



Encinitas CERT

Regular Meeting of the Board of Directors

Meeting Minutes

Meeting Date: Tuesday, October 13, 2015, 6:30 PM

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

Board Members Present: Doan Hohmeyer, Lisa Bentson, Dave Tostenson, Lori Dilley, Loyd Wright, Brian DeWolf

Others: Gay Spencer (member), Dan Drogichen (member) Charles Schmid (member)

1. **Meeting called to order** at 6:29 PM
2. **September 2015 Minutes**
 - a. The minutes from September 15, 2015 were approved as written.
3. **Treasurer's Report** – Lisa Bentson
 - a. The September 2015 Treasurer's Report is included as attachment "A", ending bank balance on September 30, 2015: \$14,852.81
 - b. AmericanWest Bank changing to Banner Bank. No changes to account.
 - c. The September 2015 Treasurer's Report was approved.
4. **Review Recent Events**
 - a. Oktoberfest 9/20/2015 – Gay Spencer
 - We had the ERV and an impressive professional looking booth. Despite a low turnout to the event, the ERV was a great attraction for kids.
 - To make our booth better for the next event:
 - Ready America has large posters with earthquake faults. Gay Spencer will attempt to get similar posters.
 - On our existing posters, label all photos since the photos bring attention to booth. Possibly investigate a rotating photo "album".
 - At general meeting, ask members for help with poster design/printing.
 - Include ERV photo in booth for times when vehicle is not available.
 - b. Fire Department Open House – Doan Hohmeyer
 - Doan Hohmeyer, Dan Drogichen and Lori Dilley worked event. A few people signed up for the Academy and/or AYR training. It was valuable to be there for our visibility with Fire Department.
 - How can we get our Fire Department more involved with CERT? Doan Hohmeyer will take lead on determining if we can schedule our board meetings to accommodate Chief Spaulding's schedule.
 - San Diego County has started a CERT Mutual Aid Plan and Chief Spaulding has signed us up, more details will be made available as the program is implemented.
5. **Upcoming Events**
 - a. Engage Encinitas 10/15: Dave Tostenson will present AYR focused on earthquakes. Asst. Fire Chief will speak on wildfires and flooding. Gay Spencer, Dan Drogichen and Christine Tostenson will sell kits. 25 RSVPs so far. (<http://www.engageencinitas.org>)
 - b. Great Shakeout 10/15 10:15 AM: nothing happening in Encinitas. Cap from Del Mar

- CERT will have a drill using all their communications equipment.
- c. General Membership Meeting 10/21 6:30 PM: 20-25 RSVPs so far. Dave Tostenson will get sandwiches from Firehouse Subs. Doan Hohmeyer will bring water, chips, cookies.
 - d. Fall Academy Dates: Nov 5, 7, 12, 14, and 21. We are making calls to encourage participation. Dan Drogichen will attend first session to push HAM radio participation. Dave Tostenson will produce a President's welcoming letter for each graduate. Dave will attend graduation and hand out maps. We will give CERT shirts to graduates before City Council presentation.
 - e. POD Drill 11/19: Jack Walsh will contact Doan Hohmeyer regarding next steps.
 - f. County Drill 11/14: no details yet.
 - g. Fall Festival 11/22 9 AM – 4 PM: Gay Spencer has secured our participation in event. We will ask for volunteers to work event at upcoming general meeting.
- 6. Standard Operating Procedures – Brian DeWolf and Loyd Wright**
- a. Brian DeWolf has not connected with Arnie Lewin on Arnie's desire to have Fire Department permission before any postings to social media. Since we are using social media only as a marketing tool, we will take this clause out of the SOP.
 - b. Loyd Wright will prepare a draft without this clause for Doan Hohmeyer to post on website.
- 7. Outreach – Doan Hohmeyer**
- a. E-Mail Newsletter System: Since the Go Daddy server can get blocked as spam in e-mail, Doan Hohmeyer has switched to Mail Chimp which is free for our level of use.
 - b. Facebook Presence: Doan Hohmeyer and Brian DeWolf will work on this.
- 8. Firehouse Subs Public Safety Foundation Grant – Lori Dilley**
- a. We were notified by e-mail that our grant request was approved for all items. Waiting for next e-mail detailing how we will receive the items.
 - b. In return for the grant, we were asked to put the Firehouse Subs logo on any grant items. Instead we will put on ERV. Lori to request logo for vehicle.
 - c. In January, there will be a press event at the restaurant to announce grant.
 - d. Dan Drogichen will put the Firehouse Subs logo on our website sponsor page and take Coldwell Banker off.
- 9. Director Terms**
- a. Charles Schmid resigned from the Board as he has reached the term limit for a Board member as detailed in our Bylaws. See Attachment "B" for resignation letter.
 - b. For next Board meeting, Doan Hohmeyer will have term limit for each board member.
- 10. AYR Video Taping**
- a. This suggestion was made at the Fire Department Open House. We may be able to pay for a video through the Mizel grant.
- 11. TIP (Trauma Intervention Program) presentation for Quarterly Meeting**
- a. Have TIP (<http://www.tipsandiego.org/>) give a presentation on their services at January quarterly meeting. Doan Hohmeyer will follow up with TIP.
- 12. Supplies for divisions/ERVs**
- a. Suggestions from Fire Department on items to carry in ERV or in Division Go Bags: cribbing in a heavy duty bag, contractor's crayon, chalk, heavy duty extension cords, outside work lights, gloves, shovel.
 - b. At October quarterly meeting, Dave Tostenson will present "What is in your Go Bag?"
- 13. Meeting adjourned at 7:52 PM**
- 14. Next Board Meeting:** November 10, 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
September 1 - 30, 2015**

