

20-Jan-2010 General Meeting

**Location:**

Owatonna EOC

**Call to Order:**

Meeting was called to order at 7:05PM by Karen Fontaine.

**Attendees:**

Karen Fontaine, Tom Karnauskas, Mike Johnson, Shirley Woodfill, Sandee Hardy-Hagen, Oscar Dahle, Dennis Hollatz, Roger Searingen, Matt Arthur, Rhonda Guthier, Stacy Mielke, Chris Gannon

**Minutes:**

Minutes from the 18-Nov meeting were approved as published on the SCEM portal.

**Treasurer Report:**

|                        |                  |        |            |
|------------------------|------------------|--------|------------|
| <u>BALANCE ON HAND</u> | 21-Oct-2009      |        | \$2,184.34 |
| <u>EXPENSES:</u>       |                  |        |            |
|                        | No expenses      | \$0.00 |            |
|                        | Total Expenses:  | \$0.00 |            |
| <u>DEPOSITS:</u>       |                  |        |            |
|                        | No deposits made | \$0.00 |            |
|                        | Total Deposits   | \$0.00 |            |
| <u>BALANCE ON HAND</u> | 20-Jan-2010      |        | \$2,184.34 |

A bank statement was not available since there was not any account activity for the month. Shirley W reported the statement from US Bank on 08-Dec showed a balance of \$2,184.34. The Treasurer Report was approved as presented.

**Expenses:**

No expenses were presented for approval.

**Executive Committee:**

As noted in the meeting minutes for the 18-Nov General Membership meeting, the business of the Annual Meeting was deferred to 17-Feb. Karen F and Tom K reported to the membership the activities taken by the Executive Committee since the 18-Nov General Membership meeting. The Executive Committee is making several recommendations for approval at the 17-Feb Annual Meeting. The Executive Committee presented the recommendations to the General Membership for discussion.

Changes to the By-Laws:

1. Change Article III to reflect a structure of President, Vice-President/secretary, and Treasurer from the current structure President, Vice-President, and Secretary/Treasurer.
2. Change Article IV, Section 1 to reflect current practice for General Membership meetings. Current practice is that meetings are held on the third Wednesday in the months of January, February, March, April, May, June, July, September, October, and November.
3. Change Article V, Section 3 to require the signature from two Officers on all disbursement checks. Disbursements shall be approved at each General meeting.
4. Change Article V to establish a post office box for receipt of correspondence for CAER.

The membership generally agreed with the proposals. Tom K will format proposed verbiage changes for presentation at the 17-Feb Annual Meeting.

There are many open positions in the Executive Committee due to recent resignations and job changes. Assuming the organizational structure of CAER is approved; elections would take place for the three Officer positions. Normal Nominations and Elections will be held at the 17-Feb Annual Meeting. The Executive Committee, however, offers the following slate of candidates for consideration:

- President: Tom Karnauskas (RACES)
- Vice-President/Secretary: Karen Fountaine (Public Health)
- Treasurer: Stacy Mielke: (Owatonna Hospital)

The Executive Committee offers these CAER goals for 2010:

1. Covering sections of the Emergency Operations Plan at each CAER meeting. Mike J presented a multi-year plan covering the Emergency Support Functions.
2. Continuation of monthly articles submitted to the Peoples Press. The Members were asked to volunteer to select a month and topic that would be appropriate for an event for their organization.
3. Work with all CAER groups to plan and execute the Annual Drill.

### **Agency Reports**

CERT: Shirley Woodfill

- CERT Annual Meeting was held 07-Jan.
- 2010 CERT class has 18 participants.
- Graduation will be 11-Feb.

Public Health: Karen Fountaine

- A good supply of H1N1 vaccine is available.
- Public Health is giving vaccinations (by appointment) from 2PM-5PM on Tuesdays, through Janaury.

Hospital: Stacy Mielke

- Emergency Operation Plan was updated.
- Hazard Analysis was updated.

RACES/ARES:Tom Karnauskas

- Technician license class scheduled to begin 09-Feb with 10 participants registered.

SKYWARN: Chris Gannon

- Discussion at the recent meetings broke down the "behind the scene" activities. Responsibilities for most of the activates were accepted by individual SKYWARN members.
- Spotter Class is tentatively scheduled for 09-Mar.

Ellendale:Roger Swearingen

- Red Cross supplied bedding materials that will be stored in Ellendale.

Chamber:Rhonda Guthier

- No activity to report.

Civil Air patrol:

- No report

Gold Cross:

- No report

Law Enforcement:

- No report.

MNVOAD:

- No report.

Red Cross:

- No report.

Salvation Army:

- No report.

#### **Emergency Manager Report**

- Mike J and Chris G are scheduled to attend training in Maple grove.

#### **Old Business**

Post Office Box was being handled by Elizabeth.

#### **New Business**

None.

#### **Adjournment**

- The meeting adjourned at 8:30 PM.
- The next regular meeting is scheduled for 17-Feb at 7:00 PM.
- The 17-Feb meeting will also be the Annual Meeting.
- By-Laws require a 10-day written notice for any meetings where amendments will be voted on. Publication of these minutes will satisfy the notification requirement.