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| Oklahoma Chapter of the Society of Fire Protection Engineers |
| Minutes | october 19, 2012 | 11:30 a.m. - 1:00 p.m. | Iron starr bbq, okc |
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| Meeting called by | Oklahoma SFPE Executive Committee |
| Type of meeting | Executive Committee Meeting |
| Facilitator | Executive Committee |
| Note taker | Chad Nester |
| Timekeeper | Chad Nester |
| Attendees | * Liane Ozmun
* Chad Nester
* Brandon Wilkerson
* Dominique Noel
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| Agenda topics |
| Discussion |  |
| 1. Approval status.
2. Finish website.
3. Chapter bank account, acquiring tax exempt documents and acquiring P.O. box for official chapter address.
4. Establishment of chapter fundraiser committee.
5. Establishment of presentation committee.
6. Rotation of meeting location schedule (OKC, Tulsa, Stillwater).
7. Discussion of meeting costs.
8. Obtaining a copy of Roberts Rules of Order.
9. First official chapter meeting presentation.
10. Chapter dues collection.
11. Open discussion.
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| Conclusions |  |
| 1. As of October 23, 2012 the chapter was approved by the National Board of SFPE.
2. The website is currently being worked by Brandon Wilkerson and will be accessible to all members. Meeting minutes, membership contact info, and local chapter news will all be kept on the website.
3. The Executive Committee will begin the process of setting up a chapter bank account, acquiring all necessary documents for tax exemption, and setting up a P.O. box for the chapter to use as the official chapter address. The chapter would like to find a means for the scholarship fund to gain as much interest as possible.
4. The fundraising committee will be nominated at the 11/15/12 meeting. This committee will be in charge of creating fundraising opportunities and will work directly with the Secretary/Treasurer as a liaison.
5. The presentation committee will be finalized at the 11/15/12 meeting. The committee will consist of AHJ’s, contractors, and engineers. Richard Walts and Carl Birmingham have already volunteered on this committee.
6. The chapter meetings will be routinely held in OKC during lunch. If there is enough interest, the meetings can be periodically held in either Tulsa or Stillwater to best accommodate all members. Periodic evening meetings are also an option based on chapter interest.
7. The first few meetings will be at each member’s expense. Once the chapter has gained dues from the members, this will be reevaluated.
8. Dominique Noel will obtain a copy of Roberts Rules of Order for the first official meeting.
9. The first official chapter meeting will be on November 15th. The first meeting presentation will be by National SFPE and they will be presenting the chapter charter among other things.
10. 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.
11. Meeting topics were discussed and they include corrosion within FP piping, hangar FP and FA design, elevators, fire protection engineering practices, and commissioning.
12. A temporary chapter email has been established. That address is oksfpe@gmail.com. This address may change once the chapter website is complete.
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| Action items | Person responsible | Deadline |
| Coordinate National SFPE staff member arrival at first meeting | Executive Committee | 15 Nov 2012 |
| Obtain receipt book and collect chapter dues | Executive Committee | 15 Nov 2012 |
| Send meeting invite to all perspective members | Executive Committee | 31 Oct 2012 |
| Acquire chapter bank accounts, tax exemption docs, and P.O. box | Executive Committee | 15 Nov 2012 |
| 1st official chapter meeting | Oklahoma Chapter | 15 Nov 2012 |
| Obtain Robert Rules of Order | Chapter President | 15 Nov 2012 |
| Complete chapter website | Executive Committee | 15 Nov 2012 |
| Nominate and establish fundraising committee | Oklahoma Chapter | 15 Nov 2012 |
| Nominate and establish remaining presentation committee positions | Oklahoma Chapter | 15 Nov 2012 |
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