



MINUTES

Apex CERT Board of Directors
Bimonthly Meeting

Date | time January 14, 2020 | 7:00 PM | *Location* AFD Station #3, Apex

In Attendance

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), Karen Delventhal (Grants Coordinator), Robin Meyer, Diana Brown.

President's Report

Jay Royster welcomed the board members and other CERT members in attendance and brought the meeting to order. Jay discussed the feedback he has gotten from the general membership regarding the Christmas Party and asked if Board members had any additional comments or suggestions. The event was reviewed positively by all who attended it and there were no suggestions for improvement at this time. We plan to secure the same venue for the 2020 Christmas party if available. Jay also asked for comments and suggestions regarding last year's training schedule. It was agreed that feedback had been overall positive. November's round table exercise was a success and will be repeated. We discussed making more opportunities for crossover between CERT and CNCSAR. Jay discussed the need for continued first aid training and asked for suggestions on building confidence and comfort level of the general membership at first aid events. He also broached the idea of requiring CERT Responders to participate in at least one full-scale exercise annually to maintain their deployment status. This was well-received by the Board members and plans will be made for future implementation.

Treasurer's Report

Laura Bruhn provided financial documents for the Board to review (please see attached) and summarized our finances. For the last quarter, our biggest source of revenue remained corporate fundraisers and business contributions such as the Amazon Smile program. Our revenue was \$221.16. Our operating costs of \$503.99 exceeded our revenue this quarter for a net revenue of \$ -332.83. We ended 2019 with Total Assets of \$1,811.42.

I. Update on grants/food events

- Karen will make required changes to the CSX Grant application and will submit. **UPDATE: The application was completed and submitted on 1/26/2020**
- Karen plans to allocate CSX grant money, if awarded, to purchase the radios. She will apply for the Firehouse Subs grant to cover the cost of drones for CNCSAR.
- Other available grants she is considering applying for include: Walgreens, Walmart, State Farm, and Duke Energy. Karen will continue to research the requirements and availability of these grants to see if applications are feasible and provide updates at the next board meeting.
- A fundraiser with Jersey Mike's Subs has been scheduled for March 10, 2020.

II. Board Of Directors Items

- i. Elections: Dave Bruhn and Emily Dorsett were re-elected to their positions as Vice President and Member-at-Large respectively. Both will serve terms through December 2022.
- ii. Theresa DiMaria resigned as Outreach Coordinator. The Board discussed filling this position and decided to replace it with a Volunteer Coordinator position instead. This position would generally entail contacting and organizing volunteers from the general membership to head up community projects and events. The exact details of the position will be worked out as well as a strategy to collate the information necessary to coordinate the events. The Board will take steps to fill the position once the necessary details have been addressed. Hillary will work with Samantha to document contact information, fees required, number of volunteers needed, etc for the events CERT participates in each year for use by the Volunteer Coordinator when the position is filled.
- iii. The Board discussed term limits for appointed positions: Planning Section Chief, Logistics Section Chief, Volunteer Coordinator, and Grants Coordinator. It was decided these positions would be filled for a term of one year with renewal to continue as long as is mutually agreed by the person holding the position and the Board of Directors. Any new positions and vacancies will be announced at the monthly meetings.
- iv. MOU: Dave Bruhn submitted the final draft of the MOU with Cary and Morrisville CERTs for Board review. It will go forward as drafted to be signed by all parties.

III. Viper Radio Update: Mike Beasley will submit the letter acknowledging our affiliation with AFD to gain authorization for Apex CERT to use restricted radio channels reserved for AFD and training exercises. He will also obtain the in-coding switch key from the town that will enable us to make a wifi hotspot for communication during exercises and deployments.

IV. Girl Scout/Teen CERT Update: Hillary Liles updated the Board on the two training programs Apex CERT has been collaborating with the NC Coastal Pines Girl Scouts on twice yearly. Hillary has agreed to continue heading up the November program, but volunteers are unavailable for the April program. Samantha will solicit volunteers at the state level since it is not an event specific to Apex CERT.

New Business

- I. CERTmobile repairs: The CERTmobile was inspected for damages and maintenance requirements. A list of repairs has been submitted (see attached).
- II. Humongous Exercise: Scheduled for February 15, 2020. Samantha reports that everything is in order and will proceed on the scheduled date as planned. Exercise will simulate a full-scale activation.
- III. 2020 Training Schedule: Samantha submitted the proposed 2020 training schedule for CERT and CNCSAR for review. Minor suggestions and changes were implemented, and the schedule will go forward as planned.
- IV. Increasing General Membership Participation: Samantha asked for suggestions on how to get the General Membership more involved in events outside of monthly meetings. Ideas were discussed and it was thought the Volunteer Coordinator position will help remedy this by giving clear tasks members can sign up for and enabling volunteers to try new events and utilize their talents.
- V. First Aid Station: Apex Friendship High School has asked us to staff a first aid station for the Winter Color Guard competition on February 8. The Band Boosters offered a donation of \$250.00 to Apex CERT. The Board voted to participate and will send out a signup for two six-hour shifts, each to be staffed by three Apex CERT Members. It will run from 10am-10pm.
- VI. First Aid Training: Samantha scheduled a first aid exercise for the February monthly meeting. Suggestions for building confidence and skills were discussed and several Board members volunteered to act out injuries and proctor.
- VII. Proposal for Board of Directors group activity: Samantha asked for suggestions for a group activity. Ultimately, the Board decided on paint ball. Emily took point on finding a location and scheduling the group for March 28 at 11:00am.
- VIII. Amazon lists for members: Dave Bruhn suggested utilizing Amazon.com's wish lists to provide links to equipment and gear we use for CERT and CNCSAR. This would help members who see gear they like to find and purchase it for themselves. A CERT wish list would also enable donations of supplies. The Board was agreeable to the idea. Dave will take point.

Next Meeting

March 10, 2020 at 7:00pm at one of the AFD stations. Exact station TBD.

This meeting was adjourned at 20:30