



AFSS North E-Board Meeting Minutes April 21, 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
Danette Austin 2nd Vice-President / Higgins Fire District
Joyce Engler Treasurer / Truckee Fire District
Sara Roush Treasurer-elect / Sacramento Regional Fire/EMS Com. Center
Susan Kim Corresponding Secretary / Southern Marin Fire (via phone)
Lynda Vargas Recording Secretary / West Sacramento Fire
Kristyn Bitz Recording Secretary-elect / Cosumnes Fire
Janice Parker Membership Chairman / Sacramento Regional Fire/EMS Com. Center
Valerie Erwin Conference Chair / Cosumnes Fire
Jenn Weil Conference Committee / Folsom Fire Department

Call to Order: 9:09 am by Wendy Crosthwaite.

Additions / Approval of Agenda:

Lynda V. added the draft minutes from the March 17 quarterly meeting; Nancy requested that the name listed for Education and Training (3C) be changed to Valerie Erwin.
Danette A. motioned to approve with revisions, Nancy T. second, all approved.

Approval of E-Board Minutes of January 6, 2017 and Quarterly Minutes of March 17, 2017:

Nancy T. motioned to approve, Lynda V. second, all approved.

President's Report by Wendy C.

As a follow-up, Wendy C. expressed thanks for all who attended conference. There was a great selection of classes that were very informative. Sara met with the financial planning folks (Forester's Financial) on Tuesday of this week regarding workshops they might offer, including retirement planning. Their workshops are free and, for those who choose to meet with them, the initial consultation is free. Their business model is based on the expectation that, following their presentations, someone may choose to work with them. They are not profit-based; rather, very servant-oriented. They are a great resource and Sara is working with them to schedule workshops our folks would be able to attend. Valerie will look into having them present at one of our quarterly meetings as well. June training will be discussed later on the agenda.

Treasurer's Report – Joyce Engler

Our finances are doing well. Our expenses in the last several months have been relatively minor. There were more training expenses in March, but all categories are within their limits. We have about \$19k in the bank; approximately \$6k in the general fund, and almost \$7k in the conference account. The reserve account is also strong at just over \$6k.

- March 2017
 - General Fund Balance:.....\$ 5,969.55
 - Conference Account Balance:\$ 6,933.39
 - Business Market Savings Balance:.....\$ 106.26
 - Reserve Account Balance:\$ 6,146.82
 - TOTAL:\$19,156.03

1. Old Business

- a. 2017/2018 Draft Preliminary Budget: Joyce E. reported that because of the fund balance, the general fund rollover has been increased by \$500. That leaves almost \$1100 to spend between now and the end of June, so that may increase. The Carol Abraham scholarship fund rollover was increased by \$57 earned in March, and will probably increase in June with the raffle revenue. Total revenues now supersede expenses. We have revenues of \$11,721, and \$11,640 in expenses. The general membership will vote on this at the June meeting as the preliminary budget and the final budget will be approved in September. Nancy T. asked about the conference site selection coordinator for \$250 and suggested it be moved out of the general budget and into the conference account. The conference account has always been a separate account from the general fund. Since site selection expenses may rollover to the next fiscal year, it may be a good idea to move it to the conference fund so there are no concerns about making sure the funds carry over. Joyce will remove "site selection" from the list and reduce the amount from \$250 to \$0 for the next fiscal year budget. Susan suggested increasing the historical budget to create a historical display and/or banner that could be displayed at conference and quarterly meetings that would show the history of AFSS. Nancy recommended rolling the \$250 from the conference site selection down to historical so there would be a budget for historical to conduct research and work on this project.
Danette A. moved to transfer the \$250 from Conference Site Selection budget to the Historical budget, 2nd Lynda, all approved.

2. New Business

- a. 2017 AFSS Educational Forum - Final Wrap up and Final Thoughts: Danette A. expressed appreciation for the down time at conference that allowed for networking and reconnecting with others at the conference. She would like to see that worked into the program a little more. Suggestions were made for perhaps a team-building event or speed dating-style event to bring people together - maybe at the welcome reception? Also to be considered is how the classes are marketed/described so that attendees are

enticed and interested in attending. Susan K. recommended some form of exercise class at the conference as well. Valerie E. commented that she already has a yoga instructor lined up for the conference.

