

## **COPIN Quarterly Membership Meeting Minutes for January 13, 2010**

**Attending:** Mitzi Kline, Amanda Ford, Dan Kochensparger, Emma Speight, Rita Barton, Chris Bowser, Amber Breedlove, Anne Brown, Deborah Cox, Sandra Crossland, Amy Diltz, Leslie Dybiec, Alexis Evans, Lee Foster, Heather Galli, Carrie Hoover, Brian Hoyt, Shawna Jordan, Scott Kibler, Elizabeth Kress, Scott McAfee, Pam Palm, Michael Racey, Lisa Rase, Brent Sheffer, Matthew Stonerock, Angie Tabor, Jennifer Thrush, Lindsey Wright and Barry Zwick.

**Meeting Called to Order:** 2:10 pm by Mitzi Kline

**Welcome and Introductions:** Mitzi Kline

**Motion to approve October meeting minutes:** Brian Hoyt made motion to approve; Brent Sheffer second. Approved. Meeting minutes will be posted on [www.copinworks.org](http://www.copinworks.org).

**Year-In-Review:** Mitzi Kline

Highlights from the review:

- Reorganization of COPIN: completed strategic planning process, bylaws, mission statement, membership form, Letter of Agreement (LOA), recruiting brochure and Phase 1 of the committee structure; transitioned from Steering Committee to a Board of Directors; developed the COPIN website; and registered with the Secretary of State.
- Challenges: lack of funding, loss of four board members and confusion around membership form and LOAs.
- Successes: COPIN received the MORPC Collaborative Achievement Award; became a Resource Member of the Northwest Area Strike Team (NAST); provided several professional development opportunities to membership; staffed the Joint Information Center (JIC) during initial H1N1 response; and participated in several exercises.
- Future Goals: new board member orientation and election of new officers on February 17; explore 501(c)(3) status; seek funding opportunities; move organization towards Phase III of the strategic plan; and build COPIN professional development and networking resources.

### **Committee Reports**

- **Hotline:** Amanda Ford & Mitzi Kline
  - Will meet in the first quarter of the year to discuss future of committee. The committee has been successful in setting up hotlines and is in the maintenance phase.
- **JIC Logistics:** Dan Kochensparger
  - Dan discussed the goals of the committee and accomplishments over the last year.
    - Mobile JIC will be exercised and inventoried yearly
      - This was completed in 2009 and will be completed again in 2010.
    - Site surveys
      - Site surveys were completed in Fairfield and Union Counties. The committee provided “written plans” to both counties and are awaiting feedback. The committee would like to do more site surveys in 2010.
    - Work with EMA to inventory Franklin County JIC

- This needs to be completed annually but not much was done in 2009. EMA did provide the JIC with a copier and has been helpful in making updates.
  - JIC Plan
    - This was updated in November 2009. The document is a work in progress and will be updated as needed.
- **Membership:** Emma Speight
  - COPIN currently has 65 to 70 members.
  - Committee will meet in February to develop a strategy for 2010
  - Goals for 2010:
    - Increase membership from police, fire and schools
    - Would like to tie membership more to the organization than the individual. Often times when an individual leaves an agency, they are not replaced and COPIN no longer has representation from that organization.
    - Spend more energy getting LOAs in place.
- **Professional Development:** no report

#### **Board Member Election:** Mitzi Kline

- There are 6 vacant seats to fill.
- Each nominated member was given an opportunity to speak about their interest in COPIN and the Board.
- Members were asked to vote for 6 of the 7 nominated members. Ballots were distributed and members voted anonymously.
- Nominated members:
  - Lynn Cook, American Red Cross
  - Alexis Evan, Madison County/London City Health District
  - Brian Hoyt, City of Gahanna
  - Scott McAfee, Village of New Albany
  - Mitzi Kline, Franklin County Board of Health
  - Jennifer Thrush, Union County Health
  - Rich Weiner, Columbus Div. of Police
- **Election Results:** Present Board members met after the membership meeting adjourned to count votes. The 6 members elected to the board:
  - Lynn Cook, American Red Cross
  - Brian Hoyt, City of Gahanna
  - Scott McAfee, Village of New Albany
  - Mitzi Kline, Franklin County Board of Health
  - Jennifer Thrush, Union County Health
  - Rich Weiner, Columbus Div. of Police

#### **Overview of Revised JIC Plan:** Dan Kochensparger (Please add more if you would like!!!)

- Dan briefly went over some of the highlights and changes made to the plan.
- The new plan has been posted to the website [www.copinworks.org](http://www.copinworks.org)
- The group participated in an exercise where each member was given a job action sheet for a role in a JIC. The exercise was interactive and provided an overview of all the jobs needed in a JIC.

**Final Comments:**

- Members were reminded that to be an active member of COPIN you must attend one quarterly meeting per year.

Meeting was adjourned at 3:15 pm.

**Next COPIN Training Session & General Membership Meeting:**

**Wednesday, April 14, 2010**

**1 pm** Training to be announced

**1:30 pm** New Membership Orientation

**2 to 4 pm** Quarterly Membership Meeting

All meetings are held at:

Franklin County Emergency Management and Homeland Security Agency

5300 Strawberry Farms Blvd.

Columbus 43230