



AFSS North Quarterly Meeting Agenda

March 16, 2018

Host Agency: Vacaville Fire Department

Location: Fire Administration Office
650 Merchant Street
Vacaville, CA 95688

08:30 Registration and Check-In

09:00 Flag Salute and Welcome

09:15 Quarterly Training Session: carpool to actual training location
Training Captain, Chad Azevedo – Fire Ops 101

12:00 to 13:00 Lunch

13:00 Business Meeting – join us via conference call (carrier charges may apply)

Conference Call: (515) 604-9602

Access Code: 211235

13:00 Call to Order: Danette Austin, President, AFSS North

- Agenda Adjustments / Approval of Agenda

- Approval of Minutes: January 12, 2018

- President's Report by Danette Austin

- Cal Chiefs Report

- Treasurer's Report

 - November Report - 2017

 - December Report - 2017

 - January Report – 2018

 - November – 2017 Wells Fargo Bank Statement

 - December – 2017 Wells Fargo Bank Statement

 - December – 2017 Firefighters First Credit Union

 - January – 2018 Firefighters First Credit Union

 - Budget – FY 2018/2019 (draft) – Action Item

- Old Business

 - Conference / 2018

- New Business

 - By-laws draft – Action Item



AFSS North Quarterly Meeting Agenda

March 16, 2018

- Committee Coordinator Reports

COMMITTEES..... COORDINATOR/BOARD LIAISON

Budget / *Treasurer*

ByLaws and SOGs *Jodi Martin / 2nd VP*

Communications *Mollie Meyer / 1st VP*

- Website
- Facebook
- Constant Contact

Conference 2018 *Valerie Erwin & Joyce Engler / 1st VP*

Education & Training..... *Valerie Erwin / 1st VP*

Historical *OPEN / 2nd VP*

Nominating..... *Past President / President*

Legislative *Meghan Scannell / President*

Meeting Host Coordinator..... *OPEN / Corresponding Secretary*

Membership *Janice Parker / 1st VP*

Sunshine *Aleta Cook / Recording Secretary*

Ways and Means *Lori Kickinger / Treasurer*

15:00 Adjournment

NEXT MEETINGS

E-Board.....April 13, 2018 / 9:00-10:00 hrs –TBD

Joint E-Board.....April 24, 2018 - TBD – Santa Cruz, CA at conference



AFSS North General Meeting Minutes

December 3rd, 2017

Location: Sacramento Metropolitan Fire District
10545 Armstrong Ave, Mather, CA 95655

Call to Order: 1255hrs

Introductions of members:

- New members welcome and name tags

Agenda approval

- motioned by Jodi Martin
 - Second Lynda Vargas
 - Motion approved

Approval minutes from September 15th meeting

- motioned by Susan Kim 3
 - Second - Janice Parker
 - approved

Presidents report: Nancy Tillotson

- October e-boarded meeting
 - Dana Lipps sworn in through the end of June 2018 as Recording Secretary
 - Thank you everyone and your agencies for the hard work with the last few months and the large fires
 - Ways and means purchases
 - cord organizers
 - over budget but per SOGs we were able to purchase using a onetime transfer for the purchase
 - plan on taking them to conference as well
 - Board is working on updating the SOGs
 - last meeting there was a question about the wording for the meal amounts
 - Will be sent to membership at the March meeting
 - also working on the Member at Large by-law wording
 - South did not approve
 - Both boards will be looking at it again in January
 - Hopefully bringing to the membership in March
 - Cal Chief's report
 - passed around the annual report that they published
 - It is also available on their website
 - will have reports printed and available for the annual conference
 - Cal Chiefs conference report
 - new board members/chief sworn in
 - Cal Chiefs is making a new EMS section
 - 2018 Conference will be held in the North
 - Looking at a new location since they have outgrown the one used previously.



AFSS North General Meeting Minutes

December 3rd, 2017

- Chief Probowski is our liaison

Treasurer's report

- Face sheets need to be updated to updated with current finance charges
- Working on having the accounts moved from Wells Fargo to Firefighters First CU
 - Accounts will be set up the same but will not be charged
 - hoping to have it done next week
- Balance review

Old business

- Conference - Valerie Erwin and Joyce Engler
 - April 25-27
 - Welcome reception 24th
 - Dream Inn in Santa Cruz
 - Room rates \$149 per night
 - No code needed for special room rate
 - deadline to book room is 3/24 (unless they sell out of rooms in our block)
 - There is a \$15 a day parking fee
 - Registration will be \$325 for members - early bird registration
 - \$375 after the December 31st
 - Guest \$400
 - \$200 for life/retired before 1/31
 - Mollie has link for hotel
 - will be sent out with the notice
 - Joyce and Valerie going to hotel on 12/14 to do site inspection and look at menus
 - Working on the speakers

New Business

- Challenge Coin
 - South already has a challenge coin
 - Strictly for retirees and those that have gone above and beyond
 - propose 2 types of coins
 - Color one for awards
 - Gold for sale
 - purchase, given to speakers as thank you
 - open floor for comments
 - generic is just ok
 - Maybe instead of calling it a "challenge coin" call it a "commemorative coin"
 - would like to see "North" on the awarded one
 - Valerie Erwin likes the idea of having them available to have at conference
 - \$1500 to purchase both. First \$1500 in sales will go back to the reserves.
 - Jodi Martin makes motion to purchase both of them with "North" added to the color
 - Valerie Erwin second



AFSS North General Meeting Minutes

December 3rd, 2017

- \$1500 coming out of the reserve account for both, add the word "North" to the color one
 - All approved
- There are several e-board openings that will be voted on in March's general membership meeting

Membership recognition -

- 5 year
 - Lori Kicking
 - Nancy Tillotson
- 10 year
 - Jodi Martin
 - Natalie Rickman
 - Alicia Walton
- 15 year
 - Sue Borman
 - Karen Scazgo
 - Joyce Engler
- Life member
 - Susan Kim
- Member of the year
 - Joyce Engler

Scholarship drawings

- First time attendee
 - 1. Sarah Morales
 - 2. Lisa Bartolo
 - 3. Kim Ruggles
- General Membership
 - 1. Kaitlyn Defonte
 - 2. Carmen Gandara
 - 3. Annette Stealth
- Carol Abraham Board will draw the names at the -board meeting 1/12
 - We have enough for 2 scholarships

Communications

- Nothing to report

Conference 2018

- already discussed

Education and Training

- March meeting
 - Vacaville- Live Fire Burn Training



AFSS North General Meeting Minutes

December 3rd, 2017

- June
 - Sacramento City Fire - EVOC
- Legislative
 - Chief McLaughlin has put out reports about all the bills and their status
 - CalChief's website Salary disclosure for new applicants

Meeting Host Coordinator

- position open

Membership

- 94 members including life and associate
- 17 new members this year

Sunshine

- Nothing to report

Ways and Means

- Nothing to report

Good of the order

- Susan Kim
 - remember to take behavioral/mental health serious for admins as well, not just the fire fighters. Advocate on behalf of admins From Georgetown - it's important for everyone in the organization to realize that they have something to offer as far background, trainings, and experiences to offer

Adjourned – 1430hrs



Treasurer's Report

AFSS Northern Division

11/1/17 - 11/30/17

Main Checking Acct Beginning Balance:

\$ 8,589.34

Income:

Monthly: Paypal Transfer

Bank - check deposit

Total income for period:

* \$ 684.50
\$ 684.50

Expenses:

Marco Promotional

Constant Contact Monthly Fee - November

Total expenses for period:

\$ 489.85
\$ 45.00
\$ 534.85

Subledger: General Fund Ending Balance

\$ 8,245.40

Carol Abraham (non-budgeted) Scholarship Acct Beginning Balance:

\$ 493.59

Income:

Total income for period:

\$ -
\$ -

Expenses:

Total expenses for period:

\$ -

Subledger: Carol Abraham (non-budgeted)

\$ 493.59

Main Checking Account Ending Balance:

\$ 8,738.99

Conference Account Beginning Balance:

\$ 6,277.39

Income:

Total income for period:

\$ -

Expenses:

Monthly Service Fee

Total expenses for period:

* Minimum balance must be over \$7500.00

\$ 14.00
\$ 14.00

Conference Account Ending Balance:

\$ 6,263.39

Business Market Savings Account Beginning Balance:

\$ 100.29

Income:

Interest

Total income for period:

\$ -
\$ -

Expenses:

Monthly Service Fee

Total expenses for period:

\$ 6.00
\$ 6.00

Business Market Savings Account Ending Balance:

\$ 94.29

Reserve Account Beginning Balance:\$ 6,147.91**Income:**

Interest

\$ 0.15

Total income for period:

\$ 0.15**Expenses:**

Total expenses for period:

\$ -**Reserve Account Ending Balance:**\$ 6,148.06

Total AFSS Funds:

\$ 21,244.73

Respectfully submitted by: AFSS ND Treasurer Paula Forencich, pforencich@ccfd.org (650) 558-7604
Bank Statements Available Upon Request

* \$315.00 Membership + \$369.50 South reimbursement

AFSS Main Checking Account

Number	Date	Description of Transaction	Debit (-)	Credit (+)	Balance	Bank Recancellation		
						Debit	Credit	Balance
		16/17 Fiscal Year End			\$4,547.90			\$4,547.90
					\$4,547.90			\$4,547.90
	7/3/17	Recurring Transfer - Business Market Savings	\$100.00		\$4,447.90	\$100.00		\$4,447.90
	7/3/17	Recurring Transfer - Business Market Savings		\$100.00	\$4,547.90		\$ 100.00	\$4,547.90
	7/13/17	Monthly Service Fee Reversal		\$14.00	\$4,561.90		\$ 14.00	\$4,561.90
	7/13/17	Monthly Service Fee Reversal		\$14.00	\$4,575.90		\$ 14.00	\$4,575.90
	7/13/17	Monthly Service Fee Reversal		\$14.00	\$4,589.90		\$ 14.00	\$4,589.90
	7/13/17	Deposit: PayPal June TR Registration		\$463.20	\$5,053.10		\$ 463.20	\$5,053.10
	7/13/17	Cal Chiefs Membership Dues	\$250.00		\$4,803.10	\$250.00		\$4,803.10
	7/19/17	Constant Contact Monthly Fee	\$45.00		\$4,758.10	\$45.00		\$4,758.10
					\$4,758.10			\$4,758.10
	8/1/17	Recurring Transfer - Business Market Savings	\$100.00		\$4,658.10	\$100.00		\$4,658.10
	8/2/17	Deposit: June TR Registration and Raffle		\$385.00	\$5,043.10		\$ 385.00	\$5,043.10
	8/3/17	Recurring Transfer - Business Market Savings		\$100.00	\$5,143.10		\$ 100.00	\$5,143.10
	8/4/17	The Office Boss - Supplies	\$42.08		\$5,101.02	\$42.08		\$5,101.02
	8/14/17	Bay Stamp & Engraving - Service Awards	\$145.13		\$4,955.89	\$145.13		\$4,955.89
	8/15/17	July/August Membership Drive		\$1,420.00	\$6,375.89		\$ 1,420.00	\$6,375.89
					\$6,375.89			\$6,375.89
	9/1/17	Paypal Deposit		\$2,695.14	\$9,071.03		\$ 2,695.14	\$9,071.03
	9/1/17	Constant Contact Monthly Fee - August	\$45.00		\$9,026.03	\$45.00		\$9,026.03
	9/13/17	Paula Maita & Company	\$178.60		\$8,847.43	\$178.60		\$8,847.43
		October Ending Balance			\$8,589.34			\$8,589.34
	11/2/17	Transfer from PayPal		\$684.50	\$9,273.84		\$684.50	\$9,273.84
	11/20/17	Constant Contact monthly Fee - November	\$45.00		\$9,228.84	\$45.00		\$9,228.84
	11/22/17	Marco Promotional - cord keepers	\$489.85		\$8,738.99	\$489.85		\$8,738.99
		November Ending Balance			\$8,738.99			\$8,738.99

AFSS Conference Checking Account

Number	Date	Description of Transaction	Debit (-)	Credit (+)	Balance	Bank Reconcilliation		
						Debit	Credit	Balance
		October Ending Balance			\$6,277.39			\$ 6,277.39
	11/29/17	Monthly Service Fee	\$ 14.00		\$6,263.39	\$ 14.00		\$ 6,263.39
		November Ending Balance			\$6,263.39			\$ 6,263.39

AFSS Business Regular Shares Account

Number	Date	Description of Transaction	Debit (-)	Credit (+)	Balance	Bank Reconcilliation		
						Debit	Credit	Balance
	11/30/17	Monthly Service Fee	\$6.00		\$94.29	\$6.00		\$94.29
		November Ending Balance			\$94.29			\$94.29

AFSS Reserve Account

Number	Date	Description of Transaction	Debit (-)	Credit (+)	Balance	Bank Reconcilliation		
						Debit	Credit	Balance
	11/30/17	Interest		\$0.15	\$6,148.06		\$ 0.15	\$6,148.06
		November Ending Balance			\$6,148.06			\$6,148.06

