

OREGON IAAI, CHAPTER 31
STRATEGIC PLANNING NOTES
September 2020

Day 1: Tuesday, Sept. 22, 2020

0830	Call to Order: Board meeting begins (breakfast on your own)	President
0830 - 1230	<p>Roll Call – Staff</p> <ul style="list-style-type: none"> • Present – President Jerry Flowerdew, 1st VP Ralph Sartain, 2nd VP Rich Stenhouse, Director Virginia Chapman, Director Lora Ratcliff, Director Debbie McDermott, Director Miguel Bautista, Director Andrea Vaughn, Director Patti Rhodes, Past President/Treasurer John Wolff <p>Handover chair position from Jerry Flowerdew to incoming president Ralph Sartain</p> <ul style="list-style-type: none"> • President Flowerdew thanked everyone and passed the gavel to incoming President Ralph Sartain <p>Open board positions/recruitment</p> <p>Since no seminar is not being held, President Sartain asked for interest in the 2nd VP position, which the board will vote on one year and then membership will vote on at the next annual business meeting. President Sartain also inquired if Director Vaughn will continue in her director position, Director Vaughn has retirement pending but agreed to take the appointment for one year as Director.</p> <p>Director Bautista and Director Chapman both interested in the 2nd VP position. Results to be determined later in the meeting. The Board discussed and voted to select Virginia Chapman as the new 2nd VP.</p> <p>President Sartain appointed John Wolff to Secretary/Treasurer position.</p> <p>Review June 2020 Board Meeting Minutes</p> <p>Motion by 2nd VP Stenhouse, 2nd by Director Vaughn to approve the minutes as presented. Motion passed.</p> <p>Review Financial Reports</p> <p>Motion by Director Chapman, 2nd by Director McDermott to approve the financial report. Motion passed.</p> <p>Items to be covered:</p> <ul style="list-style-type: none"> • Mission Statement (review – still relevant) – We are Truth Seekers and Not Case Makers – President Sartain asked the board for input on the mission statement, by consensus everyone agreed the mission is still relevant and will remain in place. • Brainstorm Goals for next year, three years, five years <ul style="list-style-type: none"> ○ Continue to offer quality training ○ Reach out to ATF, OSFM, and Privates to increase networking and membership <ul style="list-style-type: none"> ▪ Director Bautista will assist with outreach in the Portland area ▪ Director McDermott will reach out to the OFSM ○ Define benefits of being a member for both the member and the agency – stay focused on the mission <ul style="list-style-type: none"> ▪ Training 	Group

- Networking/Relationship within industry – always someone to turn to for assistance or shared experiences - Access to experts in other fields
 - Professional accreditation to strengthen members within their positions
 - Mentoring
 - Ability to match reward funds, based on availability
- Present information/increase awareness about IAAI to other Fire Association (OFCA & OFDDA)
- Provide information to newer investigators about career paths with FIT and CFI
- New member and/or student member for first year
 - Section 2 of Policy/Procedures
 - New Membership – Motion by 2nd VP Stenhouse to extend membership with full privileges (has not been a member for at least five years) to new members at no cost for one membership year, affiliation change does not constitute new member, 2nd by Director McDermott. Board discussed and voted unanimously.
 - Student Membership – Motion by Director McDermott to extend associate membership to students taking at least 6 credits, not affiliated with an agency/company for the duration they meet the requirements, 2nd Virginia Chapman. Pertains to only new members. Motion passed unanimously.
- Seek input from members and OSFM on what they need from IAAI
- Marketing materials – for SIU and other outlets – potential to donate a registration for this seminar
- Target new board members or representative from OSFM and from Insurance side to increase networking and membership
- Committee reports/definitions
 - Membership – add nominating board positions, drafting marketing materials, and networking with colleges that have fire science to the future agenda for discussion. Director Bautista will chair this committee – Director Ratcliff will remain on the committee
 - Budget/Finance – John Wolff will chair
 - Training/Education – 1st VP Stenhouse will chair, Director McDermott, Director Bautista & Director Chapman and Past President will be committee members
 - Conference Site – 2nd VP Chapman will chair, John Wolff, & Director McDermott on the committee
 - Constitution/Bylaws/Legislative – President Sartain will continue to chair this year to finish pending projects
 - Ethics/Grievances – 2nd VP Chapman will chair
 - Awards – Director Ratcliff will chair, 2nd VP Chapman will be on committee
 - Website/Social Media – 2nd VP Chapman will chair
 - Professional Development – Ryan Fields, 1st VP Stenhouse, possibly Kendall Biggs with EFI
 - OFMA- Director Ratcliff will chair
- District Reports/Status of Districts
 - Liaisons – Past President Flowerdew will work as a liaison to Eastern Oregon area.
- Arson Reward Program

