



**Encinitas CERT**  
**Regular Meeting of the Board of Directors**  
**Meeting Minutes**  
**Meeting Date: Tuesday, December 9, 2014, 18:30**

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

**Board Members Present:** Charles Schmid, Doan Hohmeyer, Lisa Bentson (left at 19:47), Dave Tostenson, Doug Jones (arrived ~19:00)

**Others:** Dan Drogichen (member), Gay Spencer (member), Loyd Wright (member), Arnie Lewin (Encinitas Fire Dept. liaison), Brian DeWolf (member)

1. **Meeting called to order** at 18:33
2. **October 2014 Minutes:**
  - a. The minutes from October 14, 2014 were approved as written.
3. **Budget**
  - a. Charles & Lisa presented a budget for calendar year 2015, after some discussion the following changes were made:
    - i. Reduce the number of portable generators from 2 to 1 (-\$1,050)
    - ii. Increase Printing/Outreach materials line (+\$1,000)
    - iii. Reduce event fees (-\$50)
    - iv. Add line item for website hosting and domain registration (+\$120)
  - b. With the changes outlined above, the board approved the 2015 budget. The final version sent out by Charles on 12/10 is included in these minutes as attachment "B".
4. **Treasurers Report** – Lisa Bentson
  - a. IRS needs form 990 to be completed (Charles to follow up)
  - b. Lisa to contact Paul Thatcher regarding a donation check that has not yet been received
  - c. Report accepted (included as attachment "A")
5. **Board Membership**
  - a. Brian DeWolf and Loyd Wright were appointed to the Board of Directors
  - b. Charles to audit the current board of director term limits and provide direction at the next meeting
6. **Review of Standard Operating Procedures (SOP)**
  - a. Brian, Loyd, and David presented draft documents pertaining to the Organization role assignments, responsibilities of division supervisors, and a detailed mission statement.
  - b. No formal board decisions were made regarding the SOP

7. **Action Items:**

- a. **Arnie to schedule rooms** for Board of Director meetings and the upcoming general meeting. *OPEN*
  - b. **Budget** (fixed costs each year) – Charles and Lisa to work on. *CLOSED*
  - c. **Tires for ERV** – Paul Thatcher: no progress. *OPEN*
  - d. **SOP** – Brian DeWolf/Dave Tostenson/Loyd Wright. *OPEN*
  - e. **Spring Academy Graduate Assignments to Divisions** – Dave Tostenson. *CLOSED*
  - f. **Membership List Online Solution** – Doan/Brian. *OPEN*
  - g. **Equipment Access Procedures** – Doan Hohmeyer. *OPEN*
8. **Meeting adjourned** at 20:24
9. **Next Board Meeting:** January 13, 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.

START of Attachment "A" (treasurer's report, 3 pages total)



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

Beginning Balance – October 1st \$ 8113.79

<b><i>Deposits</i></b>	<b>\$ 0.00</b>
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- 1. \$
- 2. \$
- 3.

<b><i>Withdrawals - Cleared</i></b>	<b>\$ 1688.58</b>
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- 1. 2010 Doan Hohmeyer      General Meeting      \$ 521.58
- 2. 2011 Philadelphia Ins.      GL Insurance      \$ 1079.00
- 3. 2012 City of Encinitas      Cit#TW120086004      \$ 86.00
- 4. Bnk Db AW Bank      Paper Statements      \$ 2.00

<b>Balance – Bank</b>	<b>\$ 6425.21</b>
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<b><i>Yearly Fixed Costs for 2014 (Informational Only)</i></b>	<b>\$ 2,539</b>
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- 1. BOD Liability Ins      (Philadelphia Insurance)      \$ 863.00
- 2. ERV Insurance      (Commerce West)      \$ 382.80
- 3. ERV Registration      (DMV)      \$ 391.00
- 4. GL Insurance      (Philadelphia Insurance)      \$ 1,079.00

Lisa Bentson: \_\_\_\_\_ Date: \_\_\_\_\_



**Monthly Financial Statement  
November 1 - 30, 2014**

**Beginning Balance – November 1st** **\$ 6425.21**

<b><u>Deposits</u></b>	<b>\$ 0</b>
------------------------	-------------

- |    |    |
|----|----|
| 1. | \$ |
| 2. | \$ |
| 3. |    |

<b><u>Withdrawals - Cleared</u></b>	<b>\$ 2.00</b>
-------------------------------------	----------------

