



# AFSS North E-Board Meeting Minutes January 6, 2017

**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  
Joyce Engler..... Treasurer / Truckee Fire District  
Lynda Vargas.....Recording Secretary / West Sacramento Fire  
Janice Parker ..... Membership Chairman / Sacramento Regional Fire/EMS Com. Center

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Call to Order: 9:04 am by Wendy Crosthwaite

## Additions / Approval of Agenda:

Nancy T. add status update for audit to Treasurer's Report; under New Business, add e. Board Elections for 2017/18; delete the erroneous notes after adjournment; and change the year to 2017.

Joyce E. motioned to approve with revisions, Nancy T. second, all approved.

## Approval of E-Board Minutes of October 14, 2016:

Revision requested by Nancy T. to correct the date in the header and footer (page 1 only); under E-Board minutes, change "world" to "word"; page 2, align the correspondence header to the left; under 1d, change "the" to "be"; under old business, c, correct the spelling of Sallie's name and add Chrissy Niven for lifetime membership.

Nancy T. motioned to approve with revisions, Joyce E. second, all approved.

## President's Report by Wendy C.

CalJAC conference - Susan and her coworker helped on the first day; Janice and Lynda helped on the second day. About 95% of the registration was handled the first day. Good feedback on their first conference; we will offer our assistance again next year, if requested.

CalChief's update - Nancy T. and Wendy C. are going next Wednesday and Thursday for the Strategic Planning Session of CalChiefs. They will be looking for a year in review from us. If you have anything you'd like to see included, let Wendy know.

She is still waiting for the member of the year to confirm her attendance at the March meeting so it can be announced.

Talked with AFSS South about the conference and we should be hearing some more details soon. The website has been moved over from CalChiefs to new site. Committee information needs some updates. CalChiefs are now looking at revamping their website, as well.

### Treasurer's Report

Completed November last weekend and December shortly after that. We are still doing well. The summary page is good overview of where we are. We are looking very good in all categories. Membership dues are a little down (many retirements - although we've received a few new registrations, too); quarterly meeting dues are down a bit (still 2 more months to go, though); we are a bit overspent in membership badges; however, we have twice as many new members as we budgeted for, and that's a good problem to have. Checks need to be changed. The auditor wanted to see copies of checks to make sure there are two signatures. Wells Fargo has changed their policy - when you go to print a copy of a check, the signatures areas are blacked out. So, once checks are signed from here on out, she'll need to copy checks before they go out so we have that record. Nancy T. inquired as to the purpose of the 11/20 entry. Joyce E. responded that it was for the purchase of a charm necklace for Member of the Year.

Joyce E. said at the end of this year, there will be just one of the old years remaining to audit and her four years, for a total of five years yet to be audited. Wendy C. will reach out to Sue Beville for the audit status.

Wendy C. introduced Sara Roush, who works at SRFEC and is interested in the board position of Treasurer for 17/18. She just completed her Master's Degree in accounting and is very excited about the opportunity.

### Correspondence Report

Joyce has some letters that she has received, mostly thank you letters for donations (member of the year and charitable organization donations). She will scan them to Wendy so she can send them out to everyone. Originals will go to Jodi Martin for historical keeping.

#### 1. Old Business

- a. New Website: Documents Needed Update - Is anyone aware of any documents still needed by Mollie? Nancy noted that the E-board minutes for July and October, agendas for Oct and today, and general membership minutes from September and December still need to be posted. Lynda will handle those. Joyce will update the Treasurer's Report.
- b. Adopt Revised SOGs  
These have been amended for the member at large and the recruitment/election dates. Joyce E. motioned to approve the SOGs as amended, Nancy T. second, all approved. The date on the documents will be March 2017 because they need to be presented to the general membership at the March meeting before they are officially adopted.

#### 2. New Business

- a. Conference 2018 – awaiting Valerie E’s arrival to discuss the 2018 conference. For the 2017 conference in Anaheim, the Joint E-Board meeting will be held on Tuesday at 3:00pm and will be followed by the welcome reception that evening.
- b. The Joint E-Board conference call will be held on February 10th; generally at 9am.
- c. 2017 Conference Scholarship Drawing (Meeting Attendance)  
 Names drawn:       Janice Parker  
                               Danette Austin  
                               Wendy Crosthwaite

Janice has until February 10, 2017 to let Joyce know if she will be able to attend. The scholarship covers the conference fee (up to \$300) for the attendee.

