



**CERT ASSOCIATION OF ILLINOIS**  
**CONFERENCE CALL – JUNE 21, 2019 / 9:30AM**  
**MEETING MINUTES**

**WELCOME AND INTRODUCTIONS**

Dan Martin called the meeting to order at 9:32am and welcomed those on the call. Roll call was taken and the following were on the call:

- Balla, Tonya – Mundelein Fire Department
- Brooks, Connie – LaSalle County EMA
- Drendel, Beth – North Aurora Police Department (\*in person at the New Lenox Village Hall)
- Flanagan, Karen – Elgin Police Department (\*in person at the New Lenox Village Hall)
- Hanneken, Michelle – Serve Illinois Commission
- Martin, Dan – Village of New Lenox (\*in person at the New Lenox Village Hall)
- Racilla, Megan – Huntley Police Department
- Tubbs, Latesha – City of Chicago Office of Emergency Management and Communications

**APPROVAL OF MAY 6, 2019 CONFERENCE CALL MINUTES**

Dan advised that the Minutes from the May 6, 2019 Conference Call were previously distributed to members via email. Dan asked for a motion to approve the Minutes. Beth Drendel made a motion to approve the Minutes, followed by a second from Karen Flanagan. There was no discussion following the motions and the Minutes were approved by a voice vote with no objections.

**OLD BUSINESS**

**Membership Document**

The membership document remains a work in progress. New members / teams are being added routinely and our Association is growing. For those who have not yet provided their address and phone number, please send it to Dan so the document can be completed. This document is intended to be a resource for Association members and is also being utilized to geocode where our members are located.

**Geocoding CERT Teams / Association Members**

Edgar Rodriguez and his staff from McDonough County were kind enough to start geocoding the locations of our members. Dan referenced a link ( <https://wiu-gis-center.maps.arcgis.com/apps/webappviewer/index.html?id=2fc5e94cf46940cf864940bcf83435f2> ) where members can see where everyone is located. By hovering over the dot, a member's information (name, jurisdiction, address, email, and phone number) is visible. Dan advised that he would send Edgar the roster from time to time with a request for his staff to update the mapping.

### **“Basecamp”**

Members were reminded that when they receive an email from “Basecamp,” it will start with “CERT Association of Illinois.” As such, please be mindful that when a reply is sent, it will go to everyone. There is a User’s Guide at “Basecamp” that can be viewed for additional information.

### **Facebook Page – CERT Association of Illinois**

Everyone was reminded that the CERT Association of Illinois Facebook page is live! The link to the Facebook page is: <https://www.facebook.com/CERTAssociationofIllinois/> As of the time of the conference call / meeting, there were 216 “Likes” on the page. Dan asked everyone to please “Like” and “Share” the page with their volunteers, friends and family. The following are currently Admins on the page:

1. Tonya Balla [balla93@sbcglobal.net](mailto:balla93@sbcglobal.net)
2. Trish Billings [p.billings@miltontownship.net](mailto:p.billings@miltontownship.net)
3. Dan Martin [dmartin@newlenox.net](mailto:dmartin@newlenox.net)

In the interest of sharing responsibilities and to generate additional content for the page, Dan asked for additional folks to be Admins. Beth Drendel and Karen Flanagan advised they would be willing to be Admins as well.

Those on the call were also requested to submit content. This includes, but is not limited to, photos and summaries of activities (community events, training, activations). We must start sharing the good work that our teams are doing across the State.

### **Web Site – CERT Association of Illinois**

Dan asked if anyone had any experience in standing-up and maintaining a web site. No one on the call indicated they had any experience in this area. As such, Dan advised that he would reach out to a local contact in an effort to get our web site going.

Connie Brooks indicated that she uses WIX for her web site. Connie advised that they own two domains, that cost \$15.00 each annually. Connie advised that she would send the contact information to Dan for the person they used to initially create their web site.

### **Newsletter – CERT Association of Illinois**

Kurt Clifford was unable to be on the call and lead the discussion regarding the newsletter. Dan advised that he sent a sample newsletter to everyone via email. This sample was created by Kurt to get some feedback from the members regarding content, layout, etc... Dan noted that the intent was to have our members submit content that can be included in each quarterly newsletter. Dan walked through the sample newsletter which included the following sections:

- About Us
- In This Issue (Index)
- Member Highlight/Spotlight
- Membership / Welcome New Members
- Preparedness Campaigns from IEMA and FEMA
- Current Member Teams (perhaps a link only once the web site is created)
- Training – Past and Future

- Events – Past and Future
- Regional News (to be determined by By-Laws – perhaps follow IEMA regions)
- Board Members (perhaps a link only once the web site is created)
- Committees (perhaps a link only once the web site is created)
- Contact Us
- Links to Facebook, Twitter, etc...

The discussion also included article length (ex. 500 words) and content. Content, submitted by Association members, could include their team’s training, activations, community events and other activities related to the CERT Mission. In addition, articles could be written about preparedness and could follow the seasons (Summer – heat related illness).

### **Prairie State CERT Challenge**

This year’s event will be held on Saturday, September 21, 2019 at the Cook County Health Facility, located on Cicero Avenue & 159<sup>th</sup> Street in Oak Forest, IL. Michelle Hanneken sent a reminder out via Basecamp that stated there will be a maximum 14 teams that will have a maximum of 14 members each. There will be a total of six graded / evaluated stations at this year’s event.

