



NENA - Utah Chapter

August 15, 2011 1:30 p.m.
Valley Emergency Communications Center
5360 S Ridge Village Dr., West Valley City, Utah

Attendees: Carlynn Page, Bill Harry, Maggie Petersen, Leslie Devey, Bonni Stockman, Whitney Rogers, Mark Whetsel, Leslie Devey, Eran Bair, Becky Nielson

Approval of July Minutes: Motion to approve: Carlynn Page seconded by: Bonni Stockman

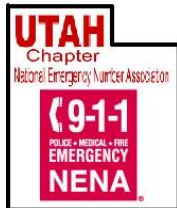
Business Items:

- We are a not-for-profit corporation (charitable & educational organization), but not a 501(c)(3) Non-Profit. According to the IRS "Any organization (other than a private foundation) normally having annual gross receipts of not more than \$5000" are not required to file Form 1023. We will need to determine if we need to file taxes this year because our balance was over \$5000 due to the "Quarters for Kids" campaign donations. If so, we will need to complete Form 990 short form.
- We now have an Employee Identification number – 45-2790267. **Leslie will notify Zion's Bank.**
- **Leslie will purchase Quick Books and a For Deposit Only stamp this week.**
- We will review our Bylaws regularly & spell out Webnovate as an ongoing expense as part of our October Board Meeting. **Bill Harry will email each member of the Board the new Bylaws with National NENAs edits to review prior to that meeting.**
- The quote for Directors and Officers Liability and bond coverage for President and Treasurer came back with a \$950 annual premium from Matt Jepson with Moreton Insurance. This is well below the previous rough estimate of \$2500. Board was in unanimous support of purchasing this coverage. **Carlynn will contact Moreton insurance to purchase.**

Website: Eran has completely reworked the website – nicely done!

Training:

- **Training CD's:** Available from Spring Training. 6 disc set. \$21.35 to produce. They will invoice us. Chris Fielding is the contact. One week to produce. Decision to sell for \$10 each or the set for \$50. **Whitney and Bonni will write up a summary of each and give to Eran to market on the website, Whitney will send emails to all members/PSAPS in the state.**
- **Midnight Madness:** **Leslie will purchase the food & beverages.** Pancake mix, popcorn, syrups, ham, apple juice, treats, ice, coffee, hot chocolate (individual packets), energy drinks, orange juice, milk, soda, plates, napkins, forks, knives, spoons, cups (for hot & cold). Remind everyone to bring a jacket and not to drive drowsy – can take a nap on the floor at the police station before driving down the canyon.
Maggie will bring coffee pot, griddles, crock pot and coolers. Bonni will bring a thermos for hot chocolate.
- **September Training:** September 22nd & 23rd with NAMI walk on September 24th. This will conflict with BCI's basic training, but no other dates were doable. **Whitney will work up a**



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registration fee that allows for NENA membership at the supervisory level, group discounts, \$10 donation to NAMI, and a slight profit for UT NENA. Below is a list of proposed topics:

- Mark Whetsel will offer a concealed weapons course (4-5 hours) free of charge. Participants will need to load and unload weapons with dummy rounds, no live rounds will be used! If participants want to become certified they will need to obtain fingerprints (BCI \$15), a background check and misc paperwork (\$60) on their own within 1 year of receiving the training.
- Arterial defib. Course presented by a Dr. and a patient
- CIT specifically for dispatchers – developed by Bonni and Ron Bruno
- UHP unsecured load
- EMDR – Utah (rapid eye movement and critical stress)
- Admin & IT training

ENP Study Group:

- Up to about 24 participants
- **Eran is working on the Forum, Bill will send him a list of participants names and email addresses**

Secretary/ Treasurer: July's balance \$6709.27

- + \$105.00 check from Unified Police for Spring Training
- \$74.00 for UT NENA shirt order from Falcon Embroidery
- \$136.27 for VECCs pizza recognition for Quarters for Kids from Little Ceasars
- \$3.20 for plates and napkins for VECC pizza recognition
- + \$308.00 check from National NENA for memberships

Giving Back to the Community

- June= Food Bank
- September= NAMI donation/walk
- December = "NENA Goes To School" campaign
 - **Bill will provide information from Know911 (www.know911.org)**

Action Items:

Carlynn: review bylaws prior to Oct meeting, purchase insurance coverage.

Bill: Determine if we need to file taxes this year, email new bylaws to board members, review bylaws prior to Oct meeting, list of ENP study group participants to Eran, [Know911 \(www.know911.org\)](http://www.know911.org)



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Maggie: review bylaws prior to Oct meeting, coffee pot, griddles, crock pot, & coolers for Midnight Madness

Bonni: review bylaws prior to Oct meeting, summary of training CDs to Eran, thermos for Midnight Madness

Leslie: Notify Zion's Bank of new EIN, purchase Quick Books & For Deposit Only stamp, review bylaws prior to Oct meeting, purchase food & beverage for Midnight Madness training

Whitney: review bylaws prior to Oct meeting, summary of training CDs to Eran, send email to all UT NENA members and PSAPS about training CD, registration fee for September membership drive

Eran: review bylaws prior to Oct meeting, market training CD on our website, ENP Forum, post new bylaws on website

Mark: review bylaws prior to Oct meeting

Next Meeting: September 14th 1:00pm tentatively at the Utah Food Bank 3150 S 900 W SLC