



Encinitas CERT
Regular Meeting of the Board of Directors
Meeting Minutes
Meeting Date: Tuesday, June 10, 2014, 18:30

Location: Encinitas Community Center; 1140 Oak Crest Park, Encinitas, California

Board Members Present: Dave Tostenson, Paul Thatcher, Doan Hohmeyer, Lisa Bentson

Others: Brian DeWolf (member)

1. **Meeting called to order** at 18:37
2. **Treasurers Report** – Lisa Bentson
 - a. P.O. Box is moving, new address is 1470 Encinitas Blvd., Box 142, Encinitas, CA 92024
 - b. Lisa to send address change notifications to: DMV, SDG&E, Mizel, State Board of Equalization, and IRS.
 - c. Lisa to follow up on incorrect ID number used on previous tax returns with John Keller.
 - d. Doug Jones to send 2013-2014 grant money received to Lisa at her PO Box in Cardiff.
 - e. Report accepted (included as attachment “A”)
3. **Miscellaneous:**
 - a. The ERV successfully passed a smog test and the paperwork has been given to Lisa to submit to the DMV.
 - b. The table skirts we purchased for our publicity events are too long. Rather than have the skirts modified, the salesman we purchased the skirts from will provide us with two taller tables.
 - c. Dave Tostenson will not be able to attend the next BOD meeting.
 - d. All supplies that were in the ERV are now in the old Mattress Discounters building.
 - e. Doug Jones was at the County Board of Supervisors meeting, there is no money available at this time... however there are more grants to be distributed at a later date.
 - f. Doan was directed to ask Doug Jones for a procedure to access our equipment that is stored at the old Mattress Discounters warehouse.
4. **May 2014 Minutes:**
 - a. The minutes from the May 10th, 2014, Board of Directors meeting were approved as written.
5. **Membership Lists** –
 - a. Brian DeWolf and David Tostenson attempted to assign divisions to our existing membership list. An old version of the membership list from July, 2013 was used. Discussion about how and who should maintain the membership lists ensued. - Doan to work with Brian to come up with a solution. The solution must be able to:
 - i. Provide expiration dates of CERT membership cards so that our organization can remind members when to renew.
 - ii. Provide a list of members for a specific division.
 - iii. Allow the member to specify if their name, email, phone, and address can be distributed to other members.
6. **Action Items:**
 - a. **Budget** (fixed costs each year) – Charles and Lisa to work on. *OPEN*

- b. **Tires for ERV** – Paul Thatcher: no progress. *OPEN*
 - c. **Encinitas City Maps for use during a deployment** – Dan D. *OPEN*
 - d. **Mizel 2013 Reimbursement** – Charles/Lisa. *CLOSED pending receipt of check from Doug Jones*
 - e. **SOP** – Brian DeWolf/Dave Tostenson. *OPEN*
 - f. **Spring Academy Graduate Assignments to Divisions** – Dave Tostenson. *OPEN*
 - g. **Welcome letter to new Encinitas Fire Chief** – Doug to have something for Council Meeting on March 19th. 3/19 agenda was full, not presented. *OPEN*
 - h. **Membership List Online Solution** – Doan/Brian. *OPEN*
 - i. **Equipment Access Procedures** – Doan Hohmeyer. *OPEN*
7. **Meeting adjourned** at 19:53
8. **Next Board Meeting:** July 8, 2014; 18:30; Encinitas Community Center, Rm. 119A

Encinitas CERT is a non-profit 501 c 3 organization dedicated to the education, training, and involvement of the citizens of Encinitas in preparing for and responding to emergencies within our community.



PRESENTED
6/10/2014

Monthly Financial Statement
May 1-31, 2014

Beginning Balance – May 1st				\$ 5,557.04
Deposits				
				\$ 0.00
1.	-		\$	
2.			\$	
3.			\$	
Withdrawals				
				\$ 257.60
1.	2002	David Tostenson	Equip spec Event	\$ 181.33 – CHAIRS
2.	2003	Doan Hohmeyer	Qtr Meeting	\$ 94.27 – FOOD, SANDWICHES
3.				\$
4.				\$
Balance –				
				\$ 5,281.44
Yearly Fixed Costs for 2014 (Informational Only)				
				\$ 2,539
1.	BOD Liability Ins	(Philadelphia Insurance)	\$	900.00
2.	ERV Insurance	(Commerce West)	\$	390.00
3.	ERV Registration	(DMV)	\$	170.00
4.	GL Insurance	(Philadelphia Insurance)	\$	1,079.00

Lisa Bentson: _____ Date: _____

PRESENTED
6-10-2014

CERT 2014

Date	Check #	Name	Purpose	Expense	Deposit	New Bal.
1/1/2014		Beginning Balance				\$ 10,572.48
2/12/2014	1022	Chas. Schmid	Web Hosting	387.66		\$ 10,184.82
2/26/2014	1023	DMV	YRV registration	455		\$ 9,729.82
	1024	Doug Jones				\$ 9,729.82
2/25/2014	1025	doan Hoh Meyer	food for meeting	185.18		\$ 9,544.64
3/11/2014	1026	Dave Tostenson	2013 mizel draw	129.52		\$ 9,415.12
3/24/2014	1027	Ready America	supplies	1548.72		\$ 7,866.40
3/28/2014	Bnk Db	Deluxe Bus System	checks	71.14		\$ 7,795.26
4/3/2014	Dep	Gay	Sale of Bags		137	\$ 7,932.26
4/8/2014	2001	David Tostenson	Equipment	2375.22		\$ 5,557.04
5/14/2014	2002	David Tostenson	Equip-Spec Event	181.33		\$ 5,375.71
5/31/2014	2003	Doan Hohmeyer	Qtrly Member Meeting	94.27		\$ 5,281.44

END of Attachment "A"