

**CITY OF LAKE STEVENS
VETERANS COMMISSION MEETING MINUTES**
Monday, November 5, 2018
Lake Stevens Community Center
1808 Main Street, Lake Stevens

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

COMMISSIONERS PRESENT: Leif Hamar, Shawn Frederick, Dennis Ives, Samara Heydon, Kim Daughtry, Kurt Hilt

COMMISSIONERS ABSENT: Gayle McCurdy, Stacy LaFlam, Marcus Tageant, Cameron Balazic, Richard Russell

STAFF MEMBERS PRESENT: Kathy Pugh, City Clerk

Call to Order: Chair Leif Hamar called the meeting to order at 7:03 p.m.

Pledge of Allegiance: Chair Hamar led the Pledge of Allegiance.

Roll Call: Moved by Commissioner Hilt, seconded by Commissioner Ives, to excuse Commissioners McCurdy, LaFlam, Tageant, Balazic and Russell from the meeting. On vote the motion carried (68-0-0-5).

Approval of Minutes: Commissioner Frederick requested that the October 1, 2018 minutes, under the Foundation Update, be corrected to reflect that he is identified as the President of the Veterans Foundation on the incorporation application. Commissioner Hilt requested the minutes be corrected under Adjourn as he was not at that meeting and therefore did not make that motion. Moved by Commissioner Hilt, seconded by Commissioner Frederick, to approve the minutes of the October 1, 2018 meeting with the noted corrections. On vote the motion carried (6-0-0-5).

Discussion/Action Items:

Events:

Lake Stevens Halloween Festival: Chair Hamar said that he and Commissioners Balazic and Frederick manned the booth, and commented that although the event was not a good one for talking with people, it was good to be visible. His recommendation is to have a booth at this event in the future. Commissioner Frederick agreed, and said it is important to be out in the community.

Veterans Day Events and Planning Committee: Discussion turned to the Planning Committee. Chair Hamar said it is important to build out the events schedule and reviewed an events schedule he has developed. The Planning Committee will work to continue building this list out, and Chair Hamar invited commissioners to share events to be added to the list as they become aware of them.

Chair Hamar noted Veterans Day is coming up and he is planning to be at his daughter's school. He said there are a lot of events planned in the community for Veterans Day and this is an opportunity for the Commission to participate.

Commissioner Hilt updated he has met with Kevin O'Brien, president of the Rotary and discussed having the Veterans Commission come to the rotary for a presentation. Also discussed was contacting the Kiwanis.

Chair Hamar said he would like to see the full calendar year planned out, for planning purposes. He then turned to Veterans Day and commissioners shared dates and times of Veterans Day events they are aware of in the Lake Stevens School District. Commissioners discussed which events they could commit to and attend.

Tom Thorleifson provided specific dates and times, possible discussion topics were shared, and Mr. Thorleifson encouraged commissioners to attend the school events, noting that Lake Stevens School District has been very supportive of veterans in the community.

Marketing Update:

Award Template and Logo: Chairman Hamar said it is important to finalize the logo and award template so that the Commission can move forward. Having these two items finalized will help the commission to build a solid presence and message in the community. Commissioner Frederick added that the logo has not yet been paid for.

Veteran Commission Information Sources/Newsletter Update: Chairman Hamar said he has created a mailing list for the newsletter, and also a list of veteran-owned businesses. He requested Commissioners assist with keeping the lists current by forwarding information to him as they obtain it. He also shared that Google is providing a free verification for veteran-owned businesses by attaching a small icon next to the business name.

Commissioner Daughtry suggested allowing the Veteran Commission logo to be attached to businesses that are recognized as Veteran-owned. He will follow up with the Chamber to see if they have a list of Veteran-owned businesses.

Commissioner Hilt suggested copyrighting the logo and will follow up with this idea.

Chairman Hamar said that the newsletter is updated and he hopes to have it out by November 9. Following discussion Clerk Pugh will distribute the newsletter.

Veterans Homeless Committee: Commissioner Frederick said he attended the Veterans Homelessness Committee Meeting on October 10, 2018. This group has been established for many years. Commissioner Frederick briefed the committee on the Lake Stevens Veterans Commission. Commissioner Frederick said the Veterans Homeless Committee is focused on South Snohomish County, but it is important that this commission stay involved with them. Upcoming items of interest for the Veterans Homeless Committee include the 2018 Homeless Memorial on December 21, and Habitat for Humanity "Veterans Build" events. Commissioner Frederick encouraged everyone on the commission to get out into the community, and commented that the Veterans Homeless Committee knows how to get things done. He plans to regularly attend these meetings.

Discussion ensued and there was agreement that this commission needs to get its marketing materials together to share in the community. There was agreement this cannot happen without

the logo. Commissioners also commented that there was an attempt to approve the logo and award template at the October 1, 2018 meeting, but those present wanted all commissioners to have an opportunity to vote on the logo and award template. Those present at that meeting did support the logo and award template as voted on by Aquafest attendees.

MOTION: Moved by Commissioner Hilt, seconded by Commissioner Daughtry, to authorize Commissioner Hamar to contact absent commissioners by telephone to obtain a consensus opinion on finalizing the logo and award template that was previously reviewed and tentatively approved at the October 1, 2018 meeting. On vote the motion carried (6-0-0-5).

Non-Profit/Foundation Update: Commissioner Frederick reminded that the filing with the Secretary of State is completed. He shared that the Foundation now has a business license from the Washington State Department of Revenue, and a federal identification number. Also the 1023EZ form for 501(c)(3) nonprofit status is half completed.

Commissioner Daughtry commented it is important to organize the records, and Commissioner Frederick added that officers can access and manage the accounts on line.

Commissioner Daughtry noted there are annual reporting requirements that must be completed each year.

Commissioner Frederick reviewed the next steps to complete filing and said the next question will be establishment of a bank account. Discussion ensued, and the suggestion was made that the bank account should be a no-fee account. Commissioner Daughtry said he has already set up a QuickBooks account which is ready to go once the bank account is in place.

CERT Update: Commissioner Ives said he is still working with the Fire Chief and hopes to have something within the next two weeks. Discussion ensued, and Commissioner Ives clarified the primary training coordinator for CERT is the Fire Department.

New Business:

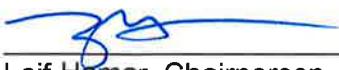
Commissioner Hilt shared a new program, "Stop the Bleed" and said he is working with this program, including working with the school district to bring the curriculum into the schools. He would like the Veterans Commission to support an event within the community as it is brought forward in 2019.

Discussion ensued as to how to gain support from the state legislature, and Commissioner Daughtry suggested it might be beneficial for some of the commissioners to visit the legislators while they are in session. This will be explored further.

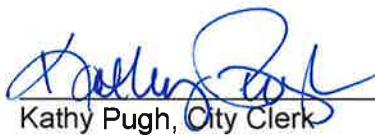
Commissioner Frederick asked about commissioners whose appointments are expiring, and what is the process for requesting reappointment. Clerk Pugh said letters have been sent asking commissioners if they would like to be reappointed.

Public Comment: Tom Thorleifson encouraged commissioners to attend Veterans Day functions in the Lake Stevens schools and commented the School District has been very supportive of veterans.

Adjourn: Moved and seconded, to adjourn the meeting at 8:11 p.m. On vote the motion carried (6-0-0-5).



Leif Hamar, Chairperson



Kathy Pugh, City Clerk