



Board of Directors Meeting Minutes
March 18, 2010

Attendance:

Amanda Ford, Chairperson
Dan Kochensparger, Vice-Chairperson
Pam Delay, Treasurer
Lynn Cook
Mitzi Kline
Emma Speight
Jennifer Thrush

Call to Order: Made by Ford at 2:00 p.m.

Previous Board Meeting Minutes: Motion by Delay with second by Cook to accept the minutes of the previous meeting as written. Motion carried by acclamation.

Treasurer's Report: Delay reported the organization continues to be debt-free.

Letters of Agreement: Speight reported that no new LOAs have been received since the previous board meeting. Legal advisors from several COPIN member sponsoring agencies continue to recommend that the document not be signed. The board determined that the principle section that serves as a stumbling block is "Attachment 1". Ford and Kline agreed to work on a revision of the LOA. They will suggest modifications to make it more palatable to sponsoring agencies, including the following items:

- Adding a footer and date on each page to assist with orientation during reading.
- "Softening" the heading of Attachment 1 so it reads "Things to Consider", and merging Attachment 1 into the main document.
- Adding written clarification of the differences between a "responding" and "support" member.
- Reviewing the membership forms to make sure they reflect any changes made to the LOA document.

It was also suggested that the board educate the general membership on ways to approach their bosses so there is a better chance of getting the LOA signed.

Membership Approvals: Speight reported that no new general membership applications have been received since the previous board meeting. Ford reported that the Columbus Police have requested an overview presentation on COPIN be given to supervisors at their April 13 general staff meeting, scheduled for 0830 at the CPD training academy on Hague. The presentation will be made by Kochensparger and Speight.

Bylaw Changes: The board reviewed the bylaw revisions proposed at the previous board meeting and made some additional suggestions. Motion by Kline with second by Speight to approve said changes and present them to the general membership for an approval vote at the April 14 meeting. Motion carried by acclamation. (**NOTE: The ability to vote on**

these changes requires a quorum of the active general membership be present at the meeting. This means there need to be 21 members present for the vote to take place.)

COPIN Website: The “Meeting Info” portion needs additions to the “Minutes” and “Coming Up” sections, and the “Board Members” page needs edited to reflect the changes in chairperson and vice-chairperson.

Intake and Mutual-Aid Forms: The board reviewed the forms and procedures in-place for use. Requests for COPIN assistance continue to be channeled via the Central Ohio Poison Center, where the on-call FCBH member is notified to triage the request and initiate the call-out. There will be COHAN training for board members later this year, as well as an exercise to test the call-out SOP and forms. It was suggested that board members serving as call-out personnel need to be aware of the skill-sets of all COPIN personnel so they can complete the requested matrix of PIO positions.

Professional Development Committee: Delay reported the following:

- One of the committee’s goals for 2010 is to create a matrix listing what JIC positions each member is qualified for and comfortable in filling, so the committee can concentrate its training on what is needed instead of what people already know.
- The committee suggested putting a blog on the website to discuss PIO best practices. The board mentioned the need to keep it active and current in order for it to be successful. It was suggested that members would rotate maintaining it each month.
- Cook reported that the Red Cross offers a “psychological first-aid” class and is willing to teach COPIN members if there is enough interest. The board suggested considering it for the July general meeting. Cook stated it is normally a 4-hour class, but could be presented in an abbreviated form. The board will survey the general membership at the April meeting to see if there is interest and, if so, what the preference would be regarding a time frame.

Membership Committee: Speight reported the following:

- Consideration is being given to making membership application a two-phase process, where all start at the “support team” level, and if they meet the prerequisites, can move-up to “response team” level.
- The committee will continue to bring all member files to the general meetings to allow members to make any needed updates.
- The committee suggested each member “bring-a-friend” to the April general meeting to promote increasing membership.

JIC Logistics & Planning Committee: Kochensparger reported the following:

- The committee compiled and submitted updated information for the COPIN website and newsletter.
- Committee membership has doubled from six to twelve.
- Goals for 2010 include performing additional multi-county JIC site visits; exercising the Mobile JIC; and performing the annual review and revision of the COPIN JIC plan.

Upcoming Meetings:

- The board reviewed the tentative agenda for the April 14 general meeting.
- Suggested the inclusion of an interactive training activity for the general meeting, possibly based on the CDC crisis and risk communication manual.
- Reminded members to “bring-a-friend” to the April 14 general meeting.
- Set the board meeting dates for the remainder of 2010, with the next being May 13 at Upper Arlington.

Adjournment: Motion by Thrush with second by Speight to adjourn the board of directors meeting.