- |           |                  |         |
|-----------|------------------|---------|
| 1. Bnk Db | Paper Statements | \$ 2.00 |
| 2.        |                  |         |
| 3.        |                  |         |

<b>Balance – Bank</b>	<b>\$ 6423.21</b>
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<b><u>Yearly Fixed Costs for 2014 (Informational Only)</u></b>	<b>\$ 2,539</b>
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- |                      |                          |             |
|----------------------|--------------------------|-------------|
| 1. BOD Liability Ins | (Philadelphia Insurance) | \$ 863.00   |
| 2. ERV Insurance     | (Commerce West)          | \$ 382.80   |
| 3. ERV Registration  | (DMV)                    | \$ 391.00   |
| 4. GL Insurance      | (Philadelphia Insurance) | \$ 1,079.00 |

**Lisa Bentson:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## 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 Hohmeyer	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
8/14/2014	2008	Philadelphia Ins	B.O.D. Liability	863		\$ 5,645.79
9/9/2014	2009	Gay Spencer	Octoberfest Booth	30		\$ 5,615.79
9/19/2014	Dep	SDGE	Grant		2500	\$ 8,115.79
9/30/2014	Bnk Db	AW Bank	Paper statement fee	2		\$ 8,113.79
10/13/2014	2010	Doan Hohmeyer		521.58		\$ 7,592.21
10/13/2014	2011	Philadelphia Ins	GL Insurance	1079		\$ 6,513.21
10/14/2014	2012	City of Encinitas	Citaiton #TW120086004	86		\$ 6,427.21
10/31/2014	Bnk Db	AW Bank	Paper Statement fee	2		\$ 6,425.21
11/30/2014	Bnk Db	AW Bank	Paper Statement Fee	2		\$ 6,423.21
12/2/2014	Dep				239	\$ 6,662.21
12/9/2014	2013	Gay Spencer	Minutemen Flyer Printing	28		\$ 6,634.21

**END of Attachment "A"**

START of Attachment "B"

**Encinitas CERT Budget 2015**

	January	February	March	April	May	June	July	August	September	October	November	December	Total
Income													
Mizel	5,000												5,000
Shea													
Seapura													2,500
Coldwell Banker								1,000					1,000
Sales	167	167	167	167	167	167	167	167	167	167	167	167	2,000
Other Donation											2,500		2,500
<b>Total Income</b>	<b>5,167</b>	<b>167</b>	<b>167</b>	<b>167</b>	<b>167</b>	<b>167</b>	<b>167</b>	<b>1,167</b>	<b>2,667</b>	<b>167</b>	<b>2,667</b>	<b>167</b>	<b>13,000</b>
Expenses													
GL Insurance									1,100				1,100
D&O Insurance							900						900
Refreshments	\$150 each quarterly meeting	150			150		150				150		600
Event Fees												50	50
Shirts	650												650
Medical Supplies	1,800												1,800
Generator (one)	1,050												1,050
Disaster Kits for sale	500				500								2,000
Website Hosting & Domain Reg.	10	10	10	10	10	10	10	10	10	10	10	10	120
Printing/Outreach Materials	600	600			150		150						1,500
ERV													
Tires	700												700
DMV						400							400
Insurance							400						400
Fuel/Oil/Fluids	50	50	50	50	50	50	50	50	50	50	50	50	600
Repairs and Maintenance	250				250		250						1,000
<b>Total Expenses</b>	<b>5,760</b>	<b>660</b>	<b>60</b>	<b>1,110</b>	<b>60</b>	<b>460</b>	<b>2,410</b>	<b>60</b>	<b>1,210</b>	<b>960</b>	<b>60</b>	<b>60</b>	<b>12,870</b>
<b>Surplus/(Deficit)</b>	<b>(593)</b>	<b>(493)</b>	<b>107</b>	<b>(943)</b>	<b>107</b>	<b>(293)</b>	<b>(2,243)</b>	<b>1,107</b>	<b>1,457</b>	<b>(793)</b>	<b>2,607</b>	<b>107</b>	<b>130</b>

Prepared By: Charles Schmid  
 Prepared On: 12/10/2014  
 Approved by BOD: 12/9/2014

END of Attachment "B"