

**CITY OF LAKE STEVENS  
VETERANS COMMISSION MEETING MINUTES**  
Monday, September 10, 2018  
Lake Stevens Community Center  
1808 Main Street, Lake Stevens

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

COMMISSIONERS PRESENT: Shawn Frederick, Cameron Balazic, Dennis Ives, Gayle McCurdy, Kim Daughtry, Kurt Hilt

COMMISSIONERS ABSENT: Leif Hamar, Richard Russell, Samara Heydon, Stacy LaFlam, Marcus Tageant

STAFF MEMBERS PRESENT: Kathy Pugh, City Clerk

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

**Pledge of Allegiance:** Vice Chair Frederick led the Pledge of Allegiance.

**Roll Call:** Moved by Commissioner Hilt, seconded by Commissioner Ives, to excuse Commissioners Hamar, Russell, Heydon, LaFlam and Tageant from the meeting. On vote the motion carried (6-0-0-5).

**Approval of Minutes:** Moved by Commissioner Hilt, seconded by Commissioner McCurdy, to approve the minutes of the August 6, 2018 meeting. On vote the motion carried (6-0-0-5).

**Discussion/Action Items:**

**Finalize Award Template and Logo:** Commissioner Balazic reviewed that the No. 2 award design for business recognition received the most votes at Aquafest. He also reviewed that the logo has been revised based on the feedback received at Aquafest.

**MOTION:** Moved by Commissioner Balazic, seconded by Commissioner McCurdy, to approve the logo with the revisions discussed. On vote the motion carried (6-0-0-5).

**MOTION:** Moved by Commissioner McCurdy seconded by Commissioner Hilt, to approve the award as voted for during Aquafest. On vote the motion carried (6-0-0-5).

**Marketing Update:** Commissioner Balazic distributed a spreadsheet and reviewed that \$920.89 has been spent to date and that the balance remaining is \$3,730.11. He reviewed the proposed design of the business cards and discussion ensued, with the consensus being that commissioners would not have their titles, such as Chair or Vice Chair, on the business card. The card will have both the City logo and the Veterans Commission logo, as well as the email address for the commission. Commissioners can add their names and personal contact information. Commissioner Balazic will bring samples of hats, visors, polo and tee shirts, and sweatshirts to the next meeting.

**MOTION:** Moved by Commissioner Balazic, seconded by Commissioner Hilt, to order business cards as discussed. On vote the motion carried (6-0-0-5).

**Newsletter:** Vice Chair Frederick shared that the newsletter is mostly finalized and requested that if commissioners have photos from Aquafest, or other photos of the Veterans Commission, to please forward them to Commissioner Hamar for inclusion in the newsletter.

**Establish Planning Committee:** Vice Chair Frederick said that Commissioner Hamar has created a spreadsheet of upcoming calendar events. He will request the spreadsheet be circulated to all commissioners via the City Clerk. There was a suggestion that for calendared events it would be beneficial to include contact information for each specific event. Vice Chair Frederick was not certain if the Halloween and Winterfest events are included in the spreadsheet, but will check.

Discussion turned to attending Lake Stevens School District Veterans Day events, and the most effective way to attend and be seen. Commissioner Balazic suggested looking at various options, including helping to serve breakfast at the schools.

Vice Chair Frederick believes it is important to begin having a presence in the community, outside of the monthly meetings, and reminded that veterans who have attended the meetings have commented on the need to reach beyond the city limits and connect with veterans in neighboring jurisdictions. There was discussion about how this could be done, including attending meetings of the local service organizations and participating in community service events. If the commissioners participate in community service events wearing apparel identifying them as being part of the Veterans Commission, the questions will come.

**MOTION:** Moved by Commissioner Hilt, second by Commissioner Balazic to develop an outreach plan. On vote the motion carried (6-0-0-5).

There was consensus that Commissioners Balazic, Ives, McCurdy and Hilt will participate on the Planning Committee. The Planning Committee can have up to five members.

**Internal Communication:** City Clerk Pugh updated that the City plans to demolish the Community Center next year and suggested meetings could be held at the conference room at Fire Station 82/Chapel Hill. There was general agreement that this would be a good meeting location.

Clerk Pugh next updated that the City is planning to bring forward a resolution at the second meeting in October resolving to be a Veteran Friendly City. Discussion followed and there was consensus that the commission would send a letter to the City supporting this resolution.

**Community Visibility:** This was discussed in conjunction with the Planning Committee.

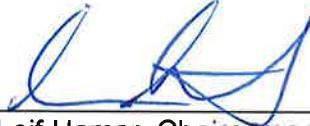
**Foundation Update:** Vice Chair Frederick reminded that the By-laws and Articles of Incorporation are complete. The next step is applying for the 501(c)(3) designation. Commissioner LaFlam has requested Vice Chair Frederick's assistance with this step, and is concerned that a personal social security number is necessary to complete the process. There was discussion on how to move forward, with Commissioner Daughtry commenting that the IRS wants the responsible officer's identifying information, and that this is updated each year.

Commissioner Frederick also said that Form 1023 needs to be completed, under Schedule E, and that until this is completed and the commission is established as a nonprofit business it cannot receive funds. One of the elements of this is to establish a strategic plan. Commissioner Daughtry suggested that the commission's four identified goals could be used as

the foundation to build the strategic plan. Also, a budget needs to be provided, and Commissioner Daughtry suggested a hypothetical budget could be provided, and reviewed how that could work. Commissioner Frederick commented that the commission cannot move forward with the CERT training until there is a budget and funding in place. Commissioner Hilt suggested sending the 501(c)(3) material to City Attorney Grant Weed for assistance so that it can be completed.

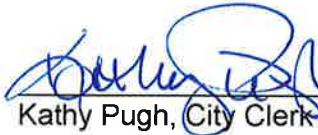
**New Business:** None.

**Adjourn:** Moved by Commissioner Hilt, seconded by Commissioner McCurdy, to adjourn the meeting at 7:43 p.m. On vote the motion carried (6-0-0-5).



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Leif Hamar, Chairperson



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Kathy Pugh, City Clerk