AFSS North
Quarterly Meeting Agenda

June 15. 2018

Host Agency: Sacramento Fire Department

Location: Sacramento Regional Driver Training Facility
3905 Alert Rd
Mather, CA 95655

08:30 Registration and Check-In

09:00 Flag Salute and Welcome

09:15 Quarterly Training Session:
Emergency Vehicle Operations Course (EVOC)

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: March 16, 2018

- President's Report by Danette Austin

- Cal Chiefs Report

-Treasurer's Report
April Report - 2018
Final Budget – FY 2018/2019 (draft) – Action Item

- Old Business
  - Conference 2018 - Recap

- New Business
  - By-laws - Approval for Life Membership Language Change – Action Item
  - Membership Drive
  - Vacant Committee Positions – 2018/2019

- Committee Coordinator Reports

COMMITTEES................................ COORDINATOR/BOARD LIAISON

Budget..Paula Forencich */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.. *Vacant / 1st VP*

Historical.. *Sallie Ross-Filgo / 2nd VP*

Nominating.. *Past President / President*

Legislative ....*Meghan Scannell / President*

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

Membership..*Valerie Erwin/ 1st VP*

Sunshine ....*Aleta Cook / Recording Secretary*

Ways and Means .... *Lori Kickinger / Treasurer*

15:00 Adjournment

NEXT MEETINGS

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

Treasurer's Report
AFSS Northern Division
4/1/18 - 4/30/18

Main Checking Acct Beginning Balance:		$ 8,842.88	
Income:			
	Paypal Transfer	$ 3,615.39	
	Membership	$ 240.00	
	Membership	$ 214.50	
	Conference Cancellations from PayPal	$ 631.14	
	Total income for period:	$ 4,701.03	
Expenses:			
	Trans to Conference Account	$ 3,589.96	
	Constant Contact Monthly Fee	$ 45.00	
	Check # 1004 - March Meeting Reimburse	$ 324.00	
	Conference Cancellaions from PayPal	$ 631.14	
	Total expenses for period:	$ 4,590.10	
	Subledger: General Fund Ending Balance	$ 8,953.81	
	Subledger: Carol Abraham (non-budgeted)	$ 30.59	
Income:			
	Total income for period:	$ -	
Expenses:			
	Total expenses for period:	$ -	
	Subledger: Carol Abraham (non-budgeted)	**$ 30.59**	
Main Checking Account Ending Bank Balance:			$ 8,953.81
Conference Account Beginning Balance:		$ 22,142.76	
Income:			
	Conference registrations by check	$ 1,850.00	
	Trans from Main - Paypal	$ 3,589.96	
	Conference registrations by check	$ 700.00	
	Conference registrations by check	$ 2,299.00	
	Conference registrations by check	$ 650.00	
	Total income for period:	$ 9,088.96	
Expenses:			
	Discount Mugs	$ 515.00	
	4 Imprint	$ 1,415.71	
	Amazon	$ 36.24	
	Amazon	$ 154.83	

	Marco Promotional	$ 59.64	
	Conference Cancellations Paypal	$ 631.14	
	Total expenses for period:	$ 2,812.56	
Conference Account Ending Balance:			$ 28,419.16
Business Regular Shares Account Beginning Balance:		$ 6,063.04	
Income:			
	Interest	$ 1.25	
	Total income for period:	$ 1.25	
Expenses:			
	Total expenses for period:	$ -	
Business Market Savings Account Ending Balance:			$ 6,064.29
Total AFSS Funds:			**$ 43,437.26**

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

AFSS NORTHERN DIVISION
2017-2018 FISCAL YEAR SUMMARY
MAIN ACCOUNT

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			408.57	0.00			1,373.52	642.48	
5101	Opportunity Drawing	200.00			50.00							0.00			50.00	150.00	
5102	Tax Preparation	350.00								300.00		0.00			300.00	50.00	
5103	Reserve	0.00										0.00			0.00	0.00	
5104	Opperational Expense	360.00	14.00	56.08	14.00	20.00	20.00	35.00			16.85	0.00			175.93	184.07	
5105	Memorial Contribution	100.00										0.00			0.00	100.00	
5106	Charitable Donation	1.00									65.00	0.00			65.00	(64.00)	
5107	Miscellaneous	1.00										0.00			0.00	1.00	
	LEADERSHIP																
5200	CFCA Dues	300.00	250.00									0.00			250.00	50.00	
5201	CFCA Annual Conference	1,000.00										0.00			0.00	1000.00	
5202	CFCA Strategic Planning / Presidents Forum Meetings	1,000.00										0.00			0.00	1000.00	
	COMMITTEES																
5310	Communication - Website	200.00								199.00		0.00			199.00	1.00	
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	0.00	
5302	Education & Training	3,300.00							1,200.00			0.00			1,200.00	2100.00	
5305	Historical-Photography & Data Storage Equip./Supplies	250.00										0.00			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	0.00	
5308	Sunshine-Member/Attendance Enrichment	200.00				78.39						0.00			78.39	121.61	
5309	Ways & Means-Promotional Goods	260.00					489.85					0.00			489.85	(229.85)	
	MEMBER RECOGNITION																
5400	Awards - Plaques/Certificates - Challenge Coins	857.00		145.13	242.44			51.96			1,370.00				1,809.53	(952.53)	
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	309.00	201.21	1,006.98	143.39	554.85	1,364.97	1,245.00	544.00	1,905.42	45.00	45.00	45.00	7,409.82	4,405.18	0.00

