



**CITY OF LAKE STEVENS
VETERANS COMMISSION
LAKE STEVENS COMMUNITY CENTER
FIRE STATION 82 CONFERENCE ROOM
9811 Chapel Hill Road
January 7, 2019, 7:00 P.M.**

AGENDA

- Call To Order** Chair
- Pledge of Allegiance** Chair
- Roll Call** Chair
- Election of Officers**
- Approval of Minutes: December 3, 2018**
- Discussion/Action Items:**
1. Standing Committee Reports
 3. Marketing Update
 - a. Template and Logo Status (Hamar)
 - b. Copyright/Trademark of Logo (Hilt)
 4. Veterans Commission Information Sources/Newsletter Update (Hamar)
 5. Meeting with Legislators
 7. Non-Profit/Foundation Update (Frederick)
 8. CERT Update
- New Business**
- Public Comment**
- Upcoming Agenda Items** Chair
- Adjourn**

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

Monday, December 3, 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, Gayle McCurdy, Kim Daughtry, Kurt Hilt

COMMISSIONERS ABSENT: 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 7:00 p.m.

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

Roll Call: Moved by Commissioner Daughtry, seconded by Commissioner Frederick, to excuse Commissioners LaFlam, Tageant, Balazic and Russell from the meeting. On vote the motion carried (7-0-0-4).

Approval of Minutes: Moved by Commissioner Daughtry, Commissioner Frederick, to approve the minutes of the November 5, 2018 meeting. On vote the motion carried (7-0-0-4).

Discussion/Action Items:

2019 Committee Assignments: The committees were reviewed and discussed, with the consensus being that the current committees remain in place and additional committees are not needed at this time. The following committee assignments for 2019 were made:

- Newsletter: Leif Hamar, Lead; Gayle McCurdy and Samara Heydon, Members
- Marketing: Kim Daughtry, Lead; Leif Hamar and Shawn Frederick, Members
- Planning/Events: Kurt Hilt, Lead; Dennis Ives, Leif Hamar and Samara Heydon, Members
- CERT: Dennis Ives, Lead; Kurt Hilt and Shawn Frederick, Members
- Foundation: Shawn Frederick, Lead; Kim Daughtry, Marcus Tageant and Samara Heydon, Members

It was noted that commissioners may assist committees as necessary. Commissioner Hamar would like a way to give commissioners access to documents such as the newsletter mailing list and events planning document so that all can have access for information and providing updates. City Clerk Pugh will discuss this with the IT Manager.

Events:

Veterans Day – Review: Commissioners shared the events they attended. Commissioner McCurdy went to Cavelero Mid-High, the Senior Center, Ashley Point, and handed out poppies

at Jay's Market. Commissioner Hamar when to Lake Stevens Middle School, where there were 40-50 veterans in attendance. Commissioner Heydon went to Highland Elementary, where she was asked to speak on "women in the military." Commissioner Ives participated at Lake Stevens High School, and also handed out poppies on Saturday.

Planning Committee Update: Commissioner Hilt said he has a mostly completed list and will work on getting the contact information and dates. Commissioner Ives asked if the Legion Auxiliary Christmas Party is included and said it is scheduled for December 15 from 11 a.m. to 3:00 p.m. He added that any help in setting up and taking down, as well as contributions of cookies, will be appreciated, and that Karen Moran is the point person.

Marketing Update:

Award Template and Logo: Chairman Hamar updated that the logo and award template are finalized, but he is not sure if the vendor has been paid. Commissioner Daughtry will follow up on payment. There was discussion as to how the certificates will be used. Commissioner Daughtry closed by saying he will get the marketing materials from Commissioner Balazic, including the digital assets for the logos.

Copyright/Trademark of Logo: Commissioner Hilt said he has researched this and recommends the logo be both copyrighted and trademarked. He commented obtaining the copyright is fairly easy, but obtaining the trademark will require legal assistance, and he will contact the city attorney. He estimated the cost for trademark of the logo to be between \$300 and \$500, plus attorney fees.

Veteran Commission Information Sources/Newsletter Update: Chairman Hamar said the first edition of the newsletter was distributed by email. He added that in 2019 he will lean on his committee members to assist with content for the newsletter. Discussion ensued, including that all commissioners can contribute, and that other sources, so long as they are recognized, can provide content. There was general consensus that initially the newsletter will be sent out quarterly, with the next issue coming out in March. Commissioner Ives will provide information about Boy Scout Troop 42's flag retiring ceremony in February for the next newsletter.

Puget Sound Honor Flight: Commissioner Hilt said this organization is located in the Bremerton area and they are currently focused on providing flights to Washington, DC for veterans of World War II and the Korean War, due to the age of these veterans. The organization does some fundraising but has a lot of corporate sponsorship. Commissioner Hilt would like to promote this organization to veterans in the Lake Stevens area.

2019 Legislative Session: Commissioner Daughtry said it is difficult to set up meetings with legislators during the legislative session and suggested that the City Council research the Military Caucus while they are attending the AWC City Action Days legislative event in February. Commissioner Hilt believes it would be good to focus on in-district meetings with members of the 44th District and Congresswoman Suzan DelBene. Commissioner Daughtry suggested hosting a one-hour meeting with these elected officials. He added that there is a very active veterans group in Lacey that may be a resource.

Nonprofit/Foundation Update: Commissioner Frederick reviewed that the Lake Stevens Veterans Foundation has its business license, is incorporated as a nonprofit in Washington state, and has a federal EIN number. The next step is to apply for and obtain 501(c)(3) status, and after that, the final step is to apply for charitable organization status with Washington state. He has completed the easy 501(c)(3) application form and would like to make sure it is correct

before submitting it. Following discussion there was consensus to send the application to the City Attorney for review and comment.

CERT Update: Commissioner Ives updated that he has met with Chief Messer with Lake Stevens Fire and that he is targeting a training start date in March or April 2019. Attendees need to be CPR qualified before then can take the CERT training. Commissioner Ives added that the fire department will teach first aide, and that the commission will need to arrange for other instructors. He reviewed the training schedule which is comprised of four Thursday evenings at three hours each, and a Saturday training lasting five hours. One of the courses will be on dealing with disasters, and that course will likely be presented by the Lake Stevens Fire Department chaplains. Commissioner Ives is currently looking into the cost of the training.

New Business: None.

Public Comment: None.

Adjourn: Moved and seconded, to adjourn the meeting at 7:57 p.m. On vote the motion carried (7-0-0-4).

Leif Hamar, Chairperson

Kathy Pugh, City Clerk