



# MINUTES

Apex CERT Board Of Directors  
Quarterly meeting

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*Date | time* July 17, 2018 | 7:00 PM | *Location* Glory Days Grill, Apex

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## In Attendance

Jay Royster (President), Dave Bruhn (Vice President), Hillary Liles (Secretary), Emily Dorsett (Member-at-Large), Mike Beasley (Fire Dept. Liaison), Keith McGhee (Fire Chief), Samantha Royster (Planning Section Chief), Robin Myers, Diana Brown, Laura Bruhn.

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## Welcome

Jay Royster welcomed the board members and other CERT members in attendance and brought the meeting to order.

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## President's Report

Apex Fire Department donated a decommissioned ambulance for Apex CERT to use for deployments and community services. They are also covering the cost of wrapping it, insurance, basic maintenance and will provide driver training and storage of the vehicle. AFD will also be adding our team member names to the passport system for accountability during deployments and training.

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## Treasurer's Report

- Bill MacRae (Treasurer) was not in attendance. Jay Royster and Samantha Royster gave the report in his absence.
- Bill submitted a financial statement detailing expenditures, donations and account balance for our review. This is public information for any member to review.
- Board discussed whether we wished to submit application to be included in IRS charity database. It is a requirement for most grants and corporate fundraising opportunities, but at the moment is cost prohibitive. We will continue fundraising efforts and revisit at a later date.

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## Old Business

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## **Backpack Requirements**

Reviewed a list of contents for members to carry in CERT backpacks provided by Emily. Board decided to require basic equipment list for members and a more complete list of suggested equipment. AFD offered to do free mask testing to ensure proper fit of N95 masks.

## **Fundraising**

Board discussed the following fundraising opportunities and the need for setting up a fundraising committee. We will be speaking to the general membership to ask for volunteers. It was also decided that adding a sign with our Facebook page to our CERT tent and possibly our vehicle wrap may encourage community donations once we have the means in place.

### **i. Ruckus Pizza**

We will make a second attempt at a fundraiser with Ruckus Pizza of Apex.

### **ii. Walmart Community Grant**

Hillary updated board on Walmart Community Grant which awards between \$1,500- \$5,000 to eligible charities listed in the IRS database. Since we are not in the database, a letter verifying we are part of a municipality is required. AFD has agreed to check with their legal department and draft the necessary letter. Hillary will email a copy of an example letter from their website to Board members and AFD.

### **iii. NCSU Football Concession Stand**

This is our biggest potential source of fundraising and we will be encouraging all members to sign up if they are able.

### **iv. Facebook Donation Button**

Dave updated board on what he has discovered. Facebook donate button is free of charge and must accumulate a \$100 minimum in donations before paying out to the charity. He will continue checking into this option including whether we are required to be in the IRS charity database in order to participate.

### **v. Amazon Smile Program**

Dave reported that anyone who wishes to go through the Amazon Smile website can choose to donate to a charity of their choice. Amazon will give back 2.5% of eligible purchases to the charity. He will continue checking into adding Apex CERT as a charity.

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## **New Business**

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### **BOD Opening**

The next BOD member opening will be for the role of Treasurer. Board discussed various means of ensuring fair and anonymous voting. Dave will check into a suitable online voting venue to be finalized at the October BOD meeting.

### **CNCSAR**

The Board approved a motion by President Royster to incorporate Central NC Search and Rescue (CNCSAR) under our nonprofit umbrella. More CERT members are becoming interested in wilderness SAR, and this seems a perfect cross-over. Interested CERT members are encouraged to attend SAR

meetings, can work as SAR Tech 3 under experienced SAR Techs, and can assume important duties at base camp. Jay will put together a presentation for the general membership outlining training requirements and opportunities and areas where CERT members can volunteer.

## Events for 2018

1. **Hydrant Painting:** August 11, September 8, October 13, November 10, December 8. Samantha reported it is going very well. Fire hydrants are not only looking better and being made more accessible, but CERT is getting good recognition in the community.
2. **NCSU Football Games:** September 1,8,29 and November 3,8. Volunteers still needed to staff these.
3. **Apex Night Out:** October 2. Board discussed setting up in partnership with CNCSAR since we are having an increased overlap in training and interest.
4. **Christmas on Salem St.:** November 30. Samantha reported our first attempt at manning a First Aid Station was successful (July 4th) and would be a good fit for this venue. The CERT tent provided aid, served as a rallying point for families to meet up and gave us a presence in the community. Sign ups will be sent out as the date approaches.
5. **Christmas Parade:** December 1. Emily is remaining vigilant in watching for application dates for CERT to participate in the parade this year. Board discussed using our new CERT vehicle in the parade, followed by members on foot. We will also continue our customary role providing roving first aid. Details will be finalized and volunteer sign ups sent out closer to the event date. *Update: Emily found out that the parade applications go online after Labor Day.*
6. **Smoke Detector Installation:** Samantha spoke with Dave Dillon (AFD) and he said they are out of detectors, but should have more around August/September. She discussed the importance of this service, particularly in low income housing areas. Sign ups will be sent out to membership and training provided for all volunteers.