- d. FY 2017/2018 Budget  
 Reviewed the final budget for last year. Dates need to be changed; still banking on about a \$4500 rollover. Would like to see a balanced budget with no more than a \$2000 cushion that is rolled over. The reserve account is at a good balance. If we have more than the \$2k, we could take \$1k of it and put it in the reserve for extra cushion there.  
 The Carol Abraham Scholarship Fund rollover will really be \$26 because we are doing two scholarships but by June it will increase again. We would like to keep membership where it is now; no changes to quarterly meetings; reimbursement income needs to be changed to reflect the constant contact expense for the south; also, check with Mollie on whether it needs to be changed to \$50 a month based on how many campaigns we send out. Might be worth bumping it up to the \$50 level because it allows for unlimited campaigns. (Will need to bill South for this as well; would prefer to bill annually since we are striving to pay annually.)  
 Expenses - administration expenses are mostly meetings, tax prep. Operational expenses have been broken out (mail, P.O. Box, etc). The P.O. Box is easiest for mail/ correspondence because it is separate and dedicated to AFSS only (as opposed to sending it to an agency's office). Supplies, raffle tickets, etc. are also included there. Under committees, communication is blank because she still needs total fees from Mollie. Raffle prizes will always be the same. Tax Prep - the woman she has been dealing with for years left their organization. CalChiefs no longer uses that firm and wanted everyone to use the same firm, so we don't need to use them any more either. We can use the firm CalChiefs now uses (Wendy will find out who). Would like to keep it around \$350. Leadership stays the same. CalChiefs Annual Conference (add "South") has \$1000 in the budget - will that be enough? It was reduced last year because the conference was local. However, Nancy commented that it will be in the South this year, so may need to be raised to accommodate travel expenses for the board to attend. In the past, Chief Dutton has waived conference fees, but that is not guaranteed. Strategic Planning can be left at \$1000 since we only send the President and 1st VP. AFSS Annual Conference Executive Board (\$2250) to help board members attend conference who were not supported by their agencies during the downturn. It was for 50% of hotel costs up to 5 nights only for up to 6 board members (\$150/night for five nights), but that was removed from the budget because no one really used it. Constant contact and the website costs will be broken out separately in detail. Certificates and supplies go under education and training.  
 Membership & Committees money is for badges. Sunshine is still listed, even though it has

been scaled back significantly. Money listed (\$200) is for cards and postage. Wendy would like to keep it there in the event we need to send flowers for condolences, etc. Years of service budget needs to stay as is (\$782, with a \$226 balance). There may be many more folks to recognize next year. We have clocks and an extra vase, but no 15-yr paperweights – we'll need to order those and they should say "15 years". Nancy will order them and Janice will give her the list of names expected to receive the awards. Donations are the same and scholarships are good. Just need to check with Mollie on constant contact, then she can revise and send it out.

e. Board Elections for 2017/18

No interest had yet been expressed in the Treasurer position, but with Sara's interest, we may be taken care of.

Lynda has expressed interest in the 2nd Vice President position. If that goes through, we will need a Recording Secretary.

The Education and Training Committee also needs new chairs.

3. Committee Reports

a. Bylaws – Joyce Engler

No update.

b. Communications – Mollie Meyer

Will check to see if Mollie is back at work yet.

Website: Members only section – Nancy T. recommended adding the names and contact information for our life members. Also, we need to validate existing email addresses for our life members to ensure they are current.

c. Education & Training – Gina Hamilton & Tramane Soberanes

We will need to get new committee chairs. Will confirm with Valerie that we are confirmed for March (Breanna Medina, EMC for Rancho Cucamonga). Still need topics for June (Sue Beville, Alameda County), September (San Mateo), and December (Dana Lipps, Sac Metro). We will solicit topic ideas from the people who are hosting.

d. Historical – Jodi Martin & Susan Kim

No update.

e. Legislative – Meghan Scannell

No update.

f. Meeting Host Coordinator – Jodi Martin

No update.

g. Sunshine — Susan K.

No update.

h. Ways and Means – Lori Gay

Suggestions were discussed for new items. AFSS coasters, decals, charm bracelets, etc. might be nice. Will pass these ideas on to Lori G. Challenge coins - Karen McCoy in the

South arranged for theirs. Wendy will contact her to see their artwork, vendor, etc. so we can look into creating one for the North, too. They could be available for purchase and any profits could benefit the scholarship fund.

Identification of items for next meeting

None.

Good of the Order

All were encouraged to continue brainstorming locations for the 2018 Conference that we'll be hosting.

Adjournment 11:11 am by Wendy Crosthwaite.

Recorded by,

*Lynda Vargas*

Lynda Vargas  
AFSS North, Recording Secretary