

ISARC Board Meeting Minutes

May 31, 2014

The May 31, 2014 ISARC Board meeting was called to order at 10:55am with John Simon, Val Sye-Haritos, Kim Gotte, Jim Dexter, and Annette Hannig in attendance.

Motion to approve the prior meeting minutes with the corrections requested was made by Jim with a second by Val motion carried, minutes approved.

Treasurers report was given. We now have 39 paid memberships as of the last update on April 20th. Val emailed Domingo the list to have the membership list updated on the website. Val asked if she should send out yet another invoice to those who had not paid which those agencies have already been sent two previous invoices. Was decided to not do that at this time. Kim said she would try to contact Bureau Co and someone will have Domingo reach out to Bridgeview. Curt & Annette will try to follow up with Menard Co. Annette will contact Rick Myers and see if he will reach out to LESAR. The balance in the checking account is \$7567.64. Eric will be making a deposit soon of \$12.50. Val has some late fees to correct. Motion to accept the treasurers report made by Kim seconded by Jim, motion carried treasurers report approved.

It was discussed how to handle memberships if the member is a member for 1 year and not the 2nd year how do we handle late fees for those agencies. Was discussed to maybe not send those agencies that don't renew a reminder the next year instead of a renewal notice and give them the opportunity to renew. When do we send out the renewal invoices?? It was decided some time ago by prior boards that the dues were due on January 1st and to send out the invoices by November 15th that way they had 45 days to pay. This also gives them a longer time period to get them paid before the 4/1 late date, this gives them 45 days to pay. We know that this can be difficult with change over in board members and the treasurer can change from year to year but it was decided that the invoices need to be sent out by November 15th. Motion to have the invoices sent out by November 15th made by Annette seconded by Kim, motion carried. This will require some help from the prior treasurer if that officer position changes.

Kane Co was not a member last year but want to be this year. Was discussed to rebill them without the late fee so that they can renew.

It was discussed when to remove an agency and change them to "inactive" membership status. It was decided that after April 1st they go inactive for 1 year. If after the 2nd year of not renewing then they would be removed from the list.

It was discussed what is the "benefit" of paying dues and becoming a paid ISARC member. The benefits are, training courses, reduced rate for the conference, Mutual Aid, & a Resource Guide. It was decided that an agency can request a GSAR course be offered to them 1 time without being an ISARC member but if they would like to request that course again then they will have to become a paid member. SARIO will be excluded from this. Along with that it was discussed that the new" agency needs to be followed

up with in a timely manner after that course with a New team packet from the outreach committee with contact information within 30 days, then again in 60 days, 90 days with other training opportunities along with resource information of agencies they can reach out to in order for them to establish a new team for their agency. And they need to be put in contact with local agencies in their area that they can network with for more training to help them build their teams. We need to identify 3 existing teams to be mentors and actively reach out to potential new GSAR and coordinate with the outreach committee to get them information also on the conference, dues, and other upcoming events of ISARC. The 30 day outreach will be by the ISARC outreach committee and then the other contacts will be made by agencies local to the new teams/membership.

It was also discussed that we need to work on getting our committees back into “working” order. Make sure that a board member is a chair on each committee that way the committees can be held more accountable for getting things done. John will make those assignments of the chairs on the committees.

We need to rework the website to show the benefits of becoming an ISARC member.

When a class has been taught, the lead instructor teaching that class needs to send the information to the outreach committee so that they can get in touch to follow up with them after the class.

Once a class request has been received, let the outreach committee also know once the lead instructor has been selected so that they can contact some agencies close by with a “here I am” contact info for future reference so they can contact that person with any other questions the agency having the class may have. Also gives them a face (that person needs to try hard to meet with the new agency in person) to relate to.

All of this needs to be implemented ASAP and will pertain to ALL classes for 2014 INCLUDING classes already taught. Motion to accept the new “benefits” made by Val seconded by Kim, motion carried.

It was questioned when someone calls the “hotline” what happens when that call is answered. Who calls who?? Person answering the call needs to make the calls for the person calling NOT telling them where to call. They have enough to do already it is the responsibility of the person answering the call to make calls to get what resources the caller needs. This will save the caller precious time and energy needed to get their search operations started. When should ISARC be called?? They need to be called after the caller has arrived on scene and determine what other resources are needed. They can start an initial search then call ISARC.

We need to develop our mutual aid agreement more. Jim Dexter offered to chair that committee.

It was discussed whether we needed to pay CSC to do our annual filing or if we could do it ourselves. It was decided that we would change the registered agent to the board chairman with knowing that this can change every year, for a \$25 fee versus paying the \$300 a year to CSC. Motion made to make this change of registered agent to John Simon by Annette seconded by Val motion carried.

Fall conference was discussed. The budget last year was \$9697. The total amount brought in before expenses were \$10670. \$1450 of that was from vendor booths that we will not have this year with the venue being outside. We spent \$5200 last year on just speakers. Registrations were \$7185. A list of other expenses are available if needed. Annette was appointed to chair this since she was already on this committee and will work with Chris Helle to get the conference together. Will stick with the outdoor venue as discussed at last meeting. Will focus on outdoor sessions but not a SAREX type. Sessions discussed were a flagging session, crew leader, searcher techniques, GPS, Land Nav. They will work together to develop the conference. A Save the date flier will get sent out as soon as possible within the next week if possible. Jim Dexter said he would check but he was pretty sure that his agency would host the Friday night hospitality get together.

All sessions should be decided and identified and a flier out by July 15th to start open registration. We will secure the location within the next 15 days. Annette will get the information on the facility from Chris and get it to John and he will contact them. Kim will contact Dan Conley regarding being the key note speaker. He can also possibly do a breakout session as well.

Training & Validations: John & Kim set up dates for webinars for more TTT updates will do a couple of evenings and possibly a Saturday as well in order to get all the instructors done. The next one will be Wednesday June 11th. Will set it up to have the instructor registure by X date and then John or Kim will email them the invite to the webinar the day before.

Emails: who on the executive board needs to be responding to the emails received at the info email addy link on the website. The board needs to communicate amongst the board members BEFORE ANY reply is sent out to ANYONE. A motion was made by Val that all board members communicate amongst the board before any email is responded to with a second by Jim, motion carried.

The next board meeting will be held on August 16th at Hanover Township hosted by Jim Dexter at 250 S ILL Rte 59, Bartlett IL 60103 with an 11 am start time. Jim will provide lunch. Members are always welcome to meetings but sometimes we get too many there and not much gets accomplished. It was discussed to change the meeting setting to letting members attend 2 meetings per year out of our 4 annual meetings. We need to do a better job of communicating with our members or do an "open session" at each meeting and then go into closed session to finish up the rest of the meeting for ISARC business. John will make the agenda more clear as to segregate that portion of the meetings and send a delegate on form as to when the meeting is and the agenda.

The MOU has been sent to Trent Thompson and we are waiting to hear back. John will follow up to see where it stands. Kim will reach out to Brian Collett to see if he can possibly host the December 6th meeting and let the board know.

Motion to adjourn the meeting made by Kim seconded by Val, motion carried meeting adjourned at 3:32pm.

Respectfully submitted: Annette Hannig