- b. Membership Survey: Susan K. requested feedback on the draft survey she sent out. She is still narrowing down the best way to send it out to the membership. Valerie E. suggested Survey Monkey. Susan has also used Adobe. She plans to send out one more draft to the board, and then the final could go out in coordination with the membership drive, once that date is decided. Nancy suggested setting a goal of May 1st for the membership drive kick-off. Janice P. asked about the relevance of a survey for those who are new members. Valerie suggested the alternative of sending out a survey to all members following each quarterly meeting regarding whether they attended (and why or why not), what they think went well, what they would like to see in the future, etc. She also recommended we maintain a personal touch – if someone doesn't renew, call to find out why. This is a significantly more personal touch than a generic email and will convey the message that they matter and we care about having them there. None of us has the free time to call everyone that might be on that list, but we can each take a number of names and call them individually. The personal touch means so much and makes sure they feel part of the organization. The initial membership invoice will be for the full fee, and then a mid-year invoice (if needed), will be sent after January 1.
- c. Draft AFSS Meeting / Training Calendar 2017/2018: Nancy T. identified a couple of changes and updates to the calendar. The new copy will be rolled out just prior to July and will take effect July 1 with the new fiscal year. Nancy T. will send out one last draft before then to make sure everyone can review before the final goes out.
- d. Financial Audit: Wendy C. and Joyce E. have reached out Sue Beville, who has 2 years of financial records, but haven't heard from her yet as to whether she will be able to perform the audit. Lluvida, Vacaville Fire, has offered to audit one year of Joyce's records and see how it goes. She may choose to do more after that. Since Valerie is working with her as host for the June meeting, so she will follow up with her.

3. Committee Reports

a. Bylaws – Joyce Engler

The North presented the proposed changes to the Joint Bylaws to the General Membership in December 2016. There were no concerns for the final document was adopted by the North General Membership in March 2017. Joyce is unaware if they have been adopted by the South. Wendy C. will reach out to Danielle and Ron in the Southern Division. In order for the member-at-large position to take effect, it needs to be voted on and signed by both divisions. Their next board meeting is May 9. It will need to be

approved at their board meeting and their June general membership meeting in order to go into effect July 1.

b. Communications – Mollie Meyer

Newsletter - Nancy reported that she would like to change the term "newsletter" on the agenda to "constant contact." Since Danielle was unable to be there, there was no E-board meeting at conference. Nancy has reached out to Ron L. and he will present the proposal. The South will discuss Constant Contact at their May 9 meeting. Joyce is waiting to bill them until it is approved officially.

Website - Nancy reported that she hasn't heard from Mollie yet, so she is not sure if she has any needs at this time.

Facebook - nothing to report.

c. Education & Training – Valerie Erwin

Nancy gave her a list of future dates/topics/locations that were already established.

June 16 - Alameda County Fire (Dublin) is hosting; topics will include PTSD and Behavioral Health (Oakland BC Melinda Drayton / Ghost Ship Fire).

September 15 - San Mateo Fire is hosting; topic may be "Back to Basics" - CPR/AED/First Aid.

December 2 - Sac Metro is hosting; the topic is TBD. Nancy suggested a lighter subject like customer service since the December meeting already involves the awards, etc.

March 16 – Fairfield Fire (Tossah) will be hosting at Travis AFB; the topic is TBD. Nancy may be able to host a Fire Ops 101 class, if needed. Lynda suggested an Active Shooter class, too. Valerie will research topics for September and December and report back.

d. Historical – Jodi Martin & Susan Kim

No update.

e. Legislative –Meghan Scannell

No update.

f. Meeting Host Coordinator – Jodi Martin

No update.

g. Sunshine — Nancy Tillotson.

Nancy got the Jacquie Lawson account up and running for sending out cards for birthdays, etc. Valerie mentioned that birthdays can be acknowledged in Constant Contact as well.

h. Ways and Means – Lori Gay

A list of possible items for conference swag was handed out for review. If there are other items you'd like to see, let us know. Nancy T. suggested an AFSS lapel pin. Joyce E. mentioned that those were available previously, but doesn't know what happened with

them. Sara suggested other jewelry items as well. On a side note, Lori was married earlier this year, so congratulations go out to Lori and George!

i. Conference Committee 2018 – Valerie Erwin

The committee will be holding a conference call at 11:30 today to discuss plans in depth.

Identification of items for next meeting

The next meeting is scheduled for July 14, 2017. Chief Hansen's retirement party is that evening, so Valerie E. and Kristyn B. will need to call in to the meeting.

Good of the Order

None.

Adjournment 11:23 am by Wendy Crosthwaite.

Recorded by,

Lynda Vargas

Lynda Vargas
AFSS North, Recording Secretary