



BOARD OF DIRECTOR'S MEETING MINUTES

Wednesday, June 19, 2019

KPEPC Office

113 Lakeview Drive, Cross Lanes, WV 25313

1. Call to Order

Tim called the meeting to order at 12:00.

In attendance: John Dearnell, Krista Farley, Matt Lyons, Tim McDaniel, Seth Staker, Mark Strickland and CW Sigman.

2. Approval of May 15, 2019 Minutes

John Dearnell made a motion and Matt Lyons seconded the motion to approve the minutes. The minutes were unanimously approved without any changes.

3. Reports

- Chair – Tim McDaniel: Tim discussed the administrator job description and stressed the need for someone with experience in marketing/sales. He informed the board that the executive committee met prior to the meeting and suggest that the base salary is \$30,000 with a potential bonus of \$2,000 not including travel expenses. Seth made a motion and was seconded by John to approve the salary of \$30,000 annually with the potential of \$2,000 bonus. With unanimous consensuses of the board, the motion passed. The job will be 24 hours a week generally but will be flexible based on the needs of the organization. The administrator will track their goals and time. Krista made a motion to approve the job description and John seconded the motion with unanimous consensuses of the board, the motion passed.
- Secretary-Treasurer – Krista Farley: Balance as of May 31, 2019 was:
 - Checking - \$50,101.21
 - Reserve - \$86,585.89
 - Susan Graves, CPA is handling the financial needs of the organization at a cost of \$250 per month.
- Kanawha County Emergency Management – CW Sigman: On September 3-4 LSU will be holding a training on Complex and Coordinated Attaches and would like KPEPC to co-sponsor and pay for lunch for 40 people utilizing the Columbia Gas Cafeteria. The course is on Course Mill. On October 15-17, a three-day course will include a hands on tabletop drill. CW would like to start planning for Preparedness Month and KPEPC we will be a co-sponsor to the activities.

The meeting was adjourned at 1:15.