**AFSS NORTHERN DIVISION
2017-2018 FISCAL YEAR SUMMARY**

Acct #	EXPENSES	Budget Amt	July 17	Aug 17	Sept 17	Oct 17	Nov 17	Dec 17	Jan 18	Feb 18	Mar 18	Apr 18	May 18	Jun 18	Expended	Balance	17/18 Actuals
	ADMINISTRATION																
5100	Quarterly Meetings	2,016.00			431.94			533.01							964.95	1051.05	
5101	Opportunity Drawing	200.00			50.00			87.00							137.00	63.00	
5102	Tax Preparation	350.00							350.00						350.00	0.00	
5103	Reserve	0.00													0.00	0.00	
5104	Operational Expense	360.00	14.00	56.08	14.00	20.00	20.00	35.00							159.08	200.92	
5105	Memorial Contribution	100.00													0.00	100.00	
5106	Charitable Donation	1.00													0.00	1.00	
5107	Miscellaneous	1.00													0.00	1.00	
	LEADERSHIP																
5200	CFCA Dues	300.00	250.00												250.00	50.00	
5201	CFCA Annual Conference	1,000.00	1,000.00												1,000.00	0.00	
5202	CFCA Strategic Planning / Presidents Forum Meetings	1,000.00													0.00	1000.00	
	COMMITTEES																
5310	Communication - Website	200.00													0.00	200.00	
5311	Communication - Constant Contact	540.00	45.00		90.00	45.00	45.00	45.00	45.00	45.00	45.00	45.00	45.00	45.00	540.00	0.00	
5300		0.00													0.00	0.00	
5301	Conference Committee Coordinators	0.00													0.00	0.00	
5302	Education & Training	3,300.00						1,200.00							1,200.00	2100.00	
5305	Historical-Photography & Data Storage Equip./Supplies	250.00													0.00	250.00	
5306	Membership Badges -	180.00			178.60										178.60	1.40	
5307	Membership Drive-Marketing/Brochure	0.00													0.00	0.00	
5308	Sunshine-Member/Attendance Enrichment	200.00				78.39									78.39	121.61	
5309	Ways & Means-Promotional Goods	260.00					489.85								489.85	(229.85)	
	MEMBER RECOGNITION																
5400	Awards - Plaques/Certificates	857.00		145.13	242.44			51.96							439.53	417.47	
5401	Donations-Member of the Year	100.00						100.00							100.00	0.00	
5403	Annual Conference Scholarship-Memorial/General Member	600.00						600.00							600.00	0.00	
	TOTAL EXPENSES	11,815.00	1,309.00	201.21	1,006.98	143.39	554.85	2,651.97	395.00	45.00	45.00	45.00	45.00	45.00	6,487.40	5,327.60	0.00

Acct #	INCOME	Beg Balance													Received		
	INVESTMENT																
6100	FY 2016-2017 General Fund Rollover	4,547.90	42.00												42.00		
6101	Reserve Account Balance	6,147.44													0.00		
6102	Carol Abraham Scholarship Fund Balance	183.59		225.00	85.00			187.00							680.59		
6103	Business Market Savings Account Balance	106.28													0.00		
	Conference Account							5,598.26							5,598.26		
	DUES																
		Budget Amt													Received	Shortfall	
6200	Annual Membership Dues	3,825.00	463.20	1,580.00	2,412.55	274.68	315.00	194.95							5,240.38	1,415.38	
6201	Quarterly Meeting Dues	2,500.00			642.59			767.80							1,410.39	(1,089.61)	
	FUNDRAISING																
6300	Charitable Donation Raffle	1.00													0.00	(1.00)	
6301	Ways & Means	1.00						124.25							124.25	123.25	
6302	MISCELLANEOUS - Interest	1.00	0.16	0.16	0.16	0.16	0.15	1.07							1.86	0.86	
6400	REIMBURSEMENT INCOME - From South	370.00					369.50								369.50	(0.50)	
	TOTAL REVENUE	17,683.21	505.36	1,805.16	3,140.30	274.84	684.65	6,873.33	0.00	0.00	0.00	0.00	0.00	0.00			0.00



Treasurer's Report

AFSS Northern Division

12/1/17 - 12/31/17

Main Checking Acct Beginning Balance:

\$ 8,738.99

Income:

Paypal Transfer 12/27	*	\$	5,013.10
Paypal Transfer 12/4/17	*	\$	662.80
Bank - Deposit	*	\$	446.00
Total income for period:			\$ 6,121.90

Expenses:

Ck #1001 - Guest Speaker 12/1 meeting	\$	1,200.00
Check # 3157 - QRT meeting lunch	\$	533.01
Check # 3158 - shipping awards	\$	51.96
Constant Contact Monthly Fee - December	\$	45.00
Wells Fargo Fees	\$	35.00
Total expenses for period:		\$ 1,864.97

Subledger: General Fund Ending Balance

\$ 12,995.92

Subledger: Carol Abraham (non-budgeted) Scholarship

Acct Beginning Balance:

\$ 493.59

Income:

Donation - Joyce Engler	\$	100.00
50/50 Raffle December Meeting	\$	87.00
Total income for period:		\$ 187.00

Expenses:

Scholarship Drawing Winners!

First Time Attendee - Sara Morales	\$	300.00
Attendance - Kaitlyn Defanti	\$	300.00
Total expenses for period:		\$ 600.00

Subledger: Carol Abraham (non-budgeted) Scholarship

Acct Ending Balance:

\$ 80.59

* Check #1001 in transit (cashed in Jan)

\$ (1,200.00)

Main Checking Account Ending Bank Bal

\$ 14,195.92

Conference Account Beginning Balance:

\$ 6,263.39

Income:

Paypal Transfer	\$	4,948.15
Conference registrations by check	\$	650.00
Interest	\$	0.11
Total income for period:		\$ 5,598.26

Expenses:

Total expenses for period:	\$	-
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* Deposit in transit - registration fees to be moved from main account

\$ (4,948.15)

Conference Account Ending Balance:

\$ 6,913.50

<u>Business Market Savings Account Beginning Balance:</u>	\$ 94.29
Income:	
Interest	\$ 0.01
Total income for period:	<u>\$ 0.01</u>
Expenses:	
Monthly Service Fee	
Total expenses for period:	<u>\$ -</u>
<u>Business Market Savings Account Ending Balance:</u>	<u>\$ 94.30</u>
<u>Reserve Account Beginning Balance:</u>	\$ 6,148.06
Income:	
Interest	\$ 1.06
Total income for period:	<u>\$ 1.06</u>
Expenses:	
Total expenses for period:	<u>\$ -</u>
<u>Reserve Account Ending Balance:</u>	<u>\$ 6,149.12</u>
Total AFSS Funds:	<u>\$ 22,404.69</u>

Respectfully submitted by: AFSS ND Treasurer Paula Forencich, pforencich@ccfd.org (650) 558-7604
Bank Statements Available Upon Request

- * \$64.95 Membership - \$4,948.15 Conference
- * \$575.23 Meeting reg + \$24.32 Raffle + \$63.25 Ways & means
- * \$105 Meeting Reg - \$130 Annual Membership - \$199 Raffle cash - \$12.00 W&M check

AFSS Main Checking Account

Number	Date	Description of Transaction	Debit (-)	Credit (+)	Balance	Bank Recancellation		
						Debit	Credit	Balance
		16/17 Fiscal Year End			\$4,547.90			\$4,547.90
					\$4,547.90			\$4,547.90
	7/3/17	Recurring Transfer - Business Market Savings	\$100.00		\$4,447.90	\$100.00		\$4,447.90
	7/3/17	Recurring Transfer - Business Market Savings		\$100.00	\$4,547.90		\$ 100.00	\$4,547.90
	7/13/17	Monthly Service Fee Reversal		\$14.00	\$4,561.90		\$ 14.00	\$4,561.90
	7/13/17	Monthly Service Fee Reversal		\$14.00	\$4,575.90		\$ 14.00	\$4,575.90
	7/13/17	Monthly Service Fee Reversal		\$14.00	\$4,589.90		\$ 14.00	\$4,589.90
	7/13/17	Deposit: PayPal June TR Registration		\$463.20	\$5,053.10		\$ 463.20	\$5,053.10
	7/13/17	Cal Chiefs Membership Dues	\$250.00		\$4,803.10	\$250.00		\$4,803.10
	7/19/17	Constant Contact Monthly Fee	\$45.00		\$4,758.10	\$45.00		\$4,758.10
					\$4,758.10			\$4,758.10
	8/1/17	Recurring Transfer - Business Market Savings	\$100.00		\$4,658.10	\$100.00		\$4,658.10
	8/2/17	Deposit: June TR Registration and Raffle		\$385.00	\$5,043.10		\$ 385.00	\$5,043.10
	8/3/17	Recurring Transfer - Business Market Savings		\$100.00	\$5,143.10		\$ 100.00	\$5,143.10
	8/4/17	The Office Boss - Supplies	\$42.08		\$5,101.02	\$42.08		\$5,101.02
	8/14/17	Bay Stamp & Engraving - Service Awards	\$145.13		\$4,955.89	\$145.13		\$4,955.89
	8/15/17	July/August Membership Drive		\$1,420.00	\$6,375.89		\$ 1,420.00	\$6,375.89
					\$6,375.89			\$6,375.89
	9/1/17	Paypal Deposit		\$2,695.14	\$9,071.03		\$ 2,695.14	\$9,071.03
	9/1/17	Constant Contact Monthly Fee - August	\$45.00		\$9,026.03	\$45.00		\$9,026.03
	9/13/17	Paula Maita & Company	\$178.60		\$8,847.43	\$178.60		\$8,847.43
		November Ending Balance			\$8,738.99			\$8,738.99
	12/3/17	Paypal Deposit		\$662.80	\$9,401.79		\$662.80	\$9,401.79
3157	12/4/17	Dana Lipps - December Meeting Lunch	\$533.01		\$8,868.78	\$533.01		\$8,868.78
1001	12/14/17	December meeting guest speaker	\$1,200.00		\$7,668.78	\$1,200.00		\$7,668.78
3158	12/15/17	Janice - Shipping of Awards	\$51.96		\$7,616.82	\$51.96		\$7,616.82
	12/15/17	Wells Fargo Fees	\$35.00		\$7,581.82	\$35.00		\$7,581.82
	12/20/17	Constant Contact monthly Fee - December	\$45.00		\$7,536.82	\$45.00		\$7,536.82
	12/27/17	Paypal Deposit		\$5,013.10	\$12,549.92		\$5,013.10	\$12,549.92
	12/19/17	Deposit		\$446.00	\$12,995.92		\$ 446.00	\$12,995.92
		December Ending Balance			\$12,995.92			\$12,995.92

AFSS Conference Checking Account

Number	Date	Description of Transaction	Debit (-)	Credit (+)	Balance	Bank Reconcilliation		
						Debit	Credit	Balance
		November Ending Balance			\$6,263.39			\$ 6,263.39
	12/19/17	Deposit - conference reg paid by check		\$ 650.00	\$6,913.39		\$ 650.00	\$ 6,913.39
	12/29/17	Interest		\$ 0.11	\$6,913.50		\$ 0.11	\$ 6,913.50
		December Ending Balance			\$6,913.50			\$ 6,913.50

AFSS Business Regular Shares Account

Number	Date	Description of Transaction	Debit (-)	Credit (+)	Balance	Bank Reconcilliation		
						Debit	Credit	Balance
		November Ending Balance			\$94.29			\$94.29
	12/30/17	Interest Payment		\$0.01	\$94.30		\$0.01	\$94.30
		December Ending Balance			\$94.30			\$94.30

AFSS Reserve Account

Number	Date	Description of Transaction	Debit (-)	Credit (+)	Balance	Bank Reconciliation		
						Debit	Credit	Balance
		November Ending Balance			\$6,148.06			\$6,148.06
	12/30/17	Interest		\$1.06	\$6,149.12		\$ 1.06	\$6,149.12
		December Ending Balance			\$6,149.12			\$6,149.12

