

Executive Board Meeting Minutes

5-19-2020

<u>Officers</u>		<u>Team Leads</u>		<u>Committees</u>	
Chair: Peggy Gablehouse	P	Training:		Evening Meetings -	
Vice Chair: Barry Bookman	P	Membership:		Fair – Anne McClellan	A
IT: Steve Rees	P	Materials/Events: P. Gablehouse	P	Facebook -	
Treasurer: Abby Schofield	P	Comms: D. Haycock	P	CERT - Barry Bookman	P
Secretary: Tuuli Bookman	P	Funding -			
MAL 3yr: Ray Kittleberger	P				
MAL 2yr: Curt Scott	A				
MAL 1yr: Steve O'Donnell	P				
MAL 1yr: Lyman Foulkes	P				
MAL 1yr: David Haycock	PE				

Key: P = present PE = present but left early A = absent

Meeting Location: Zoom Video Meeting

Call to Order: 1004

Quorum Present? YES

Guests: Kristy Adams (intern and asst. to Steve Rees)

Agenda Changes: None

Approval of Past Minutes: None

Reports: None

Old Business: None

New Business:

1 - Approval of Draft Policies:

Chair invited comment on policy drafts, which had been previously sent to all Board members, and read input via email from MAL Curt Scott.

Recommendations were made to clarify language of the Reimbursement Policy, which shall be made by the Bylaws Committee. A brief discussion was had on whether items already approved in the budget needed further approval from the Executive Board. It was determined they do not. Requiring secondary approval would be

cumbersome for the Treasurer trying to pay regular and recurring bills and is unnecessary. All expenditures, whether in the budget or not, should be approved by the Executive Board.

It was suggested, once PEP-C secures Directors and Officers insurance, that our policies and bylaws be reviewed by the insurance agent to ensure they are appropriate and do not inadvertently create additional liability exposure for the corporation or any of its officers or members.

It was emphasized that efforts need to be made to ensure records get passed down with changes in leadership. Many PEP-C original documents are missing and historically, not all documents have been retained or passed down to new leadership.

The Chair made a motion to pass the Conflict of Interest Policy. It was seconded and the motion passed unanimously, with no rejections or abstentions.

The Chair made a motion to pass the Policy on Transparency and Accountability. It was seconded and the motion passed unanimously, with no rejections or abstentions.

The Chair made a motion to pass the Policy on Ethics and Whistleblowers. It was seconded and the motion passed unanimously, with no rejections or abstentions.

The Chair made a motion to pass the Policy on Document Retention. It was seconded and the motion passed unanimously, with no rejections or abstentions.

Summary of Policy Votes

The Policy on Reimbursement will be re-worded and sent to the Board for further consideration.

The Policy on Conflict of Interest was approved unanimously, with no rejections or abstentions.

The Policy of Transparency and Accountability was approved unanimously, with no rejections or abstentions.

The Policy on Ethics and Whistleblowers was approved unanimously, with no rejections or abstentions.

The Policy on Document Retention was approved unanimously, with no rejections or abstentions.

2 – Approval of Draft Bylaws

The Chair led a discussion of the draft Bylaws, which had been previously sent to all Board members.

The following changes were suggested and will be made:

- Change language 6.03(d) from “budget due July 31 to be approved *at the next Executive Board meeting.*”
- Remove the word “Executive” from 6.10 title only.
- Suggested to remove the specific dates of terms of service in 6.05 and change terms of service to “one year” for officers and “three years” for members at large.
- A motion was made to make IT an officer position on the Executive Board. The motion was seconded and the vote to approve the motion was unanimous, with no negative votes or abstentions. Changes will be made to the draft Bylaws reflecting this change.
- Recommendation to change language in 7.02 from “business days” to simply “days. After a brief discussion, it was decided to not make the change.
- Recommendation was made via email to remove the word “it” from the document and to ensure the active voice was used throughout.
- The document will be revised by the Bylaws Committee in light of the above recommendations and will be re-submitted to the Board for review.
- Lengthy discussion was had on how to define membership. The Board determined that requiring dues at \$15/year for individual and \$20 for a household/family was appropriate for membership. With membership would come inclusion in and a copy of a Member Directory (members would have to “opt

in” to have their personal information displayed). Dues could be waived for low-income but active volunteers upon their request. Others who want to be loosely affiliated and on the PEP-C mailing list but not pay dues would be considered “Guests.” Discussion was had on the merits of generating a newsletter, but there were no volunteers willing to take on the task at this time.

