



Board of Directors Meeting
October 25, 2022 at 9:00 a.m.
Double Tree Hotel & Convention
Center – Brickyard 3
Bloomington, Il 61702-3157
and Virtual ZOOM Meeting

Board of Directors Meeting Minutes

A. Call to Order 9:04am

B. Roll Call/Introductions

In Person: Mark Runyon, Village of Oswego, Vice President
Mark Doerfler, DuPage County, Secretary
Tim Isley, City of Rochelle, Region 2
Joe Cronin, Village of Lockport, Region 3
Graham Strebler, Village of Rolling Meadows, Region 4
Clifford Frye, Christian County Highway Department, Region 6
Gary Holm, City of Batavia, Region 6
Chris Cougill, Newcomb Township, Region 7
Jeremy Heurman, City of Effingham, Region 9
Barb Stiehl, City of Urbana, Region 11
Sarah Harbaugh, IPWMAN Executive Assistant
Chris Drey, Village of Romeoville, Operations Committee
Jeff Ruth, Village of Bolingbrook, Social Media Committee
Tony Date, Illinois Arborist Association (IAA)

Zoom Ed Markison, McHenry County, Past President
Aaron Howe, Village of Hoffman Estates, Treasurer
Sam Tesreau, City of Rochelle, Region 2
Kelly Kerr, Village of Hoffman Estates, Region 4
Dave Clark, City of Champaign, Region 7

C. Approval of Minutes

- a.** Board of Directors Meeting – Thursday, August 11, 2022

Motion was made by Joe Cronin to approve the minutes of the Thursday, August 11, 2022, Board of Directors Meeting.

Graham Strebler seconded the motion.

Voice vote was taken. Motion passed unanimously.

D. Report of Officers

- b.** President's Report

- c.** Vice President Report

- i.** Change in Executive Board Positions

- 1.** Mark Runyon will be stepping up to the President role and Gary Holm to Vice President.

2. The Illinois Arborist Association (IAA) conference will be held on November 15-16 in Tinley Park. Mark Runyon, Elias Koutas and Chris Drey will help with the exhibit booth.
- ii. American Public Works Association (APWA) Chicago Metro Chapter/IPWMAN Liaison – APWA is looking to fill a position for a liaison between APWA Chicago Metro Chapter and IPWMAN. This person hopefully will be a member of both organizations so that they can keep both organizations apprised of each organizations activities. Vydas Juskelis and Don Wenzel held this position in the past. Currently we don't have anyone. Aaron Howe expressed interest. Mark R. requested if anyone else is interested to please contact him.
- iii. Illinois Public Service Institute (IPSI) Scholarship Funding – The application is out for the spring session. The fall registration price is going to go up to \$775. Does IPWMAN want to continue to provide a scholarship for the entire amount or a portion of it? Other organizations fund a partial amount, and the recipient is responsible for the remainder. Aaron will look into the Road Scholar scholarship amount.

Motion was made by Gary Holm to fund the same amount as the APWA scholarship and if that is less than the full amount the recipient will pay the remainder.

Barb Stiehl seconded the Motion.

Voice Vote was taken. Motion passed unanimously.

- iv. Executive Assistant Contract Renewal – Sarah's contract is expiring this month.

Motion was made by Joe Cronin to renew the Executive Assistant Contract for 3 years with a new hourly rate of \$60.

Aaron Howe seconded the Motion.

Voice Vote was taken. Motion passed unanimously.

d. Treasurer's Report

- i. Budget – Aaron discussed the proposed budget.

Motion was made by Graham Strebler to approve the proposed budget.

Mark Doerfler seconded the Motion.

Voice Vote was taken. Motion passed unanimously.

- ii. Tax Consultant – Our consultant is no longer retiring.

e. Secretary's Report

- i. New Membership – City of Countryside and Green Garden Township Road District joined since the last meeting.

E. Report of Standing Committees

- a. Operations Committee – Chris Drey – IPWMAN is working with Will County on Operation PowerPlay in April 2023.
- b. Management Committee – Kelly Kerr – No updates.