**AFSS NORTHERN DIVISION
2017-2018 FISCAL YEAR SUMMARY**

Acct #	EXPENSES	Budget Amt	July 17	Aug 17	Sept 17	Oct 17	Nov 17	Dec 17	Jan 18	Feb 18	Mar 18	Apr 18	May 18	Jun 18	Expended	Balance	17/18 Actuals
	ADMINISTRATION																
5100	Quarterly Meetings	2,016.00			431.94			533.01							964.95	1051.05	
5101	Opportunity Drawing	200.00			50.00			87.00							137.00	63.00	
5102	Tax Preparation	350.00							350.00						350.00	0.00	
5103	Reserve	0.00													0.00	0.00	
5104	Operational Expense	360.00	14.00	56.08	14.00	20.00	20.00	35.00							159.08	200.92	
5105	Memorial Contribution	100.00													0.00	100.00	
5106	Charitable Donation	1.00													0.00	1.00	
5107	Miscellaneous	1.00													0.00	1.00	
	LEADERSHIP																
5200	CFCA Dues	300.00	250.00												250.00	50.00	
5201	CFCA Annual Conference	1,000.00	1,000.00												1,000.00	0.00	
5202	CFCA Strategic Planning / Presidents Forum Meetings	1,000.00													0.00	1000.00	
	COMMITTEES																
5310	Communication - Website	200.00													0.00	200.00	
5311	Communication - Constant Contact	540.00	45.00		90.00	45.00	45.00	45.00	45.00	45.00	45.00	45.00	45.00	45.00	540.00	0.00	
5300		0.00													0.00	0.00	
5301	Conference Committee Coordinators	0.00													0.00	0.00	
5302	Education & Training	3,300.00						1,200.00							1,200.00	2100.00	
5305	Historical-Photography & Data Storage Equip./Supplies	250.00													0.00	250.00	
5306	Membership Badges -	180.00			178.60										178.60	1.40	
5307	Membership Drive-Marketing/Brochure	0.00													0.00	0.00	
5308	Sunshine-Member/Attendance Enrichment	200.00				78.39									78.39	121.61	
5309	Ways & Means-Promotional Goods	260.00					489.85								489.85	(229.85)	
	MEMBER RECOGNITION																
5400	Awards - Plaques/Certificates	857.00		145.13	242.44			51.96							439.53	417.47	
5401	Donations-Member of the Year	100.00						100.00							100.00	0.00	
5403	Annual Conference Scholarship-Memorial/General Member	600.00						600.00							600.00	0.00	
	TOTAL EXPENSES	11,815.00	1,309.00	201.21	1,006.98	143.39	554.85	2,651.97	395.00	45.00	45.00	45.00	45.00	45.00	6,487.40	5,327.60	0.00

Acct #	INCOME	Beg Balance													Received		
	INVESTMENT																
6100	FY 2016-2017 General Fund Rollover	4,547.90	42.00												42.00		
6101	Reserve Account Balance	6,147.44													0.00		
6102	Carol Abraham Scholarship Fund Balance	183.59		225.00	85.00			187.00							680.59		
6103	Business Market Savings Account Balance	106.28													0.00		
	Conference Account							5,598.26							5,598.26		
	DUES																
		Budget Amt													Received	Shortfall	
6200	Annual Membership Dues	3,825.00	463.20	1,580.00	2,412.55	274.68	315.00	194.95							5,240.38	1,415.38	
6201	Quarterly Meeting Dues	2,500.00			642.59			767.80							1,410.39	(1,089.61)	
	FUNDRAISING																
6300	Charitable Donation Raffle	1.00													0.00	(1.00)	
6301	Ways & Means	1.00						124.25							124.25	123.25	
6302	MISCELLANEOUS - Interest	1.00	0.16	0.16	0.16	0.16	0.15	1.07							1.86	0.86	
6400	REIMBURSEMENT INCOME - From South	370.00					369.50								369.50	(0.50)	
	TOTAL REVENUE	17,683.21	505.36	1,805.16	3,140.30	274.84	684.65	6,873.33	0.00	0.00	0.00	0.00	0.00	0.00			0.00



Treasurer's Report

AFSS Northern Division

1/1/18 - 1/31/18

Main Checking Acct Beginning Balance:

\$ 14,195.92

Income:

From Reserve - Ways & Means Purchase \$ 250.00

Total income for period: \$ 250.00

Expenses:

Check #1001 \$ 1,200.00

Moved to Conference Account \$ 4,948.15

Constant Contact Monthly Fee - December \$ 45.00

Total expenses for period: \$ 6,193.15

Subledger: General Fund Ending Balance \$ 8,252.77

Subledger: Carol Abraham (non-budgeted) Scholarship

Acct Beginning Balance: \$ 80.59

Income:

Total income for period: \$ -

Expenses: *Scholarship Drawing Winners!*

Total expenses for period: \$ -

Subledger: Carol Abraham (non-budgeted) Scholarship

Acct Ending Balance: \$ 80.59

Main Checking Account Ending Bank Balan

\$ 8,252.77

Conference Account Beginning Balance:

\$ 6,913.50

Income:

Paypal Transfer \$ 4,948.15

Conference registrations by check \$ 1,625.00

Interest

Total income for period: \$ 6,573.15

Expenses:

Total expenses for period: \$ -

** Deposit in transit - registration fees to be moved from main account*

Conference Account Ending Balance:

\$ 13,486.65

Business Regular Shares Account Beginning Balance:\$ 94.30**Income:**

Interest	\$ 0.30
From Reserve - to close extra account	\$ 5,900.94
	<u>\$ 65.05</u>
Total income for period:	<u>\$ 5,966.29</u>

Expenses:

Total expenses for period:	<u>\$ -</u>
----------------------------	-------------

Business Market Savings Account Ending Balance:\$ 6,060.59**Reserve Account Beginning Balance:** CLOSED\$ 6,149.12**Income:**

Interest	\$ 1.82
Total income for period:	<u>\$ 1.82</u>

Expenses:

Transfer to Regular Shares Account - to close extra acct	\$ 5,900.94
Transfer to Main Account - for Ways and Means purchase	\$ 250.00
Total expenses for period:	<u>\$ 6,150.94</u>

Reserve Account Ending Balance:CLOSED \$ -

Total AFSS Funds:

\$ 27,800.01

Respectfully submitted by: AFSS ND Treasurer Paula Forencich, pforencich@ccfd.org (650) 558-7604
Bank Statements Available Upon Request

AFSS Main Checking Account								
Number	Date	Description of Transaction	Debit (-)	Credit (+)	Balance	Bank Recancellation		
						Debit	Credit	Balance
		16/17 Fiscal Year End			\$4,547.90			\$4,547.90
					\$4,547.90			\$4,547.90
	7/3/17	Recurring Transfer - Business Market Savings	\$100.00		\$4,447.90	\$100.00		\$4,447.90
	7/3/17	Recurring Transfer - Business Market Savings		\$100.00	\$4,547.90		\$ 100.00	\$4,547.90
	7/13/17	Monthly Service Fee Reversal		\$14.00	\$4,561.90		\$ 14.00	\$4,561.90
	7/13/17	Monthly Service Fee Reversal		\$14.00	\$4,575.90		\$ 14.00	\$4,575.90
	7/13/17	Monthly Service Fee Reversal		\$14.00	\$4,589.90		\$ 14.00	\$4,589.90
	7/13/17	Deposit: PayPal June TR Registration		\$463.20	\$5,053.10		\$ 463.20	\$5,053.10
	7/13/17	Cal Chiefs Membership Dues	\$250.00		\$4,803.10	\$250.00		\$4,803.10
	7/19/17	Constant Contact Monthly Fee	\$45.00		\$4,758.10	\$45.00		\$4,758.10
					\$4,758.10			\$4,758.10
	8/1/17	Recurring Transfer - Business Market Savings	\$100.00		\$4,658.10	\$100.00		\$4,658.10
	8/2/17	Deposit: June TR Registration and Raffle		\$385.00	\$5,043.10		\$ 385.00	\$5,043.10
	8/3/17	Recurring Transfer - Business Market Savings		\$100.00	\$5,143.10		\$ 100.00	\$5,143.10
	8/4/17	The Office Boss - Supplies	\$42.08		\$5,101.02	\$42.08		\$5,101.02
	8/14/17	Bay Stamp & Engraving - Service Awards	\$145.13		\$4,955.89	\$145.13		\$4,955.89
	8/15/17	July/August Membership Drive		\$1,420.00	\$6,375.89		\$ 1,420.00	\$6,375.89
					\$6,375.89			\$6,375.89
	9/1/17	Paypal Deposit		\$2,695.14	\$9,071.03		\$ 2,695.14	\$9,071.03
	9/1/17	Constant Contact Monthly Fee - August	\$45.00		\$9,026.03	\$45.00		\$9,026.03
	9/13/17	Paula Maita & Company	\$178.60		\$8,847.43	\$178.60		\$8,847.43
		December Ending Balance			\$12,995.92			\$12,995.92
	1/24/18	From Reserve for Ways & Means purchase		\$250.00	\$13,245.92		\$250.00	\$13,245.92
	1/3/18	Moved to Conference Account	\$4,948.15		\$8,297.77	\$4,948.15		\$8,297.77
	1/19/18	Constant Contact monthly Fee - January	\$45.00		\$8,252.77	\$45.00		\$8,252.77
		January Ending Balance			\$8,252.77			\$8,252.77
					\$8,252.77			\$8,252.77
					\$8,252.77			\$8,252.77
					\$8,252.77			\$8,252.77

AFSS Conference Checking Account

Number	Date	Description of Transaction	Debit (-)	Credit (+)	Balance	Bank Reconcilliation		
						Debit	Credit	Balance
		December Ending Balance			\$6,913.50			\$ 6,913.50
	1/3/2018	From Main - Conference Registrations - paypal		\$ 4,948.15	\$11,861.65		\$ 4,948.15	\$ 11,861.65
	1/30/2018	Conference Registrations - checks		\$ 1,625.00	\$13,486.65		\$ 1,625.00	\$ 13,486.65
		January Ending Balance			\$13,486.65			\$ 13,486.65
					\$13,486.65			\$ 13,486.65
					\$13,486.65			\$ 13,486.65
					\$13,486.65			\$ 13,486.65

AFSS Business Regular Shares Account

[illegible]

AFSS Reserve Account

Number	Date	Description of Transaction	Debit (-)	Credit (+)	Balance	Bank Reconciliation		
						Debit	Credit	Balance
		December Ending Balance			\$6,149.12			\$6,149.12
	1/24/18	Transfer to Main for Ways & Means purchase	\$250.00		\$5,899.12	\$ 250.00		\$5,899.12
	1/25/18	Transfer to Regular Shares to combine to one	\$5,900.94		-\$1.82	\$ 5,900.94		-\$1.82
	1/25/18	Interest		\$1.82	\$0.00		\$ 1.82	\$0.00
		Ending Balance - Account Closed per Board			\$0.00			\$0.00

**AFSS NORTHERN DIVISION
2017-2018 FISCAL YEAR SUMMARY**

Acct #	EXPENSES	Budget Amt	July 17	Aug 17	Sept 17	Oct 17	Nov 17	Dec 17	Jan 18	Feb 18	Mar 18	Apr 18	May 18	Jun 18	Expended	Balance	17/18 Actuals
	ADMINISTRATION																
5100	Quarterly Meetings	2,016.00			431.94			533.01							964.95	1051.05	
5101	Opportunity Drawing	200.00			50.00			87.00							137.00	63.00	
5102	Tax Preparation	350.00								350.00					350.00	0.00	
5103	Reserve	0.00													0.00	0.00	
5104	Operational Expense	360.00	14.00	56.08	14.00	20.00	20.00	35.00							159.08	200.92	
5105	Memorial Contribution	100.00													0.00	100.00	
5106	Charitable Donation	1.00													0.00	1.00	
5107	Miscellaneous	1.00													0.00	1.00	
	LEADERSHIP																
5200	CFCA Dues	300.00	250.00												250.00	50.00	
5201	CFCA Annual Conference	1,000.00	1,000.00												1,000.00	0.00	
5202	CFCA Strategic Planning / Presidents Forum Meetings	1,000.00													0.00	1000.00	
	COMMITTEES																
5310	Communication - Website	200.00													0.00	200.00	
5311	Communication - Constant Contact	540.00	45.00		90.00	45.00	45.00	45.00	45.00	45.00	45.00	45.00	45.00	45.00	540.00	0.00	
5300		0.00													0.00	0.00	
5301	Conference Committee Coordinators	0.00													0.00	0.00	
5302	Education & Training	3,300.00							1,200.00						1,200.00	2100.00	
5305	Historical-Photography & Data Storage Equip./Supplies	250.00													0.00	250.00	
5306	Membership Badges -	180.00			178.60										178.60	1.40	
5307	Membership Drive-Marketing/Brochure	0.00													0.00	0.00	
5308	Sunshine-Member/Attendance Enrichment	200.00				78.39									78.39	121.61	
5309	Ways & Means-Promotional Goods	260.00					489.85								489.85	(229.85)	
	MEMBER RECOGNITION																
5400	Awards - Plaques/Certificates	857.00		145.13	242.44			51.96							439.53	417.47	
5401	Donations-Member of the Year	100.00						100.00							100.00	0.00	
5403	Annual Conference Scholarship-Memorial/General Member	600.00						600.00							600.00	0.00	
	TOTAL EXPENSES	11,815.00	1,309.00	201.21	1,006.98	143.39	554.85	1,451.97	1,245.00	395.00	45.00	45.00	45.00	45.00	6,487.40	5,327.60	0.00

Acct #	INCOME	Beg Balance													Received		
	INVESTMENT																
6100	FY 2016-2017 General Fund Rollover	4,547.90	42.00												42.00		
6101	Reserve Account Balance	6,147.44													0.00		
6102	Carol Abraham Scholarship Fund Balance	183.59		225.00	85.00			187.00							680.59		
6103	Business Market Savings Account Balance	106.28													0.00		
	Conference Account							5,598.26	6,573.15						12,171.41		
	DUES																
		Budget Amt													Received	Shortfall	
6200	Annual Membership Dues	3,825.00	463.20	1,580.00	2,412.55	274.68	315.00	194.95							5,240.38	1,415.38	
6201	Quarterly Meeting Dues	2,500.00			642.59			767.80							1,410.39	(1,089.61)	
	FUNDRAISING																
6300	Charitable Donation Raffle	1.00													0.00	(1.00)	
6301	Ways & Means	1.00						124.25	250.00						374.25	373.25	
6302	MISCELLANEOUS - Interest	1.00	0.16	0.16	0.16	0.16	0.15	1.07	2.12						3.98	2.98	
6400	REIMBURSEMENT INCOME - From South	370.00					369.50								369.50	(0.50)	
	TOTAL REVENUE	17,683.21	505.36	1,805.16	3,140.30	274.84	684.65	6,873.33	6,825.27	0.00	0.00	0.00	0.00	0.00			0.00

Wells Fargo Combined Statement of Accounts

Primary account number: **2476269911** ■ November 1, 2017 - November 30, 2017 ■ Page 1 of 9

**WELLS
FARGO**

AFSS-CFCA NORTHERN DIVISION
1399 ROLLINS RD
BURLINGAME CA 94010-2409

Questions?

