the ISARC bank account and has been deducted but that the bank can not tell her where they payment generated from. John said that the email address associated with GO Daddy needs to be changed to info@isarc.org so that it doesn't get lost in the future. Also Val will get with Eric to find this other debit/credit card and cancel it as we only need the one.

Committee Reports

Illinois Incorporation Documents did not get filed this year but has NOW been fixed and all taken care of. Val called CSC to get the address changed with them to her for the end of year filing and that is how it was discovered. The reason we have CSC as our registered agent per John was because of the board always changing. He thought that the year end reports were automatically taken care of by them but it was found out that was not the case. The paperwork was sent to John's home address and somehow it got lost but it has now been changed to go to his office so that this will not happen in the future. It was due to be submitted by 11/18/13 to keep our origination from dissolving. John has taken care of all of the paperwork and it was sent off last week with a follow up letter to the Secretary of State to make sure all complete.

CSC will file our annual report for a \$200 fee or we can do it ourselves for \$10. Val did the report and John signed it and it has been sent in for the year instead of having them pay it. It only cost us a reinstatement fee of \$28 which John has taken care of himself. The fee to change the registered agent with the Secretary of State is \$25.

Kim said the premise of doing CSC was because of having 501C3 states that you have to have a permanent address to do this.

Committee Assignments

John has been working on committee assignments. If someone has some that need to be put someplace let him know and they can be added. There are only two board members that are currently not on a committee and that is Mark and Annette and John said he will get with them later as to what committees he has in mind for them.

Curriculum report

Kim said she has gotten with her committee and they are having a conference call on Monday with the #1 focus being the GSAR_#2 focus is on BNAV and then #3 mounted. She said it was discovered while working on this curriculum that Kane and McHenry County were using the Pat Keene method and they are working on dragging them into our group and to train to do it our way. Kim said they should be ready by their 2/15 deadline. John will check to see when next board meeting will be as the new curriculum will need to be approved at that meeting so we can plan for a class in March for all the instructors to do the update to the new curriculum.

Conference

Currently there is no chairman for this committee. Tazewell said that they do not have enough members and Peoria County sated the same. McLean won't run it again but would be involved in it and provide guidance for those that decide to move forward with it. Mike Carter from Tazewell would consider it if he can find a co-chairman that would be willing to put the time in to help him. Mark Molleck said he would be on the committee but he will not chair it. Mike said he has talked to Embassy Suites in East Peoria as they have a huge conference center. He will re contact them to see if it would be a possibility and if they are large enough to hold us all there.

John will look to find a co-chair and members to help on the committee. He said he will try to be done redoing all the committee assignments by the end of the year.

Training & Validations

John was talked to by Eric and he can no longer chair this committee due to other commitments but he will continue to serve on the committee. John has some ideas who to place in the Chairman spot. John said he has already gotten several calls and emails of inquiries for classes. Those will have to be put on hold until all instructors have completed the updated train the trainer class after new curriculum is approved.

It was suggested to try to do Jurisdictional training so as to spread out the classes so that some instructors are not burnt out or overloaded trying to teach so many classes. Also so that there aren't overlapping classes in the same areas at the same time. This will be done after the train the trainer update as we will then know who we have and don't have and in what areas for instructors.

It was asked if we could have the update for train the trainer and BNAV both at the same time so as not to have to travel for 2 separate classes. Kim said there is no train the trainer for BNAV at the present.

Val brought up about instructors maybe having to do more than just 2 GSAR courses and the Train the trainer before being qualified to be a lead instructor. Just because they took the classes doesn't mean that the necessarily are qualified to teach as a lead instructor.

It was decided that when the March Train the trainer is held that it will ONLY be for current instructors to do their update and not to allow any new applicants into this particular class.

John said that maybe all those wanting to be lead instructors needs to go to the training and validations committee before being approved to teach a course as a lead instructor.

After the train the trainer update has been completed then a new instructor list needs to be created/updated and put on the website so that we have the most current and accurate list. An update was done on February 13 of 2013 but it was just added to at that time now one was deleted. We briefly went over the list and there are several that need to be removed and there are probably also many that are not currently on the list or are not listed correctly as to what they are qualified to teach.

Currently there is no sign off for a lead instructor. We need to further look at our system before adding any new instructors. It was discussed to grandfather those already listed as instructors and give them a time limit to complete the new curriculum at a later date.

John said there were two ways to invite instructors to the train the trainer update class. #1 being invite everyone that is currently on the list and those that don't show up to take the class are then removed or #2 be selective of who we invite and only lead instructors that have taught at least 1 class in a year/3 years. Or we can scratch those that are no longer members, invite everyone else and go from there. It was also suggested that an application be sent in for the train the trainer update class but it has to be signed off by the "contact" lead instructor for that agency before they can be allowed to take the class.