Acct #	INCOME																
	INVESTMENT	**Beg Balance**													**Received**		
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		
	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		50.00					5,290.38	1,465.38	
6201	Quarterly Meeting Dues	2,500.00			642.59			767.80		101.72	337.00	0.00			1,849.11	(650.89)	
	FUNDRAISING																
6300	Charitable Donation Raffle	1.00									65.00	0.00			65.00	64.00	
6301	Ways & Means	1.00						124.25	250.00			29.73			403.98	402.98	
6302	MISCELLANEOUS - Interest	1.00	0.16	0.16	0.16	0.16	0.15	1.07	2.12	1.16	1.29	1.25			7.68	6.68	
6400	REIMBURSEMENT INCOME - From South	370.00					369.50					99.50			469.00	99.00	
	TOTAL REVENUE	17,683.21	505.36	1,805.16	3,140.30	274.84	684.65	1,275.07	252.12	152.88	403.29	130.48	0.00	0.00			0.00

CONFERENCE ACCOUNT

EXPENSES		July 17	Aug 17	Sept 17	Oct 17	Nov 17	Dec 17	Jan 18	Feb 18	Mar 18	Apr 18	May 18	Jun 18	Total
Dream Inn Deposit		1,000.00												1,000.00
Refund - over payment or cancellation									50.00		631.14			681.14
Speakers - Deposit										2,100.00				2,100.00
Refund - double payment									325.00	325.00				650.00
Card Purchases											2,181.42			2,181.42
														0.00
														0.00
TOTAL EXPENSES		1,000.00	0.00	0.00	0.00	0.00	0.00	0.00	375.00	2,425.00	**2,812.56**	0.00	0.00	6,612.56
INCOME														
Conference Registration Deposits		0.00					5,598.26	6,573.15	11,131.11	2,498.20	7,130.76			32,931.48
Conference Sponsorship Deposits		0.00									500.00	485.20		985.20
Conference Raffle											1,384.20			1,384.20
Conference 50/50 Raffle											74.00			74.00
														0.00
TOTAL REVENUE		**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**5,598.26**	**6,573.15**	**11,131.11**	**2,498.20**	**9,088.96**	**485.20**	**0.00**	**35,374.88**

AFSS Main Checking Account

Number	Date	Description of Transaction	Debit (-)	Credit (+)	Balance	Bank Recancilliation		
		March Ending Balance			**$8,842.88**			**$8,842.88**
	4/5/18	Deposit		$ 240.00	**$9,082.88**		$ 240.00	**$9,082.88**
1004		City of Vacaville	$324.00		**$8,758.88**	$324.00		**$8,758.88**
	4/12/18	PayPal		$ 3,615.39	**$12,374.27**		$ 3,615.39	**$12,374.27**
	4/12/18	Transfer to Conference Account	$3,589.96		**$8,784.31**	$3,589.96		**$8,784.31**
	4/18/18	Paypal reversal - to be refunded by Conf Acct.	$315.57		**$8,468.74**	$315.57		**$8,468.74**
	4/18/18	Constant Contact - Monthly Fee - March	$45.00		**$8,423.74**	$45.00		**$8,423.74**
	4/19/18	Paypal reversal - to be refunded by Conf Acct.	$315.57		**$8,108.17**	$315.57		**$8,108.17**
	4/30/18	Membership Registrations- South portion of Wix.com invoice		$ 214.50	**$8,322.67**		$ 214.50	**$8,322.67**
	4/30/18	Conf acct for Paypal reversals		$ 631.14	**$8,953.81**		$ 631.14	**$8,953.81**
		April Ending Balance			**$8,953.81**			**$8,953.81**

AFSS Conference Checking Account

Number	Date	Description of Transaction	Debit (-)	Credit (+)	Balance	Bank Reconcilliation		
						Debit	Credit	Balance
		March Ending Balance			$22,142.76			$ 22,142.76
	4/5/2018	Conference Registrations - checks		$ 1,850.00	$23,992.76		$ 1,850.00	$ 23,992.76
	4/6/2018	Discount Mugs.com	$ 515.00		$23,477.76	$ 515.00		$ 23,477.76
	4/10/2018	4imprint.com	$ 1,415.71		$22,062.05	$ 1,415.71		$ 22,062.05
	4/12/2018	Conference Registrations - Paypal		$ 3,589.96	$25,652.01		$ 3,589.96	$ 25,652.01
	4/12/2018	Conference Registrations - checks		$ 700.00	$26,352.01		$ 700.00	$ 26,352.01
	4/14/2018	Amazon.com	$ 36.24		$26,315.77	$ 36.24		$ 26,315.77
	4/15/2018	Amazon.com	$ 154.83		$26,160.94	$ 154.83		$ 26,160.94
	4/26/2018	Marco Promotional	$ 59.64		$26,101.30	$ 59.64		$ 26,101.30
	4/29/2018	Deposit - Dinner guests, Raffle Money, Late Registrations - checks		$ 2,299.00	$28,400.30		$ 2,299.00	$ 28,400.30
	4/30/2018	Deposit - conference reg paid by check		$ 650.00	$29,050.30		$ 650.00	$ 29,050.30
	4/30/2018	Payback Main Account for Registration Refunds via Paypal	$ 631.14		$28,419.16	$ 631.14		$ 28,419.16
		April Ending Balance			$28,419.16			$ 28,419.16

AFSS Business Regular Shares Account

Number	Date	Description of Transaction	Debit (-)	Credit (+)	Balance	Bank Reconcilliation		
		March Ending Balance			$6,063.04			$6,063.04
	4/30/2018	Interest Payment		$1.25	$6,064.29		$1.25	$6,064.29
		April Ending Balance			$6,064.29			$6,064.29

Scholarship Fund

Date	Description of Transaction	Debit (-)	Credit (+)	Balance
	March Ending Balance			$30.59
	April Ending Balance			$30.59

AFSS NORTHERN DIVISION
BUDGET FY 2018/2019

INCOME		
INVESTMENT		
FY 2017/2018 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		
Comminication - 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