Available by phone 24 hours a day, 7 days a week:
Telecommunications Relay Services calls accepted

1-800-CALL-WELLS (1-800-225-5935)

TTY: 1-800-877-4833

En español: 1-877-337-7454

Online: wellsfargo.com/biz

Write: Wells Fargo Bank, N.A. (114)
P.O. Box 6995
Portland, OR 97228-6995

Your Business and Wells Fargo

Cash flow is a key indicator of the financial health of your business. Find tips and strategies for effective cash flow management at wellsfargoworks.com.

Account options

A check mark in the box indicates you have these convenient services with your account(s). Go to wellsfargo.com/biz or call the number above if you have questions or if you would like to add new services.

Business Online Banking
Online Statements
Business Bill Pay
Business Spending Report
Overdraft Protection

<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>
<input type="checkbox"/>

Other Wells Fargo Benefits

Limited time offer - origination fee waived on commercial real estate loans up to \$750,000

Whether you are looking to purchase, refinance, or leverage the equity in commercial property, we want to help with loans that offer competitive rates and a variety of term options. Apply by December 31, 2017, and we'll waive the origination fee - a savings of up to \$5,000.

Business Real Estate Financing wants to help you meet your commercial real estate goals.

To learn more or to apply call us at 1-866-416-4320,

Monday - Friday, 6:00 a.m. to 6:00 p.m. Pacific Time.

You can also visit us on the web -

wellsfargo.com/biz/loans-and-lines/real-estate

Note: Equity lines of credit are not eligible for this promotion. All financing is subject to credit approval. Some restrictions may apply.
Equal housing lender.

Summary of accounts

Checking/Prepaid and Savings

Account	Page	Account number	Ending balance last statement	Ending balance this statement
Wells Fargo Business Choice Checking	2	2476269911	8,589.34	8,738.99
Wells Fargo Business Choice Checking	5	8277529619	6,277.39	6,263.39
Business Market Rate Savings	6	2195721051	100.29	94.29
Business Market Rate Savings	7	2195721069	6,147.91	6,148.06
Total deposit accounts			\$21,114.93	\$21,244.73

Wells Fargo Business Choice Checking

Activity summary

Beginning balance on 11/1	\$8,589.34
Deposits/Credits	684.50
Withdrawals/Debits	- 534.85
Ending balance on 11/30	\$8,738.99
Average ledger balance this period	\$9,087.56

Account number: **2476269911****AFSS-CFCA NORTHERN DIVISION***California account terms and conditions apply*

For Direct Deposit use

Routing Number (RTN): 121042882

For Wire Transfers use

Routing Number (RTN): 121000248

Overdraft Protection

This account is not currently covered by Overdraft Protection. If you would like more information regarding Overdraft Protection and eligibility requirements please call the number listed on your statement or visit your Wells Fargo store.

Transaction history

Date	Check Number	Description	Deposits/ Credits	Withdrawals/ Debits	Ending daily balance
11/2		Deposit	684.50		9,273.84
11/20		Recurring Payment authorized on 11/18 Ctc*Constantcontac 855-2295506 MA S307322336358552 Card 2503		45.00	9,228.84
11/22		Purchase authorized on 11/21 Marco Promotional 920-651-1247 WI S467313700984041 Card 2503		489.85	8,738.99
Ending balance on 11/30					8,738.99
Totals			\$684.50	\$534.85	

The Ending Daily Balance does not reflect any pending withdrawals or holds on deposited funds that may have been outstanding on your account when your transactions posted. If you had insufficient available funds when a transaction posted, fees may have been assessed.

Monthly service fee summary

For a complete list of fees and detailed account information, see the Wells Fargo Account Fee and Information Schedule and Account Agreement applicable to your account (EasyPay Card Terms and Conditions for prepaid cards) or talk to a banker. Go to wellsfargo.com/feefaq for a link to these documents, and answers to common monthly service fee questions.

Fee period 11/01/2017 - 11/30/2017

Standard monthly service fee \$14.00

You paid \$0.00

Monthly service fee summary (continued)**How to avoid the monthly service fee**Have any **ONE** of the following account requirements

- Average ledger balance
- Qualifying transaction from a linked Wells Fargo Business Payroll Services account
- Qualifying transaction from a linked Wells Fargo Merchant Services account
- Total number of posted Wells Fargo Debit Card purchases and/or payments
- Enrollment in a linked Direct Pay service through Wells Fargo Business Online
- Combined balances in linked accounts, which may include
 - Average ledger balances in business checking, savings, and time accounts
 - Most recent statement balance in eligible Wells Fargo business credit cards and lines of credit, and combined average daily balances from the previous month in eligible Wells Fargo business and commercial loans and lines of credit
 - For complete details on how you can avoid the monthly service fee based on your combined balances please refer to page 7 of the Business Account Fee and Information Schedule at www.wellsfargo.com/biz/fee-information

Minimum required

This fee period

\$7,500.00	\$9,088.00	<input checked="" type="checkbox"/>
1	0	<input type="checkbox"/>
1	0	<input type="checkbox"/>
10	2	<input type="checkbox"/>
1	0	<input type="checkbox"/>
\$10,000.00		<input checked="" type="checkbox"/>

wx/wx

Account transaction fees summary

<i>Service charge description</i>	<i>Units used</i>	<i>Units included</i>	<i>Excess units</i>	<i>Service charge per excess units (\$)</i>	<i>Total service charge (\$)</i>
Cash Deposited (\$)	0	7,500	0	0.0030	0.00
Transactions	6	200	0	0.50	0.00
Total service charges					\$0.00



IMPORTANT ACCOUNT INFORMATION

Periodically, it is necessary to update selected sections of the disclosures you received when you opened your business account. These updates provide you with the most up to date account information and are very important; so please review this information carefully and feel free to contact us with any questions or concerns.

Effective Feb 15, 2018:

If a business debit card or business ATM card purchase amount exceeds the current available balance* in the primary linked checking or savings account when you are making a purchase, you may be able to use your available balance to pay for a portion of the total purchase. The transaction will be subject to a partial authorization daily purchase limit set by the bank and your card's daily dollar limit.

We will first try to approve the full amount of the purchase with available funds in your checking account, account(s) linked for Overdraft Protection, and, if you are enrolled, using debit card overdraft service.

If this cannot result in an approval of the full amount of the purchase, the bank may approve a portion of the purchase using the remaining available funds in your checking account. This is called a "partial authorization." Here are some important details about partial authorizations:

- The remaining amount of the purchase total would need to be covered by another form of payment, such as cash or another card.
- If you are unable/unwilling to provide an additional form of payment, the partial authorization will be reversed by the merchant.
- Not all merchants are able to accept partial authorizations or process transactions using multiple forms of payment.

Thank you for being a Wells Fargo business customer. As a valued Wells Fargo customer we hope you find this information helpful. Again, if you have questions or concerns about these changes, please contact your local banker or call the number listed on your statement.

*This balance may not reflect all of your transactions, such as checks you have written or debit card transactions that have been approved but not yet submitted for payment by the merchant.

Reminder about effect of pending debit card transactions on your account

For each debit card transaction, we place an authorization hold and track the "pending" transaction until the merchant sends the final payment instruction to the bank. We receive final payment instructions for most transactions within one to two business days, but we generally must release the authorization hold after three business days. While pending, these transactions reduce your available balance. If transactions are presented for payment when your account has an insufficient available balance, you may be charged overdraft and/or insufficient fund (NSF) fees on those transactions. The bank will assess no more than eight (8) \$35 overdraft and/or NSF fees per day.

New limits on Fees

Effective November 6, 2017, we will waive overdraft or returned item (Non-Sufficient Fund/NSF) fees on any transactions that are \$5 or less, regardless of your ending account balance. We will continue to waive overdraft fees on all posted transactions if both your ending daily account balance and your available balance are overdrawn by \$5 or less and there are no items returned for non-sufficient funds after all transactions have posted.

Wells Fargo Business Choice Checking

Activity summary

Beginning balance on 11/1	\$6,277.39
Deposits/Credits	0.00
Withdrawals/Debits	- 14.00
Ending balance on 11/30	\$6,263.39
Average ledger balance this period	\$6,277.39

Account number: **8277529619****AFSS-CFCA NORTHERN DIVISION***California account terms and conditions apply*

For Direct Deposit use

Routing Number (RTN): 121042882

For Wire Transfers use

Routing Number (RTN): 121000248

Overdraft Protection

This account is not currently covered by Overdraft Protection. If you would like more information regarding Overdraft Protection and eligibility requirements please call the number listed on your statement or visit your Wells Fargo store.

Transaction history

Date	Check Number	Description	Deposits/ Credits	Withdrawals/ Debits	Ending daily balance
11/30		Monthly Service Fee		14.00	6,263.39
Ending balance on 11/30					6,263.39
Totals			\$0.00	\$14.00	

The Ending Daily Balance does not reflect any pending withdrawals or holds on deposited funds that may have been outstanding on your account when your transactions posted. If you had insufficient available funds when a transaction posted, fees may have been assessed.

Monthly service fee summary

For a complete list of fees and detailed account information, see the Wells Fargo Account Fee and Information Schedule and Account Agreement applicable to your account (EasyPay Card Terms and Conditions for prepaid cards) or talk to a banker. Go to wellsfargo.com/feefaq for a link to these documents, and answers to common monthly service fee questions.

Fee period 11/01/2017 - 11/30/2017	Standard monthly service fee \$14.00	You paid \$14.00
How to avoid the monthly service fee	Minimum required	This fee period
Have any ONE of the following account requirements		
• Average ledger balance	\$7,500.00	\$6,277.00 <input type="checkbox"/>
• Qualifying transaction from a linked Wells Fargo Business Payroll Services account	1	0 <input type="checkbox"/>
• Qualifying transaction from a linked Wells Fargo Merchant Services account	1	0 <input type="checkbox"/>
• Total number of posted Wells Fargo Debit Card purchases and/or payments	10	0 <input type="checkbox"/>
• Enrollment in a linked Direct Pay service through Wells Fargo Business Online	1	0 <input type="checkbox"/>
• Combined balances in linked accounts, which may include	\$10,000.00	<input type="checkbox"/>
• Average ledger balances in business checking, savings, and time accounts		
• Most recent statement balance in eligible Wells Fargo business credit cards and lines of credit, and combined average daily balances from the previous month in eligible Wells Fargo business and commercial loans and lines of credit		
• For complete details on how you can avoid the monthly service fee based on your combined balances please refer to page 7 of the Business Account Fee and Information Schedule at www.wellsfargo.com/biz/fee-information		

WX/WX

Account transaction fees summary

Service charge description	Units used	Units included	Excess units	Service charge per excess units (\$)	Total service charge (\$)
Cash Deposited (\$)	0	7,500	0	0.0030	0.00
Transactions	0	200	0	0.50	0.00
Total service charges					\$0.00

Business Market Rate Savings

Activity summary

Beginning balance on 11/1	\$100.29
Deposits/Credits	0.00
Withdrawals/Debits	- 6.00
Ending balance on 11/30	\$94.29
Average ledger balance this period	\$100.29

Account number: **2195721051****AFSS-CFCA NORTHERN DIVISION***California account terms and conditions apply*

For Direct Deposit use

Routing Number (RTN): 121042882

For Wire Transfers use

Routing Number (RTN): 121000248

Interest summary

Interest paid this statement	\$0.00
Average collected balance	\$100.29
Annual percentage yield earned	0.00%
Interest earned this statement period	\$0.00
Interest paid this year	\$0.03

Transaction history

Date	Description	Deposits/ Credits	Withdrawals/ Debits	Ending daily balance
11/30	Monthly Service Fee		6.00	94.29
Ending balance on 11/30				94.29
Totals		\$0.00	\$6.00	

The Ending Daily Balance does not reflect any pending withdrawals or holds on deposited funds that may have been outstanding on your account when your transactions posted. If you had insufficient available funds when a transaction posted, fees may have been assessed.

