



**Board of Directors Meeting**  
**February 18, 2021 at 10:00 a.m.**  
**Virtual ZOOM Meeting**

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## **Board of Directors Meeting Minutes**

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**Present:**

- Ed Markison, McHenry County, President
- Barb Stiehl, City of Urbana, Vice-President
- Mark Doerfler, Wauponsee Township, Secretary
- Joe Cronin, City of Lockport, Region 2
- Sam Tesreau, City of Rochelle, Region 2
- Gary Holm, City of Batavia, Region 3
- Vince Kilcullen, Village of Algonquin, Region 3
- Elias Koutas, Village of Palatine, Region 4
- Kelly Kerr, Village of Hoffman Estates, Region 4
- Kent Cox, City of Macomb, Region 6
- Dave Clark, City of Champaign, Region 7
- Roger Cruse, Newcomb Township, Region 7
- Robert Hancock, City of Troy, Region 8
- Jon Nolan (for Dan Bowman), City of O'Fallon, Region 8
- Mark Runyon, Village of Oswego, Region 11
- Aaron Howe, Village of Hoffman Estates, Finance Committee
- Colleen Martoccio, McHenry County, Technology Committee
- Sarah Harbaugh, IPWMAN Executive Assistant
- Bonnie Woolard, Woolard Marketing

**A. Call to Order 10:02 am**

**B. Roll Call/Introductions**

**C. Swearing in Ceremony**

- a. Mark Runyon, Region 11 Director
- b. Roger Cruse, Region 7 Director
- c. Kent Cox, Region 6 Director
- d. Rob Hancock, Region 8 Director
- e. Gary Holm, Region 3 Director

**D. Approval of Minutes**

- a. Board of Directors Meeting – Monday October 12, 2020

*Motion was made by Mark Doerfler to approve the minutes of the Monday, October 12, 2020 meeting.*

*Vince Kilcullen seconded the motion.*

*Voice vote was taken. Motion passed unanimously.*

## E. Report of Officers

- a. President's Report
  - i. Operations Committee – Scott Weber is retiring. Mark and Ed are working on finding a candidate to chair the Operations Committee.
  - ii. Treasurer – Steve Miller is retiring. Aaron Howe said he would be happy to take over the Treasurer duties.
  - iii. Region 9 Director – Steve Miller has been promoted so he is hoping to have the new Public Works Director take over the IPWMAN Regional Director position.
  - iv. Region 2 – Sam Tesreau is talking with Tim Isley to take over as Regional Director. If Tim is not interested Sam will continue as the director.
  - v. 2021 Nominations – Ed and Barb are stepping down from their President and Vice-President positions respectfully. If anyone is interested in taking over one of these positions, please reach out to Barb. Ideally one person would be from the northern part of the state and one from the southern part of the state.
- b. Treasurer's Report – Steve Miller was not present. Aaron presented the report. 393 membership dues invoices were sent out. 330 invoices have been paid, leaving 63 unpaid invoices. Invoice reminders were mailed out on February 18th.
  - i. Audits
  - ii. Budget
  - iii. Dues – Executive Assistant
  - iv. EZ Tax Filing
  - v. Directors & Officers Liability Insurance
  - vi. Marketing Annual Budget #
- c. Secretary's Report – Mark will order nametags and business cards for new additions to the board and for those that have changed position. Mark will order business cards for committee chairs also if they want them.
  - i. New Membership – Four agencies have joined since the last meeting: Village of Lakewood, Avon Township, City of Pontiac & Village of Kenilworth. In 2020 IPWMAN had 15 new members. This was not as large as usual probably because of COVID. In 2015 there were 6 new agencies, 2016, 20 new agencies (Coal City tornado), 2017 45 new agencies (Ottawa tornado), 2018, 36 new agencies (northern Illinois flood and storm damage), 2019, 36 new agencies.

