



**Memphis / Shelby County
Local Emergency Planning Committee
Meeting Minutes
MARCH 20, 2008
Web Page: www.msclpc.org**

Call to Order: Karen Birkenstock – 2:30 PM

Roundtable Introductions: All Attendees

Reading of Previous Minutes: No Quorum. To be approved at April meeting.

Financial Report:

Current Balances- Savings: \$6,411.68

Checking: \$9675.21

Incident Discussions:

None

Task Team Reports:

- **Drill** – Karen reported that the LEPC will not participate in the April drill but will have their own. At the next meeting, a Drill Committee will be formed with Nick Ridge as the chairman.
- **Membership** – No report
- **Tier II Update** – Karen reported that the contract is extended through April. The maintenance will continue. The University of Memphis will continue to manage this until the LEPC can take over the support of the system. A grant application is in that will cover the cost of maintaining the system

Old Business:

- **501 C 3 Update** – Karen informed the LEPC that the application for the 501 C 3 status is 90% complete. A financial report is required and then the application will be reviewed by a CPA. After this review, the forms will be sent to the IRS. Approval will take about 3 months.
- **2008 Conference** – Karen stated that the 2008 Partners in Preparedness Conference is going to be sometime in September. Conflicts were named, such as the Fair, Labor Day, and the National Safety Council (22-25). Dates will be discussed at the next Conference Committee meeting.

New Business:

- **Emergency Preparedness Expo** – A citizens committee is holding an emergency preparedness expo on April 30, 2008, at the Central Library from 4-7 PM. Karen has reserved the LEPC a booth. This information will be posted on the Website.

Program: Shelter in Place, presented by Butch Pennington and Toleda Burton.

Meeting adjourned: 3:35 PM