Beginning Balance – September 1st **\$ 14858.54**

| | |
|-----------------|-----------------|
| Deposits | \$ 60.61 |
|-----------------|-----------------|

- | | | | |
|----|-----------------------|--|----------|
| 1. | Douglas Jones - Sales | | \$ 60.00 |
| 2. | Accr. Earning Payment | | \$ 0.61 |
| 3. | | | \$ |
| 4. | | | \$ |

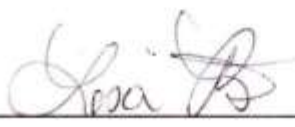
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|--------------------|-----------------|
| Withdrawals | \$ 66.34 |
|--------------------|-----------------|

- | | | | | |
|----|------|---------------|-----------------------|----------|
| 1. | 2027 | Doan Hohmeyer | Go Daddy/ Domain | \$ 36.34 |
| 2. | 2028 | Gay Spencer | Octoberfest/ Outreach | \$ 30.00 |
| 3. | | | | \$ |
| 4. | | | | \$ |
| 5. | | | | \$ |
| 6. | | | | \$ |

| | |
|------------------|---------------------|
| Balance – | \$ 14,852.81 |
|------------------|---------------------|

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|---|--------------------|
| Yearly Fixed Costs for 2015 (Informational Only) | \$ 2,833.76 |
|---|--------------------|

- | | | | |
|----|------------------|--------------------------|------------|
| 1. | GL Liability Ins | (Philadelphia Insurance) | \$ 863.00 |
| 2. | ERV Insurance | (Commerce West) | \$ 501.76 |
| 3. | ERV Registration | (DMV) | \$ 390.00 |
| 4. | BOD Insurance | (Philadelphia Insurance) | \$1,079.00 |

