

Safety Committee Meeting
Agenda
Date January 30, 2025
3:00PM

Call to order

Land acknowledgment statement; Anti-racism statement.

Member introductions:

Rick Asai, Chair
Tom Henning, Vice-chair
Kolleen Mitchell
Ted Wang
Judy White
Debbie Davolio

Review our charter(see handout emailed).

Quorum per Robert's Rules (chair will only vote to break a tie)

Adopt the agenda. (any additions to the agenda?)

Welcome.

Announcements.

Identify goals and responsibilities as in our charter:

events and programs
encourage involvement of community
recruit volunteers
promote events
develop articles for "The View"
report regularly to Board

Programs completed or discussed last year:

Firewise presentation-nice video online from last year

Water safety

School bus safety-Target Zero

additional topics to consider:

Emergency preparedness
others?

Next meeting:

For the good of the order:

Adjourn

**RESOLUTION TO ESTABLISH THE
SUDDEN VALLEY COMMUNITY ASSOCIATION
SAFETY COMMITTEE**

WHEREAS Article V, Section 1 of the Sudden Valley Community Association (SVCA) Bylaws required committees established by the SVCA Board of Directors (Board) to be created utilizing a resolution, and

WHEREAS the resolution is required to identify and describe the specific duties of the ad-hoc committee being established,

THEREFORE, be it resolved that the Board hereby establishes the Safety Committee. This charter will expire immediately following the 2024 Annual General Meeting.

- I. **Purpose:** The purpose of the Safety Committee, as adopted by the SVCA Board, is to educate community members regarding various aspects of community and personal safety.
- II. The Committee will consist of a diverse group of community members to initiate, advise, organize, recommend and propose events, activities and literature educating the membership of safety practices of the community, within the parameters approved by the SVCA Board.
- III. **Membership:** The members of the committee shall be members of SVCA in good standing throughout their term and agree to follow SVCA Bylaws, Resolutions, Policies, Rules and Regulations and Code of Conduct. The committee may recommend prospective members to the Board; however, committee members shall be appointed by the board. The committee shall be made up of a minimum of three members (two of which must be directors, one appointed as committee Chair) and not more than seven voting members. (Three of which must be non-directors).
- IV. **Meetings and Procedures:** The Safety Committee shall meet a minimum of four times during the year. The Safety Committee will adhere to all SVCA Resolutions, Bylaws, Policies, Washington State Proclamations and State and Federal laws regarding remote meetings, following the hierarchy of governing documents. Meetings shall be conducted in accordance with Robert's Rules of Order. A quorum is defined as 50% of the committee members, one of which is a Board member. No business shall be conducted with less than a quorum present. Notice of the meeting and an agenda shall be posted on the SVCA website a minimum of 48 hours in advance. Notice shall state date, time, and place of the meeting. Written minutes shall be posted on the website and filed with the Board Secretary. The committee shall deliver a report, written or oral, as requested by the SVCA Board.

V. **Authority:** The committee is given the limited authority necessary for the reasonable execution of the stated purpose and responsibilities of the charter. The committee Chair shall keep the Board and the GM informed of any discussions with outside organizations, agencies, or vendors. No Safety Committee member has authority to sign or otherwise enter into any contract or other agreement binding or committing the Association to obligation, acquisition, service, purchase, lease, or other agreement.

VI. **Deliverables:** The specific duties and responsibilities of the Safety Committee, working with the General Manager shall consist of the following:

1. Arrange events and programs such as Wildfire Preparedness Presentation by local experts. (Firewise)
2. Facilitate the involvement of and encourage the participation of all local community groups and members.
3. Recruit and coordinate volunteers interested in participating and supporting ongoing safety activities in the community.
4. Promote and advertise committee events and activities on the various SVCA information platforms; Views, Eblast and the SVCA website announcements.
5. Develop monthly Views “safety-wise” articles for the Views.
6. Form a volunteer traffic/safety group for school bus stops and SVCA events.
7. The committee Chair will report regularly to the Board, suggesting methods for support and approval of the activities of the committee.

Adopted by the Board of Directors:

President _____

Date _____

Secretary _____

Date _____

This charter was approved by the Board on April 11, 2024.