



ADMINISTRATIVE FIRE SERVICES SECTION • SOUTHERN DIVISION

## Executive Meeting Minutes July 23, 2010



### **AFSS Executive Board Meeting Minutes**

*July 23, 2010  
Fallbrook, California  
9:00 a.m.*

#### **Board Members Present**

Becky Timmers – President  
Valerie Nellis – 1st Vice-President  
Karen McCoy – 2nd Vice-President  
Darilyn O'Dell – Recording Secretary  
Vicki Varnes – Corresponding Secretary  
Renaë Rasmussen – Treasurer

#### **Board Members Absent**

Chief Michael Antonucci – Liaison Chief

- A. **Call to Order** – President Timmers called the meeting to order at 9:15 a.m.
- B. **Additions to the Agenda** – No additional items were added to the agenda.
- C. **Meeting and Email Decorum** – President Timmers gave an overview of the importance for the Board Members to have their opinions heard. She also noted that when receiving emails from the other Board Members, it is not necessary to “reply to all” given the amounts of emails we receive. Reply only to the person who generates the email and they will send out the results after all emails are received.
- D. **Approval of the April 23, 2010 Executive Board Meeting Minutes** – Upon a motion by Renaë Rasmussen, seconded by Karen McCoy and unanimously carried, the minutes of the April 23, 2010 Executive Board Meeting were approved as submitted.
- E. **Approval of the April 23, 2010 Joint Executive Board Meeting Minutes** – Upon a motion by Karen McCoy, seconded by Renaë Rasmussen and unanimously carried, the minutes of the April 23, 2010 Joint Executive Board Meeting were approved as submitted.
- F. **Approval of the June 11, 2010 Quarterly Meeting Minutes** – Upon a motion by Valerie Nellis, seconded by Karen McCoy and unanimously carried, the minutes of the June 11, 2010 Quarterly Meeting were accepted as submitted.

- G. **Section Chief Report** – Chief Antonucci was not present and did not forward a report. He is currently off work recovering from surgery.
- H. **Treasurer's Report** – Treasurer Renae Rasmussen reported that after the year end close, the books are \$330 in the black for the fiscal year.
- I. **Charitable Contributions** – Treasurer Renae Rasmussen reported that she received two requests for the quarterly charitable contribution. After discussion, the \$100 charitable contribution will be given to Cynthia Carrascoc, nominated by her co-worker Svetlana Moure (Garden Grove). Cynthia's young niece was diagnosed with cancer and traveling to see specialists has created a financial burden on the family.
- J. **Committee Reports**  
**Bylaws Committee** – Barbara Altizer (South Pasadena-Retired)  
Addendum 10.5 has been signed by Northern and Southern division presidents.

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

The following report was submitted: *Website*: No response from iCentrics. One of the committee's goals is to update the website; until we can discuss what changes are possible with the vendor we cannot move forward. *Fire Circle*: Summer issue distributed in June, and work has started on the Fall edition. *Miscellaneous*: The committee is down two members, leaving a total of three. The logo is being revised by the graphic designer to include Southern or Northern below the AFSS.

After discussion, it was decided that the Treasurer will submit information for the Fire Circle on the recipient of the \$100 charitable contribution.

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

See Item K below.

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

The following report was submitted: The Education Committee has received the approved recruitment letter for guest speakers for upcoming quarterly meetings and conference. Our intent is to build our database of speakers.

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

The following report was submitted: Contact was made with former committee members to touch base and see who was still interested and able to participate on the committee. The committee will begin the photo project of taking members' pictures to be placed in the membership directory. The majority of the problems with SnapFish have been resolved; pictures at the March and June meeting will be uploaded and fanned out. The committee is working on a variety of projects including scanning all archived documents.

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

The following report was submitted: The Membership Drive for 2010/2011 is well underway. They sent out a total of 113 letters to non-member agencies. This year the letters were sent to the administrative support staff instead of the Fire Chiefs. They have

received renewals from 54 members and 1 new member. This new member received the non-member agency letter.

**Ways & Means Committee** – Sylvia Moreno (Hermosa Beach)  
Ronda Guillaume (Cathedral City)

The following report was submitted: The Ways & Means Committee continues to recruit new members. Nancy Haglund has joined the committee. They will continue to sell the current stock of items at the quarterly meetings.

- K. **AFSS Conference** – The cost of the conference will continue to be \$250. We are working on offering a single day registration. The theme for the Vendor Faire/Welcome Reception is Mardi Gras. We are still working on details for the Wednesday evening event and are going to try and offer a PRP track.
- L. **Committee Involvement** – After discussion, it was decided that the Committee Coordinators be advised through their Executive Board Liaison that a “speed committee” presentation will take place instead of the normal committee meetings. This is being done to encourage members to join committees.
- M. **Review and Approve Agenda for September Quarterly Meeting** – The Board reviewed and approved the draft agenda for the September 14, 2010 meeting.
- N. **AFSS Logo** – President Timmers reported that she will be requesting through Communications Committee Coordinator Robin Brock to have the 20<sup>th</sup> anniversary logo revised with various changes recommended by the executive board.
- O. **Ad Hoc Committee** – President Timmers presented the draft member information survey that will be distributed in September via Survey Monkey.
- P **CFCA Conference** – Karen McCoy reported that they need volunteers for registration and the AFSS Booth. They will be using 100 wine openers with the AFSS logo for giveaways at the booth.

Upon a motion by Valerie Nellis, seconded by Karen McCoy, and unanimously carried, \$100 (which will be split with the North) will be used for candies and the raffle prize.

- Q. **Round Table**  
No one had anything additional to share.

- R. **Adjourn** – With no further business to be brought forward, President Timmers adjourned the meeting at 2:20 p.m.

*Darilyn O'Dell*

Darilyn O'Dell  
Executive Board, Recording Secretary