



Board of Officers Meeting  
August 13, 2020  
1800 Hours  
ZOOM

Present:

- Kim Hueckel
- Grant Hunsicker
- Angela Risdon
- Jessica Wilhelm

1. Approval of Procurement Procedure

There was discussion about document storage including document control. The use of googledrive to hold information we can share. Grant was charged with setting that up; not sure if we can add pdf files there or not and Angela was charged with finding out about that.

A document control log would contain:

- o Name of document
- o Revision date and number
- o Date for next evaluation

It was also discussed that for now, we will do whatever we can to retain approval signatures on the cover and that perhaps a more eloquent solution can be developed later.

2. Status of Deployment Kit Procurement

Angela suggested that we use "not to exceed" on the requisition so that Administration has some flexibility when ordering items.

There was discussion about charging actual amounts for deployment kits vs charging some markup. In the end, it was determined to charge actual amount. It may never be perfect as bulk purchases or price changes for future orders could affect that.

Pending final approval on all Board Members and the Administration will order.

[CEO note: subsequent to the meeting, CERT facemasks were identified and another purchase requisition was routed for the procurement of up to 21 CERT facemask.]

### 3. Donation Page on Website Options

There was discussion regarding whether CERT Members should pay the banks processing fee or if CERT should pay the processing fee. After back and forth, it was determined to start with what is referred to as a “Mixed Model” where fees are shared depending on if the donor uses a credit card or a debit card.

It was determined that we do not currently need the card swipe device to accept cards in the field. We can add that later.

[CEO note: when going to place order with the bank, the details turned out to be slightly different. More discussion will follow prior to ordering]

### 4. Accounting Application

It was determined that CERT will simply keep track of donations and expenses using some form of database. Once we procure and sell the deployment kits, then funds will enable us to file for non-profit status which, in turn, allow us to buy quickbooks for a significant discount. The decision to buy a different application, such as quickbooks, is on hold pending funding.

### 5. Requirement to hold Regular Meetings

The need to have regular and open meetings was discussed and, in the end, it was determined that a Zoom meeting would be held from 1930 to 2000 on the first Tuesday of each month. We need to keep meetings on the agenda and focused to attempt to keep within 30 minutes.

Zoom seems to work to save people travel time and while at some point CERT should buy an organizational CERT license, Angela is using hers for now. Therefore, we will post the meetings on the website and people simply need to ask for the link.