

NENA - Utah Chapter

November 30, 2011 1:30 PM
Valley Emergency Communications Center
5360 S Ridge Village Dr., West Valley City, Utah

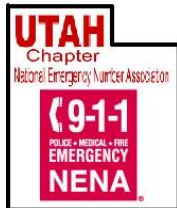
Attendees: Kathy Fisher, Bonni Stockman, Mark Whetsel, Eran Bair, Bill Harry, Maggie Petersen, Carlynn Page, Whitney Rogers

Excused:

Approval of October Minutes: Motion by: Bill Harry Seconded by: Bonni Stockman

Business Items:

- **2012 Nominations**
 - Bill Harry has resigned as 1st VP effective December 1, 2011. Carlynn appointed Maggie Petersen as 1st VP effective December 1, 2011. Maggie accepted the appointment. We will need nominations for 1st VP, 2nd VP and Secretary/Treasurer for 2012. Bill will remain as the current chair of the Nominating Committee. **Whitney will send out a call for nominations email. Bill will write up a blurb about our need for a "special election"** for the 1st VP position and get it to Whitney to mail out. We will allow 2 weeks for nominations and announce the winners at our January training/Annual membership meeting.
 - Bonni will serve as the ENP Study Group Chair
 - Kathy will serve as the Training Committee Chair
 - Whitney is willing to help out as Membership Chair if we don't get any nominations, not sure how motherhood will affect her time commitment
 - Carlynn is willing to serve in whatever capacity is needed
 - Mark would like to be considered for 1st or 2nd VP
 - Eran will serve as the Website/Technical chair (Utah NENA will cover his membership dues again for 2012)
 - Bill will serve as the legislative committee chair
- Do 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. – Bill determined that we do not need to file a form 990 because we did not have a \$5000 profit – we collected donations and immediately pushed the contributions back out to the Food Bank...**Bill will continue to research to make sure that this is correct.**
- We now have an Employee Identification number – 45-2790267. **Leslie will notify Zion's Bank.**
- Bill found that Quick Books was quite expensive (\$299) we determined that we could use a simple excel spreadsheet saved to a thumb drive to pass down to the incoming secretary/treasurer or use mint.com for free. Carlynn purchased a *For Deposit Only* stamp- and gave it to **Bill to give to Leslie.**



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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.**
- **January Training**
 - Kathy Fisher has accepted the Training Committee chair position
 - **Bonni and Kathy will contact speakers**
 - Training will be 1 day only January 6th and will be held at VECC
 - Because Salt Lake County held a concealed firearms training we will postpone our concealed firearms training to June and will combine with Defensive Weapons class for a midnight madness training.
 - CIT is offering their annual training in December so we will also postpone our CIT training until a later date.
 - Training will be free for those able to show documentation of 2012 NENA membership or will be the fee equivalent to membership for dispatchers, supervisors, or commercial.
 - **Carlynn will purchase \$10 Subway gift cards for speaker gifts once Bonni notifies her of the number of speakers, Kathy will work with Leslie to purchase refreshments.**
- **ENP Study Group:**
 - Next meeting 12/20/11 3:30pm SLC Airport
 - **Bonni will send out an email reminding ENP study group participants to become NENA members to receive the exam discount**
 - **Bonni will contact FL, WA, NC, CO to enquire about currently existing study groups**

Secretary/ Treasurer: October/November Balance \$3660.88
-\$30.00 Webnovate
-\$950.00 Moreton Company Insurance

Giving Back to the Community

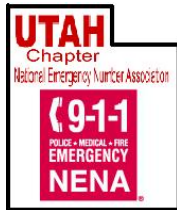
- "NENA Goes To School" campaign postponed until April

Chapter Presidents Call

Carlynn requested that National NENA produce meeting minutes for dissemination following the Chapter Presidents calls.

New Business:

We will all review the new Bylaws and offer recommendations – pay special attention to the elections section.



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To help drive people to our website we will instigate a monthly dispatcher spotlight, funniest story – (1st time winner will receive a free membership), top 10 list, link to vendors and some helpful topic.

For December Carlynn will do the spotlight, Bill will spotlight a vendor, Whitney will do the funniest story call for submissions, Bonni will contact someone for info on a sleep study, Maggie will do the top 10 list....we were all given a 1 week deadline. Everyone must bring a new topic with supporting information for our December meeting.

Action Items:

Carlynn: Speaker gifts, review bylaws, dispatcher spotlight to Eran by December 7th, New website topic for December meeting

Bill: write up blurb about need for special election for 1st VP give to Whitney, research need for form 990, give for deposit only stamp to Leslie, review bylaws, vendor spotlight to Eran by December 7th, new website topic for December meeting

Maggie: top 10 list to Eran by December 7th, review bylaws, new website topic for December meeting.

Bonni: summary of training CDs to Eran, speakers for January training, notify Carlynn of number of speaker gifts needed, reminder email to ENP study group to become NENA members, contact FL, WA, NC, CO for ENP study group ideas, review bylaws, info on sleep study to Eran by December 7th, new website topic for December meeting

Leslie: Notify Zion's Bank of new EIN, check to Utah Food Bank for \$44.79, refreshments for January 6th training, new website topic for December meeting

Whitney: summary of training CDs to Eran, send email to all UT NENA members and PSAPS about training CD, mass email notification of December meeting, ENP conference call in number and passcode, email call form nominations, review bylaws, funniest open mike story call for submissions to Eran by December 7th, new website topic for December meeting

Eran: market training CD on our website, ENP Forum, post next meeting on website, post November meeting minutes on website, new website topic for December meeting

Mark: new website topic for December meeting

Kathy: speakers & refreshments for January training, review bylaws, new website topic for December meeting

Next Meeting: December 20th 1:00 pm SLC Airport