## **F. Report of Standing Committees**

- a. Operations Committee – Scott Webber – Not present. Mark Doerfler discussed the Operation Power Play with ComEd. If IPWMAN is requested to participate again this year IPWMAN would like to be a sponsor versus a participant or IPWMAN could be a resource for the event. The last event took up too much time and effort for the value that IPWMAN received from it. Mark suggested we do our own power play.
- b. Management Committee – Kelly Kerr – Nothing new to report.
- c. Membership Committee – Kent Cox – No report
- d. Finance Committee – Aaron Howe – Aaron gave the Treasurers report.
- e. Training Committee – Elias Koutas
  - i. Establish another date with Southeast Emergency Communications (SEECOM) for in-house training. – Elias is waiting for post snow season to schedule this training.
  - ii. A Duty officer training took place on January 15<sup>th</sup>. 16 people were invited and 12 attended.
  - iii. Elias gave a shout out to the Duty Officers for January, February, March and April.
  - iv. In the last Duty Officer meeting discussion ensued about creating an active response strike team.
  - v. A possible training would be a live table-top with the Mobile Emergency Operations Center (MEOC) which is stored in Washington. Ed Andrews is no longer on the board or with the City of Washington so IPWMAN may need to relocate the MEOC. Kent Cox knows people in Washington that he could talk to about storing the MEOC. Mark Doerfler will talk with Dave Clark about maybe moving the MEOC to Champaign.
- f. Social Media Committee – Jeff Ruth – Not present.
- g. Technology Committee – Colleen Martoccio – Nothing to report.
- h. Nominating Committee - Betty Harrison – Barb reported that all Executive Board positions are open in October along with Regions 2, 7 & 9. Sam Tesreau is talking with Tim Isley to take over as Regional Director for Region 2. If Tim is not interested Sam will continue as the director. Joe Cronin will remain as a Region 2 Director. Dave Clark and Roger Cruse will continue for Region 7. Barb will confirm with Toby Rinehart to see if he will continue as a regional director. Mark Doerfler will continue as Secretary and Aaron Howe will take over as Treasurer.
- i. Trailer Committee – Vince Kilcullen – Nothing to report.

- j. Marketing Committee – Barb Stiehl/Bonnie Woolard – See attached.
  - i. Committee ideas
- k. Conference Committee – Mark Doerfler
  - i. IDOT/IPWMAN Conference Meeting – Mark is going to reach out to Gene Felchner with Illinois Department of Transportation (IDOT) to see how active IDOT will be with IPWMAN’s 2021 conference. Mark has one presentation already lined up. Mark Runyon has offered to help with conference planning.

## **G. New Business**

- a. IEMA/Legal Council Meeting – Barb Stiehl/Ed Markison – Barb and Ed met with Illinois Emergency Management Agency (IEMA) and their legal counsel about having the state direct IPWMAN to assist communities in need. For financial and liability reasons it does not look promising.
- b. Presentations – Barb Stiehl presented at Illinois Arborists Association (IAA). Barb received positive feedback. Sean Henry is going record his presentation and be available virtually for Q&A at the Illinois Association for Floodplain and Stormwater Management Conference in March.
- c. Ed had an organization reach out to IPWMAN for help providing supplies to Texas. Texas is not in IPWMAN’s jurisdiction.
- d. Mark Doerfler and Kelly Kerr will work together on possibly getting board members IPWMAN polos.
- e. Illinois Public Service Institute (IPSI) – Mark Runyon reported that the spring session has been move to July.

## **A. Old Business**

- a. FAST/IPWMAN – Barb Stiehl/Ed Markison – Ed and Barb attended a meeting to discuss the possibility of FAST joining IPWMAN. After looking at possible solutions, it was agreed that FAST would best be able to help the State during emergencies if it formed its own organization.
- f. ITTF Full Membership & Critical Infrastructure – Barb Stiehl & Ed Markison – ITTF has been busy with the inauguration because threats were made on capitals of every state. The Critical Infrastructure Committee is working on their Vision 2025. A lot of terrible scenarios were discussed as possible threats. The theme “If you see something, say something” was reiterated.

## **B. Next Meeting Date and Location**

- a. Next ZOOM or Bloomington Board of Directors Meeting Thursday May 6, 2021 @ 10:00 a.m.

