



Encinitas CERT
Regular Meeting of the Board of Directors
Meeting Minutes
Meeting Date: Tuesday, August 12, 2014, 18:30

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

Board Members Present: Doan Hohmeyer, Lisa Bentson, David Tostenson

Others: Dan Drogichen (member)

1. **Meeting called to order** at 18:31
2. **July 2014 Minutes:**
 - a. The minutes from the July 8, 2014, Board of Directors meeting were approved as written.
3. **Are You Ready –**
 - a. Arnie Lewin presented the AYR program in July with Gay Spencer. No other details are known.
4. **General Meeting –** scheduled for September 17
 - a. Lisa would like to have a communication segment
 - b. Doan to ask Scott Peck and Arnie about program ideas
 - c. David to set an agenda
 - d. Refreshments should be provided to membership
5. **Grant Work**
 - a. Mizel Grant for 2014~2015 is \$5,000, works the same as last year: we spend the funds per grant proposal and then ask for reimbursement.
 - b. Check for \$2,000 from 2013~2014 has been received and deposited into checking account.
 - c. No news on SDG&E grant
6. **City Maps**
 - a. Dan Drogichen brought about 100 copies of the Chamber of Commerce maps to the meeting, maps were reviewed by board members and deemed acceptable.
 - b. Letter of thanks to be written by David and Charles Schmid to the Chamber of Commerce.
 - c. Maps to be distributed at the next general meeting
7. **Standard Operating Procedure (SOP)**
 - a. David to contact Brian for follow-up
8. **Membership Lists**
 - a. Dan pointed out that access to members is not available to non-list owners, Doan is the only owner. Doan to rectify issue.
9. **CERT Supplies – Access to equipment**
 - a. Doan to request keys and security codes from Doug Jones.
10. **Treasurers Report –** Lisa Bentson
 - a. Report accepted (included as attachment “A”)
 - b. Parking citation for \$86 from March 2011 was received in mail (missing tags while parked on Townwood Way), David to discuss with Dismas to see if fees can be waived.

11. **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. **CLOSED**
- d. **SOP** – Brian DeWolf/Dave Tostenson. *OPEN*
- e. **Spring Academy Graduate Assignments to Divisions** – Dave Tostenson. *OPEN*
- f. **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*
- g. **Membership List Online Solution** – Doan/Brian. *OPEN*
- h. **Equipment Access Procedures** – Doan Hohmeyer. *OPEN*
- i. **Preparedness brochure printing** (need several hundred) – Doan Hohmeyer. *OPEN*

12. **Meeting adjourned** at 19:00

13. **Next Board Meeting:** September 9, 2014; 18:30; Encinitas Community Center

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.



**Monthly Financial Statement
July 1 - 31, 2014**

Beginning Balance – July 1st \$ 4887.84

<u>Deposits</u>	\$ 2072.00
------------------------	-------------------

- | | | | | |
|----|-------|-----------------------|----|---------|
| 1. | Grant | 2013-2014 Mizek check | \$ | 2000.00 |
| 2. | Sale | ATQ Sales | \$ | 72.00 |
| 3. | | | \$ | |

<u>Withdrawals - Cleared</u>	\$ 382.80
-------------------------------------	------------------

- | | | | | | |
|----|------|---------------|-------------------|----|--------|
| 1. | 2007 | Commerce West | ERV Ins 7/14-6/15 | \$ | 382.80 |
| 2. | | | | | |
| 3. | | | | | |

Balance – Bank	\$ 6557.04
-----------------------	-------------------

<u>Yearly Fixed Costs for 2014 (Informational Only)</u>	\$ 2,539
--	-----------------

- | | | | | | |
|----|-------------------|--------------------------|----|----------|--------------|
| 1. | BOD Liability Ins | (Philadelphia Insurance) | \$ | 900.00 | <i>\$600</i> |
| 2. | ERV Insurance | (Commerce West) | \$ | 382.80 | |
| 3. | ERV Registration | (DMV) | \$ | 391.00 | |
| 4. | GL Insurance | (Philadelphia Insurance) | \$ | 1,079.00 | |

Lisa Bentson: *Lisa B* Date: 8-11-14

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	Void	Doug for YRV			\$ 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
6/9/2014	2004	Dave Tostenson	ERV smog	68.25		\$ 5,213.19
6/9/2014	2005	DMV Renewal	DMV Renewal	391		\$ 4,822.19
6/9/2014	2006	Commerce West	ERV Ins. 2013-14	2.6		\$ 4,819.59
6/30/2014	2007	Commerce West	ERV Ins July 14 - June 15	382.8		\$ 4,436.79
7/16/2014	Dep		Grant		2000	\$ 6,436.79
7/28/2014	Dep		Sale		72	\$ 6,508.79

END of Attachment "A"