



# MINUTES

Apex CERT Board of Directors  
Bimonthly Meeting

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*Date | time* May 19, 2020 | 7:00 PM | *Location* Zoom Meeting

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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), Samantha Royster (Planning Section Chief), Karen Delventhal (Grants Coordinator), Robin Myers (Logistics Section Chief), Diana Brown (CNCSAR representative), Laura Bruhn (Treasurer), various members from the general membership logged in remotely and attended.

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## 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 reported that due to the pandemic, events continue to be postponed or cancelled. Fire hydrant painting did proceed as planned on May 9, 2020 in the Scott's Mill neighborhood. Four or five members attended. Fire hydrant painting will continue to meet as scheduled with a limit of ten volunteers. Social distancing and any other state and county safety requirements will apply. Despite the opening of the Halle Cultural Arts Center, the CERT meeting scheduled for June 5, 2020 will be via Zoom due to limits on the number of people allowed to gather for an event.

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## Treasurer's Report

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Laura Bruhn summarized our financial position. Our current bank balance is \$4639.24. We received funds from Samantha Royster's birthday fundraiser on Facebook, a donation from the Amazon Smile Program, and various other donations totalling \$2182.91. Our expenses were minimal and consisted of operating costs, fire extinguishers and medical supplies

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## Grants Report

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Update on grants by Karen Delventhal

We received the CSX Grant in the amount of \$1500.00. This has been earmarked towards the purchase of new radios. The total cost of these will be approximately \$2600.00. After the grant

money has been applied, a withdrawal of \$1100.00 will be required to complete the purchase. The Board unanimously approved the expenditure. Karen will continue her work applying for various grants. The Walmart Grant was submitted April 6, 2020 and listed a 60 day review. However, the pandemic has slowed down application processing and review takes longer. Karen needed more information and/or wish lists to meet the application requirements for Walgreen's and Firehouse Subs' grants. Samantha and Karen will work together to ensure the necessary information for each grant application is submitted.

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## Old Business

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### Board Of Directors Items

- i. Dave updated the Board on the Cary/Morrisville CERT MOU: The agreement has been approved by Cary CERT, but Morrisville CERT has requested certain fundraising boundaries be redrawn due to encroachment by the Town of Cary. As of this meeting, they have still not signed the MOU agreement.
- ii. Jay reported in March on repairs made to the CERTmobile: The Town of Apex was issued a list of requested repairs. However, they did not complete all repairs. Since they did not issue an inventory of repairs completed, we will need to repeat an inspection of the CERTmobile to ascertain what remains to be done. There have been no changes since our last meeting.
- iii. Proposal for new Board Officer: PIO  
Samantha requested approval for a new Board member position, a Public Information Officer. This position would include responsibility for disseminating information to the general membership, providing event updates, working with the media as approved for CERT and CNCSAR events, assist with all social media communications, and acting as spokesperson publicly when approved. This is a non-voting position and will report directly to the President of the Board. The position will be appointed by the Board for a term of one year with no limit on renewals. Samantha Royster motioned, Robin Myers seconded, and the Board approved. Samantha has sent out a job description that was approved via email by the Board and has been sent to the General Membership for those who would like to apply. The Bylaws, Article IX, Section E have been amended to reflect the new position.
- iv. Samantha put forth a request to purchase business cards for CERT. These would contain contact and website information for CERT to be given to the general public as appropriate. Drafts were provided by Samantha and the Board discussed various suggestions for changes. The final draft was approved via email by the Board. Samantha will purchase 500 cards at a price of \$41.39.
- v. The previous Board meeting's business regarding following up with Chief Harrison on access cards for the President and Vice President, background checks for CERT and CNCSAR members, and a Worker's Comp policy have not made progress due to the issues presented by the pandemic.

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## New Business

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- I. Samantha requested approval to amend the Bylaws, Article IX, Section F to include the new Board position CNCSAR Representative. This is a non-voting position that will be appointed by the Board for a term of one year with no limits on renewal. Responsibilities include advising on training for SAR members, reporting on SAR activities, and updating the Board on SAR events and activities. This person may speak on CNCSAR's behalf to response agencies as appropriate. Diana Brown was put forth as the appointee. Samantha Royster motioned to amend the Bylaws and appoint Diana to the position. Emily Dorsett seconded the motion and it passed unanimously.

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## Next Meeting

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July 21, 2020 at 7:00pm and is tentatively planned to meet at AFD Station #3

This meeting was adjourned at 2030 hrs.