



ADMINISTRATIVE FIRE SERVICES SECTION • SOUTHERN DIVISION



## AFSS Southern Division Executive Board Meeting Minutes

*July 22, 2011*

*Rancho Santa Fe, California*

*9:00 a.m.*

### **Board Members Present**

Valerie Nellis – President

Karen McCoy – 1st Vice-President

Naomi McCormack – 2nd Vice-President (via conference call)

Christine Flores – Recording Secretary

Darilyn O’Dell – Treasurer

Vicki Varnes – Corresponding Secretary

### **Others Present**

Chief Michael Antonucci – Liaison Chief

- A. **Call to Order** – President Nellis called the meeting to order at 9:11 a.m.
- B. **Additions to the Agenda** – Discussion of 2013 conference was added as Agenda Item #N1.
- C. **Approval of the April 11, 2011 Executive Board Meeting Minutes** – Upon a motion by 1<sup>st</sup> Vice President McCoy, seconded by Corresponding Secretary Varnes and unanimously carried, the minutes of the April 11, 2011 Executive Board meeting were approved as submitted.
- D. **Approval of the June 14, 2011 Quarterly Meeting Minutes** – Recording Secretary Flores brought copies to review but since 2<sup>nd</sup> Vice President McCormack was present via conference call she did not have a copy. Minutes reviewed and a few corrections made. Recording Secretary Flores will make the changes and send to all board members after the meeting to review, make changes and ultimately approve via email.
- E. **Section Chief Report** – Chief Antonucci gave update on Cal Chiefs’ legislation. He also spoke about his impending retirement but indicated his desire to remain our Liaison Chief.
- F. **Treasurer’s Report** – The decision was made that from now on, the Treasurer’s report will be given only at the regularly scheduled quarterly meetings. The Treasurer/ will only report at Executive Board when there is an anomaly.

- G. **Charitable Contributions** – Treasurer O’Dell reported that she received one request for the quarterly charitable contribution. After discussion, the \$200 charitable contribution will be given to the family of newborn Johanna Bulatoa to help cover the medical expenses for a heart transplant since the family’s insurance would not cover it. Baby Johanna was nominated by Terrie Rubio from Corona Fire Department.

Also discussed is the need to update the “Charitable Donation Form” with the following updates:

1. Most current header bar with new logo
2. Increase the dollar amount from \$100 to \$200
3. Change submittal date in the instructions to the **15<sup>th</sup> of January, April, July or October.**

President Nellis will send the Master SOG to 2nd Vice President McCormack for editing. All tasks assigned at this meeting are to be completed by the next executive board meeting. Communicate if deadlines are not able to be met or if help is needed to complete the tasks assigned.

In addition to the charitable donation template, all template forms are to be reviewed by 2nd Vice President McCormack to insure the most recent logos are being used.

H. **Committee Reports**

**Bylaws Committee** – Barbara Altizer (South Pasadena-Retired)

The committee had nothing to report at this time.

**Communications Committee** – Robin Brock (Rancho Cucamonga)

The following report was submitted: *Website*: No action taken. *Fire Circle*: Preparing for Fall 2011. Deadline advisory distributed on July 18<sup>th</sup> ~ Articles due: Monday, August 22<sup>nd</sup> with a planned distribution date of Tuesday, September 6<sup>th</sup>. *Fire Circle New Member Edition*: Delivered to Membership Committee.

**Conference Committee** – Darilyn O’Dell (San Miguel)

See Item N1 below.

**Education Committee** – Sandy Magallanez (Chino Valley)

The committee had nothing to report at this time.

**Historical Committee** – Lisa LeCates (El Segundo)

The committee had nothing to report at this time.

**Membership Committee** – Liz Dibb (San Miguel)

The committee had nothing to report at this time.

**Ways & Means Committee** – Sylvia Moreno (Hermosa Beach)

The Ways & Means Committee will be sending a fan out to members to request interest in the 20 year anniversary book so that they may be ordered in multiples. We will also have a sign up sheet at the September meeting. The hope is to get interest in the book to purchase at a discounted rate (two for one special) and possibly get an order in by December.

Submitted to the Eboard at the April Eboard meeting was the idea of a “travel size” vehicle or desk Emergency Kit. The board thought this was a good idea, but believes the inventory on hand is substantial and should be reduced before any new items are added. It was discussed that from this point forward when ordering items, storage availability should be considered along with amount of product. This will help control the amount of inventory that needs to be carted around and accounted for.

