

Executive Board Meeting Minutes

7-8-2020

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

Key: P = present AL = Arrived late LE = Left early A = absent

Meeting Location: Zoom Video Meeting

Call to Order: 1001

Quorum Present? YES

Guests: Don Lee

Agenda Changes: None

Approval of Past Minutes: done via email

Reports:

President’s Report

- A financial review of the last fiscal year was conducted by Ray Kittleberger and Peggy Gablehouse and hosted by Treasurer Abby Schofield. All was determined to be in apparent good order. Ray generated a draft budget for the 2020-21 fiscal year that shows a deficit of \$1610. Primary costs will be \$1000 for insurance and \$500 for printing. Primary income will be from barrel sales. Chair will send a copy to all members of the Executive Committee.
- The Chair proposed two new committees, a Historical Committee and a CERT Committee. Both Don Lee and Hugh McMillan have agreed to work on the Historical Committee. Barry Bookman agreed to head the CERT Committee. Barry Bookman reported no headway forging CERT liaisons due to COVID shutdowns. He also plans to coordinate with Citizens Corps, since they are the CERT lead organization for the county. It was pointed out that there is a lot of training available online and that

while regular venues are unavailable we could post and encourage members to pursue online training opportunities.

- Paul Petach has agreed to be Membership Lead. Thanks Paul! Chair will forward the most current membership list to Paul P.
- Ray K. suggested using the fire pit on Fox Island as a possible outdoor venue for historical chats or guitar gatherings, or other activities as a way to connect with the public during COVID.
- The Angels Guild grant to print wallet cards. The printer DPI is currently shut down. The original plan was to print 150 cards as a first run and get feedback by the end of July. The intent was to distribute this first run primarily on the Key Peninsula so Angels Guild could see their grant money was being spent in the community. Then to print another 150 cards as a second run in a month, and get further feedback. Then to print the final run.
- Chair asked officers to consider if we want all members invited to attend Executive Board meetings and the consensus was that the meetings are public, but there's no need to proactively invite the membership. Chair asked the group to consider emailing approved minutes to the entire membership.

Treasurer's Report

- Business license is not needed since PEP-C is domiciled in an unincorporated area of Pierce County.
- Abby will be ensuring that both the Federal and Washington State paperwork will be filed to list the corporate name as "Peninsula Emergency Preparedness Coalition". The name change paperwork will require two signatures. Chair and Treasurer agreed to sign all required forms. The state charges a minimal fee for the name change. The official recorded names (federal and state) have to be reconciled and match before PEP-C can secure Director's and Officers' liability insurance.
- Balance as of June 30, 2020 was \$2,874.12. Last years ending balance was approximately \$1,192. Current balance includes \$500 grant from Angels Guild that needs to be spent in 2020. The purpose of the grant was to print wallet cards.

Training Team

- Kristie Adams has agreed to lead the Training Team. Thanks Kristie! She needs a secondary assistant.

Information Technology Team

- Most recent approved minutes are posted but four months' worth of minutes are missing due to a server problem. Bylaws can now be downloaded off the website. Steve asked if Chair wanted to refresh the look and layout of the website. Steve also asked for clarification and a possible name change for his team.

Materials & Events Team

- YMCA is not yet open. No info from COSTCO. There is a new COSTCO contact and the Chair has that name.

Fair

- Unsure if High School is available. May be held in early Spring 2021? There was some discussion of scheduling a fair and then cancelling or rescheduling it as necessary. It was suggested we schedule for April 2021 and revise as needed. Due to turnover, PEP-C will need to rebuild contacts at both Peninsula and Gig Harbor High Schools.

Fundraising

- There are eight barrels left to sell. It was suggested we promote barrel sales again ahead of the fall rains. The new budget has \$900 allocated for the purchase of new barrels. Both rain barrels and wide mouth barrels are available, with a mix of white and blue colors.

New Business

- It was suggested we consider sending a survey to membership asking about preferred meeting times and what topics are of most interest. This was widely supported. Tuuli MB will send ideas to Chair for a survey. All are invited to send their ideas to the Chair for inclusion on a membership survey. Kristy A. can also use Facebook to promulgate a survey and get membership feedback. She needs more information to post, especially about wild fires and evacuation as fire season approaches.
- Starting in September general meetings will be held on Saturdays, via Zoom if necessary. Chair needs ideas for meeting topics, speakers and presentations.
- Chair suggested everyone visit www.backdoorsurvival.com as a useful resource.
- There will be no August meeting. Next Executive Board meeting will be Sept. 9, 2020.

Next Meeting: Sept 9, 2020

Meeting Adjourned: Moved and seconded. Unanimous approval to adjourn: 1115

Submitted by:

Tuuli Messer-Bookman – Secretary

Approved: July 24, 2020