



MINUTES

Apex CERT Board of Directors
Bimonthly Meeting

Date | time July 21, 2020 | 7:00 PM | *Location* Zoom Meeting

In Attendance

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), Michael Beasley (AFD chief), various members from the general membership logged in remotely and attended.

President's Report

Jay Royster welcomed the board members and other CERT members in attendance and brought the meeting to order. Due to the pandemic we have not been able to schedule many in-person events. Jay offered our appreciation to Karen Delventhal for all the hard work she has been doing to apply for various grants.

Treasurer's Report

Laura Bruhn summarized our financial position. Our current bank balance is \$4920.44. Our CSX grant money has been received totalling \$1500.00. We also received \$250 in matching funds from Mike Chapel's employer for his volunteer hours with Apex CERT. Hillary will mail him a thank you card. Financial Reports are attached.

Grants Report

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 had previously approved withdrawing the remainder of the cost from Apex CERT bank account. If we receive the Firehouse Subs grant, that money will be used to cover the remainder of the cost for radios and the warranties (\$400 per radio). Jay will

- purchase these soon. Mike Beasley is still working on getting Apex CERT access to restricted radio channels. The process is almost complete.
- Medical supplies and radios are the primary expenditure for grant money received. Any further funds may be used to purchase a drone or possibly a retractable awning for the side of the CERT vehicle to provide shade for a command center. Probe suggested we apply for one of the grants available through Covid response organizations that will specifically fund drone purchases. He will relay the details to Karen for further review.
 - The Duke Energy grant has changed their eligibility requirements from general community service to specific social justice issues. We no longer qualify.
 - Firehouse Subs grant may have further requirements such as purchasing specific items rather than issuing a check, a PIO, and a video waiver allowing them to use our organization in their marketing. Samantha and Jay will assist in obtaining any required information to complete this.
 - Karen is looking into applying for a grant through Glaxo-Smith Kline that is offered for assisting children in disasters. Our Disaster Response camp for teens may qualify, as well as our work with Teen CERT through the Girl Scouts. Further review is required.

Old Business

Board Of Directors Items

- i. Samantha distributed the position description for Apex CERT Public Information Officer (PIO) to the general membership. So far, we have not had an applicant that fits well for the position. Due to the PIO requirement for some grant applications, Hillary agreed to temporarily fill the position until a better applicant comes forward.
- ii. The business cards have been purchased and delivered. Samantha showed the Board the cards and they were well received by all in attendance. They will be available to members for distribution at all public events.
- iii. Apex CERT was deployed for the July 4th celebration in downtown Apex to assist with the parade. Members assisted with directing traffic and reminding residents to maintain social distance and wear masks. Thirteen members volunteered. The event was a success and our team was well-received.
- iv. Mike Beasley responded to Samantha's earlier request for access cards that will allow Jay and Dave to enter the Apex Fire stations. Due to the complicated process of obtaining one through the Town of Apex, Mike will instead issue a key. This will enable Apex CERT to access our vehicles and equipment stored at the stations as needed.

New Business

- i. We will need to request multiple volunteers to work the concession stand at the NC State basketball games once they resume. This is an important fundraiser for Apex CERT.
- ii. October Basic Training may be a hybrid program due to the pandemic. This will involve current program guidelines for the classroom portion developed and used nationally in response to Covid mandates. The hands-on portion will be decided at a later date.
- iii. The CERT vehicle shorelines have been replaced.

Next Meeting

September 22, 2020 at 7:00pm, venue TBD

This meeting was adjourned at 2030 hrs.