Monthly service fee summary

For a complete list of fees and detailed account information, see the Wells Fargo Account Fee and Information Schedule and Account Agreement applicable to your account (EasyPay Card Terms and Conditions for prepaid cards) or talk to a banker. Go to wellsfargo.com/feefaq for a link to these documents, and answers to common monthly service fee questions.

Fee period 11/01/2017 - 11/30/2017	Standard monthly service fee \$6.00	You paid \$6.00
How to avoid the monthly service fee	Minimum required	This fee period
Have any ONE of the following account requirements		
· Average collected balance	\$500.00	\$100.00 <input type="checkbox"/>
· Total automatic transfers from an eligible Wells Fargo business checking account	\$25.00	\$0.00 <input type="checkbox"/>

YC/YC

Account transaction fees summary

Service charge description	Units used	Units included	Excess units	Service charge per excess units (\$)	Total service charge (\$)
Deposited Items	0	20	0	0.50	0.00
Cash Deposited (\$)	0	5,000	0	0.0030	0.00
Total service charges					\$0.00

Business Market Rate Savings

Activity summary

Beginning balance on 11/1	\$6,147.91
Deposits/Credits	0.15
Withdrawals/Debits	- 0.00
Ending balance on 11/30	\$6,148.06
Average ledger balance this period	\$6,147.91

Account number: **2195721069****AFSS-CFCA NORTHERN DIVISION***California account terms and conditions apply*

For Direct Deposit use

Routing Number (RTN): 121042882

For Wire Transfers use

Routing Number (RTN): 121000248

Interest summary

Interest paid this statement	\$0.15
Average collected balance	\$6,147.91
Annual percentage yield earned	0.03%
Interest earned this statement period	\$0.15
Interest paid this year	\$1.69

Transaction history

Date	Description	Deposits/ Credits	Withdrawals/ Debits	Ending daily balance
11/30	Interest Payment	0.15		6,148.06
Ending balance on 11/30				6,148.06
Totals		\$0.15	\$0.00	

The Ending Daily Balance does not reflect any pending withdrawals or holds on deposited funds that may have been outstanding on your account when your transactions posted. If you had insufficient available funds when a transaction posted, fees may have been assessed.

Monthly service fee summary

For a complete list of fees and detailed account information, see the Wells Fargo Account Fee and Information Schedule and Account Agreement applicable to your account (EasyPay Card Terms and Conditions for prepaid cards) or talk to a banker. Go to wellsfargo.com/feefaq for a link to these documents, and answers to common monthly service fee questions.

Fee period 11/01/2017 - 11/30/2017

Standard monthly service fee \$6.00

You paid \$0.00

How to avoid the monthly service fee

Minimum required

This fee period

Have any **ONE** of the following account requirements

- Average collected balance
- Total automatic transfers from an eligible Wells Fargo business checking account

\$500.00

\$6,148.00 ☒

\$25.00

\$0.00 ☐

YC/YC

Account transaction fees summary

<i>Service charge description</i>	<i>Units used</i>	<i>Units included</i>	<i>Excess units</i>	<i>Service charge per excess units (\$)</i>	<i>Total service charge (\$)</i>
Deposited Items	0	20	0	0.50	0.00
Cash Deposited (\$)	0	5,000	0	0.0030	0.00
Total service charges					\$0.00



General statement policies for Wells Fargo Bank

■ **Notice:** Wells Fargo Bank, N.A. may furnish information about accounts belonging to individuals, including sole proprietorships, to consumer reporting agencies. If this applies to you, you have the right to dispute the accuracy of information that we have reported by writing to us at: Overdraft Collections and Recovery, P.O. Box 5058, Portland, OR 97208-5058.

You must describe the specific information that is inaccurate or in dispute and the basis for any dispute with supporting documentation. In the case of information that relates to an identity theft, you will need to provide us with an identity theft report.

Account Balance Calculation Worksheet

1. Use the following worksheet to calculate your overall account balance.
2. Go through your register and mark each check, withdrawal, ATM transaction, payment, deposit or other credit listed on your statement. Be sure that your register shows any interest paid into your account and any service charges, automatic payments or ATM transactions withdrawn from your account during this statement period.
3. Use the chart to the right to list any deposits, transfers to your account, outstanding checks, ATM withdrawals, ATM payments or any other withdrawals (including any from previous months) which are listed in your register but not shown on your statement.

ENTER

A. The ending balance
shown on your statement \$

ADD

B. Any deposits listed in your	\$	_____
register or transfers into	\$	_____
your account which are not	\$	_____
shown on your statement.	+ \$	_____
..... TOTAL \$		_____

CALCULATE THE SUBTOTAL

(Add Parts A and B)

..... TOTAL \$

SUBTRACT

C. The total outstanding checks and withdrawals from the chart above - \$

CALCULATE THE ENDING BALANCE

(Part A + Part B - Part C)

This amount should be the same
as the current balance shown in
your check register \$.

[illegible]

Wells Fargo Combined Statement of Accounts

Primary account number: **2476269911** ■ December 1, 2017 - December 31, 2017 ■ Page 1 of 6

**WELLS
FARGO**

AFSS-CFCA NORTHERN DIVISION
1399 ROLLINS RD
BURLINGAME CA 94010-2409

Questions?

Available by phone 24 hours a day, 7 days a week:
Telecommunications Relay Services calls accepted

1-800-CALL-WELLS (1-800-225-5935)

TTY: 1-800-877-4833

En español: 1-877-337-7454

Online: wellsfargo.com/biz

Write: Wells Fargo Bank, N.A. (114)
P.O. Box 6995
Portland, OR 97228-6995

Your Business and Wells Fargo

Cash flow is a key indicator of the financial health of your business. Find tips and strategies for effective cash flow management at wellsfargoworks.com.

Account options

A check mark in the box indicates you have these convenient services with your account(s). Go to wellsfargo.com/biz or call the number above if you have questions or if you would like to add new services.

Business Online Banking
Online Statements
Business Bill Pay
Business Spending Report
Overdraft Protection

<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>
<input type="checkbox"/>

Summary of accounts

Checking/Prepaid and Savings

Account	Page	Account number	Ending balance last statement	Ending balance this statement
Wells Fargo Business Choice Checking	2	2476269911	8,738.99	0.00
Wells Fargo Business Choice Checking	3	8277529619	6,263.39	0.00
Business Market Rate Savings	4	2195721051	94.29	0.00
Business Market Rate Savings	5	2195721069	6,148.06	0.00
Total deposit accounts			\$21,244.73	\$0.00

Wells Fargo Business Choice Checking

Activity summary

Beginning balance on 12/1	\$8,738.99
Deposits/Credits	13,300.50
Withdrawals/Debits	- 22,039.49
Closing balance on 12/20	\$0.00
Average ledger balance this period	\$9,087.56

Account number: **2476269911****AFSS-CFCA NORTHERN DIVISION***California account terms and conditions apply*

For Direct Deposit use

Routing Number (RTN): 121042882

For Wire Transfers use

Routing Number (RTN): 121000248

Overdraft Protection

This account is not currently covered by Overdraft Protection. If you would like more information regarding Overdraft Protection and eligibility requirements please call the number listed on your statement or visit your Wells Fargo store.

Transaction history

Date	Check Number	Description	Deposits/ Credits	Withdrawals/ Debits	Ending daily balance
12/4		Paypal Transfer 171203 46322Abqvlm2 Northern California Ad	662.80		9,401.79
12/8	3157	Check		533.01	8,868.78
12/11		Online Transfer From Afss-Cfca Northern Division Ref #Ib042M2F9D Business Market Rate Saving Close Account	6,148.06		
12/11		Online Transfer From Afss-Cfca Northern Division Ref #Ib042M2Gzh Business Market Rate Saving Close Account	94.29		
12/11		Online Transfer From Afss-Cfca Northern Division Ref #Ib042M2Jfj Business Checking Close Account	6,263.39		21,374.52
12/13	3158	Check		51.96	21,322.56
12/14	<	Business to Business ACH Debit - Firefighters Fir Ck-With 121417		21,374.52	-51.96
12/15		Overdraft Fee for a Transaction Posted on 12/14 \$21,374.52 Firefighters Fir Ck-With 121417		35.00	
12/15		Firefirst_Cu P2P 171215 Vruwww Afss Nor Vruwww Afss Nor Cal	51.96		-35.00
12/19		Firefirst_Cu Popmoney 171219 V Afss Nor Cal Afss-Cfca Northern D	80.00		
12/19		Recurring Payment authorized on 12/18 Ctc*Constantcontac 855-2295506 MA S587352321283422 Card 2503		45.00	0.00
Ending balance on 12/31					0.00
Totals			\$13,300.50	\$22,039.49	

The Ending Daily Balance does not reflect any pending withdrawals or holds on deposited funds that may have been outstanding on your account when your transactions posted. If you had insufficient available funds when a transaction posted, fees may have been assessed.

< **Business to Business ACH:** If this is a business account, this transaction has a return time frame of one business day from post date. This time frame does not apply to consumer accounts.

Summary of checks written (checks listed are also displayed in the preceding Transaction history)

Number	Date	Amount	Number	Date	Amount
3157	12/8	533.01	3158	12/13	51.96



IMPORTANT ACCOUNT INFORMATION

If you currently receive online statements, starting in March, we will consider your statement delivered to you when it has been posted to wells Fargo.com. Your online account statement will be made available through Wells Fargo Online® Banking 24 - 48 hours after the end of your statement period. We will continue to notify you when your statement becomes available via the email address you provided. If you receive paper statements, we will continue to send your statements through U.S. Mail.

If you would like to change your delivery preference, sign on at wells Fargo.com or the Wells Fargo mobile app and go to Update Contact Information or call us at 1-800-956-4442, 24 hours a day, 7 days a week.

Wells Fargo Business Choice Checking

Activity summary

Beginning balance on 12/1	\$6,263.39
Deposits/Credits	0.00
Withdrawals/Debits	- 6,263.39
Closing balance on 12/12	\$0.00
 Average ledger balance this period	 \$6,277.39

Account number: **8277529619**

AFSS-CFCA NORTHERN DIVISION

California account terms and conditions apply

For Direct Deposit use

Routing Number (RTN): 121042882

For Wire Transfers use

Routing Number (RTN): 121000248

Overdraft Protection

This account is not currently covered by Overdraft Protection. If you would like more information regarding Overdraft Protection and eligibility requirements please call the number listed on your statement or visit your Wells Fargo store.

Transaction history

Date	Check Number	Description	Deposits/ Credits	Withdrawals/ Debits	Ending daily balance
12/11		Online Transfer to Afss-Cfca Northern Division Ref #1b042M2Jfj		6,263.39	0.00
		Business Checking Close Account			
Ending balance on 12/31					0.00
Totals			\$0.00	\$6,263.39	

The Ending Daily Balance does not reflect any pending withdrawals or holds on deposited funds that may have been outstanding on your account when your transactions posted. If you had insufficient available funds when a transaction posted, fees may have been assessed.

Business Market Rate Savings

Activity summary

Beginning balance on 12/1	\$94.29
Deposits/Credits	0.00
Withdrawals/Debits	- 94.29
Closing balance on 12/13	\$0.00
Average ledger balance this period	\$100.29

Account number: **2195721051****AFSS-CFCA NORTHERN DIVISION***California account terms and conditions apply*

For Direct Deposit use

Routing Number (RTN): 121042882

For Wire Transfers use

Routing Number (RTN): 121000248

Interest summary

Interest paid this statement	\$0.00
Average collected balance	\$78.57
Annual percentage yield earned	0.00%
Interest earned this statement period	\$0.00
Interest paid this year	\$0.03

Transaction history

Date	Description	Deposits/ Credits	Withdrawals/ Debits	Ending daily balance
12/11	* Online Transfer to Afss-Cfca Northern Division Ref #Ib042M2Gzh Business Checking Close Account		94.29	0.00
Ending balance on 12/31				0.00
Totals		\$0.00	\$94.29	

The Ending Daily Balance does not reflect any pending withdrawals or holds on deposited funds that may have been outstanding on your account when your transactions posted. If you had insufficient available funds when a transaction posted, fees may have been assessed.

* Indicates transaction counts toward the Regulation D and Wells Fargo savings withdrawal and transfer limit. Except outgoing wire transfers, there is no limit on the number of withdrawals or transfers made in person at an ATM or Wells Fargo location or on any types of deposits. For more information, please refer to your Account Agreement.



