CERT ASSOCIATION OF ILLINOIS
CONFERENCE CALL – JULY 30, 2019 / 1:30PM
MEETING MINUTES

WELCOME AND INTRODUCTIONS
Dan Martin called the meeting to order at 1:32pm and welcomed those on the call. Roll call was taken and the following were on the call:

- Balla, Tonya – Mundelein Fire Department
- Billings, Trish – Milton Township
- Brooks, Connie – LaSalle County EMA
- Clifford, Kurt – Hanover Township Emergency Services
- Drendel, Beth – North Aurora Police Department (*in person at the New Lenox Village Hall)
- Drotor, Sheri – Cumberland County
- Flanagan, Karen – Elgin Police Department (*in person at the New Lenox Village Hall)
- Frizelis, Rich – Chicago CERT
- Gaonkar, Gaurav – Village of Oak Park
- Geraci, Chick – Village of Alsip
- Hanneken, Michelle – Serve Illinois Commission
- James, Randy – South Lake County Regional CERT
- Martin, Dan – Village of New Lenox (*in person at the New Lenox Village Hall)
- McKellar, Andy – Madison County Emergency Management
- Small, Marc – Long Grove Fire Protection District
- Tubbs, Latesha – City of Chicago Office of Emergency Management and Communications
- Wenzel, Mickey – South Lake County Regional CERT
- Wilson, Rich – Buffalo Grove Fire Department

APPROVAL OF JUNE 21, 2019 CONFERENCE CALL MINUTES
Dan advised that the Minutes from the June 21, 2019 Conference Call were previously distributed to members via email. Dan asked for a motion to approve the Minutes. Kurt Clifford made a motion to approve the Minutes, followed by a second from Rich Wilson. There was no discussion following the motions and the Minutes were approved by a voice vote with no objections.

OLD BUSINESS

Membership Document
Dan reminded everyone on the call that there was still some missing information on the Membership Document (Excel) that is sent out periodically to members. Dan asked everyone to take a look at the document to ensure that all of their information is complete (address, cell phone, office phone).

Geocoding CERT Teams / Association Members
Dan reminded everyone about the geocoding work that Edgar Rodriguez and his staff from McDonough County were kind enough to do for our association. Dan referenced a link (https://wiu-gis-center.maps.arcgis.com/apps/webappviewer/index.html?id=2fc5e94cf46940cf864940bcf83435f2) where members can hover over a dot to see a member's name, jurisdiction, address, email, and phone number. Dan advised that Edgar will periodically update the map as our Association grows.

"Basecamp"
Dan advised that "Basecamp" is going well and it appears that everyone on the list is receiving the email from "Basecamp." In addition, it appears that everyone now understands NOT to reply to "Basecamp" email UNLESS they want EVERYONE to read it.

Facebook Page – CERT Association of Illinois
Dan advised that there are currently 296 people that "Like" the CERT Association of Illinois Facebook Page.

Dan asked those on the call to PLEASE "Like" the page if they have not already done so. Dan also asked everyone to PLEASE share the Facebook page with their teams, friends and family.

Dan advised that the Admins on the page are:

1. Tonya Balla balla93@sbcglobal.net

2. Karen Flanagan Flanagan_k@cityofelgin.org

3. Beth Drendel brdrendel@gmail.com

4. Dan Martin dmartin@newlenox.net

Dan requested that teams send the good work that our CERTs are doing to one of the Admins. Information could be recent training, recent community events or anything related to CERT. Pictures and a short summary of the activity is all that's needed.

Web Site – CERT Association of Illinois
Dan advised that www.certillinois.com will be the domain for the CERT Association of Illinois. This domain was one of three that members had to choose from via a Doodle Poll. Dan advised that we also own www.certassociationofil.com as well as www.certassociationofillinois.com.

Dan advised that he reached out to a local web design company to design the web site. The gentleman that owns the company is a local emergency services volunteer who has agreed to help the Association out by designing the web site at no cost. Dan noted that the goal is to have the web site up and running around Labor Day and will keep the group informed as to the progress. Lastly, Dan noted the importance of having a web site for the Association. It will be a location where by-Laws, newsletters and other related documents will reside. In addition, the web site will host information about our (future) Board Members, training, conferences and other activities.

Randy James suggested that perhaps we should recognize the person who is doing the work by allowing them to put their logo or name on our page. "Designed By…..," "Powered By…..," or something similar could be added to our site to recognize the company's efforts.

Newsletter – CERT Association of Illinois
Kurt Clifford provided an overview of the progress that's being made on our newsletter. Kurt explained that he, Karen Flanagan, and Sheri Drotor are the three editors of the newsletter. Dan will fill in when needed. Kurt previously sent a DRAFT out to everyone for a look at how it's shaping up. The newsletter is a WORD document that is relatively easy to edit and add things to.

Kurt went through sections such as:
- About Us
- In This Issue
- Events (Past and Future)
- Regional News
- Membership (Teams)
- Welcome New Members
- Member Highlight
- Current Members
- Training (Past and Future)
- Board Members
- Committees
- Contact Us

It was noted that some of the information could be condensed and later transferred over to the web site. Examples might include bio information for Board Members as well as a list of Association Teams.

