



Executive Meeting Minutes October 22, 2010



ADMINISTRATIVE FIRE SERVICES SECTION • SOUTHERN DIVISION

AFSS Executive Board Meeting Minutes *October 22, 2010* *Fallbrook, California* *9:00 a.m.*

Board Members Present

Becky Timmers – President
Valerie Nellis – 1st Vice-President (arrived at 9:40)
Karen McCoy – 2nd Vice-President
Darilyn O’Dell – Recording Secretary
Vicki Varnes – Corresponding Secretary
Renae Rasmussen – Treasurer
Chief Michael Antonucci – Liaison Chief

- A. **Call to Order** – President Timmers called the meeting to order at 9:25 a.m.
- B. **Additions to the Agenda** – No additional items were added to the agenda.
- C. **Approval of the July 23, 2010 Executive Board Meeting Minutes** – Upon a motion by Karen McCoy, seconded by Vicki Varnes (Valerie Nellis absent) and unanimously carried by those members present, the minutes of the July 23, 2010 Executive Board Meeting were approved as submitted.
- D. **Approval of the September 14, 2010 Quarterly Meeting Minutes** – Upon a motion by Renae Rasmussen, seconded by Karen McCoy (Valerie Nellis absent) and unanimously carried by those members present, the minutes of the September 14, 2010 Quarterly Meeting were accepted as submitted.
- E. **Section Chief Report** – Chief Antonucci gave a brief overview of several items affecting the fire service.
- F. **CFCA Conference** – President Becky Timmers reported that the conference was well attended with over 200 participants. The goal of Cal Chiefs is to eventually have one conference annually for all Sections. Valerie Nellis reported on the sessions she attended. The 2011 Conference will be held again in Riverside.

G. **Charitable Contributions** – Treasurer Renae Rasmussen reported that she received one request for the quarterly charitable contribution. After discussion, the \$100 charitable contribution will be given to Sports Ministry Program of The Grove Community Church in memory of Brandon Pentz. Brandon was the son of Riverside Fire Department’s Deputy Chief Oran Pentz.

H. **Committee Reports**

Bylaws Committee – Barbara Altizer (South Pasadena-Retired)
The committee had nothing to report at this time.

Communications Committee – Robin Brock (Rancho Cucamonga)
The following report was submitted: *Website*: Contact has finally been made with iCentrics. He encouraged participation to attend their free webinars on the website. *Fire Circle*: Continue to meet the goal of distributing the Fire Circle one week prior to the quarterly meetings. Work has started on the Winter edition. *Logo Revision*: The CFCA circle logo has been revised at no cost to AFSS. The goal was to create a letterhead template that incorporated both the new AFSS logo and the CFCA circle logo while providing continuity in design.

Conference Committee – Darilyn O’Dell (San Miguel)
See Item I below.

Education Committee – Sandy Magallanez (Chino Valley)
The committee had nothing to report at this time.

Historical Committee – Lisa LeCates (El Segundo)
The following report was submitted: The Committee hopes to continue the momentum and participation at the next two quarterly meetings – either through a traditional committee report, or possibly a Jeopardy-like trivia activity. Missing and re-do pictures were submitted to the Membership Committee for inclusion in the next published Membership Directory. The transition of photos from the old SnapFish group viewing room to the new one is complete. The Committee’s next project to pull old CD’s from the Historical binders dated 2001 and earlier, and add them to the viewing room. Another goal of the committee is to develop a “Where’s Waldo” type game to encourage members to access the room, and make it fun at the same time.

Membership Committee – Liz Dibb (San Miguel)
The following report was submitted: Memberships have tapered off at 86. Emails have been sent to the 45 members who have still not renewed. Hopefully, this will remind people that membership dues are now past due.

Ways & Means Committee – Sylvia Moreno (Hermosa Beach)
Ronda Guillaume (Cathedral City)
The following report was submitted: The Ways & Means Committee continues to recruit new members. The new USB drives will be available for purchase at the December meeting. See’s Candy drive is in full swing with an order deadline of November 11.

- I. **AFSS Conference** – Everything moving on schedule. Presented draft copies of the registration form. Registration brochure should be ready by end of December. Individuals or businesses that donate money as a sponsor will be offered the option to become an associate member and have a complimentary booth at the vendor faire/welcome reception.
- J. **AFSS Website** – Communications committee is looking at making revisions to the website. They are not prepared at this time to make recommendations for those changes. They will keep the executive board informed before any changes are made.
- K. **Annual Dues and the Directory** – President Timmers led the discussion on what an appropriate deadline would be to post the Membership Directory to the website and possibly changing the due date for Membership Dues. It was agreed that the Directory should be posted no later than the December quarterly meeting. The Board also approved Lynn Peterson was eligible for Sustaining Membership.
- L. **Request for Life Membership** – President Timmers reported she received a request to grant Eileen Dirksen Life Membership status. Upon a motion by Karen McCoy, seconded by Valerie Nellis, and unanimously carried, Life Membership was granted to Eileen Dirksen. It was also decided that the practice for requests for Life Memberships will be changed. When the Board is made aware of a retirement of a member, a letter will be sent to that individual to determine if they are interested in maintaining their membership.
- M. **Review and Approve Agenda for December Quarterly Meeting** – The Board reviewed and approved the draft agenda for the December 14, 2010 meeting.
- N. **Member of the Year** – Karen McCoy reported that she received nominations for two members: Lisa LeCates and Christine Flores. After discussion, Lisa LeCates was selected as the 2010 Member of the Year.
- O. **Election of Officers** – Karen McCoy reported that the deadline for nominations for the Executive Board positions up for election (Second Vice President, Treasurer and Recording Secretary) is November 12, 2010.
- P. **Round Table**
No one had anything additional to share.
- Q. **Adjourn** – With no further business to be brought forward, President Timmers adjourned the meeting at 1:20 p.m.

Darilyn O'Dell

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Executive Board, Recording Secretary