

COPIN Board Meeting

8/13/14

9:00-11:00 am

1. **Meeting Called to Order:** Chair Dan Kochensparger called the meeting to order at 9:07am.
2. **Attendance:** Present for the meeting were Dan Kochensparger, Angie Tabor, Donna Stalter, Bernice Cage, and Jennifer Thrush.
3. **Minutes Approved:** Bernice moved to accept the May Board meeting minutes. Motion was seconded by Donna, and passed unanimously.
4. **Meeting Schedule: 1:30-3:30pm at FCEMA for all 2014 & 2015 dates**
5. **Board & General Meetings**
 - a. General Membership: Keep on 2nd wed of Jan, April, July & Oct at Franklin County EMA from 1:30-3:30pm. (Jan 14, April 8, July 8, Oct 14)
 - b. Board: Keep on the 2nd Wed of the months following the general meetings from 9-11am(Nov 12, Feb 11, May 13, Aug 12, Nov 11)
6. **Professional Development**
 - a. Possible topics: Backburner, Pam Palm, measles situation review (30 minutes), Ebola outbreak communications (speaker from the State or CDC command center)- maybe even use it as a situation for a ttx;
 - b. Have members bring in examples of effective communication tools to share, bring an everyday communication example (brochure, ad, newsletter, letter to clients) do a material review (bring cost of project, and details)- not required but encouraged; Jen facilitate this portion (plan on 12 copies) estimated 3 minutes for each person to share) build in about 10 minutes after roundtable to connect or ask more questions
 - c. Gary Lewis, primary spokesperson for OSU (and has been in Highway Patrol)
 - d. Kristin Hartman, Channel 10 anchor, is willing to speak, propose media panel in April 2015
 - e. Toledo algal bloom communication
7. **Membership**
 - a. Reviewed the membership roster
 - b. No progress on the membership ppt. at this time
 - c. Reviewed membership feedback on expansion
 - i. Media - panel scheduled for April 2015
 - ii. Students – Board identify univ. with communication schools **(To Do: Jen write an email draft to communication professors)**
 - iii. Retired – Bylaws amendment (delete IV, 2- delete “public info officers who are” proposed by the Board (Moved by Angie, Second by Jen) motion carries unanimously. Motion to waive the requirement for a one week notice of a bylaw change. Moved by Angie, seconded by Jen, motion carries unanimously.
8. **LOA**

- a. Eliminate any expiration date, and outline support member and response member roles and emphasize we are a conduit to assistance (not the assistance) – wrap this into the membership application ppt (possible replacement of LOAs)
- 9. **Need to recruit new board members**
 - a. Angie will follow up with Amber and Ann
- 10. **Reaching out to inactive members**
 - a. Reviewed proposed letter
- 11. **January Meeting Ideas**
 - a. Pam Palm, Measles
 - b. TTX on Toledo algae water (JR Thomas facilitate)?
 - c. Elections, Reviewed current board terms
- 12. **Adjournment:** At 11:03 Bernice moved to adjourn, second by Angie

Agenda Items for Next General Membership Meeting

Approve by-law changes

Roundtable material review share

Tasks To Do

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

Jen – Call FCEMA to schedule conference room from 1:30-3:30 for 2015 (Kelly McGuire reserved FCEMA for COPIN and Central Region Public Health PIO meetings.

Jen – Write an email draft to communication professors inviting student participation