## Community Outreach

- Samantha presented ideas at last board meeting on reaching out to faith based organizations to help them develop safety plans and preparedness plans. Guide for Developing High-Quality Emergency Operations Plans for Houses of Worship was sent out to board via email for review. At this time we do not have enough volunteers to develop and staff this program, but will continue to work towards implementing it at a later date.
- Samantha, Dave and Hillary represented CERT during the Community Survey done by Apex Fire Dept. Mike Beasley will send out survey results once they are ready. It will have information on new plans and programs to be incorporated by AFD in the department and the community. *Update: the AFD Strategic Plan has been published and Samantha can send it to any CERT member who is interested in seeing it.*
- Jay mentioned that Cary CERT will need volunteers for their Fall Into Action event on September 15. Samantha will announce this to the Apex CERT membership for those wishing to help out.

## Directory

- Member directory is at <http://apexnccert.org/directory> (password:GreatestGood). Board members had been asked to review and offer input. Board agreed it is ready to be made available to general membership.

## Logistics

- Urmila has been exploring venues for ordering CERT apparel. Samantha showed us website (name here) where CERT members can place individual orders when desired in lieu of waiting for group orders to be placed. Group discount will still apply. *Update: Samantha has met with Kimber at Imagescapes. She has an excellent (local!) business that will make it very easy for members to order apparel whenever they want. As soon as Samantha gets new logo from Jason Bradicich, she will send to the Board for approval, and then we start ordering apparel. Only screen-printed shirts must be ordered in batches of at least 12.*

## Training

- The September Basic Training Class will be held at Station 3 instead of Station 5. At this time, there is no known venue for a final exercise. If no house becomes available, we will use the grounds of Station 3, as we have in the past..
- Emily suggested recording our monthly training meetings and making a YouTube channel. Dave will research this further.

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## Next Meeting

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October 9, 2018 at 7:00pm at Glory Days Grill in Apex

This meeting was adjourned at 9:00 PM

Jun 30, 18

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<b>ASSETS</b>	
Current Assets	
Checking/Savings	
11000 • Cash in Bank - BB&T	41422
Total Checking/Savings	414.22
Total Current Assets	414.22
<b>TOTAL ASSETS</b>	<b>414.22</b>
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<b>LIABILITIES &amp; EQUITY</b>	
Equity	
Net Income	41422
Total Equity	41422
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>414.22</b>
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APEX CERT INC 7424 CHAPEL HILL RD STE 1 00  
RALEIGH NC 27607 -5041

## Your account statement

## Contact us

For 06/29/2018



BBT.com



(800) BANK-BBT or  
(800) 226-5228

### For 06/29/2018

Your account security is our top priority. That's why BB&T will soon be providing interactive alerts on Business Debit Card transactions. If BB&T suspects fraud, primary account owners who have provided contact information will be automatically contacted through a text, email, Small Business Online banking, U by BB&T or phone. Account owners will be able to respond immediately to secure all cards on the account including those that employees use. Interactive alerts will be automatically included with your BB&T Business Debit Cards.

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### • COMMUNITY CHECKING 1340005196670

#### Account summary

	Your previous balance as of 05/31/2018	914.22
Checks	- 0.00	
Other withdrawals, debits and service charges	0.00	
Deposits, credits and interest	+ 100.00	
	Your new balance as of 06/29/2018	= \$414.22

#### Deposits, credits and interest

DATE	DESCRIPTION	AMOUNT(S)
06/08	DEPOSIT	100.00
Total deposits, credits and interest		= \$100.00

## CERT SUPPLY KIT - Items in **GREEN** are required

<i>ITEM</i>	<i>ITEM</i>
Bag	<b>Non-latex exam gloves (10 pair min)</b>
<b>Hard hat</b>	4"x4" gauze dressings/pads (6 min)
<b>Safety goggles</b>	Triangular bandages (4 min)
<b>Reflective vest</b>	Roller bandage (gauze wrap)
<b>Leather work gloves</b>	Abdominal pads (4 min)
Knee pads	<b>Band-Aids</b>
<b>N-95 mask</b>	Antibiotic ointment
Sturdy shoes or boots	Antiseptic hand sanitizer
Spare long pants, long sleeve shirt, underwear, and socks	Personal medications - benadryl, epipen, immodium, aspirin
Hand warmers	Feminine hygiene items
Triage tape (4 colors)	Tweezers
Lumber crayons (2)	Scissors
Glow sticks	Moist towlettes
<b>Waterproof flashlight</b>	Toilet paper
Miner's lamp	Unscented household bleach
Extra batteries with waterproof case	Medicine dropper
Voltage tick meter	Medicine bulb
Compass	Sunblock
Multi-tool	Sunglasses
Knife	Poncho or rain wear
Utility knife	Water
Carabiners	Water purification tablets
Rope or 1" tubular webbing	Snacks
4 in 1 tool for utility shutoff	Cash and ID
Pry bar	ICE card with emergency contacts
Whistle	Note pads
Duct tape	Clipboard
Masking tape	Pens
Folding saw	Marker (thick and thin)
Dog Muzzles (if needed)	ICS Forms