

COPIN Board Meeting

5/14/14

9:00-11:00 am

Bruegger's Bagels, Bexley

1. **Meeting called to order/attendance:** Chair Dan Kochensparger called the meeting to order at 9:08am. Present for the meeting were Dan Kochensparger, Chair; Angie Tabor, Vice Chair; Jennifer Thrush, Secretary; and Donna Stalter.
2. **March meeting minutes approved:** Jennifer moved to approve the March meeting minutes for the COPIN Board of Directors. The motion was seconded by Donna and approved unanimously.
3. **Professional development efforts underway:**
  - a. Jen is calling Drew Downing from Columbus Public Health about leading a "How to Use Video Resources" (like Vimeo) training and/or "How to Use Social Media for Rumor Control" for the July general membership meeting.
  - b. Jen is also checking with an OSU contact who may be able to provide a training on how to use social media for rumor control for the July general membership meeting.
  - c. Donna is contacting Mary Yost from *Columbus CEO* magazine to speak at the October or January general membership meeting on how to work with magazines (how to pitch a story, deadlines, what they are looking for, etc).
  - d. Donna is contacting Kevin Sur to present at the October or January general membership meeting on the media/PIO timeline and recap from the recovery of the three missing women in Cleveland.
  - e. Another possible professional development opportunity would be to tour the Honda of America Manufacturing plants control center. No timeframe has been established, but Jennifer can contact Honda if/when needed.
4. **Discussed COPIN's standing committees:** COPIN originally had 4 standing committees: 1) HAN, 2) Hotline, 3) Message Development, and 4) JIC Logistics. The current COPIN committees (although not active) include: 1) JIC Logistics, 2) Professional Development, and 3) Membership.
  - a. **Board recommendations for committees moving forward:** The Board feels committees are no longer needed at this time because there is currently minimal work for them and because there has been a lack of momentum to keep the committees active. The Board also feels the role of the committees can be filled by the Board or by adding time to the general membership meeting agenda.
    - i. **Dissolve Professional Development Committee & Replace with Time at each General Membership Meeting:** The Board recommends we dissolve the professional development committee at this time. To garner ideas for professional development topics, a 10-15 minute professional development segment will be added to the COPIN general membership meeting agenda. The segment will break COPIN members into small groups (randomly selected) who

will be facilitated by a COPIN Board member. This will also serve as a time for more intimate networking by members.

- ii. **Dissolved Membership Committee:** The Board recommends we dissolve the membership committee at this time. Member recruitment should be done by the entire membership and the workload of the committee is minimal. A member of the Board can take care of membership forms.
  - iii. **Make JIC Logistics committee an ad hoc committee:** The Board recommends we change the JIC Logistics committee into an ad hoc committee at this time. The JIC Logistics committee will meet as JIC assessments, training on the mobile JIC, etc. necessitates or as requested by members.
- b. Angie will remove the committee sign-up section from the membership form.
5. **Board Recruitment Continues:** Identified members who might be good additions to the Board:
  - a. Amber Breedlove (Angie will contact)
  - b. Anne Brown (Angie will contact)
  - c. Bernice Cage (Angie contacted and Bernice agreed to serve on the Board)
  - d. **Appointment to Board:** Per COPIN bylaws section IV.5, the chairperson, with majority approval of the board, appointed Bernice Cage to the board of directors for 2014.
6. **Report on Transfer of COPIN Materials from outgoing to current Chair:** Dan received all the COPIN records from past president Mike McNutt and is in the process of reviewing.
7. **Report on COPIN Presentation to Contingency Planners of Ohio:** The April 16 presentation was done by Board Secretary Jennifer Thrush. There were approximately 10 professionals in attendance. The presentation was also sent to the CPO email distribution list. The main question from the attendees is if COPIN and the mobile JIC can be requested by private businesses.
8. **Reviewed COPIN Roster:** Roster corrections were submitted to Board Vice Chair Angie Tabor.
9. **Recruit from Nationwide Children's Hospital:** Angie reached out and hasn't received a response.
10. **Tabled discussion on OPHA or AOHC being an umbrella organization for COPIN:** Jen will write a one page summary of benefits/costs after talking to Lois Hall.
11. **Approved paying \$25 Attorney General's registration fee:** The Board collected funds to pay the fee and Angie is going to submit payment. Dan is researching who the check is sent to and what paperwork is required.
12. **Discussed COPIN's electronic footprint:**
  - a. Website - Amber Breedlove has been updating the website with Dan's guidance
  - b. The Board will consider whether COPIN should establish a presence on social media
13. **COHAN update provided:** Deadline to reset accounts has passed.
  - a. COHAN will test the COPIN member call-down notification system in July
  - b. Dan will request training for the Board on the COHAN system from Columbus Public Health. The training will be done at a future Board meeting.
14. **Discussed Media as COPIN members:** The Board will present before the general membership the possibility of expanding COPIN membership to include media, retirees from the communications field, and private organizations (like PRSA or businesses). The Board will