IMPORTANT ACCOUNT INFORMATION

Regulation D savings account transaction limit and other limited activity reminder

Regulation D and Wells Fargo limit certain types of withdrawals and transfers from a savings account to a combined total of 6 per monthly fee period.

These transactions are limited by Regulation D: Transfers by phone using our automated banking service or speaking with a banker on the phone; transfers or payments through online, mobile, and text banking (including Bill Pay and person-to-person payments); Overdraft Protection transfers to a checking account; pre-authorized transfers and withdrawals (including recurring and one time); payments to third parties such as checks, drafts, or similar transactions (counted when they are posted to your account and not when they are written); and debit or ATM card purchases that post to the savings account.

These transactions are limited by Wells Fargo: Transfers and payments to Wells Fargo credit cards, lines of credit, and loans; and outgoing wires whether made in person, on the telephone, or online.

Except as limited above, there are no limits on the following in person transactions at a Wells Fargo ATM or banking location: transfers between your Wells Fargo accounts, withdrawals, any types of deposits; withdrawals made at non-Wells Fargo ATMs. Non-Wells Fargo ATM and surcharge fees imposed by non-Wells Fargo ATM owners or operators may apply.

Business Market Rate Savings

Activity summary

Beginning balance on 12/1	\$6,148.06
Deposits/Credits	0.05
Withdrawals/Debits	- 6,148.11
Closing balance on 12/19	\$0.00
Average ledger balance this period	\$6,147.91

Account number: **2195721069****AFSS-CFCA NORTHERN DIVISION***California account terms and conditions apply*

For Direct Deposit use

Routing Number (RTN): 121042882

For Wire Transfers use

Routing Number (RTN): 121000248

Interest summary

Interest paid this statement	\$0.05
Average collected balance	\$3,415.58
Annual percentage yield earned	0.04%
Interest earned this statement period	\$0.06
Interest paid this year	\$1.74

Transaction history

Date	Description	Deposits/ Credits	Withdrawals/ Debits	Ending daily balance
12/11	* Online Transfer to Afss-Cfca Northern Division Ref #Ib042M2F9D Business		6,148.06	0.00
	Checking Close Account			
12/19	Interest Payment	0.05		
12/19	* Account Close Cashier Check		0.05	0.00
Ending balance on 12/31				0.00
Totals		\$0.05	\$6,148.11	

The Ending Daily Balance does not reflect any pending withdrawals or holds on deposited funds that may have been outstanding on your account when your transactions posted. If you had insufficient available funds when a transaction posted, fees may have been assessed.

* Indicates transaction counts toward the Regulation D and Wells Fargo savings withdrawal and transfer limit. Except outgoing wire transfers, there is no limit on the number of withdrawals or transfers made in person at an ATM or Wells Fargo location or on any types of deposits. For more information, please refer to your Account Agreement.

■ **Notice:** Wells Fargo Bank, N.A. may furnish information about accounts belonging to individuals, including sole proprietorships, to consumer reporting agencies. If this applies to you, you have the right to dispute the accuracy of information that we have reported by writing to us at: Overdraft Collections and Recovery, P.O. Box 5058, Portland, OR 97208-5058.

You must describe the specific information that is inaccurate or in dispute and the basis for any dispute with supporting documentation. In the case of information that relates to an identity theft, you will need to provide us with an identity theft report.

1. Use the following worksheet to calculate your overall account balance.
2. Go through your register and mark each check, withdrawal, ATM transaction, payment, deposit or other credit listed on your statement. Be sure that your register shows any interest paid into your account and any service charges, automatic payments or ATM transactions withdrawn from your account during this statement period.
3. Use the chart to the right to list any deposits, transfers to your account, outstanding checks, ATM withdrawals, ATM payments or any other withdrawals (including any from previous months) which are listed in your register but not shown on your statement.

A. The ending balance
shown on your statement \$

B. Any deposits listed in your	\$	_____
register or transfers into	\$	_____
your account which are not	\$	_____
shown on your statement.	+ \$	_____
..... TOTAL \$		_____

(Add Parts A and B)

.....TOTAL \$

C. The total outstanding checks and withdrawals from the chart above - \$

(Part A + Part B - Part C)

This amount should be the same
as the current balance shown in
your check register

[illegible]

ACCOUNT STATEMENT

Statement Start: 12/07/2017
Statement End: 12/31/2017
Member Number: 10000747
Page 1 of 2

NOR CAL ADMINISTRATIVE FIRE SERVICES SEC
1399 ROLLINS ROAD
BURLINGAME CA 94010

ANNUAL MEETING NOTICE

Thursday, February 22, 2018
at 8:00am

Firefighters First Credit Union
Main Office
815 Colorado Boulevard
Los Angeles, CA 90041

This was an uncontested
election so the current Board
of Directors will remain.

To view the bios of all
Directors and Supervisory
Committee members,
please visit
www.firefightersfirstcu.org/board

ACCOUNT BALANCE OVERVIEW

Business Regular Share	10002448362	\$94.30	Reserve	10002448451	\$6,149.12
Conference	10002448371	\$6,913.50	AFSS Northern Cal	10002448442	\$14,195.92

Business Regular Share 10002448362

Previous Balance	Total Deposits/Credits	Total Withdrawals/Debits	Fees	Ending Balance	YTD Dividends
\$0.00	\$545.30	\$451.00	\$0.00	\$94.30	\$0.01

Trans. Date	Eff. Date	Transaction Description	Deposit	Withdrawal	Balance
	12/07/2017	PREVIOUS BALANCE			\$0.00
12/07/2017	12/07/2017	New Account Deposit	5.00		\$5.00
12/18/2017	12/18/2017	Deposit Beg Bal trans from Wells Fargo	94.29		\$99.29
12/19/2017	12/19/2017	Descriptive Deposit Web Deposit (Batch 9-12192017)	446.00		\$545.29
12/19/2017	12/19/2017	Withdrawal move deposit to main account		-446.00	\$99.29
12/19/2017	12/19/2017	Withdrawal		-5.00	\$94.29
12/29/2017	12/31/2017	Eff. 12-31 Dividend Credit	0.01		\$94.30

Annual Percentage Yield 0.250% from 12-07-2017 through 12-31-2017 based on Average Daily Balance of \$55.20.

Annual Percentage Yield Earned 0.265% from 12-07-2017 through 12-31-2017 based on Average Daily Balance of \$55.20.

Reserve 10002448451

Previous Balance	Total Deposits/Credits	Total Withdrawals/Debits	Fees	Ending Balance	YTD Dividends
\$0.00	\$6,149.12	\$0.00	\$0.00	\$6,149.12	\$1.06

Trans. Date	Eff. Date	Transaction Description	Deposit	Withdrawal	Balance
	12/18/2017	PREVIOUS BALANCE			\$0.00
12/18/2017	12/18/2017	Deposit Beg Bal trans from Wells Fargo	6,148.06		\$6,148.06
12/29/2017	12/31/2017	Eff. 12-31 Dividend Credit	1.06		\$6,149.12

Annual Percentage Yield 0.450% from 12-18-2017 through 12-31-2017 based on Average Daily Balance of \$6,148.06.

Annual Percentage Yield Earned 0.450% from 12-18-2017 through 12-31-2017 based on Average Daily Balance of \$6,148.06.

Conference 10002448371

Previous Balance	Total Deposits/Credits	Total Withdrawals/Debits	Fees	Ending Balance	YTD Dividends
\$0.00	\$6,913.50	\$0.00	\$0.00	\$6,913.50	\$0.00



FirefightersFirst

CREDIT UNION

P.O. Box 60890 Los Angeles, CA 90060

Business Services

ACCOUNT STATEMENT

Statement Start: 12/07/2017

Statement End: 12/31/2017

Member Number: 10000747

Page 2 of 2

Conference 10002448371			(continued)		
Trans. Date	Eff. Date	Transaction Description	Deposit	Withdrawal	Balance
	12/18/2017	PREVIOUS BALANCE			\$0.00
12/18/2017	12/18/2017	Deposit Beg Bal Trans from Wells Fargo	6,263.39		\$6,263.39
12/19/2017	12/19/2017	Descriptive Deposit Web Deposit (Batch 9-12192017)	650.00		\$6,913.39
12/29/2017	12/29/2017	Annual Profit Sharing Extraordinary Dividend Acct: 10002448451	0.11		\$6,913.50

Summary of Fees

Fee Summary	Total for This Period	Total Year-to-Date
TOTAL OVERDRAFT FEES - PRIVILEGE PAY	\$0.00	\$0.00
TOTAL NSF RETURNED ITEM FEES	\$0.00	\$0.00

AFSS Northern Cal 10002448442					
Previous Balance	Total Deposits/Credits	Total Withdrawals/Debits	Fees	Ending Balance	YTD Dividends
\$0.00	\$26,833.62	\$12,637.70	\$0.00	\$14,195.92	\$0.00

Trans. Date	Eff. Date	Transaction Description	Deposit	Withdrawal	Balance
	12/14/2017	PREVIOUS BALANCE			\$0.00
12/14/2017	12/14/2017	ACH Credit Firefighters Fir st Credit Union - CK-DEP Wells Fargo 322078340943557	21,374.52		\$21,374.52
12/15/2017	12/15/2017	ACH Debit FIREFIRST_CU ONLINE TRNSFR88885468 - TRANSFER 63106140712765		-51.96	\$21,322.56
12/18/2017	12/18/2017	Withdrawal Beg Bal trans from Wells Fargo		-94.29	\$21,228.27
12/18/2017	12/18/2017	Withdrawal Beg Bal trans from Wells Fargo		-6,148.06	\$15,080.21
12/18/2017	12/18/2017	Withdrawal Beg Bal Trans from Wells Fargo		-6,263.39	\$8,816.82
12/19/2017	12/19/2017	ACH Debit A NORTHERN DIVIS ONLINE TRNSFR88885468 - RECEIVER 63106141478287		-80.00	\$8,736.82
12/19/2017	12/19/2017	Deposit move deposit to main account	446.00		\$9,182.82
12/27/2017	12/27/2017	ACH Credit PAYPAL TRANSFER - TRANSFER 91000015028919	5,013.10		\$14,195.92

Summary of Fees

Fee Summary	Total for This Period	Total Year-to-Date
TOTAL OVERDRAFT FEES - PRIVILEGE PAY	\$0.00	\$0.00
TOTAL NSF RETURNED ITEM FEES	\$0.00	\$0.00

Send inquiries regarding billing or electronic funds transfer errors to:
P.O. Box 60890, Los Angeles, CA 90060-0890
800-231-1626 www.firefightersfirstcu.org



Federally Insured by NCUA





FirefightersFirst

CREDIT UNION

P.O. Box 60890 Los Angeles, CA 90060

Business Services

ACCOUNT STATEMENT

Statement Start: 01/01/2018

Statement End: 01/31/2018

Member Number: 10000747

Page 1 of 2

NOR CAL ADMINISTRATIVE FIRE SERVICES SEC
1399 ROLLINS ROAD
BURLINGAME CA 94010

Firefighter Insurance Services
Commercial Insurance

- ✓ General Liability
- ✓ Umbrella Liability
- ✓ Commercial Auto
- ✓ Workers Compensation
- ✓ And Much More!

Call us today:
(800) 231-1626

**Get Your FREE
Quote Today!**



Go to
firefighterinsuranceservices.com
LICENSE #0067948

ACCOUNT BALANCE OVERVIEW

Business Regular Share	10002448362	\$6,060.59	Reserve	10002448451	\$0.00
Conference	10002448371	\$13,486.65	AFSS Northern Cal	10002448442	\$8,252.77

Business Regular Share 10002448362

Previous Balance	Total Deposits/Credits	Total Withdrawals/Debits	Fees	Ending Balance	YTD Dividends
\$94.30	\$5,966.29	\$0.00	\$0.00	\$6,060.59	\$0.30

Trans. Date	Eff. Date	Transaction Description	Deposit	Withdrawal	Balance
	01/01/2018	PREVIOUS BALANCE			\$94.30
01/25/2018	01/25/2018	Deposit	5,900.94		\$5,995.24
01/30/2018	01/30/2018	Descriptive Deposit Web Deposit (Batch 8-01302018)	65.05		\$6,060.29
01/31/2018	01/31/2018	Dividend Credit	0.30		\$6,060.59

Annual Percentage Yield 0.250% from 01-01-2018 through 01-31-2018 based on Average Daily Balance of \$1,430.97.

Annual Percentage Yield Earned 0.247% from 01-01-2018 through 01-31-2018 based on Average Daily Balance of \$1,430.97.

