



# AFSS North E-Board Meeting Minutes October 14, 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  
Susan Kim ..... Corresponding Secretary / Southern Marin Fire  
Janice Parker ..... Membership Chairman / Sacramento Regional Fire/EMS Com. Center

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Call to Order: 10:25 am by Wendy Crosthwaite

## Additions / Approval of Agenda:

Wendy C. add Treasurer's Report for September.

Nancy T. prefer to have notes and talking points removed from the agenda that is posted on the website. Under committees missing Membership and Conference. List the liaison as well as the chair on the committee reports.

Joyce E. under Treasures Report add 16/17 Budget.

Susan K. motioned to approve with revision, Joyce E. second, all approved.

## Approval of E-Board Minutes of July 8, 2016:

Revision requested by Nancy T. to reflect that under the presidents report, add the word "due" as in "due to the holiday" it will be rescheduled. Under G. Sunshine, scratch out the word send and replace with sent.

Nancy T. motioned to approve with revision, Susan K. second, all approved.

## President's Report by Wendy C.

Nancy and Wendy will be attending the CalChiefs conference at the end of the month, October 26-28. Looking for more volunteers to check people in and/or stuff bags. Chief Dutton's wife, Heather, will be contacting me with more information. AFSS has budgeted \$1000 for the rooms/food/travel expenses/registration for the 2 attendees (Pres./VP) and Chief Dutton may be renting a room for 2 helpers as well. Will be sending out an itinerary of volunteer shifts available. Wendy will be doing a brief report to CalChiefs on AFSS, asked if there were any items that the E-Board would like mentioned. Susan K. suggested the trainings be brought up and the serious side of AFSS. Nancy T. brought up that both Chief McLaughlin and Slamon attended the AFSS Conference and were both impressed with the training that was provided. Also, have a written presentation available. Will be reaching out to the South to see if they will be at the conference

as well. Ron will be there. Call to find out if registration will be waived for Wendy and Nancy for Conference since we will have others there to help out. This has happened in the past.

#### Treasurer's Report

- a. September 2016 - \$21,927.32 in the bank. Finished 2015/16 \$1000 stronger than anticipated. Want to see if we should amend the budget for this amount. Not a lot of expenses in the first quarter but we are taking in some dues. Nancy T. noticed that the conference checking account speaker fees for Pat Lynch do not match. \$1745 vs \$1740. The \$1740 is the correct amount. \$1745 was the budgeted amount. Nancy also asked if we could label the column with the budgeted amount. Also pull constant contact from operations and putting it into communications category.
- b. 16/17 Budget - Would prefer to keep things as set on the approved budget and not do anything with the excess rollover until we see the numbers in membership increase. Currently down 30 members. Push for recruitment of new members and those who have not renewed their membership.

#### Correspondence Report

Susan K. went to the service for Linda Harlow and there was a very strong showing from AFSS members. Marnie Shriver gave a historical review of AFSS. There were several retired AFSS members who attended this service and they wanted to know why they do not receive any AFSS emails or correspondence.

#### 1. Old Business

- a. Years of Service Award. - Valerie had the prior list. If member does not show up they will be mailed to them. Make sure we personally invite these members. Review the list sooner than later to ensure we have the items needed. Vase for Shawna's 20 year anniversary. Paula Miata and Co is who we ordered from before.
- b. Member of the Year - Review Applications - Applications not yet sent out. These need to come from Correspondence. Joyce will look to see if she has it in draft form so that it can be altered and then sent out to all members. We need to pick a date for the deadline to nominate that will give enough time to order plaque and necklace.
- c. Life Membership - Nancy T reached out to Valerie to see her thoughts on a Life Membership for Sallie Ross-Filgo and Chrissy Niven. They have had many contributions to the AFSS organization. Motion Joyce E., second Wendy C., all approved.
- d. Elections - Add a Director at Large to make a 7 member board so that we have the option of utilizing another person to create a quorum. This could also create a stepping stone to the full board. Needs to be talked about at a regular meeting and be approved by South as well. Change to the Bylaws. Also, with the change in dates of taking office, vote in March now instead of December. This has already been changed in the Bylaws.

This would still need a SOG change, amend guideline 4. Recruit from September to March and vote at March GM. This will work as long as the GM meeting is prior to Conference.

Motion Wendy C. to change SOG guideline 4 from September thru December to September thru March, second Nancy T., all approved. Will be official once approved my GM.

- e. Conference Coordinator - Valerie E. has requested to be Conference Chair with the assistance of a committee. There are some new members who also want to be involved.
- f. New date for November's meeting - Phone Conference was scheduled for the 11th but that is a holiday, Veterans Day. Rescheduled for Thursday, November 3rd. at 9am.

## 2. New Business

- a. Conference 2017/2018 - Tasha from Fairfield never received email so we will do a blast from our side on South Conference. Valerie will be Committee Chair. E-Board recommend investigating if it will make fiscal sense to have the Conference at the same location 2 years in a row for a better deal. Possibly having a member from the other division be on the Conference Committee.
- b. Draft a preliminary agenda for the December GM meeting. Susan will be working on this. SOG's, Awards, Justification as to why we are not doing elections in December.

## 3. Committee Reports

- a. Bylaws – Joyce Engler  
Pending conversation at Joint E-Board meeting make changes as discussed.
- b. Communications – Mollie Meyer  
Mollie is currently maintaining the website; not certain yet if she plans to continue. She has renewed her membership.  
  
Set timeline for posting draft minutes at 15 days after meeting. Forward draft minutes out prior to being posted for GM.
  - 1. Newsletter - on back burner, does not need to be on the Agenda any longer.
  - 2. Website - Leave on agenda. Mollie is posting and updating. Need photos.
  - 3. Facebook - Leave on agenda. Mollie is posting and updating.
- c. Education & Training – Gina Hamilton & Tramane Soberanes  
No Update.
- d. Historical – Jodi Martin & Susan Kim  
Susan was able to get some information from Marnie.
- e. Legislative –Meghan Scannell  
Nothing at this time. Need to find out if Meghan still wants to do this.

- f. Meeting Host Coordinator – Jodi Martin  
Eldorado Hills, FLSA, Valerie E. has been corresponding on this. Need to get additional info. Host Coordinator needs to set location of meetings and Education and Training is supposed to find educators. Maybe send a blast out to find locations if needed.
- g. Sunshine -- Susan K.  
Wendy C. will send each of us a stack of cards to have so that if we have a reason to send a card we are able to.
- h. Ways and Means – Lori Gay  
Nothing to report.

Identification of items for next meeting

Bylaws and SOG amendment for the member at large and the recruitment/election date.

Good of the Order

Joyce's office remodel has been completed.

Adjournment 12:32 pm by Wendy Crosthwaite.

Recorded by,

*Danette Austin*

Danette Austin  
AFSS North, 2nd Vice President