

**CITY OF LAKE STEVENS
VETERANS COMMISSION MEETING MINUTES**

Monday, March 5, 2018
Lake Stevens Community Center
1808 Main Street, Lake Stevens

CALL TO ORDER: 7:00 p.m. by Vice Chairman Shawn Frederick

COMMISSIONERS PRESENT: Shawn Frederick, Cameron Balazic, Stacy LaFlam, Dennis Ives, Kim Daughtry, Kurt Hilt, Richard Russell (7:21 p.m.)

COMMISSIONERS ABSENT: Leif Hamar, Gayle McCurdy and Marcus Tageant

STAFF MEMBERS PRESENT: City Clerk Kathy Pugh

OTHERS:

Call to Order: Vice Chairman Frederick called the meeting to order at 7:00 p.m.

Pledge of Allegiance: Vice Chairman Frederick led the Pledge of Allegiance.

Roll Call: It was noted for the record that Melissa Ballou has resigned her position.

MOTION: Moved by Commissioner Daughtry, seconded by Commissioner Balazic, to excuse Commissioners Hamar, McCurdy and Tageant. On vote the motion carried (6-0-0-4).

Approval of Minutes: Moved by Commissioner Daughtry, seconded by Commissioner Ives, to approve the minutes of the January 2, 2018 meeting. On vote the motion carried (6-0-0-4).

Discussion/Action Items:

Review of 501(c)(3) Corporate Status – Committee Report: Commissioner Frederick reviewed the reason to move forward with establishing 501(c)(3) corporate status will provide a vehicle for the Commission to receive donations and grant funds that can be used in achieving the Commission's identified strategic goals.

Discussion ensued regarding the preliminary steps to establish 501(c)(3) corporate status including the need to identify a trusted agent, obtain an EIN, developing a purpose/mission statement and adopting bylaws. Additionally, the new entity will need a bank account, a succession list, and a secretary and/or treasurer.

Commissioner Frederick suggested it will be important to have a separation between board members and executive officers, and to have officers who are external to the commission for broader outside influence and to target specific skill sets. Discussion ensued as to the structure of the new organization.

Commissioner Russell arrived at 7:21 p.m.

Commissioner Frederick noted the Commission has received a large amount of data, and suggested a hard plan to operationalize needs to be developed. This would be similar to a business or operation plan. He noted there are upcoming events in April and July where the

commission is planning to have a presence and having structure in place will enhance that presence.

There was discussion regarding a strategic plan. It was suggested the strategic plan will be fluid, and that it reflect thematic goals.

Community Resources Needs Assessment: The need for a community resources needs assessment, to plan for the future, was discussed. The needs assessment should also identify the needs of the Family Center and Food Bank, as the long-term plan is for them to share a facility with the Veterans Commission.

Follow up with State: Commissioner Hilt updated that he has made a first contact with Representative Suzan DelBene's office. Her staff recommended that the commission engage the federal government through the state, and believed this would be an effective route. Commissioner Hilt has also contacted the USDA in Mount Vernon, who does grants for food banks.

Work Group Finalization: The need for a committee to prepare for the April Chamber Expo was discussed. The committee could pull information together in the form of brochures and talking points, and the booth will need to be staffed during the Expo.

There was discussion about having a banner made, as well as flyers, and how to pay for them. It was suggested the banner and flyers could be used in April, as well as for Aquafest. Also discussed was how to fund the 501(c)(3) organization.

Short Term Focus: There was agreement that the short-term focus will be establishment of a 501(c)(3) organization, completion of a needs assessment, and the upcoming events. Discussion turned to what the name of the new organization will be, and the suggestion was made it could be called the Veterans Commission Association. There was consensus to us USAA or Navy Federal as the new organization's bank.

Long Term Focus: Commissioner Hilt reminded that Team Rubicon was previously discussed and that the idea is for Lake Stevens to have its own Team Rubicon.

Commissioner Frederick suggested there are a lot of things that the Commission is not doing, but can facilitate, such as mapping neighborhoods. These are easy wins and will help with obtaining grants and donations.

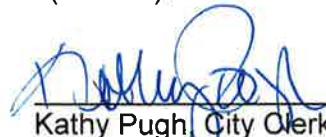
Commissioner LaFlam suggested developing a calendar to set target dates for goals to be accomplished.

Community Center Status: There was discussion about an EOC, with the suggestion being made to do community engagement and training.

Adjourn:

MOTION: Moved by Commissioner Daughtry, seconded by Commissioner Russell, to adjourn the meeting at 8:15 p.m. On vote the motion carried (6-0-0-4).


Leif Hamar, Chairperson


Kathy Pugh, City Clerk