



California Fire Chiefs Association ADMINISTRATIVE FIRE SERVICES SECTION

JOINT NORTHERN & SOUTHERN DIVISION EXECUTIVE BOARD MEETING MINUTES Tuesday, April 21, 2009 9:30 AM

LOCATION: The Sainte Claire
Santa Vesta Conference Room
San Jose, CA

ATTENDANCE:

Altizer, Barbara	Bylaws Coordinator, South
Barnett, Tammy	2 nd VP, North
Beville, Sue	Treasurer, North
Crawford, Shawn	Communications Coordinator, Conference Coordinator, North
Engler, Joyce	President, North
Erwin, Valerie	Bylaws Committee, North
Flores, Christine	1 st VP, South
Kelley, Lara	Budget Committee Coordinator, North
McCoy, Karen	Corresponding Secretary, South
Miller, Debbie	Recording Secretary, North
Moreno, Sylvia	President, South
Nellis, Valerie	Parliamentarian, South
O'Dell, Darilyn	Recording Secretary, South
Rasmussen, Renae	Treasurer, South
Timmers, Becky	Second Vice President, South
Tuvell, Susan	First VP, North
Sanders, Sandy	Incoming Corresponding Secretary, North
Jodi Martin	Incoming Treasurer, North

1. Call to Order: President Joyce Engler (North) called the meeting to order at 9:32am. President Sylvia Moreno (South) welcomed those in attendance.

2. Introductions: There were 17 members in attendance.

3. Additions to Agenda: None. Motion by Christine Flores, second by Sue Beville. M/S/C

4. Approval of November 8, 2008, Joint Executive Board Minutes: No further changes. Motion by Becky Timmers, second by Karen McCoy. M/S/C

5. Section Chief Reports:

- A. Fire Chief Paul Benson, Chino Valley Independent Fire District, was unable to attend due to a previous commitment.
- B. Fire Chief Dan Haverty, Folsom Fire Department, was unable to attend due to a previous commitment. The next board and conference call will be held on May 7; a CFCA Financial Summit will be held May 20-22 by invitation only.

6. SOG - Requests for AFSS Assistance from other CFCA Sections:

A draft edition of this SOG was presented. AFSS North suggested an initial request form be included with the SOG. The recent economic times have made it difficult for members to commit to the work (pre-conference) that needs to be done. AFSS can negotiate the level of commitment. AFSS North also suggested having a time line for requests for assistance that involve more than registration.

Karen McCoy, Southern Division Corresponding Secretary was tasked with drafting a request form.

The following direction was given to Barbara Altizer, Bylaws Coordinator:

Place an asterisk at the bottom of the SOG noting AFSS may not be able to accommodate the request if there is not enough notice given.

Add a six months lead time specifically for requests for help with Conferences.

Add to Page 2: AFSS is a non-profit organization. A donation to the AFSS Education Fund will be requested, amount to be determined.

Motion to adopt the SOG pertaining to requests for AFSS Assistance: Motion by Karen McCoy, second by Susan Tuvell. M/S/C
Thanks to all for their hard work!

7. Review Proposed Bylaws Revisions

A report from the Bylaws Committee (South) was distributed. A suggestion was made to have Coordinators from both Bylaws Committees at the Joint Executive Board Meetings so they can participate and get information first hand.

Section 1.4 Organization and Section 6.1: Clean up changes only. Motion by Becky Timmers to clean up Section 1.4 by removing the word "in-active". Second by Sue Beville. M/S/C

Section 3.8 Vacancies was discussed. No changes will be made to this section.

Section 3.9.2 Elections was discussed. The second paragraph was changed to read:
Ballots, when required, shall be distributed to each qualified member one month prior to the quarterly meeting at which the slate of officers was presented and must be returned to the Nominating Committee no later than five (5) days after receipt.

Motion by Becky Timmers to change Section 3.9.2 as stated (see above). Second by Christine Flores. M/S/C

Article V – 5.2 Quorum - General Membership/Special Meetings. Discussion to change wording to:

A quorum for each General membership meeting shall consist of no less than four (4) Executive Board members and the General Membership of that Division in attendance. Motion by Christine Flores, second by Joyce Engler. M/S/C

Section 6.3 - Eligibility to Vote: Discussion. Most voting is done electronically. Suggestion was made to announce at the beginning of the meeting: if you know you are in arrears, please abstain from voting. No change necessary.

The Bylaws Committee noted if changes can be handled through SOGs that is the appropriate way to make them.

8. 2010 Annual Conference

Information regarding the 2010 Conference was distributed. The Conference will be held April 13-16, 2010 at the La Quinta Resort in La Quinta.

9. AFSS Brochure

Christine Flores, 1st Vice President, South, reported on the new AFSS brochure. New logos were introduced by the South. Suggested changes will be made to the proposed logo which will then be e-mailed to the E-Boards for an approval vote. The new AFSS logo is copyrighted, the only changes allowed are sizing up or down. Upon approval Christine Flores will submit it to the Cal Chiefs Executive Board for review.

10. Cal Chiefs Legislative Days – Sacramento, CA

There will not be a Legislative Day this year.

11. Cal Chiefs Conference – Riverside, CA

AFSS has been given the opportunity to have a booth at the Cal Chiefs Conference September 29, 30, and October 01. Members are needed to staff the AFSS booth. AFSS South will ask their general membership if there are two members willing to staff the booth and two members willing to work registration.

12. 2009 Fall Joint E-Board Meeting

AFSS North will travel to Rancho Cucamonga on Friday, November 6, 2009, for a Joint Executive Board Meeting.

13. Northern/Southern Committee Coordinator Updates:

A. Bylaws:

Nothing new to report.

B. Budget:

North: The Budget Committee is developing a plan for fund balance and incentives.

South: The South is creating ways to cut expenses to their membership in hopes of getting more attendance at meetings.

C. Communications:

North: The Website is running well.

South: Has a new edition of Fire Circle for new members during the South Membership Drive. Included are 20th Anniversary articles. The December meeting will include a 20th Anniversary party/event for Past Presidents and retired members. Darilyn O'Dell is researching a company to host the AFSS South website. Brochures have been shipped to the Membership Coordinators.

D. Conference:

79 registrations have been received. Executive Board members were asked to be at the Conference Reception at 4:00pm to meet with first-time attendees. A walk-thru of the installation program will be at 4:30pm Thursday.

E: Education & Training:

North: Topics have been chosen for next year quarterly meetings.

South: The Committee is meeting today to discuss topics for the June meeting.

F. Historical:

North: Nothing new to report.

South: The 20th Anniversary book will be available for review and ordering at the Conference.

G. Legislative Task Force:

North: Information was distributed from Crystal Smyth, North Legislative Task Force Coordinator.

South is looking for a person to fill this spot.

H. Meeting Coordinator:

North: Is looking for a host for the December 2009 quarterly meeting.

I. Membership:

North: Gained 3 members for a total of 177 members. Thanks to Robin for putting the new brochure together.

South: Gearing up for next year's membership drive.

J. Sunshine:

Nothing new to report.

K. Ways & Means:

North: Has travel mugs and key chains to sell at Conference.

South: Has several new items to sell at Conference including mugs and wine bottle openers.

15. Good of the Order/Round Table

Glad to see the Executive Boards are working well together, AFSS has functioned and prospered and grown. Yeah for us!

Barbara Stafford is ill and everyone sends their best wishes to her.

Financial instabilities continue to impact departments.

16. Adjournment: Motion by Becky Timmers, second by Susan Tuvell at 12:05pm.
M/S/C