Reserve 10002448451

Previous Balance	Total Deposits/Credits	Total Withdrawals/Debits	Fees	Ending Balance	YTD Dividends
\$6,149.12	\$1.82	\$6,150.94	\$0.00	\$0.00	\$1.82

Trans. Date	Eff. Date	Transaction Description	Deposit	Withdrawal	Balance
	01/01/2018	PREVIOUS BALANCE			\$6,149.12
01/24/2018	01/24/2018	Withdrawal Ways and Means approved transfer		-250.00	\$5,899.12
01/25/2018	01/25/2018	Closeout Withdrawal		-5,900.94	\$-1.82
01/25/2018	01/25/2018	Dividend Credit	1.82		\$0.00

Annual Percentage Yield 0.450% from 01-01-2018 through 01-25-2018 based on Average Daily Balance of \$6,138.70.

Annual Percentage Yield Earned 0.452% from 01-01-2018 through 01-25-2018 based on Average Daily Balance of \$6,138.70.

Conference 10002448371

Previous Balance	Total Deposits/Credits	Total Withdrawals/Debits	Fees	Ending Balance	YTD Dividends
\$6,913.50	\$6,573.15	\$0.00	\$0.00	\$13,486.65	\$0.00

Trans. Date	Eff. Date	Transaction Description	Deposit	Withdrawal	Balance
	01/01/2018	PREVIOUS BALANCE			\$6,913.50
01/03/2018	01/03/2018	Deposit Conference registrations	4,948.15		\$11,861.65

Send inquiries regarding billing or electronic funds transfer errors to:

P.O. Box 60890, Los Angeles, CA 90060-0890

800-231-1626 www.firefightersfirstcu.org



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FirefightersFirst

CREDIT UNION

P.O. Box 60890 Los Angeles, CA 90060

Business Services

ACCOUNT STATEMENT

Statement Start: 01/01/2018

Statement End: 01/31/2018

Member Number: 10000747

Page 2 of 2

Conference 10002448371

(continued)

Trans. Date	Eff. Date	Transaction Description	Deposit	Withdrawal	Balance
01/30/2018	01/30/2018	Descriptive Deposit Web Deposit (Batch 8-01302018)	1,625.00		\$13,486.65

Summary of Fees

Fee Summary	Total for This Period	Total Year-to-Date
TOTAL OVERDRAFT FEES - PRIVILEGE PAY	\$0.00	\$0.00
TOTAL NSF RETURNED ITEM FEES	\$0.00	\$0.00

AFSS Northern Cal 10002448442

Previous Balance	Total Deposits/Credits	Total Withdrawals/Debits	Fees	Ending Balance	YTD Dividends
\$14,195.92	\$250.00	\$6,193.15	\$0.00	\$8,252.77	\$0.00

Trans. Date	Eff. Date	Transaction Description	Deposit	Withdrawal	Balance
	01/01/2018	PREVIOUS BALANCE			\$14,195.92
01/02/2018	01/02/2018	Check 1001 10041900		-1,200.00	\$12,995.92
01/03/2018	01/03/2018	Withdrawal Conference registrations		-4,948.15	\$8,047.77
01/19/2018	01/19/2018	POS Debit CTC*CONSTANTCONTACT855-2295506 MAUS 50482		-45.00	\$8,002.77
01/24/2018	01/24/2018	Deposit Ways and Means approved transfer	250.00		\$8,252.77

Cleared Check Recap

Check#	Date	Amount
1001	01/02/2018	\$1,200.00

Summary of Fees

Fee Summary	Total for This Period	Total Year-to-Date
TOTAL OVERDRAFT FEES - PRIVILEGE PAY	\$0.00	\$0.00
TOTAL NSF RETURNED ITEM FEES	\$0.00	\$0.00

Send inquiries regarding billing or electronic funds transfer errors to:

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California Fire Chiefs Association

Administrative Fire Service Section - Northern Division

2018/2019 Draft Preliminary Budget



INCOME			
INVESTMENT			
	FY 2016/2017 General Fund Rollover	\$	5,000.00
	Reserve	\$	
	Carol Abraham Scholarship Fund Rollover Balance	\$	30.00
DUES			
	Annual Membership	\$	4,445.00
	Quarterly Meeting	\$	2,400.00
FUNDRAISING			
	Charitable Donation Raffle	\$	0.00
	Ways & Means	\$	1.00
MISCELLANEOUS			
		\$	1.00
REIMBURSEMENT INCOME			
		\$	370.00
Total Revenue		\$	12,247.00
EXPENSES			
ADMINISTRATION			
	Quarterly Meetings	\$	1,800.00
	Raffle Prizes for Charitable Donations	\$	200.00
	Tax Preparation	\$	350.00
	Reserve	\$	0.00
	Operational Expense	\$	360.00
	Memorial Contribution	\$	200.00
	Charitable Donation	\$	1.00
	Miscellaneous	\$	1.00
LEADERSHIP			
	CFCA Dues	\$	300.00
	CFCA Annual Conference	\$	1,000.00
	CFCA Strategic Planning/Presidents Forum Meetings	\$	1,000.00
COMMITTEES			
	Communication - website	\$	200.00
	Communication - Constant Contact	\$	540.00
	Conference - Committee Coordinators	\$	0.00
	Education & Training	\$	3,820.00
	Historical	\$	0.00
	Membership	\$	305.00
	Sunshine	\$	200.00
	Ways & Means	\$	250.00
MEMBER RECOGNITION			
	Awards		
	Executive Board Outgoing	\$	320.00
	Year's of Service Recognition	\$	300.00
	Committee Coordinators Appreciation	\$	0.00
	Life Member - Badge	\$	30.00
	Member of the Year - Plaque	\$	150.00
	Certificate Frames	\$	120.00
	Donations		
	Member of the Year	\$	100.00
	Annual Conference Scholarship		
	Carol Abraham	\$	350.00
	General Membership Scholarship	\$	350.00
Total Expenses		\$	12,247.00
			0.00

AFSS NORTHERN DIVISION
BUDGET FY 2017/2018

INCOME

INVESTMENT

FY 2017-2018 General Fund Rollover (remaining funds after all budget liabilities are paid)	\$ 5,000.00
Reserve (FY 2017-2018 transfer)	\$
Carol Abraham Scholarship Fund Rollover Balance	\$ 30.00

DUES

Annual Membership 85 Renewal Members Paid / 3 New Members (85 @ \$50.00 and 3 @ \$65.00)	\$ 4,445.00
Quarterly Meeting 24 paid participants x 4 mtgs @ \$25	\$ 2,400.00

FUNDRAISING

Charitable Donation Raffle \$50.00 per meeting x 4 meetings	\$
Ways & Means	\$ 1.00

MISCELLANEOUS

\$ 1.00

REIMBURSEMENT INCOME

\$ 370.00

Communication Committee Expense Reimbursement
Website
Constant Contact

Total Revenue	\$ 12,247.00
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AFSS NORTHERN DIVISION
BUDGET FY 2017/2018

EXPENSES

ADMINISTRATION

Quarterly Meetings	
25 paid participants x 4 mtgs @ \$18	\$ 1,800.00
Host/Chiefs/Speaker - up to three (3) people \$18 ea.	
Raffle Prizes for Charitable Donations	
\$50.00 per meeting x 4 Quarterly meetings	\$ 200.00
Tax Preparation	
CPA services and filing fees	\$ 350.00
Reserve	\$
(FY 2018-2019 transfer)	
Operational Expenses	
Stamps, postage & shipping,	\$ 360.00
Memorial Contribution	\$ 200.00
Charitable Donation	\$ 1.00
Miscellaneous	\$ 1.00

LEADERSHIP

CFCA Dues	\$ 300.00
CFCA Membership Dues for Section President	
CFCA Annual Conference	\$ 1,000.00
- Expenses for 2 representatives (President 1st VP or designees) to attend including travel, hotel (shared accommodations), meals, registration and expenses	
CFCA Strategic Planning / Presidents Forum Meeting	\$ 1,000.00
Expenses for 2 representatives to attend including travel, hotel (shared accommodations), meals and expenses	

COMMITTEES

Communication	
Website	\$ 200.00
Constant Contact	\$ 540.00
Conference	
Conference Committee	\$ 0.00

AFSS NORTHERN DIVISION
BUDGET FY 2017/2018

Education & Training		
PRP - Level I & II	\$	0.00
Quarterly Meeting Training		
Speaker Fee or Token of Appreciation/Training fees	\$	3,820.00
Certificates of Training, training supplies, and		
Certificates of Appreciation Speaker/Trainer		
Historical		
Photography and data storage equipment/software/misc.	\$	0.00
Membership		
Membership Badges	\$	105.00
7 @ \$15 each - New Board Members		
Membership Drive	\$	200.00
Marketing/Brochure/Supplies		
Sunshine		
Cards (including birthday cards) and Postage - \$100.00	\$	200.00
Special Recognition \$100.00		
Ways & Means	\$	250.00
Promotional goods - Cord Organizers		
MEMBER RECOGNITION		
Awards		
Executive Board members		
Term completion plaque -4 @ \$80.00 each	\$	320.00
General Membership		
Years of Service Recognition gift	\$	300.00
Certificate of Appreciation Committee Coordinators	\$	0.00
Life Member - Badge	\$	30.00
2 @ \$15.00 each		
Member of the Year plaque/gift	\$	150.00
Certificate Frames	\$	120.00
Donations		
Member of the Year donation	\$	100.00
Annual Conference Scholarship		
1-Carol Abraham Memorial	\$	350.00
1-General Member Participation (quarterly mtg attendance)	\$	350.00
Total Expenses	\$	12,247.00
		0.00



Bylaws

California Fire Chiefs Association

ADMINISTRATIVE FIRE SERVICES SECTION

Revised and Adopted: March 2018

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ARTICLE 1 - NAME, OBJECTIVE, AND ORGANIZATION

- 1.1 NAME:** This organization shall be known as the California Fire Chiefs Association, Administrative Fire Services Section, hereinafter referred to as "the Section." It shall be composed of *two* divisions; namely, the California Fire Chiefs Association Administrative Fire Services Section, Southern Division, and the California Fire Chiefs Association Administrative Fire Services Section, Northern Division.
- 1.2 MISSION STATEMENT:** To be an effective support system to all fire service professionals by utilizing the skills of our profession to strengthen administrative operations.
- 1.3 OBJECTIVE:** The objective of the Section shall be to:
- A. Increase the proficiency and enhance the professional status of Fire Service administrative professionals by maintaining a statewide network of various communication channels.
 - B. Further promote educational opportunities for all Fire Service administrative professionals by providing workshops and/or seminars.
 - C. Promote and encourage leadership opportunities through mentoring.
- 1.4 ORGANIZATION:** The Section shall be comprised of all eligible members whose agencies are within the State of California as defined by the California Fire Chiefs Association.

The Southern Division shall represent that portion of the State of California consisting of Imperial, Inyo, Kern, Los Angeles, Orange, Riverside, San Bernardino, San Diego, San Luis Obispo, Santa Barbara and Ventura counties.

The Northern Division shall consist of Alameda, Alpine, Amador, Butte, Calaveras, Colusa, Contra Costa, Del Norte, El Dorado, Fresno, Glenn, Humboldt, Kings, Lake, Lassen, Madera, Marin, Mariposa, Mendocino, Merced, Modoc, Mono, Monterey, Napa, Nevada, Placer, Plumas, Sacramento, San Benito, San Francisco, San Joaquin, San Mateo, Santa Clara, Santa Cruz, Shasta, Sierra, Siskiyou, Solano, Sonoma, Stanislaus, Sutter, Tehama, Trinity, Tulare, Tuolumne, Yolo, and Yuba counties.

ARTICLE 2 - MEMBERSHIP

- 2.1 ACTIVE MEMBERSHIP:** Active members shall be comprised of Fire Service administrative professionals of regularly organized public, military, private and industrial fire agencies.

Active members of the Section in good standing shall be entitled to vote on all matters requiring a vote unless otherwise prohibited by the Bylaws, hold office, serve as members of the Executive Board and to participate fully in the affairs of the Section. Proxy voting to be allowed only in absence of Active member and vote delegated to a current Associate member of same agency.

Each member agency shall be represented by a minimum of one current Active Membership. Additional and unlimited Active and/or Associate Memberships will then be accepted. Membership status shall remain the same for the entire membership period.

- 2.2 ASSOCIATE MEMBERSHIP:** Associate members shall be comprised of any current employee of a regularly organized public, military, private and industrial fire agency. The Fire Service administrative professional may choose an Associate Membership, if desired, providing that at least one other member of said agency holds a current Active Membership.

Associate members shall be entitled to all privileges and benefits provided by the section, except that they shall not be entitled to vote or hold office.

Voting Exception: Any associate member who is actively involved as a committee member shall have the right to vote on any issue that is brought before the membership.

- 2.3 SUSTAINING MEMBERSHIP:** Sustaining members shall be comprised of any person(s) or organization with a vested interest in the Fire Service.

Sustaining members shall be entitled to attend all open meetings of the Section and shall have the privilege of the floor, subject to the will of the President, but shall not be entitled to vote or hold office.