	<ul style="list-style-type: none"> ○ Program was cancelled a few years ago due to lack of need and use. Oregon IAAI, 31 was recently approached by ATF asking the organization to match a reward; the board voted via email to approve the request and to discuss the program at this meeting. At this time, there is no interest in restarting the program but being available to support efforts can be made available and voted on by the board. Board discussed having a \$1,000 amount designated and using raffle funds moving forward. Motion by 1st VP Stenhouse, 2nd by Director Vaughn to change section 6 of the Fire Reward Program to state that requests will be brought before the board to review the request and funds up to \$1,000.00 annually may awarded. Motion passed. 2nd VP Chapman will create a form on the website for submissions. ● Open board positions/recruitment <ul style="list-style-type: none"> ○ Director Rhodes position expires this year, she is not seeking re-election –board will be seeking a new nominee ○ Director McDermott’s position expires this year – President Sartain appointed Director McDermott for a new three-year term, to be voted on at the September 2021 seminar for the official remainder of the two years. ○ 2nd VP Chapman’s new position leaves the remainder of her position available – one year – seeking a new nominee ○ All Executive Positions move up for a new two-year term – Ralph Sartain to President, Rich Stenhouse to 1st VP, Virginia Chapman to 2nd VP, Jerry Flowerdew to Immediate Past President ● President Sartain asked Director Vaughn if she will continue in her director position, she agreed to take the appointment for one year as Director, but does not expect to fulfill the entire three-year term due to retirement. 	
1130 - 1300	Lunch Break	Group
1300 - 1730	<p>The board took a moment of silence for Rex Millard, Oregon Chapter 31 Past President, who died recently.</p> <p>Past President John Wolff swore in incoming President Ralph Sartain and incoming 2nd VP Virginia Chapman.</p> <p>Social media/Marketing – 2nd VP Chapman suggested re-instating a quarterly newsletter (1-2 pages) and will take the lead on this with support from staff. 2nd VP Chapman is continuing to work on website updates.</p> <p>Conference – 2nd VP Chapman and staff will look at Hood River</p> <p>Education – staff will get the instructor information from the canceled seminar to the current education committee to start working on for 2021.</p> <p>Director Bautista brought up questions about how we can support our members with 921 updates. 2nd VP Chapman believes we can set up a test through Wild Apricot and the organization may be able to provide a short-tested training certificate. One-hour summary of changes to 921 with a 10-question test to provide members with training.</p> <p>Good of the order</p> <p>Past President Flowerdew – looking forward to a great year.</p> <p>1st VP Stenhouse – thanks to Jerry Flowerdew for this dedication and years of service.</p>	Group

	<p>John Wolff – awards – reminder that we will need to acknowledge some of the outgoing members with plaques. Awards committee will work on catching this up.</p> <p>President Sartain – thanked Director Patti Rhodes for her service to the organization.</p> <p>Board reviewed remaining agenda and determined that all business had been addressed.</p>	
1800	<p>Next board meeting will be in McMinnville on December 3, 2020 at 10 a.m.</p> <p>Meeting Adjourned at 1:39 p.m.</p>	Group