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| Oklahoma Chapter of the Society of Fire Protection Engineersoksfpe@gmail.com |
| Minutes | November 15, 2012 | 11:30 a.m. - 1:00 p.m. | crabtown, okc |
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| Meeting called by | Oklahoma SFPE Executive Committee |
| Type of meeting | Informational Meeting-Informal |
| Facilitator | Executive Committee |
| Note taker | Chad Nester |
| Timekeeper | Chad Nester |
| Attendees | * Dominique Noel
* Liane Ozmun
* Chad Nester
* Brandon Wilkerson
* Bryan Hoskins
* Pat Brock
* James McGowan
* Richard Walts
* Andy McPherson
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| Agenda topics |
| Discussion |  |
| 1. First official meeting will be held on January 17th in Oklahoma City, location TBD.
2. Possible membership drive to gain more members.
3. Visiting the Department of Labor through Department of Health website to find licensed designers and installers.
4. Bring in AHJ’s as presenters.
5. Hold a raffle for fundraising purposes.
6. Fundraising and presentation committees still TBD.
7. Tie presentations into CEU’s.
8. Add seismic design to list of perspective topics.
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| Conclusions |  |
| 1. The first official chapter meeting will be held on January 17th in the presence of national SFPE committee member Sean Kelleher.
2. Conducting a possible membership drive was proposed to gain members and “get the word out” about the new chapter. How this could be accomplished remains open.
3. It was suggested to visit the Department of Labor through the Department of health website to find a list of all licensed designers in the Oklahoma City metro area. This list would be used to specifically target these professionals and invite them to meetings/become members.
4. It was discussed that bringing in AHJ’s from different areas to discuss various submittal processes would attract potential members.
5. Holding a raffle at an upcoming meeting is a possibility for fundraising purposes. This process must be discussed with National SFPE by the exec. committee for possible tax implications.
6. The fundraising committee will be nominated at an upcoming meeting TBD. This committee will be in charge of creating fundraising opportunities and will work directly with the Secretary/Treasurer as a liaison.
7. The presentation committee will be finalized at an upcoming meeting TBD. The committee will consist of AHJ’s, contractors, and engineers. Richard Walts, Carl Birmingham, and Andy McPherson have already volunteered on this committee.
8. Our chapter will try to tie as many presentations as possible into CEU’s. This is another way to gain more membership and will be an incentive for current members to bring other perspective members.
9. Chapter dues will be accepted online, as well as, in person via cash or check. The Executive Committee will obtain a receipt book for records.
10. Meeting topics were discussed and they include corrosion within FP piping, hangar FP and FA design, elevators, fire protection engineering practices, and commissioning. Seismic design requirements will be added to the list.
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| Action items | Person responsible | Deadline |
| Coordinate National SFPE staff member Sean Kelleher’s arrival  | Executive Committee | 17 Jan 2013 |
| Obtain receipt book and collect chapter dues | Executive Committee | 17 Jan 2013 |
| Send meeting invite to all perspective members | Executive Committee | 21 Dec 2012 |
| Acquire chapter bank accounts, tax exemption docs, and P.O. box | Executive Committee | 17 Jan 2013 |
| 1st official chapter meeting | Oklahoma Chapter | 17 Jan 2013 |
| Obtain Robert Rules of Order | Chapter President | 17 Jan 2013 |
| Complete chapter website | Executive Committee | 17 Jan 2013 |
| Nominate and establish fundraising committee | Oklahoma Chapter | TBD |
| Nominate and establish remaining presentation committee positions | Oklahoma Chapter | TBD |
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