



# MINUTES

Apex CERT Board Of Directors  
Quarterly meeting

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*Date | time* April 9, 2019 | 7:00 PM | *Location* Glory Days Grill, Apex

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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), Laura Bruhn (Treasurer), Urmila Staudacher (Logistics Section Chief), Karen Delventhal (Grants Officer), Theresa DiMaria (Community Outreach Officer)

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## Welcome

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Jay Royster welcomed the board members and other CERT members in attendance and brought the meeting to order at 7:09pm

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## President's Report

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Jay opened the meeting with thanks to everyone for their hard work and leadership. He emphasized that what makes us all a team is our ability to work together regardless of differences, and our dedication to the team and CERT values. He encouraged us to always ask questions, come to him with concerns, and make ourselves available for everyone in our organization to be comfortable coming to any Board member with their suggestions and concerns. He reported that our general membership is up to 82 members, 23 of whom have met the requirements to be deployable. Clarification on the membership levels was reviewed.

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## Treasurer's Report

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Laura went over the financial reports with the group (see attached). She reports that all accounts are balanced and we have ended our first quarter on March 31, 2019 with a balance of \$1208.00 and are now closer to \$1400.00. She noted that the material inventory which includes donated medical supplies makes it look like we have almost \$2000.00, but that is not the case. Laura plans to change how that is reported for next quarter. She will also change our address on record to our PO Box address.

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## Fundraising

### i. Amazon Smile Program

Laura reports she has received the confirmation letter from Amazon, but has not yet received any funds. After the \$5.00 minimum has been met, transfer of funds may take up to 45 days.

### i. Facebook Donate Button

This is not working at the moment, but Samantha will continue to work on it.

## Karen Delventhal reported on fundraising and grants:

- Our Jersey Mike's fundraiser netted us approximately \$125.00 and management said they would be happy to work with us again.
- Chipotle offers a similar fundraising opportunity that she is looking into.
- Karen is pursuing a CSX Grant that could gift us up to \$60,000 This would cover the cost of our radios and the other supplies on our wish list.
- She will also pursue the Walmart Community Grant and the Firehouse Subs Grant

Laura noted that if we accrue more than \$50,000 it will place us in a new tax bracket and we will need the services of a professional accountant at that point. After a brief discussion, the board members decided that was acceptable and we should proceed with the grant applications.

Dave reported that the Memorandum of Understanding, which will outline fundraising guidelines among neighboring CERT groups, still needs to be worked out. The Board will do that via group emails. Dave will take lead.

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## New Business

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### Basic Training Class April 12-14

- Volunteers are still needed in order for a final exercise to take place. Theresa is taking lead on getting volunteers from the high schools. Hillary is checking with her teen employees. Samantha will send out an email to the general membership. All Board members present offered to volunteer.  
**Update: We had 23 volunteers sign up and a very successful basic training exercise**
- Urmila and Karen will provide snacks for the basic training class which numbers around thirty participants. A list was supplied. Receipts will go to Laura for reimbursement.
- A lunch of grilled hot dogs, chips, and drinks will be provided for the basic training class and the volunteers.

### Community Outreach

Theresa introduced several ideas for our main community outreach project this year.

#### 1. Emergency Operations Plans for Houses of Worship

-Samantha and Jay discussed their success doing this with their own church. It involves working with the core members of the church to develop and ensure they have a plan in place in the event of an emergency.

## 2. Safety Briefing Presentations for Neighborhoods

-This would require scheduled talks on specific safety topics to educate neighborhood groups. After discussion, it was decided to try this and if it proves popular, to expand it to include all Apex residents. In the meantime, Dave will contact Scott's Mill HOA to inquire about setting up a talk. Karen expressed an interest in preparedness talks for seniors at community centers. She will look into that. All updates for the Board will be sent via group email.

## 3. Enhancing Preparedness Messaging at Existing Events

-This would add educational preparedness messaging for the public at events we routinely attend. It was suggested we follow FEMA's monthly preparedness topic calendar and modify our visuals by making new signs, brochures, and handouts for each month. Samantha suggested some brief training for CERT members who would be interacting with the public.

## 4. Map Your Neighborhood

-This is a small group initiative where neighbors communicate home plans, supplies, disabilities and skills to better help each other in a disaster. Hillary brought up that members on the CERT Discussion FaceBook group had been frustrated while trying to implement this program in their areas due to people refusing to share information.

All options were discussed by the Board and it was agreed we would try several of the options and see which ones proved fruitful.

### Amendments and Additions (See Agenda for text of these changes)

- **Article III, Section B - Policies and Procedures**  
-Samantha motioned, Hillary seconded, it passed unanimously
- **Article V, Section C - Termination of Members**  
- Samantha motioned, Hillary seconded, it passed unanimously
- **Article V, Section D** - will be amended by Samantha to include prohibition on smoking or vaping while wearing CERT apparel. Jay motioned, Samantha seconded, it passed unanimously.

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### Next Meeting/Meeting Adjourned

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July 2, 2019 is our next scheduled meeting.

Emily motioned, Dave seconded, meeting was adjourned at 8:48pm