



“We Are Truth Seekers, Not Case Makers”  
OREGON CHAPTER 31  
International Association of Arson Investigators, Inc.  
1284 Court Street NE ~ Salem, OR 97301

2020 Board Meeting Minutes

March 11, 2020  
2<sup>nd</sup> Quarterly Board Meeting  
Online Meeting  
Call to Order: 1000 hours

Roll Call: Present

- President Jerry Flowerdew
- 1<sup>st</sup> VP Ralph Sartain
- Secretary/Treasurer Andrea Vaughn
- Director Lora Ratcliff
- Director Miguel Bautista
- Director Debbie McDermott
- Director Virginia Chapman
- Director Patti Rhodes
- Ex-Officio John Wolff
- Jessica Carpenter, Staff

Guest:  
None

Minutes of Meeting:

December 2019 board meeting minutes presented. Motion by Rich Stenhouse to accept minutes as presented, 2<sup>nd</sup> by Ralph Sartain. Motion passed.

President's Report:

Encouraged everyone to be safe during COVID-19 crisis. Extended thanks to all the first responders during this challenging time.

Staff Report:

Business as usual. Vacation plans for Hawaii cancelled at this time.

Treasurer's Report:

John Wolff reviewed the financial reports. By consensus, the financials were accepted.

Committee Assignments Discussion & Report:

- Membership Committee: Director Ratcliff, Director Bautista, Staff – renewal notices are scheduled to be emailed in mid-summer. No other activity currently.
- Budget/Finance: Chair Treasurer Vaughn & Staff – No report.

- Training/Education Report: 1<sup>st</sup> VP Sartain, President Flowerdew, Director Chapman, Director McDermott, Director – seminar planning temporarily on hold due to COVID-19.
- Conference Site Committee Report: 2<sup>nd</sup> VP Stenhouse, Past President Wolff, Director Chapman, Treasurer Vaughn – The Hallmark in Newport is booked for this fall and the fall of 2021.
- Constitution/Bylaws/Legislative: 1<sup>st</sup> VP Sartain – No report.
- Ethics/Grievances Report: 2<sup>nd</sup> VP Stenhouse, Director McDermott – No report.
- Awards Report: Director Ratcliff, Director Chapman, Director Rhodes, Director McDermott – No report.
- Website/Social Media Report: Gert Zoutendijk, Director Chapman, Nicole Brewer, Mark Northrop, Staff – Discussed scam emails being sent and agreed to remove the emails of board members from the website. They can contact the gmail account and Jessica will forward any correspondence intended for the board members.
- Professional Development Report: Ryan Fields, 2<sup>nd</sup> VP Stenhouse – Discussed upcoming Expert Witness Class, Ryan already has most spots filled, but has not confirmed any registration fees yet. The board discussed registration fees and voted for the following: \$500.00 for Oregon IAAI Members and \$625.00 for non-members, same rates as last year.
- Oregon Fire Marshal Association Report: Representative – The May ABM has been cancelled. OFMA is reviewing options for a virtual association meeting and elections.

#### District Reports:

- Portland:  
Currently scheduled meetings/trainings have been cancelled.
- Mid-Willamette:  
No current chair.
- Lane:  
No report.
- Rogue Valley:  
No report.
- Central:  
No report.
- Eastern:  
No report.

#### Old Business:

- District bylaw requirements – move to June board meeting for discussion.

### New Business:

- Expert Witness Class
    - Registration – already determined under Professional Development Committee report.
  - IAAI Board of Directors Endorsements/Sharing Information – board agreed that staff can share information, but no endorsements unless the board agrees to endorse a candidate.
  - Check Signing Policy – board would like to maintain the need for two signatures at a certain level and discuss adding a few more local signers to help meet this need on a regular basis. Mailing the checks to two signers can be timely, but can continue to be an option, if needed.
    - The following motions were made about updates to the banking accounts/signers:
      - Motion by Patti Rhodes, 2<sup>nd</sup> by Ralph Sartain to remove Andrea Vaughn as a signer from the account.
      - Motion by Ralph Sartain, 2<sup>nd</sup> by Miguel Bautista to add Lora Ratcliff to the bank account as a signer.
      - Motion by Rich Stenhouse, 2<sup>nd</sup> by Patti Rhodes to add Debbie McDermott to the bank account as a signer.
      - Motion by John Wolff, 2<sup>nd</sup> by Lora Ratcliff to add Patti Rhodes to the bank account as a signer.
- Patti also offered to transport checks for signature, if needed since she is often traveling around the state.
- Jessica reminded the board that she is not on the account and unable to arrange appointments to add or remove signers, one of the current board members on the account will need to do this.
- John Wolff asked those who had reservations for the now cancelled ITC to please confirm they have cancelled reservations/flights and secured refunds wherever possible.
  - Next board meeting – Jessica will check in mid-May to see if we might be able to meet in person or if we need to plan on a virtual meeting.

### Comments from the Floor/Guests:

Miguel Bautista – Miguel shared that he has finished his doctorate and was congratulated by the board. He will be working more on the presumptive cancer project now that he has a bit more time.

Next meeting will be in June, specifics to be determine.

Meeting adjourned at 10:53 am hours.

Minutes transcribed by Jessica Carpenter, staff.