**Minutes**

**Iowa State Association of Counties**

**ISAC Board of Directors Meeting**

**ISAC Office, 5500 Westown Parkway, Suite 190, West Des Moines, Iowa 50266**

**Phone 515.244.7181**

**Present:** Joan McCalmant, Peggy Rice, Lonny Pulkrabek, Eric Stierman, Danny Waid, Joel Rohne, Matt Cosgrove, Wayne Clinton, Cara Marker-Morgan, Deb McWhirter, Grant Veeder, Kathy Babcock, AJ Mumm, Shane Walter, Burlin Matthews, Darin Raymond, Tim Huey, Joe Neary, Elizabeth Ledvina, Melvyn Houser

**Absent:** Linda Langston

**Staff:** Bill Peterson, Rachel Bennett, Kristi Harshbarger, Beth Manley, Brad Holtan, Kelsey Sebern, Jeanine Scott, Robin Harlow, Jamie Cashman, Lucas Beenken

**Friday, January 22, 2016**

ISAC President Joan McCalmant called the meeting to order and led the Board in the Pledge of Allegiance.

ISAC Past President Melvyn Houser swore in ISAC President Joan McCalmant. He then swore in the Executive Committee and the members of the Board.

**Approval of Minutes**

Moved by Grant Veeder, seconded by Kathy Babcock to accept the December 16, 2015 ISAC Board of Directors meeting minutes as written. The motion passed unanimously.

Moved by Lonny Pulkrabek, seconded by Cara Marker-Morgan to recess the ISAC Board of directors meeting. The motion passed unanimously.

President McCalmant recessed the ISAC Board of Directors meeting at 10:10 am and reconvened the meeting at 11:00 am following the conclusion of the ICTS Board Meeting.

**Management Report**

Brad Holtan gave the ISAC financial report as of December 31, 2015 which included a quarterly investment report.

Brad reviewed the ISAC 990 and ISAC Education Foundation 990N.

Moved by Peggy Rice, seconded by Elizabeth Ledvina to approve the ISAC 900 and the ISAC Education Foundation 990N as presented. The motion passed unanimously.

Bill Peterson reviewed the ISAC budget process that will be used to create the FY 2017 budget.

Brad presented the conflict of interest policy to the Board and asked that members of the Board sign and return the acknowledgement of receipt.

Brad reported that ISAC will begin using credit cards for more purchases in order to increase the cash received from the acquired points. He recommended that the credit limit be raised to $250,000 from $75,000. This resolution will be brought to the Board in February.

Brad recommended approval of a sample credit card policy that he presented to the Board.

Moved by Tim Huey, seconded by Lonny Pulkrabek to approve the ISAC Credit Card Policy. The motion passed unanimously.

Kristi Harshbarger gave an update on legal matters.

Robin Harlow gave an overview of the County Strategic Technology Advisory Resource (CoSTAR), the US Counties Cybersecurity Information Sharing Analysis Organization (ISAO) Clearinghouse, and an update on data projects.

**Legislative Report**

Jamie Cashman and Lucas Beenken gave an overview of the session and an update on the top priorities and legislation of interest to members.

Jamie presented a recommendation to the Board for changes to the 2017 legislative process. The Board discussed the document at length including implications of online voting. The Board came to the consensus that the ISAC bylaws committee should work toward an online voting solution and that eligible voters should be registered attendees of the ISAC Annual Conference.

Moved by Eric Stierman, seconded by Burlin Matthews to approve the first meeting of the 2017 Legislative Policy Committee to occur the Tuesday prior to Annual Conference. The motion passed unanimously.

Moved by Cara Marker-Morgan, seconded by Grant Veeder to approve the concept of online voting for the 2017 ISAC Legislative Priorities. The motion passed unanimously.

Moved by Joel Rohne, seconded by Shane Walter to approve holding a legislative webinar and district meetings in late fall/early winter of 2017 to roll out the ISAC Legislative Priorities to the membership. The motion passed unanimously.

**Conference and Meeting Report**

Kelsey Sebern reported that ISAC University had great attendance and received positive reviews.

She gave an update on the Spring School included descriptions of the educational seminars. Rachel Bennett reported on conference exhibitors and sponsors. She gave an update on the 2016 marketing efforts including a history of the preferred vendor program.

Rachel presented conference app analytics from the Fall School app.

Rachel presented the tentative ISAC Educational Webinar schedule for 2016 and reported that in 2015 ISAC webinars reached a total of 826 people, an average of 118 per webinar.

Robin Harlow and Joel Rohne gave an update on the 2016 Smart Connections Conference being held April 28 at the Holiday Inn Airport and Conference Center in Des Moines.

**NACo Report**

Bill Peterson and Joan McCalmant reported on the NCCAE State Association Presidents and Executive Directors Meeting that was held January 6-8 in Washington, D.C.

Rachel Bennett reviewed the schedule for Iowa registrants of the 2016 NACo Legislative Conference being held February 20-24 in Washington, D.C. Meetings have been arranged with Iowa’s congressional delegation to discuss issues of important to county officials.

Joan McCalmant adjourned the Board at 3:00 pm following board members sharing issues, concerns, ideas, achievements, etc. with other board members.