It was noted that there was a need for someone to design the Disaster Psychology Station for the event. Anyone interested in designing the station should reach out to Dan who will provide additional details.

In addition, there will be a need for additional volunteers for the event. Information will be made available regarding volunteer duties and responsibilities in the near future. As it stands now, volunteers will need to be 18+ years of age.

This year’s event will be “Response.” There will also be a number of organizations that will be invited to showcase their vehicles, equipment, etc... This may be done in the form of a “station,” or available during rest periods and / or lunchtime. So far there are a total of eight organizations that will participate.

### **By-Laws – CERT Association of Illinois**

The By-Laws are a work in progress. At this point, Latesha Tubbs is taking the lead on the By-Laws and provided a first DRAFT. Latesha has been working on the By-Laws with Randy James, Marc Small, and Dan Martin.

Dan introduced Latesha who then walked everyone through the DRAFT, which was sent to members via email in advance of the conference call / meeting. Latesha covered and discussion was held on the following sections:

- Article I – Name of Organization
- Article II – Objective
- Article III – Not For Profit Status
  - IRS Section 501 ( c ) ( 3 ), Tax Exempt Provisions, Restriction of Political Campaigning
- Article IV – Board of Directors
  - Eligibility, Structure, Geographic Regions, Terms, Powers, Roles & Responsibilities, Dues & Fees
- Article V – Members
  - Eligibility, Member Classification, Membership Status, Liability

- Article VI – Meetings
  - Place of Meeting, Regular Meetings, Special Meetings, Notice of Meetings, Quorum for Meetings
- Article VII – Voting Rights
  - Majority, Non-Voting Rights, Removal Vote
- Article VIII – Duties of Elected Officers
  - Designation of Officers, Qualifications, Election and Term of Office, Removal and Resignation, Duties of President, Duties of Vice-President, Duties of Secretary, Duties of Treasurer

The conversation ended before Article IX (Ethics), Article X (Amendment of By-Laws) and Article XI (Adoption of By-Laws), which still need to be written. \*The dialogue regarding the By-Laws took up the bulk of the conference call / discussion.

On a related note, a discussion was also held regarding where the By-Laws can be saved / stored for editing. Drop Box and Google Docs were mentioned as places where people can look at, comment, and edit documents during the DRAFT / REVIEW phase.

#### **Not-for-Profit / 501 ( c ) ( 3 ) Status – CERT Association of Illinois**

Beth Drendel's husband Kevin has graciously agreed to assist with our Not-for-Profit status. Dan will reach out to Kevin for some direction and guidance.

#### **CERT Mutual Aid – CERT Association of Illinois**

A brief discussion was held about creating a formalized structure for CERT volunteers to respond to disaster-related incidents within the state.

Working with organizations such as Serve Illinois, the Illinois Emergency Management Agency, Illinois Voluntary Organizations Active in Disaster (IL VOAD), and Northeast Illinois Community Organizations Active in Disaster (NEIL COAD) will be extremely important.

Following example of structures such as Illinois Public Works Mutual Aid Network (IPWMAN), Mutual Aid Box Alarm System (MABAS), and the Illinois Law Enforcement Alarm System (ILEAS) will also be important when creating a Mutual Aid System for CERT.

#### **Training – CERT Association of Illinois**

IT was noted that the information for CERT Train-the-Trainers has been updated. Connie Brooks discussed the process wherein instructors can receive their certificates from IEMA, after they've completed the course. Connie added that she has recently updated the CERT Train-the-Trainer materials which explain how the certificates can be obtained.

Connie also advised that she's working with Michelle Hanneken to schedule two additional CERT Train-the-Trainer Classes in 2019.

Dan asked everyone to start thinking about who would be a good speaker for a future CERT of Association of Illinois Conference. Dan advised that in everyone's travels, if they do see a good speaker it would be great to get their contact information for future reference. Preparedness, Response, Recovery, Mitigation, or anything to do with volunteers would be good topics for a future conference.

Dan also advised that if a local team is having a monthly training to please consider extending an invitation to other teams who would also benefit. Dan advised that he would be happy to pass the information along to Association members via email, posted on "Basecamp," or posting it on our Facebook Page.

A discussion was also held regarding our Association hosting trainings, perhaps quarterly. This training does not have to be to the level of the Prairie State CERT Challenge, but can be less formal. Any of the disciplines found in the CERT Basic Class would be ideal as refresher training that our Association could host.

#### **Sharing Best Practices – CERT Association of Illinois**

Equipment, software, marketing, volunteer recognition, training, or anything related to the CERT Mission are of value to other members and teams. Dan asked if anyone had anything to offer to others on the call, but at this time no one had anything to share.

#### **NEW BUSINESS**

##### **Establishing Reoccurring Conference Calls / Meetings – CERT Association of Illinois**

A discussion was held regarding having regular scheduled conference calls / meetings (same day of the month, same time, etc...) rather than doing a Doodle Poll meeting-to-meeting. Following the discussion, it was agreed that conference calls / meetings would be held as follows:

- 4<sup>th</sup> Tuesday of the Month at 1:30pm

As such, the next conference call / meeting will be held on July 23, 2019 at 1:30pm. Dan advised that he will send out a reminder, which will include the call-in information.

It was also noted that we may have to move our conference calls / meetings in months like November and December, to avoid major holidays.

#### **GOOD OF THE ORDER**

There was nothing offered for the Good of the Order.

#### **ADJOURNMENT**

The conference call / meeting ended at 11:30am.