



**Encinitas CERT**  
**Regular Meeting of the Board of Directors**  
**Meeting Minutes**  
**Meeting Date: Tuesday, March 10, 2015, 6:30 PM**

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

**Board Members Present:** Doug Jones, Loyd Wright, Dave Tostenson, Doan Hohmeyer

**Others:** Gay Spencer (member), Arnie Lewin (Encinitas Fire Dept. liaison),

1. **Meeting called to order** at 6:45 PM
2. **January 2015 Minutes:**
  - a. The minutes from January 13, 2015 were approved as written.
3. **Treasurers Report** – Lisa Bentson (no present, reports were submitted to members via email)
  - a. The January 2015 treasurer’s report is included as attachment “A”, ending bank balance on January 31, 2015: \$7,101.05 (accrued, \$6,695.21 actual account balance per bank statement). The report was approved.
  - b. Check from Paul Thatcher’s contact was received and deposited.
  - c. \$1,094.16 expense check to Doan Hohmeyer for Honda Generator and January General Meeting expenses.
  - d. February report was received but not approved, pending questions about duplication of deposits and withdraws listed for January and February.
4. **Membership** – Arnie Lewin
  - a. Only 3 individuals from Encinitas are signed up for the Spring CERT Academy. No individuals have signed up from Del Mar or Solana Beach. Doan to provide a phone list of interested residents from sign up sheets for CERT members to call. Doan to resend the Academy email via the newsletter system.
  - b. Existing CERT members are invited to Academy attend classes to refresh their skills.
5. **Future Activities**
  - a. April 4<sup>th</sup> Countywide CERT exercise: the 9 positions allocated to Encinitas have been reserved; Arnie is now taking names and putting them on a waiting list.
  - b. April 22<sup>nd</sup> General meeting: the original speaker had to back out. Arnie is looking for alternatives and will update us when he knows more.
  - c. April 25<sup>th</sup> is the final day of the CERT Academy; existing CERT members are encouraged to participate.
  - d. April 25 – 26: Encinitas Street Fair. Gay Spencer will coordinate with Doan to get the word out for volunteers.

**6. Election of Officers**

- a. Charles Schmid has held the position of president for more than 2 years and has indicated he would like to step down.
- b. David Tostenson nominated Doan Hohmeyer as president, Loyd Wright seconded, all board members approved the nomination.
- c. The position of secretary is now empty and will need to be filled (our bylaws do not allow the president and secretary to be the same individual).
- d. David Tostenson to as Lori Bloom if she would be interested in the treasurer's position, Lisa Bentson may be able to take the secretary's position.
- e. [Secretary's comment: the following was not discussed at the March Board of Director's meeting, but is relevant to this discussion] The resignation of director Paul Thatcher is included as attachment "B".

**7. Emergency Response Vehicle (ERV)**

- a. The tires are in need of replacement; Doug Jones has asked a vendor about supplying them.
- b. Doan mentioned that purchasing new tires from Costco would be about \$800 installed.
- c. Dallas Neville was supposed to be contacting Encinitas Ford about service work (no response from email)
- d. David Elovitz will be out of town until April, no updates from him regarding the ERV.
- e. Doan to verify with Charles that the names of potential drivers are listed on the policy. Doug Jones states that California law allows any competent driver who has been given permission by the owner to drive the vehicle.

**8. Budget**

- a. David Tostenson will look into the cost of adding a backdrop to the existing CERT canopy. The backdrop would be used to hang pictures and small banners.
- b. Gay Spencer will purchase more business cards for distribution at public events.

**9. Standard Operating Procedures (SOP)**

- a. No progress

**10. Action Items:**

- a. **Tax return for 2014** – Doan/Lisa. OPEN

**11. Meeting adjourned** at 7:27 PM

**12. Next Board Meeting:** April 14, 2015; 6:30 PM; 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  
January 1 – 31, 2015**

Beginning Balance – January 1st \$ 6,632.21

<b>Deposits</b>	<b>\$ 1,565.00</b>
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- |    |               |                  |    |         |
|----|---------------|------------------|----|---------|
| 1. | David Elovitz | Merchandise Sale | \$ | 65.00   |
| 2. | Patti Oh      | Donation         | \$ | 1500.00 |
| 3. |               |                  | \$ |         |

