

Minutes of the December 3, 2016 ISARC Board Meeting

Meeting was called to order by Chair Kim Gotte at 10:24 am. In attendance were Board Members Kim Gotte, Ralph Kuchenbrod, Vik Maish, Scott Garrett, Carol Lussky. Dan Johnson called in via teleconference. John Lund was absent. ISARC member Bryan Collette was in attendance. Requirements for meeting quorum were met.

Approval of Minutes: Minutes of the October 25, 2016 board meetings and notes from the Annual ISARC conference were not edited at the time of this meeting. Chair Gotte instructed all present to review the minutes and notes and send any recommended revisions to the group for inclusion into the final draft.

Treasurer's Report:

- Doug Orr has passed the archived paperwork on to Treasurer Lussky. Chair Gotte reported that US Bank will walk her through the process to transfer the accounts to our new treasurer. Lussky said she would work on her end to complete the transfer.
- Treasurer Lussky reported she has purchased a laptop computer from Walmart for \$429.92. She purchased QuickBooks and Microsoft Office for her own purposes and will install both on the laptop at no charge to ISARC. Lussky said she would begin putting ISARC data into the laptop.
- It was reported that the Busey Bank account is still open.
- Chair Gotte reported that she had sent former treasurer Doug Orr all of the invoices for money owed to her personally, she will create a spreadsheet to itemize the expenses and send it to both Orr and Lussky in order to work towards getting reimbursed.
- It was reported that the rental fee to Little Galilee Christian Camp has been paid and that there are no remaining outstanding invoices from the 2016 conference.
- Due to the accounts not being transferred as of yet a detailed treasurer's reported is tabled at this time.
- Secretary Kuchenbrod moved and board member Scott Garrett made the second that Carol Lussky be paid \$492.92 to reimburse her for the purchase of the laptop computer. Motion passed.

Old Business

- A brief recap was made regarding product sales at the 2016 conference—sales were quite good and much higher than expected. It is estimated we sold about \$2000 worth of ISARC-themed merchandise.
- Treasurer Lussky reported she will purchase another laptop computer (approximate cost: \$492.92) for merchandise sales—the In-Flow software will be installed on this laptop to track inventory and sales. Board member Vik Maish will forward the pre- and post-conference inventory lists to the treasurer. Note: the purchase of this laptop and the treasurer's laptop were previously approved—see minutes from the December 19, 2015 board meeting. Treasurer Lussky said she would connect with former Vice-Chair Matza to get the merchandise software installed on the new laptop.
- Additional discussion was held concerning obtaining a post office box to serve as a permanent mailing address for the organization rather than the address of the treasurer holding the office at the time. It was decided via an email exchange subsequent to this meeting to rent a 5" x 5" post

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office box at the Elgin Westside post office for \$82.00 per year. Note: this action does not require board action as renting a post office box was approved at the October 25, 2016 board meeting.

New Business

- Chair Gotte reported that the revised by-laws are almost complete and that she will send a draft to the board for review.
- The board spent a considerable amount of time working on a rough draft for a 2017 budget. A budget is a necessary component for organizations operating under 501(c)3. Treasurer Lussky said she would take the information compiled at this meeting and create a working budget for the board's review with the goal to have the budget completed by the next scheduled board meeting (February 4, 2017).
- Chair Gotte, as chair of the Curriculum/Training Committee, reported on the following:
 - The Curriculum/Training Committee is currently working on some tweaks for the GSAR class including asking drone teams to assist with shooting new videos.
 - Gotte said the Mounted SAR curriculum is about 60% complete and should be ready for beta-testing in the spring of 2016.
 - Gotte also reported she presented SARIO about 21 times throughout the state and that this presentation is due for updating and editing.
 - Tom Foust is in the process of updating the Shoreline Rescue curriculum.
 - Chair Gotte extended an invitation to Treasurer Lussky to join the Curriculum/Training Committee to add a K9 element to the group.
- Discussion was held regarding the Mutual Aid Committee, Chair Gotte expressed hope that this committee would expand their networking to include more than just attending conferences (e.g., develop formal relationships with organizations such as ILEAS). Gotte reminded everyone what a tremendous asset the ISARC-compiled Resource Guide is for the member agencies.
- Ideas were discussed for the Outreach and Marketing Committee about providing contact between local SAR teams. Also, ISARC should be a resource for new teams or agencies interested in starting teams after initial contact or training has been made available. It is hoped agency representation can be improved especially in downstate Illinois. All present agreed it was important to let the rank and file membership know about the on-line newsletter.
- An informal discussion was held concerning rebranding the organization including updating/revising the logo. The goal of the rebranding would be for ISARC to create its own identity, providing some services directly to stricken agencies, rather than merely serve as a facilitator on behalf of others. Concerns were raised that taking any formal action at this time would detract from the expedient approval of the upcoming by-laws change and completion of the 501(c)3 non-profit process. The matter was tabled for discussion at a later time.
- A brief discussion was held about whether or not to hold a conference in 2017. Treasurer Lussky mentioned that scheduling the ISARC conference to coincide with travel dates for Canine SAR conference attendees is probably not necessary as few people tend to make the effort to attend

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ISARC's conference after being involved with the CSAR conference. A tentative date for a possible ISARC conference was set for September 22-24, 2017; Chair Gotte said she would contact Little Galilee Christian Camp about camp availability on those dates.

- A question was raised concerning the position of Registered Agent for the ISARC corporation with the Illinois Secretary of State office—it was reported the change has been made from John Simon to Chair Gotte.
- Secretary Kuchenbrod said he received a question from a member about attendance certificates from the conference and Chair Gotte said the certificates have been completed and are ready to be emailed out.
- Board member Vik Maish asked for articles from the board members to be included in the next newsletter.
- The next meeting will be held in Peru, IL on February 4, 2017.
- Vik Maish moved and Scott Garrett seconded that the meeting be adjourned, motion passed. Meeting adjourned at 2:51 pm.

Respectfully submitted 03DEC2016 _____

Ralph Kuchenbrod, ISARC Secretary