

## Minutes of the February 20, 2016 ISARC Board Meeting

Meeting was called to order by Chair Kim Gotte at 10:00 am. In attendance were Board Members Kim Gotte, Allen Matza, Doug Orr, Vicki Maish, Mark Molleck, and Ralph Kuchenbrod—requirements for meeting quorum were met. Absent: John Lund

Member Agency Visitors: Lt. Col. Andrew Welch, Civil Air Patrol (CAP); Lt. Col. Raymond Walden, Civil Air Patrol; Bryan Collett, Tazewell Search and Rescue

### **Introduction of Civil Air Patrol visitors:**

- Chair Gotte explained visitors from member agencies are always welcome at ISARC board meetings.
- Visitors Welch and Walden shared upcoming CAP events with the board. They spoke of possibilities in the future for holding more training events in central Illinois to avoid the challenges of hosting events at federal government installations such as Glenview Naval Air Station and Scott Air Force Base. Chair Gotte and member Mark Molleck asked about hosting classes such as the Air Force Rescue Coordination Center Inland Search and rescue Planning course or Basic Inland SAR course. It is possible these course could be held in central Illinois during fiscal year 2017. Mark Molleck said he would check with Illinois Central College about using their facilities to host these Air Force-sponsored courses.

**Approval of Minutes:** Minutes of the December 19, 2015 board meeting were approved as posted on the ISARC website.

### **Treasurer's Report:**

- Treasurer Doug Orr reported that the annual membership dues reminders have been sent out to the member agencies and we are receiving 2016 dues. Chair Gotte reported we are up to 65 member agencies. Chair Gotte also requested a list of those agencies that have paid their 2016 dues.
- It was reported that since our last meeting we received \$900.00 in income with \$794.48 in outflow. Our current checking account balance is \$17,756.20. We have \$510.50 in savings; \$61.06 in our PayPal account; \$30.00 in petty cash. Our total financial assets are: \$18,357.76.
- The treasurer reported he has not purchased the two laptop computers or software yet.
- The treasurer said he will present a thank you certificate and gift cards to Chad and Kim for preparing the meals for the 2015 ISARC conference.
- Chair Gotte discussed putting the resource guide into a web-based drop-box and making it accessible to those agencies with current dues. The agency's point-of-contact would receive an invitation and a link to the drop box. Another possibility would be to put the resource guide in the "members-only" section of the ISARC website—but this would raise our monthly fee for the website. Mark Molleck asked about the cost increase and Chair Gotte thought it to be about an additional \$5.00 per month. Mark Molleck moved that ISARC pay the additional charges (up to a maximum \$15.00 additional per month) and give each agency two contacts to access the

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members-only section. Allen Matza seconded the motion. Motion carried. Chair Gotte reported she will upload other forms to the members-only section as well.

- Chair Gotte said that once ISARC qualifies as a 501(c)(3) organization we will look into a no-cost Google web application that is available to non-profit organizations.
- The treasurer reported we have no unpaid invoices.
- Mark Molleck moved to accept the treasurer's report, Vic Maish seconded the motion. Motion carried.

### **Old Business**

- Allen Matza reported he has completed the inventory of ISARC merchandise. Only two of the three credit card readers have been located. ISARC can still collect money using PayPal.
- Allen Matzo asked if there was any potential problems selling ISARC logo gear to any interested party—his concern being that someone could pass themselves off as a legitimate search and rescue member simply by buying a shirt or jacket. The board felt that SAR-related gear can already be purchased on the open market and did not feel there was a reason at this time to limit sales.
- It was reported that a gentleman paid for a jacket at the conference but has not yet received it. It was decided that since ISARC may be changing vendors that we should refund his money. The treasurer said he would reimburse the individual.
- Discussion was held concerning distribution of lapel pins that had been made available for sale at two events and whether they had been paid for. As the discussion ensued it was generally agreed that the accounts had been settled and no money was outstanding.
- Chair Gotte reported John Lund had been contacted about serving the term vacated by Michael Thorne's absence. Mr. Lund agreed to serve out the term that Mr. Thorne was elected to.