<b>Withdrawals</b>	<b>\$ 1,096.16</b>
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- |    |                    |               |    |         |
|----|--------------------|---------------|----|---------|
| 1. | 2014 Doan Hohmeyer | Grant Items   | \$ | 1094.16 |
| 2. | Bnk Db AW Bank     | Statement fee | \$ | 2.00    |
| 3. |                    |               |    |         |

<b>Balance –</b>	<b>\$ 7,101.05</b>
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<b>Yearly Fixed Costs for 2014 (Informational Only)</b>	<b>\$ 2,539</b>
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- |    |                   |                          |    |          |
|----|-------------------|--------------------------|----|----------|
| 1. | BOD Liability Ins | (Philadelphia Insurance) | \$ | 900.00   |
| 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 2015**

Date	Check #	Name	Purpose	Expense	Deposit	New Bal.
1/1/2015		Beginning Balance				\$ 6,632.21
1/12/2015	Dep	David Elovitz	Merchandise Sale		65 \$	6,697.21
1/29/2015	2014	Doan Hohmeyer	Grant Items	1094.16	\$	5,603.05
1/29/2015	Dep	Patti Oh, Ner Leased	Donation		1500 \$	7,103.05
1/31/2015	Bank Db	AW Bank	Paper Statement Fee	2	\$	7,101.05

## 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	Bank 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	Bank 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	Citaion #TW120086004	86		\$ 6,427.21
10/31/2014	Bank Db	AW Bank	Paper Statement fee	2		\$ 6,425.21
11/30/2014	Bank Db	AW Bank	Paper Statement Fee	2		\$ 6,423.21
12/2/2014	Dep		Merchandise Sale		239	\$ 6,662.21
12/9/2014	2013	Gay Spenser	Minutemen Flyer Printing	28		\$ 6,634.21
12/31/2014	Bank Db	AW Bank	Paper Statement Fee	2		\$ 6,632.21
1/12/2015	Dep	David Elovitz	Merchandise Sale		65	\$ 6,697.21
1/29/2015	2014	Doan Hohmeyer	Grant Items	1094.16		\$ 5,603.05
1/29/2015	Dep	Patti Oh, Ner Leased	Donation		1500	\$ 7,103.05
1/31/2015	Bank Db	AW Bank	Paper Statement Fee	2		\$ 7,101.05

END of Attachment "A"

**START of Attachment "B"**

-----Original Message-----

From: Paul [mailto:[paulthatcher1@gmail.com](mailto:paulthatcher1@gmail.com)]

Sent: Monday, January 26, 2015 14:51

To: Charles Schmid

Subject: Re: CERT

Immediately is fine. Talked to XXXX last week she said she reissued the check. \$1500.00

Sent from my iPhone

> On Jan 26, 2015, at 1:06 PM, Charles Schmid wrote:

>

> Hi Paul -

>

> Thanks for the quick reply.

>

> Do you want to make the resignation effective immediately? I think e-mail is fine.

>

> We never did get a check from XXXXX. Lisa has been trying to follow up, but has had no luck.

>

> Hope you are enjoying your travels.

>

> Charles Schmid

>

> Sent from my handheld.

>

> On Jan 26, 2015, at 11:01, Paul <[paulthatcher1@gmail.com](mailto:paulthatcher1@gmail.com)<mailto:[paulthatcher1@gmail.com](mailto:paulthatcher1@gmail.com)>> wrote:

>

> Charles,

> Yes I want to resign. It's been tough to make the meetings and I have been traveling a lot. Do you need a letter or will this suffice?

> Paul

> Did you get the check from XXXX?

>

> Sent from my iPhone

>

> On Jan 26, 2015, at 6:37 AM, Charles Schmid wrote:

>

> Hi Paul –

>

> Happy New Year - Hope you are well.

>

> We haven't seen you at a meeting for a while. Doug, you, and I have been on the board longer than allowed under the bylaws. We have added two directors. I'm not sure if you know them: Brian DeWolf and Loyd Wright.

>

> Do you want to resign from the board? It would make it easier for us to get quorums.

>

> I will be getting off as soon as I can find a replacement for president. Nobody wants to do it at this point.

>

> We are finally getting the divisions and SOP going. We could use help in division organization and leadership? Are you in Division C? XXXX was the supervisor, but he resigned last week for health and personal reasons.

>

> Let me know.

>

> Thanks.

>

>

> Charles Schmid

>

**END of Attachment "B"**