



**Board of Directors Meeting Minutes
March 14, 2013**

Attendance:

Jennifer Thrush, Vice-Chairperson	Lynn Cook
Dan Kochensparger, Secretary	Mike McNutt
Angie Tabor, Treasurer	Mitzi Kline (Guest)

Call to Order: Jennifer Thrush convened the meeting at 1417.

Board Chairperson Position: COPIN chairperson Brian Hoyt officially tendered his resignation from the board, and by extension as board chairperson, due to his responsibilities with his new employer. He expressed his intention to remain part of the COPIN general membership. The board discussed the options permitted via the bylaws for filling the vacancy. Mike McNutt stated his interest in filling the position of chairperson, and the three other officeholders stated their interest in remaining in the other board positions. Following a period of discussion, Lynn Cook moved, with a second by Angie Tabor, to appoint Mike McNutt as the board chairperson for the year 2013. Motion carried by acclamation.

COPIN Direction: Following the cancellation of the January 2013 general membership meeting, the board stated its intention to aggressively pursue a commitment to assuring quality agendas for the remaining three sessions for 2013. Those present who were part of the COPIN strategic planning process gave an overview of the original goals set for the organization. Discussion followed concerning how close these are aligned with the wants and needs of the general membership. The consensus was that professional development is the primary driver of general meeting attendance, and that emphasis should be placed on this as a priority for the remaining 2013 meetings. The board also tasked the new chairperson with sending an email to the general membership announcing his appointment to the position, a reaffirmation of support for the organization, and the particulars of the April meeting.

Meeting Schedule: The board established the 2013 meetings as follows:

MEETING TYPE	DATE	TIME	LOCATION
General Membership	April 10	2:00 – 4:00 p.m.	Franklin County EMA
Board of Directors	June 13	2:00 – 4:00 p.m.	TBD
General Membership	July 10	2:00 – 4:00 p.m.	Franklin County EMA
Board of Directors	September 12	2:00 – 4:00 p.m.	TBD
General Membership	October 9	2:00 – 4:00 p.m.	Franklin County EMA

Website: Discussion was held concerning the COPIN website and its utility. There are mixed opinions regarding what purpose it serves and whether to maintain it. At present, it primarily serves as a repository for members and the public to access uploaded documents. There is a cost to maintain the domain, and to-date this has been borne by Franklin County Public Health. Some board members feel it aids in proving the organization's legitimacy. The board consensus is to continue its existence, but to spend additional time looking at alternative formats and further study its utility to the organization.

COPIN Activation SOP: Currently, Franklin County Public Health pays for the 24-hour COPIN notification line for organizations to request public information mutual-aid assistance. The published number is a FCPH exchange, and is funneled to Mitzi Kline. Mike McNutt offered to assume responsibility for the line, including functioning as the intake person who triages the calls and determines the needed resources, and activating the COHAN callout for COPIN responses.

Professional Development Ideas: The board discussed possible topics and speakers for the training portion of the 2013 meetings. Proposals (subject to confirmation) include a tabletop exercise, an overview of the crisis communications planning efforts that go on behind the scenes for OSU football home games, and public information “lessons-learned” from a major emergency incident that a speaker had direct involvement in.

Board Membership: While chairperson, Hoyt received no nominations or letters of interest to fill the vacancies resulting from board member term limits. The board discussed options, and made the decision to recruit individuals from the general membership. The consensus of the board was to attempt recruiting of a representative from a hospital system, higher education, law enforcement, and suburban government.

Message Development Committee: The board discussed the original goals of this committee, and whether they continue to be realistic or need revision. This will be an agenda item for the April meeting to see if the general membership has input into its function, should be abolished, etc. This will include the possibility of setting aside time at a general membership meeting to develop said messages. Jennifer Thrush will lead the April discussion.

Full-Scale Exercise at Rickenbacker. Lynn Cook was representing the Red Cross at a meeting about this year’s regional airport authority training at Rickenbacker, and was asked if COPIN was interested in participating. Angie Tabor reported that subsequent discussions, and the difficulty in accessing the complex due to the military presence, may preclude integration of COPIN into the drill. Tabor advised she will notify the board if this changes.

Membership Committee: Committee chairperson Angie Tabor presented the applications of the following for consideration:

- Traci Whittaker, Delaware General Health District PIO, for support membership.
- Kelsey Blackburn, Central Ohio Trauma System Critical Incident Response Planner/PIO, for support membership.
- Darcie Scott, Pickaway County General Health District Emergency Response Coordinator/PIO, for support membership.

Angie Tabor moved, with a second by Lynn Cook, to accept the aforementioned applicants as COPIN members. Motion carried by acclamation.

There being no further business before the board, Angie Tabor moved, with a second by Lynn Cook, to adjourn the meeting at 1607.

Respectfully Submitted,



Dan Kochensparger
Secretary