



AFSS North E-Board Meeting Minutes July 8, 2016

Host: Wendy Crosthwaite
Location: Sacramento Regional Fire EMS
10230 Systems Parkway, Sacramento, CA

Attendance:

Wendy Crosthwaite ... President / Sacramento Regional Fire/EMS Com. Center
Nancy Tillotson 1st Vice-President / Vacaville Fire
Danette Austin 2nd Vice-President / Higgins Fire District
Lynda Vargas Recording Secretary / West Sacramento Fire
Susan Kim Corresponding Secretary / Southern Marin Fire
Janice Parker Membership Chairman / Sacramento Regional Fire/EMS Com. Center

Call to Order: 9:09 am by Wendy Crosthwaite

Additions / Approval of Agenda:

Nancy T. motioned to approve with the treasurer's report month amended to June and the conference year changed to 2017, Danette A. second, all approved.

Approval of E-Board Minutes of June 3, 2016:

Revision requested by Wendy C. to reflect that she does not have access to Constant Contact. Lynda V. motioned to approve with revision, Danette A. second, all approved.

President's Report by Wendy C.

The Joint E-Board meeting in November will need to be rescheduled due to the holiday. Susan K. will also amend the text at the bottom of the meeting calendar to clarify that the December meeting will be held on the 1st Friday.

Treasurer's Report – not present; awaiting June statement to complete the budget.

Correspondence Report – nothing to report

1. Old Business

a. June Quarterly Meeting --- June 17, 2016

A lot of positive feedback was received from those in attendance. Wendy will request a copy of the PowerPoint from the presenter and will email the quick reference sheets.

b. AFSS Conference 2016: Attendee Survey

A post-conference evaluation sheet was discussed as a useful tracking mechanism. A "quick question" format might be a good start for getting feedback/suggestions from the

general membership as well as a way to reach out to members and encourage participation in AFSS. Susan K. will move forward on this and report back.

c. New Website: Update on needed documents

Most of the needed items have been received. Susan K. will be sending more to Mollie and Valerie. Development of the new website is progressing. The Cal Chiefs website will not redirect until the information for the South is uploaded as well.

d. PRP

The updated program for Level 1 is still under review and nearly ready to go. Level 2 is still pending.

e. Position Task Books – Wendy C.

Wendy distributed copies of the SOGs and asked members to review their position's duties and add anything not currently included, then report back by the end of July. Lynda V. will set up a Google folder/document for everyone to access with the existing responsibilities already uploaded.

2. New Business

a. Membership Campaign – Susan K.

Valerie E. will be sending out a membership e-blast. A reported problem setting up a user account will be forwarded to Valerie E. for follow-up.

b. Conference 2017 – Wendy C.

Wendy hasn't yet heard back from Chrissy N. on whether she'd like to continue as the Conference Chair for the North. Wendy C. reached out to Wendy N. in the South to see if a location has been finalized. She will let us know once she gets word.

3. Committee Reports

a. Bylaws – Joyce Engler

Nothing at this time.

b. Communications – Mollie Meyer

Mollie is currently maintaining the website; not certain yet if she plans to continue.

c. Education & Training – Gina Hamilton & Tramane Soberanes

Gina H. and Tramane S. are interested in stepping down, but no one has yet been identified to replace them. This will be added to the agenda for the general membership meeting in September.

d. Historical – Jodi Martin & Susan Kim

Nothing at this time.

e. Legislative –Meghan Scannell

Nothing at this time.

f. Meeting Host Coordinator – Jodi Martin

Nothing at this time.

g. Sunshine -- Need Committee Members/Chair

Susan K. has the Sunshine box and will send cards out when needed/desired. She requested an updated membership list with names/addresses. Janice will send a list out to the Board. Susan also suggested posting a historical slideshow that she created for a past conference on the website. Susan will reach out to Mollie on these items. Wendy C. will design AFSS birthday cards that can be sent to members.

h. Ways and Means – Lori Gay

Inventory of promotional items:

- Logo Pens - 0
- Hand mirrors - 15
- Power banks - 21
- Backpacks - 24
- Bags - 25
- Lanyards - 28
- Tumblers & straws - 33

Wendy C. will give the list to Mollie M. so it can be posted on the new website. It would be nice if members, when they renew their membership online, could select promotional items to purchase as well.

Identification of items for next meeting

Discussion of advertising training for other entities

Communication Committee – ad hoc survey

Recognition of past committee/board members and Chief Hansen

Good of the Order

Janice expressed her heartfelt gratitude to everyone who reached out with cards and calls during her grieving.

Susan will standardize the header on the agenda/minutes and send it out to the board.

Adjournment 10:18 am by Wendy Crosthwaite

Recorded by,

Lynda Vargas

Lynda Vargas
AFSS North, Recording Secretary