

DUI COUNCIL OF LANCASTER COUNTY

October 10, 2012

MINUTES

In attendance: Beth Bulat, Nikki Snyder, Dorie Weik, and Barb Zortman.

I. APPROVAL OF SEPTEMBER MINUTES

Minutes were not provided for approval. Tabled until November meeting.

II. FINANCIAL REPORT

Grant: \$13,783.76

Checking: \$3,639.22

Mini-grant to Elizabethtown College (\$250) was disbursed. A check was sent to the Lancaster DA's office to cover the printing of the SFST training manuals (\$369.35).

III. ONGOING ACTIVITY REPORTS

1. **RAMP:** No update.

2. **CHECKPOINT COORDINATOR:** Received alcohol crash data from PennDOT and is in the process of determining the exact roadways and dates for FY 2012-13.

3. **WEBSITE/FACEBOOK UPDATES:** No update.

IV. FIRST & SECOND QUARTER ACTIVITY (Jul-Sept)

1. **D&A College Scholarships:** Awarded \$250 to Etown. Have not received applications from any other schools.

2. **RAMP:** Crystal working on schedule target areas for on-line training.

3. **Billboard:** Discussed options. *UPDATE: Since this meeting a billboard layout has been approved by the membership. It will be placed westbound along 462 between Centerville and Mountville. According to PennDOT alcohol crash data, that is a high incidence roadway segment for DUI-related crashes. The billboard will be in place from December 3rd through December 31st.*

4. **SADD Conference Scholarships:** To date only one school has submitted a request – Hempfield. Manheim Township is in the process of trying to put together a group of students to go – not confirmed as of this writing.

5. **SFST Training:** Week of October 22; drinkers needed for 10/24. Contact Barb if interested.

6. **DUI Awareness Conference:** Membership is asked to be considering workshops and speakers for the conference, so that plans can get underway at the November meeting.

V. ELECTIONS

Candidates to submit name in writing or by phone to Dorie **before the November 14 meeting.**

VI. BYLAWS

SEE ATTACHMENT FOLLOWING THESE MINUTES.

The Council has not reviewed its by-laws since 2005, and several items have changed since then. Please review the amendments to the by-laws to they can be discussed easily and quickly at the Nov. meeting.

VII. MISCELLANEOUS BUSINESS

1. **Barnstormers Update:** No update.

2. **Fundraiser Update:** No update.

3. **Non-profit status/federal ID:** Needs to be done. The Council just missed an excellent funding opportunity that required us to have a federal ID and be a registered non-profit.

VIII. **NEXT MEETING:** Wednesday, November 14, 2012 @ 8:30 @ AAA

BY-LAW AMENDMENTS

Overall change: Wherever there are only bullets, replace those with the adequate outline structure; Specifically with regard to Executive Board individual duties. This allows for easier review and reference of each item as opposed to a long list of only bullet markers.

Article V. Membership and Voting. B.

- Addition to wording: “All active members in attendance at Council meetings shall be eligible to vote on official business of the Council.

New Section:

Article V. Membership and Voting. D. Active Member.

- A Council member that has attended a minimum of six regular meetings per calendar year.

New Section: *(This section is still in progress and needs further discussion. Consider Camp Cadet bylaws)*

Article V. Membership and Voting. E. Executive Board.

- The Executive Board reserves the right to vote on issues without its membership. These issues must be the result of at least one of three causes: 1) a timely issue that cannot wait until all active members are contacted, 2) a stalemate among active member votes, or 3) an executive board meeting at which time it is determined that a decision must be made from a managerial position.

Article VI. Executive Board. A. 1. Chief Administrator

- Addition to wording: “Shall oversee the financial operation of the Council.”

Article VI. Executive Board. A. 2. Financial Officer

- Remove section “Shall develop a projected annual budget and line item expenditures, with the assistance of the Executive Board.” That will be added to the Coordinator’s duties.

Article VI. Executive Board. A. 3. President

- Remove “...and prepare agenda.” Add to coordinator’s duties.
- Remove “nominating committee” here and anywhere else. We never use one. Do we have to?
- Remove duty of submitting quarterly reports – add to coordinator. Keep duty of submitting annual report.

New Section:

Article VI. Executive Board. A. 6. Coordinator

- Shall be a paid position. (needs discussion to specify what entity is responsible to exclude Council from)
- Shall be a voting member but not a member of the Executive Board.
- Shall prepare RFI to funding source.
- Shall develop a projected annual budget and line item expenditures, with the approval of active membership.
- Shall initiate development and implementation of Council activities.
- Shall enter all activity and data into the Performance Based Prevention System, as required by grantor.
- Shall have signature on record at bank.
- Shall record minutes in absence of the Secretary and Vice President.
- Shall call meetings to order in the absence of the President, Vice-President, and Secretary.
- The Executive Board reserves the right to remove or replace the coordinator if he/she is not serving the mission of the Council or is not acting in the best interest of the Council.

Article VII. Election of Executive Board

- Change to section B: “Persons interested in running for office must submit their intentions by phone or in writing to the Coordinator prior to the Council’s November meeting of an election year.”

Article IX. Financial Structure

- Remove entire section regarding “Savings Account.” We no longer have one.