Again, we continue to look for new items and more committee members.

Committee Liaison O’Dell suggested ordering 20 of the kits to have for sale at the December Quarterly meeting. She also suggested, and the Board approved a sale on the outstanding inventory (except the USB drives). See item R. for additional discussion.

- I. **2011 Cal Chiefs Conference** – 1<sup>st</sup> Vice President McCoy will be sending a fanout requesting volunteers for the registration and vendor table. President Nellis would like to see representatives from the Northern and Southern Divisions; however that may not be feasible given members budgets.
- J. **Fan Outs/Forum Posting** – Discussion about fanout methodology and the difference in styles between the Northern and Southern Divisions.
- K. **Certificates for Presenters** – Discussion of continuing with certificates for presenters versus letters of appreciation. Decision: certificates to hosting agency and presenters; letter of recognition of Staff to hosting agency’s Chief at the discretion of the President.
- L. **Review of the Revised Annual Scholarship – SOG #XV** – Not ready for review. 1<sup>st</sup> Vice President McCoy will send out revision(s) for review. Table item to October Executive Board meeting.
- M. **See’s Candy Fundraiser** – Discussion of alternate fund raising ideas because the See’s Candy fundraiser has not generated enough profit to fund the scholarships. President Nellis recommended the subject be added to the September Quarterly Meeting agenda to discuss with members the creation of an Ad Hoc Committee. The Ad Hoc would investigate other fundraising options, report back to the membership at the December Quarterly meeting and plan to implement in March 2012.

11:59 a.m. 2<sup>nd</sup> Vice President McCormack exited the conference call/meeting.

- N. **2012 Conference** – President Nellis reported the Southern Division will support the Northern Division in their combining the AFSS Annual Conference with the OPS Chiefs Annual Leadership Conference. She will also emphasize to members at the September Quarterly meeting to reserve their hotel rooms as soon as possible since hotel options are limited in the conference location (Monterey).

Decision made to hold a Joint Eboard Meeting before the conference on March 11, 2012.

If there are vendors or sponsors the Southern Division wants included, we need to send the information to the Northern President so she can include on their September meeting agenda.

President Nellis proposed moving the March 2012 Quarterly meeting to February since the Annual Conference will be held the week that the Quarterly meeting is normally held.

N1. **2013 Conference** – Conference Committee Coordinator O’Dell announced we will need to book our conference location before the march 2012 Conference. We can’t wait until after the 2012 conference to determine if it will be a joint conference again. She also indicated she would continue as Conference Committee Coordinator.

O. **Separate Checking Account for Southern Hosted Annual Conference** – Conference profits would stay allocated to the conference fund and not go in to the general fund as they do currently. Further discussion is needed before a decision is made.

P. **Education/Training for 2011/2012** – After a lengthy discussion, it was determined that 1<sup>st</sup> Vice President McCoy will draft questions for a survey to be distributed through Survey Monkey to find out the reasons members attend or don’t attend meetings.

At President Nellis’ direction, the Executive Board will assist the Education Committee to develop a list of training topics that will be offered to hosting agencies for use at Quarterly meetings, beginning in December.

Q. **Review Effective Date of Newly Installed Officers** - Decision made to change the SOGs to mirror Bylaw’s verbiage regarding the effective date of newly installed officers. SOGs to be updated by January to alleviate any confusion at this year’s conference.

President Nellis would like to develop a transition plan for Executive Board positions.

R. **Review and Approve Agenda for September 13<sup>th</sup> Quarterly Meeting** – President Nellis will revise per discussion and send to the Executive Board for final approval. She would also like Board members to communicate with the Committees with who they are liaisons before each quarterly meeting. It is suggested that after the “sale” of excess Ways and Means items at the September Quarterly meeting, that whatever is left in inventory (excluding USB drives) be used as give-a-ways at quarterly meetings until it is gone.

S. **Round Table** – Treasurer O’Dell said the Expense Report form needs to be updated with the new logo. Also, she will forward the new logo to Education Committee Coordinator Sandy Magallanez for use on the Education certificates. On August 4, 2011 President Nellis and 1<sup>st</sup> Vice President McCoy will sit in on the Cal Chiefs conference call.

T. **Adjourn** - With no further business to be brought forward, President Nellis adjourned the meeting at 4:00 p.m.

*Christine Flores*

Christine Flores  
Executive Board, Recording Secretary