

Board of Directors Meeting Minutes
May 13, 2010

Attendance:

Amanda Ford, Chairperson
Pam Delay, Treasurer
Brian Hoyt
Emma Speight

Dan Kochensparger, Vice Chairperson
Lynn Cook, Secretary
Scott McAfee
Jennifer Thrush

Call to Order: Made by Ford at 2:05 p.m.

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

Treasurer's Report: Delay reported no change in treasury.

Nominate and vote on Secretary: Speight nominated Cook; with a second by Thrush and no other nominations, the vote was unanimous by acclamation.

Membership Approvals: Speight reported that no new general membership applications were received since the previous meeting.

Letters of Agreement: Speight reported that no new LOAs were received since the previous board meeting. Ford and Kline prepared modifications to the LOA forms and letter of agreement overview which were shared by Ford. Ford asked the Board to review recommendations and provide feedback. Discussion ensued with the following suggestions:

- Address the possibility that a COPIN member may change jobs requiring the organization to complete new LOAs and encourage they do that with their new staff person.
- Board Chairperson will track attendance and follow-up with members if they have been inactive for a period of time.

COHAN: Agreed to hold training for Board (tentatively) on September 22, 2010 and provide an overview to full membership in October.

JIC Logistics & Planning Committee: Kochensparger reported the following:

- Columbus Police site survey was completed.
- References to COPIN were found on National Homeland Security website, providing validation to the organization.
- A successful presentation to the Columbus Police was reported by Kochensparger and Speight. It's unclear if they will submit LOAs.

Membership and Professional Development: Speight and Delay reported together on the joint committee meeting:

- Both committees agree that a calendar of training needs to be developed. The Membership Committee is especially interested to use the training program as an incentive for new membership. Professional Development committee members expressed a desire to train around priority positions needed to operate a JIC so that, if COPIN is called upon, requesting organizations will receive a high quality service.
- Membership provided data for analysis on what skills already exist within the membership and if there is opportunity to utilize existing membership as trainers.
- A mobile JIC test will be scheduled in August. Cook agreed to call Rick Roush to obtain his availability.
- July training is not yet finalized.

Other: A discussion was held regarding RITA tax implications for some members when meeting outside of Columbus. It was agreed that meetings will be held in Columbus whenever possible.

Upcoming Meetings: The board reviewed the tentative agenda for the July 14 general meeting which will include an interactive training activity based on crisis communication planning. Cook will prepare a response form to capture members' social media sites for future distribution to general membership. The board will meet again on July 7 at the home of Ford.

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