



MINUTES

Apex CERT Board Of Directors
Quarterly meeting

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

In Attendance

Jay Royster (President), Hillary Liles (Secretary), Emily Dorsett (Member-at-Large), Mike Beasley (Fire Dept. Liaison), Samantha Royster (Planning Section Chief), Robin Meyer, Diana Brown.

Welcome

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

President's Report

Jay was very excited to report a new drone pilot training program scheduled for the last week in November. The class costs \$500 per person, but the fee is waived for public safety personnel such as CERT members. If any of our members take the class, take 2 tests, and incorporate the program into our bylaws, Apex CERT becomes eligible to apply for several grants.

Treasurer's Report

- Bill MacRae (Treasurer) was not in attendance. Jay Royster and Samantha Royster gave the report in his absence.
- Jay Royster obtained the bank balance prior to the meeting in lieu of a Treasurer's Report. Our current balance is \$748.09
- Thanks to a generous personal donation, the funds were provided to cover the cost of applying for tax exempt status in the IRS database. The funds provided exceeded the cost of applying and the board agreed the remaining funds should be returned to the donor. The donor requested that we keep the excess for operating expenses.
- The board will be dispensing reimbursements to all members who had paid for the camping trip that was cancelled due to water damage from Hurricane Florence. See *Appendix A: Reimbursements*.

- Hillary Liles will issue a check to Apex CERT for \$110.00 for when she was reimbursed for securing the campsite.
- Dave Bruhn will be reimbursed for the cost of a coffee urn for use during basic training weekends. Mike Beasley said the firehouse may also have an extra one they could let us use for free.
- Federal 501C3 status became official this week. It may take 4-6 weeks for the IRS to update their database with our new status to enable us to apply for grants and programs.
- Samantha Royster has updated our bank with the new PO Box address.
- Board will need to choose accounting software for use henceforth. Quickbooks online for \$10.00 per month is the current favorite choice. Emily Dorsett checked with her accountant to see if there are recommendations specifically for non-profit organizations. The recommendation is to create an account with TechSoup, which is an organization created to assist non-profits. They offer a subscription to QuickBooks for \$50.00 per year. If the Board agrees, we will sign up for this, which will make the transition easy for the next Treasurer. The Board will vote via email on this proposal in order to have the issue settled before the next Treasurer's term begins.
- Bill MacRae will assist the next treasurer by offering training and expertise to help them get settled in their new position. The new treasurer's term will begin January 2019.

Old Business

Backpack Requirements

The board discussed the mandatory basic equipment list and the items each had voted for. An equipment list was voted on via email and ratified at the meeting. The list will be distributed to the general membership. See attached *Appendix B: CERT pack*.

Fundraising

i. Ruckus Pizza

We will make another attempt at a fundraiser with Ruckus Pizza of Apex. Emily Dorsett will contact Duncan in person at the Apex location.

ii. Walmart Community Grant

The board will wait until the IRS has updated their database to include our recent federal tax exempt status. Hillary Liles will contact the board via email when we are clear to apply.

iii. NCSU Football Concession Stand

Estimated income from this year if all games have CERT volunteers manning spots in the concession stand is \$1,000.00. One game was cancelled and has been rescheduled for Dec. 1st. Samantha will check to find openings for our members to work the concession stand during that game. She will create a volunteer sign up for the membership.

iv. Facebook Donation Button

In progress. Headed by Dave Bruhn.

v. Amazon Smile Program

Board has agreed to enroll in the program once our new federal tax exempt status has been added to the IRS database. No board member has been assigned to head the project at this time.

Events for 2018

i. Hydrant Painting

October 13, November 10, December 8. Selection of hydrants to be painted will now go through Mike Beasley. Samantha Royster will continue to coordinate volunteers.

ii. Apex Music Fest

Festival is October 27th. Board discussed the possibility of providing first aid for the festival. Mike Beasley said first aid was not being provided by the presence of Wake EMS onsite. Samantha Royster will check into this further. If not this year, then next year is a possibility.

iii. Christmas Parade

The check has been sent in and cashed by the Apex Rotary Club. They will notify us of the parade order sometime in November. If the CERTmobile is ready we will use it in the parade.

iv. Smoke Detector Installation

Will take place after the first of next year. Mike Beasley will follow up to schedule dates and obtain smoke detectors. Samantha Royster will create volunteer sign up for the membership.

Amendments to Bylaws

- Article 1 was amended to include Central North Carolina Search and Rescue (CNCSAR) under the umbrella of Apex CERT. Hillary Liles motioned, Emily Dorsett seconded. It was voted on and passed.
- Addition to Article V., Section A adds required certification necessary to be a part of CNCSAR. Emily Dorsett motioned, Hillary Liles seconded. It was voted on and passed.
- A syntax change was made to Article VII, Section B for clarification purposes. Hillary Liles motioned, Mike Beasley seconded. It was voted on and passed.

New Business

Treasurer Nomination

The next BOD member opening will be for the role of Treasurer. Board discussed various means of ensuring fair voting practice and decided paper ballots at the November meeting will work best. Laura Bruhn is currently the only nominated candidate that has agreed to be added to the ballot. The official ballot will therefore show the choice of Laura Bruhn and a write-in option to be completed by the member voting. Election results will be announced at the Apex CERT Christmas Party in December.

Tentative Training Schedule for 2019

See attached *Appendix D: 2019 Training* for a list of topics tentatively scheduled for next year.

Additions that are not listed include:

- Swamp Stomp in Pender Co. for CNCSAR. This event is tentatively scheduled for Jan. 26 and subject to change based on possible flooding.
- Camping trip that was cancelled in October due to Hurricane Florence may be rescheduled for either the Spring or Fall of 2019. Date and activities TBD.

Holiday Party

A venue has been secured at no charge thanks to Tina Owen. The party will be held at Cambridge Village's Theater. The Board agreed to allocate up to \$150.00 of our funds towards supplying hors d'oeuvres and a cake from Costco. Every member may buy admission tickets for \$5.00 each which will also enter them in a raffle, prize to be determined later. Food will be provided, alcohol is BYOB. Emily Dorsett of All 4 Paws Veterinary Clinic has offered a \$100.00 donation towards party expenses.

Apex CERT Handbook

Samantha Royster created a prototype handbook to provide new members with information on who we are and how we operate. This is a first draft and all board members should read it through and provide input via email. See attached document *Apex CERT Handbook*.

Viper Radio Codes

Jay Royster and Mike Beasley discussed the possibility of securing our own handheld radios with Viper codes instead of borrowing Apex FD radios and then relaying through our radios. Mike Beasley will check into Viper code availability. Jay Royster will provide training for the new radios if they are obtained.

Next Meeting

January 15, 2019 at 7:00pm at Glory Days Grill in Apex

This meeting was adjourned at 8:29 PM. Emily Dorsett motioned, Hillary Liles seconded. It was voted on and passed.