If an agency has someone who is listed/is a lead instructor that said agency then they won't even allow them to teach a course should there be a process of removing them? We need to send a notice to the contact person for all agencies and have them send us back a list of those qualified to teach and therefore qualified to be allowed to attend the update class. That way the organization designates who does and does not attend and or participate in ISARC activities.

It was then motioned that #1 you have to be part of the current ISARC origination #2 be on the current instructor list, and #3 signed off by the organization delegate in order for an instructor to attend the train the trainer class update, motion was made by Jim Dexter and seconded by Annette Hannig to these 3 items, motion carried.

Mark then suggested to send each agency delegate either a form or a request for their current list of instructors for their agency then cross reference to what we have.

Then it was discussed on how to roll out the new curriculum....how do we approach this? All current instructors will eventually have to retake it within a certain time frame, and we need to establish what time frame. It needs to be an organized approach to push this new course out. Need to make sure we don't have agencies that are close doing classes the same weekend and maybe combining some classes together.

It was discussed sending some type of notice out with the invoice that the new course will be coming out in March and that the current instructors for the agencies will have a certain time frame in order to complete this revised course and then that they will all also have to retake the course sometime within 3 years.

A motion was made by Kim Gotte to set a date/time frame for the update to be completed to be every 3 years, seconded by Annette Hannig. Motion carried.

Do any new courses need to be ran thru the training and validations committee for approval to be able to hold a class? Yes all classes are to be sent to the training and validations committee for approval before an agency sets up a class. Agencies should not be setting up classes on their own without prior approval from this committee.

Mark suggested not letting the "general public" that aren't sponsored by an agency attend a class. He said that there should be worry that those that can't get on a team would start their own team under "no" agency and that they can't join ISARC if not sponsored by an agency so if this is the case why let them take the course to begin with.

Merchandise

Curt Hannig was at the meeting to speak to the board on merchandise. He showed a new coat possibility to the board that would cost us only \$36 with tax and shipping and a cost between \$60 to \$70 once lettered which would give us a much higher profit margin instead of losing money on them which we have on some of the larger sizes. He said there are a couple options of lettering on them we could order heat press patches and that would cost about \$2 each to have put on the coats if our current patches are heat transfer patches.

It was decided that the board will set a "profit margin" to stay within and not necessarily a price for each item. Need to set a "minimum" profit margin we need to stay within.

Curt has made up a brochure and order form. After discussion it was decided that he needs to add on the order form that not all items may be immediately available at time of order.

Shipping was discussed because of issues in the past where Larry and Curt have had to pay for shipping items to someone because they purchased merchandise either at a class or an event that wasn't available and then had to wait to be reimbursed for the shipping charges. Curt has checked into several options for shipping. He has found that it is ½ the cost to do regional shipping thru the USPS instead of the prepaid/pre sized envelopes/packages from the USPS. He can also set it up to charge the shipping thru pay pal.

After some discussion it was decided to leave some ISARC funds in the pay pal account to pay for shipping.

Curt also had an update on a software program that he did a "test run" on at the conference. It worked very well except that once you hit 100 customers you were done....no more customers could be added.

They could be done as cash sales but it can not be put in the system as an invoice with the customers name and billing information on it. This could prove to be a problem just in case we needed to get in touch with someone who has purchased something. There is a place in a "cash" sale screen to put some information in but it is very limited. He can purchase the full version of this program for \$300 which will then give an unlimited number of customer invoices he can create.

A motion was made by Mark to do the regional shipping and leaving \$100 funds in the pay pal account for shipping and to give Curt Hannig the authority to purchase the full version of the program he used at the ISARC conference, motion was seconded by Val motion carried.

Curt also said that he has had some request for some merchandise to be added. Some asked at conference for a navy hoodie and not just the safety yellow. He was also asked about adding long sleeve t-shirts since we are always promoting safety in the field the long sleeve shirt was mentioned several times. He also had some winter high viz gloves that he brought to the meeting that can be purchased for about \$15 a pair. Some of the agencies said that they would purchase some of the gloves and give them a test run and make a decision on adding them to the product line later. He was also approached about doing a high viz stocking hat with our logo. He is checking on this as well.

No date was set for the next meeting nor the class date for the train the trainer update as Eric had to kick us out of his meeting room to get to a prior commitment. Motion to adjourn was made by Mark Molleck seconded by Annette Hannig motion carried meeting adjourned at about 2pm.