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| Oklahoma Chapter of the Society of Fire Protection Engineers |
| Minutes | june 21, 2012 | 11:30 a.m. - 1:30 p.m. | on the border, okc |
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| Meeting called by | Poole Fire Protection OKC office (Brendan Donnelly, Brandon Wilkerson, and Dominique Noel) |
| Type of meeting | SFPE Chapter startup and Executive Committee elections |
| Facilitator | Poole Fire Protection OKC office  |
| Note taker | Chad Nester |
| Timekeeper | Chad Nester |
| Attendees | * Liane Ozmun (FSB)
* Chad Nester (FSB)
* DeWayne Benson (SimplexGrinnell)
* Derek Hunt (SimplexGrinnell)
* Andy McPherson (SAIC)
* Richard Walts (Retired Fire Marshal)
* Brandon Wilkerson (Poole Fire Protection)
* Carl Birmingham (Firetrol Protection Systems)
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| Agenda topics |
| Discussion |  |
| 1. Executive Committee elections.
2. Membership dues appropriation for expenses.
3. Chapter bank account, acquiring tax exempt documents and acquiring P.O. box for official Chapter address.
4. Chapter fundraiser committee.
5. Creating official Chapter website.
6. Future presentation topics / interests of members subcommittees.
7. Open discussion.
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| Conclusions |  |
| 1. Dominique Noel was voted Chapter President. Liane Ozmun was voted Chapter Vice President. Chad Nester was voted Chapter Secretary/Treasurer. Congratulations!
2. Membership dues will be appropriated for a scholarship fund, everyday chapter expenses, etc.
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. A committee will be created to discuss and develop chapter fundraisers including a golf tournament.
5. Brandon Wilkerson has volunteered to be the webmaster for now and will be developing the chapter website per the SFPE’s recommendations. Meeting minutes, membership contact info, and local chapter news will all be kept on the website.
6. Further discussion was made on the creation of subcommittees to develop discussion and presentation topics. The subcommittees will be 1) AHJ/ code officials 2) engineers 3) manufacturers/ contractors. Richard Walts has agreed to serve on the AHJ/code official committee. Carl Birmingham has agreed to serve on the manufacturers/contractors committee.
7. No further comments were given on the Chapter Constitution.

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| Action items | Person responsible | Deadline |
| Chapter initiation documents to national SFPE | Poole FP/ Executive Committee | 1 July 2012 |
| Presentation Committee voting | Oklahoma Chapter | 19 July 2012 |
| Additional committee voting | Oklahoma Chapter | 19 July 2012 |
| Finalize chapter constitution | Executive Committee | 19 July 2012 |
| Official chapter recognition from national SFPE | Executive Committee | 31 July 2012 |
| Request National SFPE board members' attendance at September (tentative) meeting. | Executive Committee | 1 August 2012 |
| Acquire chapter bank accounts, tax exemption docs, and P.O. box | Executive Committee | 20 Sept 2012 |
| Collection of chapter dues | Executive Committee/Treasurer  | 20 Sept 2012 |
| 1st official chapter meeting | Oklahoma Chapter | 20 Sept 2012 |
| Discuss Robert Rules of Order | Executive Committee | 20 Sept 2012 |
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