



MINUTES

Apex CERT Board Of Directors
Quarterly meeting

Date | time January 9, 2018 | 7:00 PM | *Location* Glory Days Grill, Apex

In Attendance

Jay Royster (President), Dave Bruhn (Vice President), Bill MacRae (Treasurer), Hillary Liles (Secretary), Emily Dorsett (Member-at-Large), Mike Beasley (Fire Dept. Liaison), Laura Bruhn, Robin, Myers, Samantha Royster

Welcome

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

Approval of Minutes

As this was the first meeting, no previous minutes were available.

Old Business

- It was on the agenda as a special note to see if a representative would be able to attend a student group presentation on CERT brought forth by Elisabeth Liles on the afternoon of Jan 9. Hillary Liles attended the presentation.
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President's Report

Jay issued a challenge to the membership to see if they could prepare to be without power for a month. This email was sent out on December 29, 2017, and Jay told the membership that he'd like to hear from them on this topic at the April meeting.

Treasurer's Report

- New Income: Samantha Royster received a payment of \$500 from the Cary Jaycees for volunteers working the concession stand at an NC State football game.
- New Expenses: Upcoming website fees will not be needed until December 2018.
- Group discussed opening a bank account. It was decided that Bill MacRae would explore banking options at BB&T with signatories and debit card options to be decided at a later date.

- Possible sources of revenue were discussed including continuing with the Jaycees and a chili cook-off.
- Possible future expenses were discussed: Samantha Royster said she would like to provide basic CERT packs and uniforms for active deployable members. Jay Royster said he would like to provide refreshments for Basic Training attendees. Both ideas were favorably received, the details to be worked out once the bank account is opened and the position of Logistics Section Chief is filled. Samantha Royster will explore purchasing options for the packs.

New Business

- Drafted Bylaws were discussed and edited for clarification:
 - If President cannot fulfill the full term, the Vice President shall fill the post of President and the Member-at-Large shall fill the post of Vice President. A special election will be called to elect a new Member-at-Large.
 - Member-at large term shall be two years for this initial Board, and three years thereafter.
 - Quorum for voting shall be 50% of the voting membership, plus one.
 - Any proposed amendments to the bylaws shall be submitted in writing to the Secretary and will require a 2/3 majority of the voting membership. All submissions will be discussed and voted upon within two months' time. Voting will be done via paper ballot at a monthly training meeting. Secretary will provide a proxy voting form for those unable to attend. Proxy voting forms will be submitted to the Secretary. Dave Bruhn will explore electronic voting options to replace paper ballots and proxy voting forms in the future.
- Appointment of Officers: Jay Royster nominated Samantha Royster as Planning Section Chief. It was seconded by Dave Bruhn and the motion was carried unanimously. Emily Dorsett nominated Urmila Staudacher as Logistics Section Chief. It was seconded by Dave Bruhn and the motion carried dependent on her acceptance of the position.
- Proposed annual training schedule was reviewed:
 - Ham Radio training was rescheduled for March due to inclement weather cancelling the January monthly training meeting.
 - Dave Bruhn and Hillary Liles will consider topics for Disaster Psychology training in July.
 - Emily Dorsett and Samantha Royster will consider topics for Animal Safety training in October.
- A minimum standard equipment requirement was discussed: it was agreed a list will be decided upon and required of all active deployable members. The list will be encouraged, but not mandated for general members. Periodic "pack checks" will be scheduled during monthly training meetings.
- Samantha Royster will explore new options for monthly training meeting sites due to membership growth exceeding the limits of Fire Station #3 training room.
- Samantha Royster and Mike Beasley will make arrangements for March training meeting.
- Henceforth, Board of Director's meetings will be scheduled independent of monthly training to better accommodate the Fire Chief Liaison's schedule and time constraints on meeting length.

Next Meeting

April 2018, specific time and location TBD

This meeting was adjourned at 9:00 PM