

COPIN Board of Directors Meeting
Wednesday, February 17, 2010
Meeting Minutes

Attendees:

Mitzi Kline, Chair
Amanda Ford, Vice Chair/Secretary
Dan Kochensparger, Treasurer
Lynn Cook
Pam Delay
Brian Hoyt
Scott McAfee
Emma Speight
Jennifer Thrush
Rich Weiner

Special Guest:

Deputy Chief John Rockwell, CPD

Kline called meeting to order at 2:10.

Welcome New Board Members: Kline welcomed all new board members and everyone introduced themselves.

Motion to approve the December Board meeting minutes: Kochensparger made the motion to approve; Delay second. Approved.

Motion to approve the January Board meeting minutes: Speight made the motion to approve; Kochensparger second. Approved.

Treasurer's Report: Kochensparger reported that COPIN still has no money (see Treasurer for official video).

Membership Approval: Speight reported that NO new membership forms have been received.

- Ford attended the February Franklin County Police Chiefs' Meeting and spoke out briefly about COPIN and the need for law enforcement participation. Chief Rockwell agreed that it would be beneficial to contact Chief Don Schwind to get on the agenda for an upcoming meeting.
- Chief Rockwell would also like COPIN to do a short presentation for CPD General Staff. He would like them to be aware of COPIN and the purpose that they serve. He will provide Weiner with upcoming dates. Weiner will work with Speight to get that scheduled.

Letters of Agreement (LOA) Approvals: Kline reported that NO new LOAs have been received.

- Chief Rockwell attended the meeting to discuss a few concerns he and the CPD legal advisor have with the LOA. He is concerned about committing to provide food and lodging for COPIN members. Kline explained that the LOA is not legally binding and that CPD could mark out anything on the LOA that they can't agree too. Rockwell mentioned that he is very supportive of COPIN and the concept of helping in the event of a major incident.
- The issue of liability was also brought up. If COPIN representatives are injured at an event, who is liable? Of those who spoke about the issue, it was agreed that our agencies would pick up the liability because we are representing our individual agencies.
- Kline mentioned the lack of signed LOAs among the membership. Ford mentioned creating a one-page document for agencies to sign stating that they have read the LOA but are not able to commit to the agreement. It would be something to place on file so that we are not constantly going back to the same agencies asking for LOAs.
- The Board agreed that this topic needed more discussion and would be put on the agenda for next month. **For the next meeting, all members agreed to review the LOA and be prepared to discuss possible changes in the wording.** Kochensparger will email all board members the intake form that individuals are asked to complete when requesting assistance from COPIN.

Overview of Bylaws: Delay read through the bylaws to help new board members become familiar and provide an opportunity to provide input on potential changes. Below are the following bylaws changes that are proposed. **For the next meeting, all members will review the bylaws again to determine if more changes need to be made.**

- Remove the word **DRAFT** from page one. The by-laws have already been officially approved by the membership and are no longer a draft. This was simply an oversight.
- Add the **DATE** so that it is clear when the by-laws were last updated.
- Section IV, #2: the Board shall be made up of **no more than 10** public information officers who are individual COPIN members. Board members do not serve based on any organizational or institutional affiliation.
- Section V, #1: The officers of the Board shall consist of a Chair, Vice Chair, **Secretary** and Treasurer, nominated and elected by the Board.
- Section V, c: The Vice Chair shall assume the duties of the Chair in case of the Chair's absence. (Removed the additional responsibilities)
- All wording associated with **Vice Chair/Secretary** will be changed to **Vice Chair**.
- ADD Section V, d: **The Secretary** shall be responsible for recording official actions of the Board, keep all approved minutes in a minute book and send out copies of minutes to those designated by the board.

- Section V, d: will now become Section V, e.
- Section V, e: will now become Section V, f.
- Section VII, #7: Board seats will be filled for three year terms based on most votes earned.
(Removed the second sentence because it is no longer needed)
- Section X, #3: The general meeting must achieve a quorum in order to vote on bylaw changes. Passage of bylaw changes requires a vote of 65%. If a quorum is not met, the vote must be held at the next general meeting, as defined in Section III: Meetings of Members.

Speight made a motion to make all changes to the bylaws; Delay second. Approved. All changes will be voted on at the next COPIN membership meeting on April 14, 2010.

Overview of Board Officer Positions: Kline referred to the bylaws for a description of positions. Due to the change in dividing the Vice Chair and Secretary positions, the Board can not vote on a Secretary until the general membership has voted on the change.

- Elections of Board Officers: Officers will serve a one year term.
 - **Chair:** Delay made a motion to nominate Ford as the Chair; Speight second. All voted. Approved
 - **Vice Chair/Secretary:** Kline made a motion to nominate Kochensparger; Weiner second. All voted. Approved.
 - **Treasurer:** Kline made a motion to nominate Delay; Cook second. All voted. Approved.

Board Member Terms: Kline and Weiner were re-elected to a new three year term. New Board members were given an opportunity to pick which term they wanted to fulfill.

- Three year term: Kline, Weiner and Hoyt
- Two year term: Thrush
- One year term: McAfee and Cook

Committee Overview: The Chair of each committee gave a brief overview of their respective committee. Board members were given the opportunity to choose what committee they wanted to serve on.

JIC Logistics: (current Chair: Kochensparger)

- Kochensparger will continue to Chair
- Thrush will Vice Chair
- Weiner will assist

Membership: (current Chair: Speight)

- Speight will continue to Chair
- McAfee will Vice Chair

Professional Development: (current Chair: Delay)

- Delay will continue to Chair
- Cook will Vice Chair
- Hoyt will assist

Hotline: (Kline)

- This committee will no longer exist and will be removed from the org chart

Newsletter Responsibilities and Deadlines: Kline has agreed to continue offering her staff to assist in layout and design of the newsletter. Her staff will also continue to maintain the website. Speight will email out the newsletter timeline and deadlines for 2010.

Next Board meeting: Next meeting will be held on March 18 from 2pm – 4pm at Upper Arlington, 3600 Tremont Road. Please mark your calendar for May 12 from 2pm – 4 pm at Upper Arlington.

Meeting Adjourned: Kline made a motion to adjourn the meeting; Kochensparger seconded Motion. Meeting adjourned at 4:00 pm.