

CPEA Board Meeting Notes 9/29/20

Attendance: Greg, Tonya, Lanna, Jake, Jason, Michelle, Seth, Brittany, Andrew

Jake called the meeting to order at 10

Minutes approved by Jason, 2nd by Greg, all in favor

Treasurers report – Have a balance of \$14,877.38

Christmas Party - Greg updated the Christmas party interest. Board decided to not have a party this year because of circumstances.

Division Donut Delivery – Decided to draft a memo with bullet points by next meeting. Jason will contact Dad's donuts to work out a price point. Jason will contact the Division heads at Community Recreation and Events to set up a schedule for delivery. Greg, Jake, Lanna and Jason offered to help with delivery and to spread the word. If any others are available that would be appreciated. Also, talked about having Dad's donuts invoice us for a large order and refunding if we did not need them all.

MTC – Another email will be sent out to employees regarding the event. Lanna/Michelle volunteered to put up an ad on Facebook. As soon as the ad is final then they will send it to Andrew Hays so he can put it on the Civic Center page. Also, will be looking into Traders ad and making flyers. Not sure at this time who will be doing the flyer but a mention of IT was brought up. Jake motioned for \$100 dollars to be allotted for general marketing. After more discussion it was amended to \$200. Andrew brought up dignitaries. It was decided to pass on this issue.

Voting – Jake opened for voting Jason Kivisto into the secretary position and Lanna Donn into the member-at-large position. Greg motioned. Michelle second it. All in favor.

Letter to Mayor – Topic was brought up. Jason and Greg volunteered to start the letter and it will be forwarded to the CPEA board and refined.

Signers on account – Jake needs to be put on account at the bank so there will be officially 3 signers. Need two for a check and only one for debit card. All purchases will be run through the board and all receipts will be legible and documented.

Safety Rodeo – Jake asked for board members to think about activities to get membership increased.

Recorder – Jake asked the board on what they thought about recording the meeting and putting it on the share drive. Idea was welcomed. Also, the recorded sessions would help the secretary in the minutes after the meeting. Idea will be furthered discussed at the next meeting.

Newsletter – Jake asked for volunteers for a committee to put this together.

Terminating board members – A discussion was had about how we wanted to approach this subject. It was mentioned that there would be leniency because of the current working conditions. But the meetings will try to be offered on zoom and at the Botanic gardens to help with participation. This subject will be brought back up later.

Next meeting – October 20th, 10AM at the Botanic Gardens 2nd floor meeting room

Meeting adjourned – 11:40AM