highlight potential pros and cons (build pre-event relationships w/media, pitch story ideas, problems discussing after action issues).

15. **Discussed Letters of Agreement:** COPIN LOAs are valid for 3 years and many LOAs are expired or expiring. Because of difficulty in obtaining LOAs, the Board feels signed LOAs are not necessary. The Board feels it is important to keep the items in the LOA so that members and agencies understand the parameters of COPIN.

- a. Look at changing the format of the LOA so that it is not a signed agreement but part of the membership application. Suggested format could be similar to a check off box on the membership form that you have received, read, and understand the parameters of COPIN.
- b. Angie is going to work on a creating a PowerPoint that explains the LOA, introduces COPIN, and outlines the benefits and resources of COPIN.

16. **Report on survey of comparable PIO organizations:**

- a. Some fall under the umbrella of a parent organization
- b. Some allow media, college students, retirees, and private organizations into their membership
- c. Many have a lunch meeting format (or coffee)
- d. Most exist for the purpose of professional development

17. **Other Items:**

- a. New members will now be introduced at membership meetings (Angie as Vice Chair can introduce the member and allow them to say a few words about themselves).
- b. Create member welcome information packet (how often we meet, what the benefits are (prof development, networking opportunity, JIC site assessments, mobile JIC, alert notification system).
- c. Potential change in time to a lunch meeting/coffee will be discussed for commencement in 2015.

18. **Adjournment:** Jennifer moved and Angie seconded to adjourn the meeting at 11 am.

#### **Next Meetings of the COPIN Board**

- a. August 13, 9-11am, Bruegger's Bagels, 2510 E. Main St, Columbus (Bexley)
- b. November 12, 9-11am, Location TBD

#### **Next Meetings of the COPIN General Membership**

- a. July 9, 1-3pm – Reserved at FCEMA
- b. October 8, 2-4pm – Reserved at FCEMA (time reserved is currently 1-3pm)

## **ACTION ITEMS**

### **Items for next membership meeting agenda:**

- a. Discuss the expansion of membership (media, students, retirees, private orgs)
- b. Introductions of new members
- c. Discuss changes in format (time and lunch options) for 2015
- d. Prof development segment (small groups, end of meetings, 10-15 min, random groups)

### **TO DO:**

✓Jen - send Angie COPIN PPT

✓Jen - contact Amber Breedlove about Board membership

Jen - check on Drew Downing at CPH for a training in July using SM for rumor control AND/OR the woman from OSU

Jen – Try to get the contact info for the suburban PIO group (check with the Dublin PIO)

Jen - One page summary of benefits and costs of having OPHA be our umbrella agency

✓Angie - contact Bernice Cage & Ann Brown about Board membership

Angie - edit the membership form to remove committees

Angie - edit roster

Angie - pay \$25 AG fee after dan gets the info

Angie - work on new member ppt related to LOA & benefits (not needed for several months)

Dan - researching the AG \$25 payment

✓Dan - email white paper to the board

Dan - drafting reach-out letter to inactive members to see if they still are interested in COPIN

Dan - checking with CPH about COHAN training at a board meeting

Donna - contacting Mary Yost from *Columbus CEO* magazine to speak at the October or January general membership meeting

Donna - contacting Kevin Sur to present at the October or January general membership meeting