### **New Business**

- Chair Gotte asked the treasurer to review the costs from the 2015 ISARC conference and prepare a preliminary budget for the 2016 event. This action is preparatory to creating a budget to be included in the paperwork necessary to file as part of ISARC's 501(c)(3) application.
- Chair Gotte said the four principal officers will meet in the near future and will act as the ISARC executive committee. By Gotte's estimate the paperwork for 501(c)(3) status should be ready for submission by June 1, 2016.
- Chair Gotte reported that the Curriculum/Training Committee was looking into adding new classes including another (perhaps revised) Train-the-Trainer, Mounted SAR, and Crew Leader. The beta-version of Basic Land Navigation is scheduled for March 12, 2016.
- Doug Orr reported he will stay on as chair for Mutual Aid Committee.
- Allen Matza reported he will chair the Outreach and Marketing Committee. Vic Maish will join. Domingo Kaller and Curt Hannig will remain on this committee.

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- Discussion was held concerning the 2016 ISARC conference. It was reported that the Girl Scout Camp that was used for last year's event is unavailable for our usual date in October. It was decided to look into an alternate venue. Bryan Collett suggested Little Galilee Church Camp near Clinton, Illinois as a possibility. Changing the dates of the conference was also discussed. In years past ISARC has had the conference immediately following the Canine Search and Recovery Conference. This year the event is being held in Wisconsin and will end on September 22, 2016. It is thought many canine handlers would be willing to attend the ISARC conference on their way home. A committee agreed to tour Little Galilee on March 13<sup>th</sup> and report back as to its suitability for the ISARC conference. Conference discussion also included recruiting a chairperson for the event. Secretary Kuchenbrod was mentioned as a possible choice but was noncommittal at this time. Chair Gotte reported the ISARC newsletter will be going out very soon and it includes a request for the member agencies to pledge to support the 2016 conference.
- Considerable discussion was held concerning the numbers of available lead instructors to oversee GSAR trainings. It was agreed that our instructor cadre is spread quite thin each spring and this year was particularly hectic as several instructors were unavailable. Discussion included the process of qualifying lead instructors and if that process is too burdensome. How an aspiring instructor gets on the lead instructor track was talked about (i.e., are current leads encouraged to solicit recent train-the-trainer graduates). Welch and Walden of the CAP offered insight as to how their organization recruits, trains, and qualifies instructors. Chair Gotte agreed to take the thoughts back to the Curriculum/Training Committee for review.
- It was reported that ISARC will have a table at the upcoming Weather.net event in the Peoria area on March 5, 2016. Vic Maish agreed to staff the table and sell a limited amount of ISARC merchandise. Mark Molleck reported he would be at that event as well and would be able to stand in for Vic as need arises. Doug Orr agreed to staff an event in the Quincy, Illinois area on April 9, 2016 to represent ISARC.
- Chair Gotte reported the 501(c)(3) bylaws are 65% done and we should have a proposed budget by the next board meeting.
- Additional discussion concerning the 2016 ISARC conference was held and Chair Gotte reported that we will have the same insurance company/plan as we had last year. She also reported that once ISARC is officially non-profit we will have cheaper insurance options available to us. A few vendors have been contacted about displaying their wares at the conference but none have committed yet.
- Chair Gotte said that she received some articles for the upcoming newsletter and it should be quite good. She thanked Deb Collett for her assistance in putting the newsletter together.
- Chair Gotte displayed the plaques that are to be presented to three recent members of the ISARC board. Doug Orr will present plaques to Annette Hannig and John Simon. Chair Gotte and Allen Matza will present a plaque to Val Sye-Haritos.
- Meeting adjourned at 1:20 pm.

Respectfully submitted 20FEB2016 \_\_\_\_\_

Ralph Kuchenbrod, ISARC Secretary