



# Illinois Public Works Mutual Aid Network

February 18, 2016 @ 10:00 a.m.

Lockport Public Works Bldg.

17112 Prime Blvd.

City of Lockport

Lockport, Illinois IL, 60441

**To participate via conference call:**

Dial: 1-712-832-8320

Access Code: 652763

PIN: 3290

## BOARD OF DIRECTORS MEETING

**Present:**

Don Wenzel, City of Rolling Meadows, President  
Vydas Juskelis, Village of Villa Park, Region 4  
Ed Markison, McHenry County, Region 3, Vice President  
Howard Killian, City of Elmhurst, Treasurer  
Betty Harrison, Lake Zurich, Past President  
Mark Doerfler, Wauponsee Township, Region 3, Secretary  
Gary Holm, City of Batavia Region 3  
Vince Kilcullen, Village of Algonquin, Region 3

**Present by Phone:**

Nancy Crossman, ILEAS Administrative Assistant  
Ryan Buckingham, Franklin County, Region 11  
Marcy Leach, City of Rockford, Region 2  
Tom Casson, Menard County, Region 6  
Steve Miller, City of Effingham, Region 9

**A. Call to Order**

The meeting was called to order by President Don Wenzel at 10:00 a.m.

**B. Roll Call/Introductions**

Roll was called. A quorum was not present

**C. Approval of Minutes**

No quorum to approve minutes.

**D. Report of Officers**

**1. President's Report**

With there being an issue of getting attendance to make a quorum at the Board meetings Don suggested changing the current bi-laws. The current bi laws state that each region has 2 members and each member has a vote. Don suggested keeping 2 members per region, but only one member would get a vote and that those persons could coordinate who would be attending the Board meeting and making sure that that person attended the meeting. All attendees of this Board meeting were in agreement with Don. This would cut down on how many were needed to make a quorum. Currently IPWMAN Board needs 11 to make a quorum and with this change IPWMAN Board would only need 8 to make a quorum. Don stated that he will give this to the management committee to work out and hopefully get it put on the agenda for the October 1016 Board meeting voted on. Currently there are no job descriptions in IPWMAN's bi laws for Regional Directors, Secretary and Treasurer. Don stated that this will need to be added along with adding a description for the Executive Secretary position, which has not yet been filled. No committee needs to be formed to make these changes, the Management committee will make them.

Don sent an email to the Homeland Security Network asking them to allow IPWMAN as an organization to get access to Homeland Security information network. Don has not heard back from them as of today. Don stated that this would be a good way to share information. There will be a link on IPWMAN's new website for you to access if you are interested in

joining IPWMAN or if you are looking for information. The website is very interactive. Don asked Howard Killian to check with the bank about getting a debit card. Howard will check into it. IPWMAN's trailer will be moved to the City of Washington where it will be more centrally located. IPWMAN has received their new printers and laptops. Two printers and 2 laptops will be put in the trailer.

**2. Treasurer's Report**

Howard Killian gave a brief overview of the FY2016 budget. Howard is currently working on invoicing for membership.

No quorum was present to approve the treasurer's report.

**3. Secretary's Report**

**I. New Membership Additions**

Membership currently stands at 248 which include the newest member, Urbana/Champaign Sanitary District. Tom Casson stated that the City Petersburg has voted to become a member.

**II. Website Demo**

Mark Doerfler gave a web presentation of the new IPWMAN website for those attending the Board meeting today. Mark stated that there is a conflict of interest statement that IPWMAN needs to sign annually.

**E. Report of Standing Committees**

1. **Operations Committee (Keith Watson)** not present to report on.
2. **Management Committee - (Marty Whitrock)** Not present to report on.
3. **Membership Committee - (Chris Isbell)** Not present to report on.
4. **Finance Committee - (Dennis Schmidt)** Not present to report on.
5. **Training Committee - (Don Wenzel)**
6. **Nominating Committee -** Not present to report on.

**F. Other Business**

**1. Interviewing Ms. Sarah Harbaugh for Executive Director Position**

Don Wenzel will contact Sarah Harbaugh regarding her rate of pay and to see if she is still interested in the position. Don would like to sit down with Ms. Harbaugh along with other Board members and conduct an interview. Don stated that he wants to change the title from Executive Director to Executive Administrator or Administrative Secretary.

**2. IPWMAN/ILEAS Admin Contract for 2016**

IPWMAN will ask ILEAS for a 3-month extension on the administrative contract. This would take the contract through June of 2016.

**3. Conference Booth Space – Volunteers needed –** Don Wenzel is looking for volunteers to Man booths at the Peoria and Schaumburg conferences.

**I. APWA Metro Chapter – Peoria May 5, 2016**

The golf outing will be on the 4<sup>th</sup> of May if anyone is interested in participating.

**II. APWA Illinois Chapter – Schaumburg May 18 – 19, 2016**

**4. Bloomington – Normal Convention and Visitors Bureau**

**I. Will IPWMAN hold Annual Conference again?**

There was a discussion of whether or not to hold the Conference this year. Gary Holm stated that he thought IPWMAN needed to do something for our members. If there is to be a conference this year, we need to start as early as possible to get the word out. This would also be part of the new executive administrator's duties. The possibility of moving the conference to a different location was also discussed. There is still the possibility of partnering up with ITTF Security Committee. Tom Korty stated that IPWMAN could still partner up with them. It was determined that IPWMAN wants to do something, we just need to figure out what.

**5. Laptop and Printer Distribution**

Laptops and printers need to be distributed

**6. Computer User Policy**

Everybody has a copy of the policy. Please look it over, it will be adopted if everyone is in favor of it.

**7. Email account**

IPWMAN Board members will be able to get an IPWMAN.org email address, which costs \$5.00 per month per email address. This is through Google Business and would be billed once a month.

**8. Committee Chairs and Co-Chair Discussion/Assignments** Postpone until the May 5, 2016 Board meeting.

**9. Job Descriptions of Board Members** – See Presidents Report

**10. Bi-Laws Changes**

**I. Changing Regions from two votes to one** – See Presidents Report

**II. Quarterly reimbursements for meeting attendance**

**III.** Those that attend IPWMAN Board meetings would be provided a \$25 credit towards membership fees. This would be only for the elected Board members, Regional Director, the 4 upper positions (President, Vice President, Secretary and Treasurer) past President and committee chairs. This would take effect next year and be put in the bi-laws under attendance. These are just suggestions to come up with ways to encourage attendance to the Board meetings in order to secure a quorum.

**IV. Waiving IPWMAN Annual Conference fees for sitting Board members**

Don has proposed that the sitting Board Members Conference fees be waived as a way to encourage attendance to the ILEAS Board meetings.

Motion made by Betty Harrison to adjourn the meeting at 12:30 p.m. Motion seconded by Vince Kilcullen.