3 – Formal Name of the Corporation

The Chair explained that the formal, legal name of the corporation differs between the federal government (IRS) and Washington State documents, and the name used on current PEP-C materials and website. Name recorded with the IRS: Gig Harbor – Key Peninsulas’ Emergency Preparedness Committee, Inc. Name recorded with the Washington Secretary of State: Peninsula Emergency Preparedness Committee

There is no official external documentation that the name was ever changed from “Committee” to “Coalition.” After discussion, it was decided to keep the word “Coalition” in the name to best accommodate liaison with affiliate agencies, like Peninsula Schools and Pierce County.

Additionally, the Washington Secretary of State still has Don Lee listed as the registered agent, and not Abby Schofield who is the IRS registered agent of record.

After discussion, it was decided the best course of action would be to change the name recorded with the State to match that maintained by the IRS. This would make donation receipts and any financial records match IRS records.

Once the legal name is changed with the State to match the name on record with the IRS, PEP-C should then file a “dba” as “Peninsula Emergency Preparedness Coalition” in order to continue the brand recognition and use of existing published materials.

4 – Teams

The Chair emphasized the need for Team Leads to have a backup person. Several Teams have no lead, including Membership, Funding, Training (Don Lee has resigned as Lead) and wants to teach only). Several new teams are proposed including: Evening Meetings/Speakers, and Facebook.

A new PEP-C Trainer and Pierce County liaison for training needs to be appointed. This person would arrange for training within PEP-C such as Train the Trainer for PCNET or First Aid courses, etc. to be hosted by PEP-C. The Pierce County Liaison would work with Pierce County PCNET and MYN to coordinate training. This person is NOT required to have a PC Emergency Worker Card because they will not be doing any training. They will be arranging for the training, though obtaining an Emergency Card is recommended.

Due to frequent low turnout at PCNET trainings, it was suggested that rather than offer training as requested by various communities and delivered in people’s homes, PEP-C instead offer scheduled quarterly training in a larger venue that interested neighborhoods can attend. This would be more efficient use of trainer time and would result in larger, more energetic groups. This idea was unanimously supported.

CERT Committee (Barry Bookman)

The Chair spoke with Marvin Nauman (Chair of Citizen’s Corps) and Dustin Morrow (Fire Chief on Key Peninsula) and both indicated willingness to help support the offering of CERT training through PEP-C.

5 – Meeting Schedules

Executive Board meetings will continue to be held on the second Wednesday of each month at 1000. All Board officers and members at large are expected to attend. Team leads and committee chairs may be requested to attend as necessary.

General membership meetings shall be moved to either evenings at 6:00 or 6:30 PM or Saturday mornings at 1030 AM. There was extremely strong support for holding General Membership meetings at 1030 AM Saturday. Only announcements shall be made at General Membership meetings, their primary purpose is to offer speakers and presentations or training to the general public. Generally, the intent is that no business shall be conducted at General Membership meetings. A Team Lead is needed to find speakers and arrange for venues and presentations. The Chair will assist whoever takes that position.

6 – Fundraising

The Chair suggested PEP-C consider holding raffles, selling food at meetings, a bake sale, getting in-kind donations to raffle off, and other ideas to help raise money. It was suggested we consider a “GoFundMe” account and compare that with donations via PayPal. The Chair requested Steve O’Donnel, Abby Schofield and Steve Rees to explore options. A Team Lead needs to be found for Fundraising.

7 – Volunteer Sheet

All volunteers are requested to keep track of their hours and a brief explanation of what they did on the volunteer sheet that was distributed. At the end of the year the sheets are to be submitted to the Vice Chair for summarization, then to the Secretary for records retention. This will be helpful when soliciting grants and for keeping track of what volunteers are doing.

It was also suggested the Vice Chair keep track of events attended (and who helped), the numbers of brochures we distribute and how many people we train.

Summary of Action Items:

- Tuuli Messer-Bookman will make requested changes to the Reimbursement Policy and draft Bylaws and redistribute both documents once done. She will ensure approved policies get signed by the Chair.
- Abby Shofield will work with Don Lee to change the registered name with the Washington Secretary of State to match the IRS name and to get Abby Shofield listed as the registered agent with the State.
- Once the name changes are made, the Treasurer shall file a “DBA” with the State creating a record of the Peninsula Emergency Preparedness Coalition name.
- The Treasurer shall apply for a Gig Harbor business license under the Peninsula Emergency Preparedness Coalition name.
- Peggy Gablehouse will give Barry Bookman contact info for officials and leaders of organizations as potential resources for CERT training.
- Vice Chair to start recording events attended (and who helped), the numbers of brochures we distribute and how many people we train.
- Ray Kittleberger will reconcile the new Bylaws, once adopted, with the draft Strategic Plan.

Meeting Adjourned: Moved and seconded. Unanimous approval to adjourn: 1202

Approved (with one change, completed June 14, 2020) at June 10, 2020 meeting.

Submitted by:

Tuuli Messer-Bookman - Secretary