Kurt advised that the newsletter team recently had a meeting to go over the newsletter, which will be quarterly. The team talked about content, deadlines, editing, and related items.

"Basecamp" will have an area to place newsletter items. Team members may also email Kurt material until everyone is comfortable with "Basecamp."

The team is looking for articles that are around 200 words. Sheri, Karen, and Kurt will do the editing and Dan will help out as needed.

The newsletter will be published and archived at our (future) web site.

The due date for the first (September) newsletter will be August 23rd. This deadline will allow the team to edit and format the articles. Kurt advised that moving forward, deadlines will be sent out to Association members to remind them to submit material.

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 & 159th 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.

Team Information: Those jurisdictions with active CERT programs that wish to participate as a team in the challenge must register **by August 21** at the following website:
http://events.constantcontact.com/register/event?llr=t6xp7jwab&oeidk=a07egeujpij7cf16efc   This

website also has all the information for teams about the event. As program manager, you're welcome to share the website with your team for the information but only the point of contact should register the team.

Volunteer Information: It was noted that a LOT of volunteers are needed to make this event happen. Volunteer registration is located at https://www.signupgenius.com/go/805094bafa82ea3fe3-2019 All open volunteer opportunities are listed here, along with additional information about the positions. Volunteer registration will stay open until we fill all the roles. Even if you have a CERT team participating, you are welcome to have other folks volunteer. Those that are interested in the event in any capacity are welcome to volunteer. CERT, Medical Reserve Corps, emergency management volunteers would all make excellent volunteers. The volunteer opportunities do not require previous CERT experience but you do need to be 18 years of age and older.

Connie Brooks requested that Team Leaders / Program Managers read the information carefully as some things have changed this year.

Currently, the following teams have expressed interest in participating:
- Chicago
- Milton Township
- Southlake County
- Buffalo Grove
- Alsip
- New Lenox

Dan mentioned that teams can combine as well if they don't have enough team members to stand up their own team. The minimum number of team members is 8 and the maximum number is 14.

By-Laws – CERT Association of Illinois
Latesha Tubbs is leading the effort to draft the by-laws for the Association. Latesha is being assisted by Marc Small, Randy James and Dan Martin. Dan thanked Latesha, Marc and Randy for their efforts thus far.

Latesha advised that the team is working on the by-laws section-by-section to make it a bit easier and not so overwhelming. Latesha will keep everyone informed about the team's progress on the by-laws.

Not-for-Profit / 501 (c) (3) Status – CERT Association of Illinois
To date, Dan has not been able to connect with Gayle Lundeen who initially agreed to assist with this effort. Dan has also not been able to connect with Beth Drendel's husband Kevin who is an attorney with experience in this area. Dan advised that if anyone is interested in helping to please contact him.

CERT Mutual Aid – CERT Association of Illinois
It was noted that some strides are being made in this area with regard to asking CERTs to assist with various efforts. Much work still needs to be done in this area and formal relationships with organizations like 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) still need to be established.

Dan noted a recent example where CERT volunteers were asked to assist Chicago CERT with the Chicago Rock and Roll Half Marathon. Dan thanked Rich Frizelis for extending the invitation and hoped that additional opportunities are afforded to CERT volunteers.

Training – CERT Association of Illinois
There was no information available with regard to the scheduling of the next CERT Train-the-Trainer Class. The goal remains to have two additional classes this year according to Connie Brooks.

Dan reminded everyone to start thinking about hosting an Inaugural Conference in 2020.

Dan also reminded everyone to try to attend the National CERT Conference in 2020 in Missouri. Several individuals on the call indicated that they do plan to attend the National Conference in 2020.

Dan mentioned that his team recently held monthly training and extended the invitation to other CERTs. There were CERT members from Addison, Round Lake Beach, Alsip, and Wauconda that attended the training, which was a disaster exercise. It was great to see the team's working together and Dan requested that teams consider extending invitations to others to attend their trainings as well.

Beth Drendel advised that on August 23rd, North Aurora is hosting a Volunteer Donations Management Class. There are still openings in the class for those who are interested. Beth advised that she will post the information on the CERT Association of Illinois Facebook Page.

Sharing Best Practices – CERT Association of Illinois
No one on the call had anything to share at this time.

NEW BUSINESS
IEMA Training Summit (September 3-5, Springfield, IL)

From Michelle Hanneken – "the IEMA Training Summit registration is open for September 3-5 in Springfield. We are having a panel discussion (federal, state and local) about Citizen Corps and CERT on Wednesday at 4pm, as you will see from the agenda. The information is more about history and what we are doing now. We'd love to see you there. Feel free to pass this around!"

GOOD OF THE ORDER
There was nothing offered for the Good of the Order.

NEXT CONFERENCE CALL
During the June 21, 2019 Conference Call, it was decided that the conference calls would be on the 4th Tuesday of each month at 1:30pm. Of course, dates will be changed during holidays and when other conflicts arise. As such, our next call will be on **August 27, 2019 / 1:30pm.** Call-in information is at the top of Meeting Agendas.

ADJOURNMENT
The conference call / meeting ended at 2:30pm.