**C. Adjournment**

*Motion was made by Vince Kilcullen to adjourn the meeting at 11:07am.*

*Mark Runyon seconded the motion.*

*Voice vote was taken. Motion passed unanimously.*

OFFICE	2017	2018	2019	2020	2021	2022
President	X		X		X	
Vice-President	X		X		X	
Secretary	X		X		X	
Treasurer	X		X		X	
Region 2 Director		X			X	
Region 2 Director		X			X	
Region 3 Director	X			X		
Region 3 Director	X			X		
Region 4 Director			X			X
Region 4 Director			X			X
Region 6 Director	X			X		
Region 6 Director	X			X		
Region 7 Director		X			X	
Region 7 Director		X			X	
Region 8 Director	X			X		
Region 8 Director	X			X		
Region 9 Director		X			X	
Region 9 Director		X			X	
Region 11 Director			X			X
Region 11 Director			X			X

<b>OFFICE</b>	<b>2023</b>
President	X
Vice-President	X
Secretary	X
Treasurer	X
Region 2 Director	
Region 2 Director	
Region 3 Director	X
Region 3 Director	X
Region 4 Director	
Region 4 Director	
Region 6 Director	X
Region 6 Director	X
Region 7 Director	
Region 7 Director	
Region 8 Director	X
Region 8 Director	X
Region 9 Director	
Region 9 Director	
Region 11 Director	
Region 11 Director	

## **IPWMAN**

### **Marketing Actions Summary**

**2-17-2021**

#### **NEW FLYER AND MEMBER REFERRAL INCENTIVE PROGRAM**

- snail mail to members who have not paid and email to members who have paid with a flyer offering them a discount on their 2022 dues when they refer a new member to IPWMAN. \$25 credit for each member referred who joins.

#### **TOIRMA (Zoom call with Jim Donelan and Matt Knight on 2-9-21)**

- they recently referred Lemont Township and Hickory Point Township to IPWMAN
- interested in doing more joint marketing with IPWMAN
- email to TOIRMA members using their new email system
- IPWMAN materials on their website, such as videos, digital flyers, etc.
- distributing materials through their marketing reps and loss control team
- direct mail to townships—we create mailer and they send out and pay postage
- IPWMAN webinars presented to townships invited to join the virtual presentation
- presentation at TOIRMA Highway Commissioners Webinar on 7/22 and TOI Lunch 'n Learns
- present at Summer Seminar in Peoria in August and regional in-person meetings when they resume

#### **COUNTY TARGETING (Zoom call with Clifford Frye on 2-10-21)**

- spreadsheet has been created showing all IL counties who are not members and if there are current member agencies and/or IPWMAN officers or regional directors in those counties
- direct outreach by officers, regional directors and other active members to administrators and county engineers in their respective counties
- visibility on new IACE website, which has a members-only section where members such as Clifford Frye can post about topics of interest, i.e. IPWMAN
- handouts at April Board of Directors meeting. Six board members are from counties who are not members of IPWMAN.
- webinars for IACE members about IPWMAN and will be recorded for members who want to watch later
- presentations at regional highway commissioners meetings/conferences (post COVID)
- present at IDOT training in early summer for commissioners who are being elected in April

#### **JOINT MEETINGS WITH ANNUAL CONFERENCE AND MEMBERSHIP COMMITTEES**

- Zoom call with marketing committee, conference committee and IDOT to begin planning/marketing annual conference in October
- Zoom call with membership to discuss outreach strategies with marketing support

#### **NEWSLETTER SCHEDULE**

- late March, June, September and December
- working to correct email addresses that are bouncing

#### **PRESENTATIONS/FOLLOW-UP AND VIDEOS**

- need to recruit/train additional presenters and develop post-presentation follow-up system
- produce additional videos, including short explainer videos on how to join and how to request help



**February 18, 2021 Meeting Minutes**

**BOARD PRESIDENT APPROVAL**

**Signature & Date** \_\_\_\_\_

**BOARD SECRETARY APPROVAL**

**Signature & Date** \_\_\_\_\_