Lisa Bentson:  Date: 10-13-15

| CERT 2015 | | | | | | | |
|-----------------|---------|----------------------------|----------------------------|--------------|---------|---------|-------------|
| Date | Check # | Name | Purpose | Category | Expense | Deposit | New Bal. |
| 1/1/2015 | | Beginning Balance | | | | | \$ 6,632.21 |
| 1/12/2015 | Dep | David Elovitz | Merchandise Sale | Sales | | 65 | \$ 6,697.21 |
| 1/29/2015 | 2014 | Doan Hohmeyer | Grant Items - * | | 1094.16 | | \$ 5,603.05 |
| 1/31/2015 | Bank Db | AW Bank | Paper Statement Fee | Office | 2 | | \$ 5,601.05 |
| 2/11/2015 | Dep | Patti OTT , Net Properties | Donation | Donation | | 1500 | \$ 7,101.05 |
| 2/28/2015 | Bank Db | AW Bank | Paper Statement Fee | Office | 2 | | \$ 7,099.05 |
| 3/31/2015 | Bank Db | AW Bank | Paper Statement Fee | Office | 2 | | \$ 7,097.05 |
| 4/30/2015 | Bank Db | AW Bank | Paper Statement Fee | Office | 2 | | 7095.05 |
| 5/8/2015 | 2015 | Doan Hohmeyer | First Aid - * | Med Supply | 906.47 | | 6188.58 |
| 5/8/2015 | 2016 | Gay Spencer | Trade Fair | Print | 363.5 | | 5825.08 |
| 5/8/2015 | 2017 | DMV Renewal | ERV - * | ERV-DMV | 390 | | 5435.08 |
| 5/8/2015 | 2018 | David Tostenson | Qtrly Meeting | Refresh | 99.34 | | 5335.74 |
| 5/12/2015 | 2019 | Doan Hohmeyer | Tires ERV - * | ERV-Tires | 818.08 | | 4517.66 |
| 5/31/2015 | Bank Db | AW Bank | Paper Statement Fee | Office | 2 | | 4515.66 |
| 6/2/2015 | 2021 | Doan Hohmeyer | ERV Fergersons Garage- * | ERV-Repairs | 531.99 | | 3983.67 |
| 6/30/2015 | Bank Db | AW Bank | Service Charge | Office | 15 | | 3968.67 |
| 6/30/2015 | Bank Db | AW Bank | Paper Statement Fee | Office | 2 | | 3966.67 |
| 7/10/2015 | Dep | City of Encinitas | | | | 5000 | 8966.67 |
| 7/13/2015 | 2022 | Mapfre Insurance | Ins ERV | ERV- INS | 501.76 | | 8464.91 |
| 7/16/2015 | 2023 | Phillidelphia Ins | Liability Ins | INS_Liab | 863 | | 7601.91 |
| 7/17/2015 | Dep | AW Bank | Service reverse | | | 15 | 7616.91 |
| 7/31/2015 | Dep | AW Bank | Accr.Earn Payment | | | 0.18 | 7617.09 |
| 8/3/2015 | Dep | SDGE | | | | 2500 | 10117.09 |
| 8/11/2015 | Dep | Doan Hohmeyer | Backpack Purchase | | | 40 | 10157.09 |
| 8/11/2015 | 2024 | Doan Hohmeyer | \$50 ERV, \$29.36 Gen Meet | ERV/Gen Meet | 79.36 | | 10077.73 |
| 8/11/2015 | 2025 | David Tostenson | Gen Meeting | Gen Meeting | 104.74 | | 9972.99 |
| 8/12/2015 | 2026 | David Miller | ERV Additional Ins | ERV Ins | 115 | | 9857.99 |
| 8/13/2015 | Dep | Anonymous Donor | | | | 5000 | 14857.99 |
| 8/31/2015 | Dep | AW Bank | Accr Earn Payment | | | 0.55 | 14858.54 |
| 9/15/2015 | 2027 | Doan Hoymeyer | Go Daddy | Domain | 36.34 | | 14822.2 |
| 9/15/2015 | Dep | Douglas Jones | Merchandise Sales | Sales | | 60 | 14882.2 |
| 9/15/2015 | 2028 | Gay Spencer | Octoberfest booth | outreach | 30 | | 14852.2 |
| 9/30/2015 | Dep | AW Bank | Accr Earn Payment | | | 0.61 | 14852.81 |
| 10/2/2015 | Dep | Cynthia Roush | Merchandise Sales | Sales | | 195 | 15047.81 |
| 10/13/2015 | 2029 | Doan Hoymeyer | D/O Insurance | D/O Ins. | 1079 | | 13968.81 |
| * Mizel 14 - 15 | | | | | | | |

Attachment "B" Charles Schmid Resignation Letter

Charles Schmid
1710 Orange Blossom Way
Encinitas, CA 92024
October 12, 2015

Doan Hohmeyer
President
Encinitas CERT, Inc.
VIA HAND DELIVERY AND E-MAIL

Dear Doan:

This shall serve as notice of my resignation from the Board of Directors of Encinitas CERT, Inc.. Under the Bylaws, terms are limited to "two years, with the possibility of serving another term." I have come up against this limit.

I am proud of our accomplishments during my time on the board:

- Institution of Quarterly General Meetings
- Significantly improved website
- Improved financial condition
- History of successful grant applications
- Increased participation in CERT Academy
- Ongoing training opportunities and requirements
- Startup of Are You Ready?
- Development of SOP
- And most of all, the recruiting of a number of committed directors and active non-director members.

Of course, there remains much to do and I am sure that the current Board and active members have the right combination of skills and enthusiasm to do what is needed. My suggestions for the future of the organization include the following:

- Seek dramatically increased support from the Fire Department.
- Review the bylaws to ensure ongoing compliance and make any necessary amendments.
- Expand use of social media for communications and outreach.

I look forward to continued involvement as a member.

Many thanks to you, to my fellow directors, and to the "almost-directors" for all the time and effort you have selflessly given to the citizens of Encinitas.

Sincerely,



Charles Schmid