

Southeast Emergency Preparedness Alliance
Initial Board Minutes
January 9, 2018

Appoint someone to take minutes

Jennifer Leathers volunteered to take minutes.

Review Documents Provided by Counsel:

All documents, Articles of Incorporation, IRS 501c3 Approval Letter, EIN Establishment Letter, were reviewed.

Review Draft By-Laws:

By-Laws were reviewed. Teresa made a motion to approve the by-laws

Review Conflict of Interest Statement:

Conflict of Interest Statement was reviewed.

Establish Initial Board of Directors:

Board of Directors established:

President: Riley Frazee

Secretary: Jennifer Leathers

Treasurer: Rick Stwalley

Members: Riley Frazee (SE Region Field Manager), Jerry Casebolt (Southeast Region Homeland Security Coordinator), Teresa Witte(Kiowa County EM), Jennifer Leathers(Baca County EM), Rick Stwalley(Bent County EM), Danny Chavez(Otero County EM), Staffon Warn(Prowers County EM), John Reitan(Crowley County EM)

Staffon Warn made a motion to approve the Board of Directors. Jennifer Leathers 2nd. All Approved

Each member signed the Conflict of Interest Statement and gave it to Jennifer.

New Business:

It was decided that the initial board members will hold office for two years. The meetings will be held in conjunction with the SECAHR on a quarterly basis. The schedule for meetings is as follows: Feb 8, May 3, August 2, December 6, 2018. Jennifer made a motion to approve these meeting dates, Staffon 2nd. All approved.

Teresa made a motion to approve the by-laws, John 2nd. All approved.

Danny made a motion to add Jerry Casebolt as the second regional member, Teresa 2nd. All approved.

The board discussed funding, everyone would like to see a pre-written example/pitch on how to ask for donations. Riley stated that he would work on this and get something out to everyone. We need to decide on what projects we plan on doing on Emergency Preparedness.

It was decided that this board would keep Timothy Gablehouse as our Registered Agent.

Adjourn:

With no further business Danny made a motion to adjourn the meeting at 10:56 am, 2nd by Teresa.
All Approved.