- 2.4 LIFE MEMBERSHIP:** Life Membership may be conferred by the respective Executive Board upon any person who has been an Active member in good standing of the Section upon separation from the Fire Service.

Life Members shall be entitled to all privileges and benefits provided by the Section, except that they shall not be entitled to vote or hold office.

Voting Exception: Any life member who is actively involved as a committee member shall have the right to vote on any issue that is brought before the membership.

- 2.5 HONORARY MEMBERSHIP:** Honorary membership may be conferred upon any person who has rendered conspicuous service to the Section, its aims, and purposes.

Honorary Members shall be entitled to all privileges and benefits provided by the Section, except that they shall not be entitled to vote or hold office.

- 2.6 DUAL/SHARED MEMBERSHIP:** Dual/shared memberships shall not be permitted.

- 2.7 TRANSFER OF MEMBERSHIP:** The respective Executive Board may authorize transfers of membership on an individual basis.

ARTICLE 3 - OFFICERS/EXECUTIVE BOARD

- 3.1 ELIGIBILITY:** Any member of each Division seeking election to any of the elective offices specified in this Article shall on the day of the election be an Active or Associate member in good standing. Upon election, the Associate member shall upgrade their

membership to active status.

3.2 ELECTED OFFICERS: The elected officers of each Division shall consist of a President, First Vice-President, Second Vice-President, Recording Secretary, Corresponding Secretary, Treasurer, and (optionally at each Division's discretion) Member-at-Large. These elected officers shall be known as the Executive Board of that Division.

3.2.1 IMMEDIATE PAST PRESIDENTS: Immediate past presidents may serve as an advisor to their respective executive board and may attend board meetings but shall not have a right to vote.

3.3 TERM OF OFFICE: Executive Board members shall be elected to serve terms of office per the respective Division's Standard Operating Guidelines. The officers shall be installed at the annual conference / workshop. The officers' term will commence on the 1st day of July following the installation. Any Executive Board member shall have the option to vacate their position upon written notification to their respective Executive Board.

3.4 MEETINGS: Executive Board meetings shall be held prior to the regular quarterly meetings. Minutes shall be taken at all meetings.

3.5 MEETING CANCELLATIONS: At the direction of a majority of the respective Executive Board, an Executive Board meeting may be canceled.

3.6 QUORUM: At all Executive Board meetings, four members of the Board shall constitute a quorum.

3.7 REMOVAL OF OFFICERS: Any Executive Board Member exhibiting professional malfeasance may be removed from office and said position shall be declared vacant.

3.8 VACANCIES: In the event of an unforeseen vacancy occurring within an Executive Board, the next officer in line shall immediately be directed by the respective Executive Board, in writing or in formal session, to assume all duties and authorities of the vacant office, and shall serve for the unexpired term. In the event of a vacancy that cannot be filled in this manner, the respective Executive Board may immediately appoint an acting position that shall serve until such time as a permanent replacement is made. Permanent appointments shall be determined by a vote of the general membership.

3.9 NOMINATIONS AND ELECTIONS: Nominations and elections shall be held during the regularly scheduled quarterly General Membership meetings.

3.9.1 NOMINATIONS: The Nominating Committee shall present the slate of officers, as outlined in the respective Division's Standard Operating Guidelines, and additional nominations shall be solicited from the floor at said meeting. Those nominated shall provide a brief biographical sketch to accompany an election ballot.

3.9.2 ELECTIONS: If only one person is nominated for a position, no ballot will be sent out; but the name of the candidate will be presented at the next quarterly meeting and a

voice vote taken at that time

Ballots, when required, shall be distributed to each qualified member one month prior to the quarterly meeting at which the slate of officers will be presented and must be returned to the Nominating Committee no later than five days after receipt. The Nominating Committee shall tally the ballots and the Section Chief shall certify the election as true and valid. The Nominating Committee shall destroy the ballots after the election is certified. An election will be certified as valid by 51 % of the ballots cast. Elections of officers shall be announced at the next quarterly meeting.

Any tie vote shall be decided by a second election sent out electronically. If a tie still persists, the position shall be decided by drawing a name at the quarterly meeting prior to the annual conference.

3.10 INSTALLATION OF OFFICERS: The installation of officers shall occur at the annual conference/workshop. The installation of officers shall include the oath of office as stated in the guidelines.

ARTICLE 4 - DUTIES OF ELECTED OFFICERS

4.1 The general duties of all Executive Board members shall be to:

- A. Attend and participate in all quarterly Division General Membership meetings.
- B. Attend and participate in all quarterly Division Executive Board meetings.
- C. Read and understand the Bylaws. Any interpretation or determination by the respective Division Executive Board shall be conclusive.
- D. Act as Liaison, as appointed by the Division President, to one or more of the committees named in the guidelines. Liaison duties may be accomplished by either regularly attending said meetings or by regular contact with the committee coordinator with a report back to their respective Executive Board. It is the intent of the Executive Board that each Liaison serves as the communication link between the Committee and their respective Executive Board.
- E. Initiate and execute projects, programs and activities as shall arise.
- F. Appoint any and all committees as may be necessary to further the purpose of the Division.
- G. Additional responsibilities as specified in the respective Division guidelines.

4.2 PRESIDENT: The President shall:

- A. Preside at all General Membership and Executive Board meetings.
- B. Serve as representative of the Division to all outside agencies and organizations.

- C. Submit an annual report of Division activities to the membership, the Historical Committee and to the California Fire Chiefs Association.
- D. Appoint a Nominating Committee, which may consist of two Executive Board members for the purpose of nominating qualified candidates for election to the Executive Board. Active members in good standing may be appointed to the committee as necessary.
- E. Full voting rights.
- F. Call special meetings of the Division and the respective Executive Board in accordance with the Bylaws.
- G. Be a signatory for all respective Division accounts.

4.3 FIRST VICE-PRESIDENT: The First Vice-President shall:

- A. Assist the President and assume duties of the President in the event of the absence or inability to perform the duties of office.
- B. Be a signatory on account for all respective Division accounts.
- C. Maintain regular contact with all Committee Coordinators and Liaisons.
- D. Assist the President in the development of the Division's annual report.

4.4 SECOND VICE-PRESIDENT: The Second Vice-President shall:

- A. Serve as Parliamentarian and ensure a quorum is present at all meetings as stated in the Bylaws.
- B. Assist the First Vice-President.
- C. In the absence or inability of the First Vice-President to perform all the duties of the office, be directed to assume the duties of the First Vice-President.
- D. Assist the President and First Vice-President in conducting the business and policies of the Division.
- E. May be a signatory on account for all respective Division accounts.

4.5 RECORDING SECRETARY: The Recording Secretary shall:

- A. Keep the minutes of all meetings of the respective General Membership and of the Executive Board.
- B. Maintain a copy of all signed original minutes of General Membership, Executive Board and Special meetings. Once minutes have been approved by membership, original signed minutes shall be forwarded to the Historical Committee for archiving.

- C. Assume responsibility of Corresponding Secretary duties at quarterly meetings in the absence of Corresponding Secretary.

4.6 CORRESPONDING SECRETARY: The Corresponding Secretary shall:

- A. Receive the minutes from the Recording Secretary and distribute to all Division members along with an Agenda and miscellaneous paperwork for the next meeting, at least one month prior to the meeting date.
- B. Maintain general correspondence of the Division.
- C. Reply to all correspondence and other communications to the Division as referred by other Executive Board members.
- D. Ensure all correspondence has been approved by a majority of the respective Executive Board prior to release.
- E. Send proposed Bylaws amendments to all active Division members thirty days prior to discussion and/or approval.
- F. Assume responsibility of Recording Secretary duties at all meetings in the absence of Recording Secretary.

4.7 TREASURER: The Treasurer shall:

- A. Receive, record, and deposit all monies on behalf of the Division.
- B. Maintain official financial records, including all receipts, and prepare a quarterly financial report.
- C. Assure that authorized expenditures are paid in a timely manner.
- D. Assure all checks have the required two signatures.
- E. Schedule a qualified person to conduct a bi-annual review of all financial records.
- F. Assure that all financial records are maintained according to the budget cycle as specified in guidelines.
- G. Be a signatory for all respective Division accounts.

4.8 MEMBER-AT-LARGE (Optional): The Member-at-Large shall:

- A. Be an active member of the Executive Board in conducting business of the Section.
- B. Perform such other duties as may be required at the direction of the Executive Board.

- C. Shall only have voting rights at Executive Board meetings where a quorum of elected officers is not already present.

ARTICLE 5 - GENERAL MEMBERSHIP/SPECIAL MEETINGS

- 5.1 GENERAL MEMBERSHIP MEETINGS:** Shall be held quarterly. Minutes shall be taken at all regular meetings.
- 5.2 QUORUM:** 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.
- 5.3 CONFERENCE/WORKSHOP:** An annual statewide conference / workshop may be held each year.
- 5.4 SPECIAL MEETINGS:** Special meetings of the General Membership or Executive Board may be held to deal with matters of urgency. Notice of such meetings shall be given to all appropriate members involved at least three days prior to the meeting.
- 5.5 CANCELLATION OF MEETINGS:** A quarterly meeting may be cancelled at the direction of a majority of the Division's respective Executive Board.

ARTICLE 6 - DUES

- 6.1 DUES:** The dues structure of the organization shall be established and adopted by the membership. Dues for membership may be assessed for active, associate, sustaining, and life members. Due for new members may be prorated.
- 6.2 DELINQUENT DUES:** Dues shall be due July 1st of each year and shall be delinquent sixty days thereafter.
- 6.3 ELIGIBILITY TO VOTE:** No member in arrears for dues shall be eligible to vote. After due notice of such arrears, the member shall be removed from the membership mailing list.
- 6.4 REFUNDS:** Dues are non-refundable.

ARTICLE 7 - PUBLICATIONS

- 7.1 NEWSLETTER:** Each Division may produce an official publication.
- 7.2 PRESS RELEASES:** All articles pertaining to the Division shall be approved by the respective Executive Board prior to release.

ARTICLE 8 - COMMITTEES

8.1 STANDING: Standing Committees shall be approved by the Executive Board and may include, but not be limited to, the following:

- A. Budget
- B. Bylaws
- C. Communications
- D. Conference/Workshop
- E. Education and Training
- F. Membership
- G. Historical
- H. Nominating/Installation
- I. Ways and Means

8.2 SPECIAL AND/OR AD HOC: Special and/or ad hoc committees may be appointed by their Division's respective Executive Board as required.

8.3 MINUTES: Minutes will be kept of all committee meetings and forwarded to the Executive Board Liaison.

ARTICLE 9 - RULES OF ORDER

9.1 RULES OF ORDER: The Presiding officer shall preserve order and decorum and shall take no part in debates while presiding. All questions of order shall be subject to an appeal to the Executive Board. The presiding officer may state the reasons for the decision given and shall put the question as follows: "Shall the decision of the President be sustained?" A two-thirds majority of those present and voting shall be necessary to reverse the decision of the President.

9.2 PARLIAMENTARY PROCEDURE: The presiding officer shall be guided by parliamentary procedure on any question coming before the Division for which no provision has been made in the Bylaws.

ARTICLE 10 - CHANGES TO BYLAWS

10.1 Changes to the Bylaws may be proposed by any active member and submitted to their respective Bylaws Committee for review and recommendation prior to any Joint Executive Board meeting.

10.2 All qualified members shall be given written notice of any proposed changes at least thirty (30) days prior to the quarterly General Membership meeting when the proposal(s) shall be brought to a discussion and/or vote.

10.3 Proposed changes must be recommended by a vote of the quorum as defined in Section 5.2.

10.4 EFFECTIVE DATE: All alterations, amendments, and revisions, once approved by a

quorum of both Divisions as defined in Section 5.2, shall immediately supersede all other Bylaws.

10.5 PROCEDURES:

- A. Bylaws Coordinator will produce 2 original bylaws for signature from both North and South AFSS Division Presidents.
- B. Both originals are to be returned to the lead Bylaws Coordinator by the North and South AFSS Division Presidents.
- C. Bylaws Coordinator will send copies of executed document to both Division Presidents.
- D. Bylaws Coordinator will send one original to each Division Historical Committee Chair.
- E. Bylaws Coordinator will forward electronic version to the AFSS Website Coordinator for posting.

ARTICLE 11 - TAX EXEMPT STATUS AND FINANCIAL REVIEW

- 11.1** The organization does not contemplate pecuniary gain or profit to the members thereof and is organized for nonprofit purposes.
- 11.2** Notwithstanding any of the above statements of purposes and powers, this organization shall not, except to an insubstantial degree, engage in any activities or exercise any powers that are not in furtherance of the specific purpose of this organization.
- 11.3** A bi-annual financial review of the Treasurer's records shall be conducted by a qualified person. Said financial review will be submitted for approval to the respective Executive Board.

RATIFIED:

Ron Liechti, President, Southern Division

Date

Danette Austin, President, Northern Division

Date