



**Board of Directors Meeting Minutes
September 29, 2010**

Attendance:

Amanda Ford, Chairperson
Lynn Cook, Secretary
Brian Hoyt
Emma Speight
Pam Delay, Treasurer

Dan Kochensparger, Vice Chairperson
Rich Weiner
Scott McAfee
Jennifer Thrush

Call to Order: Made by Ford at 2:15 p.m.

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

Treasurer's Report: Delay announced it was Payday and proceeded to distribute Payday candy bars - yummm.

Membership Approval: Speight reported that there were no new memberships for review.

LOA Approval: Union County Health Department LOA's were received for approval. Weiner motioned to approve with second by Delay. All approved by acclamation.

Letters of Agreement: Ford sending changes to Weiner for CPD feedback. When changes are final, board will communicate changes with full membership and will send to members that have signed LOA's on record for their information only.

JIC Logistics & Planning Committee: Kochensparger reported that the JIC Committee is facilitating part two of training on key positions of the COPIN JIC Plan at the next membership meeting, based on the Columbine school shooting incident. After a brief review, the membership will be asked to break out into groups representing five key JIC positions to problem-solve based on the scenario. Kochensparger and Thrush reported that 30+ members attended the successful mobile JIC training exercise in September. Ford will send the Airport Authority a thank you card for hosting the exercise.

Membership Committee: Speight reported that the membership database is being updated. They will survey members in October and integrate new information into the

database and will work with the Professional Development Committee to utilize information for training purposes.

Professional Development Committee: Delay and Cook reported that there were 25 people attending the October training. Ford offered to send a reminder email to the membership list. Future training opportunities will be identified with the help of updated member survey data.

Upcoming Meetings: The board finalized the agenda for the October 13 general meeting. The board will meet again on December 8, 2 p.m. at the home of Emma Speight.

Other Items:

- Ford reported that the COHAN will be tested with the COPIN board on Oct. 6, and the full COPIN membership will be tested in January.
- Ford completed a COHAN refresher training reminding board members how to send a message to the COPIN membership in the case of a COPIN call out. Ford made sure that all board members were able to log into the system. Ford will follow-up with updated wallet cards that provide sign-in information and instructions on sending a message.
- COPIN board elections will occur in January. Current board members up for re-election were asked to alert Ford of their interest to run again.
- Weiner reported that his attendance at the National Information Officers Association conference was worthwhile and shared that through the speakers at the conference, he received validation that COPIN is necessary in our community.
- Ford reminded the board that the December COPIN newsletter deadline is Nov. 17.

Adjournment: Motion by Weiner with second by Speight to adjourn the meeting at 3:40 p.m.