

## **9-1-1 Enterprise Board Meeting 03 Minutes**

**Date:** January 29, 2025

**Time:** 3:00 PM MST

**Location:** Virtual Meeting

### **Attendees:**

- Michael Berry - (Chairman)
- Matt Goetsch (Vice-Chairman)
- Andrew Dameron - Board Member
- Amanda (Amy) Buch - Board Member
- Lynn Notarianni - Board Member
- Daryl Branson
- Jennifer Kirkland
- Kirsten Grooms
- Lorri Dean
- Tracy Oldemeyer
- Greg Brooks

Meeting called to order at 3:00 pm MST

### **Approval of Minutes**

The minutes from the first two meetings were approved without changes.

### **Chat Feature Discussion**

The board decided to keep the Google Meet chat feature on for public comments, ensuring messages are part of the public record. It was agreed that the chat would be reviewed during the public comment section.

### **Contact Methods for Website**

The board chose to use a Google Form as the primary method for public contact, with notifications being sent to Lorri to triage and forward to the board chair and Kirsten Grooms (AG's office) or as appropriate with the attorney general's office.

### **Website Language Changes**

The board reviewed proposed changes to the website content. Some wording adjustments were suggested, and Board Member Lynn Notarianni volunteered to rewrite certain sections. The final version will be reviewed in the next meeting.

### **Bylaws Discussion Summary**

- The bylaws were created based on laws and other similar organizations.

- There were concerns about the wording regarding budgeting and administrative duties.
- The board debated whether they should keep control over budgeting and purchasing or let DORA handle it.
- DORA executive team will be asked for clarification.
- Most board members preferred keeping control over budgeting.

## **Article I: Preamble & Organization**

- The board discussed its role and legal duties.
- There was confusion about whether the board or DORA is responsible for budgeting, purchasing, and planning.
- The decision was to simplify the language to make sure the board has as much control as possible, but still allows DORA's help when needed.

## **Article II: Composition & Terms**

- The board structure will follow state rules.
- There was a discussion about whether board members should serve one-year terms or indefinitely.
- The group decided on indefinite terms but with a process to remove members or report issues to the governor.

### **2.3 Compensation & Reimbursement**

- There is no budget to pay board members currently.
- The board agreed to reimburse reasonable expenses in the future, following the state's reimbursement policies.

### **2.4 Board Vacancies**

- If a board position becomes vacant, the Chair or Vice Chair will notify the governor's office.
- No concerns were raised about this process.

## **Article III: Board Chair and Vice-Chair**

- There was a discussion about how long board officers should serve.
- The board decided on holding annual elections for flexibility and to rotate leadership.

### **Board Vacancies & Chair/Vice Chair Duties**

- The board discussed whether vacancy notifications should be mentioned in both Section 2.4 and Article 3. Decision to remove redundancy and keep vacancy notifications as a separate section for clarity.

## **Vice Chair Succession**

- There was a discussion on whether the Vice Chair should automatically become the Chair or serve as interim until a new Chair is elected. It was agreed to leave the wording as-is to allow flexibility for the board to appoint a new Chair.

## **Article IV: Financial Secretary & Article V: Budget Development Officer**

- The board discussed whether to combine the roles of Financial Secretary and Budget Officer due to workload concerns. It was decided to keep the roles separate for now, but revisit the idea later, if needed.

## **Article VI: Secretary**

- The board considered the Secretary's duties beyond taking minutes, including governance oversight. Further discussion will be needed at the next meeting to finalize this role.

## **Article VII: Board Meetings**

- The board agreed to keep meeting scheduling flexible, rather than setting fixed dates in the bylaws.
- Emergency meetings must give at least 24 hours' notice as required by law.
- Special meetings can be called by the Chair or at least three board members.

## **Quorum & Public Notices**

- A majority (3 out of 5 members) is required for a quorum.
- Public meeting notices must include the date, time, location, and agenda.

## **Executive Sessions & Voting**

- A two-thirds vote (4 members) is required to enter an executive session.
  - Each board member gets one vote, and proxies are not allowed.

## **Article VIII: Enterprise Duties**

- The board discussed key duties like distributing funds, entering contracts, and preparing financial reports. Kirsten suggested simplifying the language and citing the statute instead.

## **Article X: Board Documents**

- Kirsten proposed using existing document retention policies and adapting them for the board.

## **Article XI: Amendments**

- The board agreed to require a two-thirds majority vote and a 30-day notice period before voting on bylaw changes.

## **Board Officers & Budget:**

- Discussion on this was tabled for the next meeting due to the absence of key members.

## **Next Meeting Date:**

- Scheduled for February 11, 2025, at 3 PM, after confirming availability.

Meeting Adjourned: 4:52 PM MST