



## Administrative Fire Services Section

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### California Fire Chiefs Association Southern Division

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

*April 20, 2009*

*The Sainte Claire Hotel*

*San Jose, California*

*1:00 p.m.*

#### **Board Members Present:**

Sylvia Moreno – President

Christine Flores – 1st Vice-President

Becky Timmers – 2nd Vice-President

Karen McCoy – Corresponding Secretary

Darilyn O'Dell – Recording Secretary

#### **Board Members Absent:**

Chief Paul Benson – Section Chief

#### **Others Present:**

Valerie Nellis – Parliamentarian

Barbara Altizer – Bylaws Committee Coordinator

Renae Rasmussen – Treasurer Elect

- A. **Call to Order:** President Moreno called the meeting to order at 1:05 p.m.
- B. **Additions to the Agenda:** There were no additions to the agenda.
- C. **Review of February 6, 2009 Executive Board Meeting Minutes:** Upon a motion by Becky Timmers, seconded by Christine Flores and unanimously carried, the minutes of the February 6, 2009 Executive Board Meeting were approved as corrected.
- D. **Review of March 10 2009 Quarterly Meeting Minutes:** Upon a motion by Becky Timmers, seconded by Karen McCoy and unanimously carried, the minutes of the March 10, 2009 Quarterly Meeting were approved as corrected.
- E. **Review of Agenda for June 9, 2009 Quarterly Meeting:** The Board reviewed and approved the draft agenda for the June 9, 2009 meeting.
- F. **Charitable Contributions:** Interim Treasurer Becky Timmers reported that she received a request from Eileen Dirksen for the quarterly charitable contributions. Upon a motion by Darilyn O'Dell, seconded by Christine Flores, the \$100 charitable contribution will be given to the MDA Foundation.

G. **IRS Tax Filing** – Interim Treasurer Becky Timmers reported that all items have been mailed to CFCA. All records need to be kept using QuickBooks. After discussion, upon a motion by Becky Timmers, seconded by Christine Flores and unanimous carried, Renae Rasmussen will purchase the latest version of QuickBooks and load it on the AFSS laptop computer.

H. **Committee Reports:**

**Bylaws Committee** – Barbara Altizer (South Pasadena-Retired) gave an overview of the sections that are being revised: #1.4 Organization, #3.8 Vacancies, #5.1 General Membership Meetings, #5.4 Special Meetings, #6.1 Dues, and #6.3 Eligibility to Vote.

**Communications Committee** – Robin Brock (Rancho Cucamonga) submitted the following report: **Fire Circle** – The *New Member* Edition was updated for the remainder of the 2008/2009 membership year and provided to our Membership Coordinator Liz Dibb (San Miguel) for distribution. The *New Member* edition is also ready for the 2009/2010 membership drive and has been sent to Liz. Preparations are underway for the Summer edition and will highlight the new look for the anniversary. The committee is currently working on special 20<sup>th</sup> anniversary articles for the remainder of the year. **Website** – A 2009 Quarterly Meeting Dates and Host Agencies page is a recent addition to our site. A new AFSS membership information page has been placed on the website that details specific information on Northern/Southern memberships. This page will be able to be updated rather than having to update our brochures. Links to each of the division's membership applications are also available from this page. Darilyn O'Dell (San Miguel) is working on researching vendors/costs for us to host our own website; **Brochures** – The brochures will be available for viewing at the conference and will be shipped to both Membership Committee Coordinators; **Miscellaneous** – AFSS logo artwork is being copied onto discs for distribution to the Executive Board at the conference. 20<sup>th</sup> anniversary coffee mugs have been ordered and will be shipped directly to the hotel in time for the conference. Proposed draft for new AFSS letterhead/meeting agendas sent to Executive Board for review. Anticipate approval with minor changes.

**Conference Committee** – Darilyn O'Dell (San Miguel) reported that the conference will be held at the La Quinta Resort and Spa in La Quinta. The conference will begin on Tuesday evening April 13 through noon on Friday, April 16, 2010.

**Education Committee** – Kathy Ford (North County) submitted the following report: The Education Committee welcomes the following new members – Kathy Danskin (Orange County Fire Authority), Susan Bathurst (Big Bear City Fire Department) and Gina Molina (Rancho Cucamonga). The committee will be meeting soon to work on a plan for 2010. They will be looking at the Northern Division's education committee practices and discuss suggestions for our division.

**Historical Committee** – Joyce Becker (Ontario) submitted the following report: The memory book is completed and she has ordered three copies. She will bring a book with her to the conference to see if anyone is interested in placing an order. She will also bring information to the June meeting on the cost and order process.

**Membership Committee** – Liz Dibb (San Miguel) submitted the following report: We are still receiving memberships; I would assume that it is mostly from people wanting to attend the conference next week. Membership drive letters are to be going out next month.

**Ways and Means Committee** – Karen McCoy (Riverside) reported that Sylvia Moreno (Hermosa Beach) and Ronda Guillaume (Cathedral City) will be taking on the responsibility of co-coordinators of the Ways and Means Committee. She also noted that they will be selling items and the conference in San Jose

- I. **Section Chief Report** – Chief Benson was not present and did not forward a report.
- J. **Bylaws** – This item was covered under the Bylaws Committee Report.
- K. **SOG Revisions** – Removed from Agenda.
- L. **Membership Retention** – Removed from Agenda.
- M. **Conference Scholarship** – Becky Timmers reported that due to computer issues, she was not able to have the names available to draw a recipient for the 2010 Conference. She was going to attempt to print the names after today's meeting and having the drawing tomorrow before the Joint Executive Board Meeting
- N. **20th Anniversary Items for Conference** – This item was covered under the Ways and Means Committee Report.
- O. **2010 Conference** – This item was covered under the Conference Committee Report.
- P. **Executive Board Duties** – The only position with a monthly assignment form was the 2<sup>nd</sup> Vice President. This was a one page document with a monthly grid, and each month listed what the 2<sup>nd</sup> Vice President needs to do. President Moreno thought all positions had this type of monthly form. It was decided that each position should have a monthly assignment form; however, there was not a consensus on when this should be done, and by whom.
- Q. **Joint Executive Board Meeting** – Discussed the Bylaw issues, changes and concerns that we wanted to cover in the joint executive board meeting.
- R. **Other Communication** – Nothing.
- U. **Adjourn** – With no further business to be brought forward, President Moreno adjourned the meeting at 4:00 p.m.

*Darilyn O'Dell*

Darilyn O'Dell  
Executive Board, Recording Secretary