



# MINUTES

Apex CERT Board of Directors  
Quarterly meeting

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*Date* | *time* October 15, 2019 | 7:00 PM | *Location* Glory Days Grill, Apex

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## In Attendance

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Jay Royster (President), Dave Bruhn (Vice President), Hillary Liles (Secretary), Emily Dorsett (Member-at-Large), Mike Beasley (Fire Dept. Liaison), Samantha Royster (Planning Section Chief), Laura Bruhn (Treasurer), Theresa DiMaria (Outreach Coordinator), Karen Delventhal (Grants Coordinator), Urmila Staudacher (Logistics Section Chief), Tina Short, Robin Meyer, Diana Brown.

## President's Report

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Jay Royster welcomed the board members and other CERT members in attendance and brought the meeting to order. Jay apprised us of several classes and workshops available through NC TERMS: Basic Disaster Life Support on 11/7/19, SMAT orientation with CapRAC on 11/14/19, and the orientation class required for all volunteers interested in working with CapRAC on 11/9/19. He also mentioned that PENSAR's "Swamp Stomp" was tentatively scheduled for January 2020.

## Treasurer's Report

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Laura Bruhn provided financial documents for the Board to review (please see attached) and summarized our finances. Our largest expenditures were providing supplies for Basic Training Classes, fees for renewing the PO box rental and our website, and our fee to participate in the Apex Christmas Parade. Our largest revenues came from private donations through Facebook, Amazon Smile, and personal donations of money and supplies. Our current balance at the time of this meeting is \$1290.00

## Old Business

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### I. Basic Training Class September 6-8

We had 18 attendees in our last basic training class with 9 potential new members.

## II. Fundraisers & Grants

- Our Grants Coordinator, Karen Delventhal provided us with an update on grant applications: she is currently working on fulfilling various requirements for grants through CSX, Walmart Community Grant, and Firehouse Subs. She discussed with the Board information requested by CSX to move forward with that grant application such as a phone number, what kind of recognition they could expect from us should the grant be awarded, and if we could get a well-recognized community member or politician to award the check for PR purposes. The Board decided that Samantha's phone number would be used for the application. Ideas put forth for recognition included a magnet or sign on the CERTmobile, recognition on the Apex NC CERT FB page, and recognition on our website. The Board discussed various possibilities for who could present the check and it was decided to revisit that subject if and when the CSX grant was awarded.
- Dave Bruhn provided a draft for a Memorandum or Understanding (MOU) (please see attached) that can provide agreed upon fundraising guidelines between CERTs in Apex, Cary, and Morrisville. He will schedule a meeting with representatives from Apex CERT and the other Teams to discuss the draft and make changes with the intention of creating a binding agreement.

## III. Events

- **Senior Citizen Health and Wellness Fair** was very successful. Karen Delventhal summarized the event and provided an After Action Report for the Board to review (please see attached) The event brought in over 90 people. The magnets and candy were particularly popular and she suggested these should definitely be included in the future. The attendees were very interested in DSNAP and Medicare information as well as medical requirements in evacuation shelters. Karen found it to be an advantage that the event was run by a senior citizen as those who attended felt more comfortable and she was able to connect well with the audience. The Board felt this was a successful event that should be added to our roster of regular outreach programs.
- **Christmas Party:** Samantha is researching possible venues in Apex for the CERT Christmas party scheduled for 12/5/19. UPDATE: Dave Luttrell was able to secure the club house at Scott's Mill neighborhood for the party at a net cost of \$100.00.
- **HOA Project:** Theresa DiMaria and Dave Bruhn gave a report on the HOA outreach programs (please see attached). In summary, the program information was well done and it was good for public relations, but presentation was limited by the lack of audiovisual equipment in the clubhouses. Attendance was directly proportional to how involved the HOA was in getting the word out and supporting the event. As a result, the program was poorly attended for the amount of work put into it. Dave and Theresa suggested that the information can be better disseminated through alternative events.

#### IV. Requirements/Training for First Aid Events

- Recent training on The First Ten Minutes was well received as good instruction on patient assessment. Jay mentioned that he is working on adding a session on emergency reductions in the field.
- The September training was cancelled due to the hurricane, but Samantha sent out PPT that outlined expectations for events. The Board agreed that this should be repeated annually.
- Vinyl banners reading "First Aid Station" have arrived and look great. They will be used at the next event.

#### V. IC & Duties

- Every event will now have an IAP with contact information, goals, and all other information clearly presented so as to avoid confusion.

#### VI. Board Items

- **Elections:** The Board discussed the lack of response by the membership via survey monkey. It was decided that members only responded if they had a nomination to submit. There were no challenges for VP, but there were two new nominations for Member-at-Large. The Board decided all nominations will go on the ballots even if only one member nominated them. Following voting protocols listed in our bylaws, we need 30 votes for an election to be official. At present we have 35 Active members and 23 CERT responders for a total of 58 voting members.
- **Background checks:** After much discussion, it was decided that as we are volunteers under the jurisdiction of the Apex Fire Department, we should follow their protocols for what background checks are acceptable and how often. AFD protocols require background checks done every 5 years and they will only accept ones run through AFD. Mike Beasley said it will be a large initial investment that can be mitigated by running background checks in phases so the entire membership can be checked over time. Samantha will continue to work with Mike Beasley and Chief McGhee to fine tune the details and get the process started.

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#### New Business

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##### I. Fundraisers and Grants

The Jersey Mike's Fundraiser will be held 10/22/19. The manager asked if we would like to reschedule due to low anticipated attendance with the NC Fair in progress. We declined to reschedule since the event has already been advertised.

##### II. Preparedness Fair

Theresa DiMaria is working with Amy from the Apex Fire Department to discuss possibly hosting a community preparedness fair. This would be an event with several booths where various topics on preparedness can be presented. It would also provide an alternative means of community education to replace the HOA outreach. It has the advantage of reaching a larger audience, involving other preparedness partners

in the community, and educating the community on multiple topics. Samantha recorded the ideas put forth by the Board and other members in attendance for future discussion should this become a reality.

### III. First Aid Training

The Board discussed the idea of providing a First Aid orientation prior to large events, such as Peakfest and the July 4<sup>th</sup>, where our team provides First Aid. These would be brief overviews of the most likely illness and injuries we would encounter, how to treat them, location and proper usage of supplies, and when to stop treating and call in EMS.

### IV. Membership/Meetings

Emily suggested we have new CERT members assigned a point of contact person upon joining. The Board agreed this was a good idea. Theresa suggested a social committee that can plan casual events such as movies, bowling, dinner out, etc that provide social opportunities outside of official CERT events.

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#### Next Meeting

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January 2020 at 7:00pm at Glory Days Grill in Apex. Exact date TBD.

This meeting was adjourned at 20:26