- c. Membership Committee – OPEN – Mark Runyon stated we are looking for someone to chair this committee
- d. Finance Committee – Aaron Howe – No updates
- e. Training Committee – Graham Strebler – No updates.
- f. Social Media Committee – Jeff Ruth – Our post reach and engagement is up. Please continue to send Jeff information/pictures to post.
- g. Technology Committee – Colleen Martoccio
 - i. Laptop computer issues/future – Mark Doefler reported that Illinois Terrorism Task Force (ITTF) gave us a grant to purchase 12 computers quite a few years ago. The computers are now old and out of date. Mark was able to upgrade the computers to Windows 10. 7 of the computers have an old version of Microsoft Office on the machines, 5 do not. IPWMAN needs 5 computers for the conference and a spare. Mark said the DuPage County IT person suggested getting an upgraded hard drive to make the machine work faster. It was discussed that a hard drive might not provide a significant increase in processing speed.

Motion was made by Gary Holm to approve the disposal of 6 computers and keep 6 for IPWMAN use. Cliff Frye seconded the motion.

Voice vote was taken. Motion passed unanimously.

- h. Nominating Committee – Barb Stiehl/OPEN – Regions 4 & 11 are up for election this year. Next year Regions 3, 6, 8 and the Executive Board will be up for election.
- i. Trailer Committee – Vince Kilcullen
 - i. MEOC Maintenance(discussion/vote) – Mark Doerfler reported that IPWMAN paid about \$2000 for repairs to the Mobile Emergency Operations Center (MEOC). After a more thorough investigation it will take about another \$1400-\$1700 to get the MEOC in road ready condition. Mark suggested we return the MEOC back to Illinois Department of Transportation (IDOT) instead of putting more money into repairing the MEOC. There are MEOCs around the state that IPWMAN could borrow if needed. We can remove our contents and put them in the two supply trailers.

Motion was made by Mark Doerfler to return the MEOC back to IDOT after we remove our contents.

Kelly Kerr seconded the motion.

Voice vote was taken. Motion passed unanimously.

- j. Marketing Committee – Barb Stiehl – A marketing plan is under development. Barb will be heading to Lebanon Township to give an IPWMAN presentation to area agencies.
- k. Conference Committee – Mark Doerfler – Mark provided some statistics about conference registration. He associated the spikes in registration to eblasts. We had a presentation cancel due to COVID and a gold sponsor/exhibitor cancelled due to health issues. All presentations slots are full. This year's conference was not as stressful as past conferences. IAA is providing a couple of speakers for our conference. IPWMAN will be sending out a google form/survey about the conference to registered attendees tomorrow morning. Discussion ensued about the

value of the conference and whether to have people pay for the conference, or pay for hotel rooms, or some combination of the two. Aaron introduced some of his thought processes about potentially raising dues. He reviewed a variety of scenarios. Further discussion ensued. Mark D. reported that he sent an email to the southern part of the state requesting help at the conference. He did not get much of a response, so he sent a sign-up sheet around the room for board members to volunteer to help.

F. Old Business

- a. Website Refresh– Koutas & Doerfler – The design options are done. Sarah will forward the information to the board. If members could provide feedback, it would be appreciated.
- b. Regional Illinois Emergency Management Agency (IEMA) Director Meetings – No updates

G. New Business

- a. 2023 Calendar – Sarah set the February meeting based on past years. Mark Doerfler suggested that meeting be Zoom only. The May meeting will be based on the dates of the APWA conference in Peoria. August 10th, 2023, will be held at the Doubletree. The October meeting will be based on the IPWMAN conference dates which are based on the hotel's availability.

H. Next Meeting Date and Location

- b. Next Board of Directors Meeting Thursday, February 16, 2023 @ 10:00 a.m. Zoom

I. Adjournment 10:30

Motion was made by Kelly Kerr to adjourn.

Ed Markison seconded the motion.

Voice vote was taken. Motion passed unanimously.

October 25, 2022, Meeting Minutes

BOARD PRESIDENT APPROVAL

Signature & Date _____

BOARD SECRETARY APPROVAL

Signature & Date _____