



Encinitas CERT

Regular Meeting of the Board of Directors

Meeting Minutes

Meeting Date: Tuesday, December 8, 2015, 6:30 PM

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

Board Members Present: Doan Hohmeyer, Lisa Bentson, Lori Dilley, Loyd Wright, Doug Jones

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

1. **Meeting called to order** at 6:32 PM
2. **October 2015 Minutes**
 - a. The minutes from October 13, 2015 were approved as written.
 - b. There was no Board of Directors meeting in November.
3. **Treasurer's Report** – Lisa Bentson
 - a. The October 2015 Treasurer's Report is included as attachment "A", ending bank balance on October 31, 2015: \$13,838.50
 - b. The November 2015 Treasurer's Report is included as attachment "B", ending bank balance on November 30, 2015: \$17,606.36
 - c. Firehouse Subs Public Safety Foundation grant of \$3,767.22 was deposited in November.
 - d. Discussed possibility of using Square to take credit cards for sale of merchandise. Square charges a 2.75% fee. Doan Hohmeyer will contact a lawyer to confirm we can use this fee based service.
 - e. October and November 2015 Treasurer's Reports were approved.
4. **Review of Past Events**
 - a. Engage Encinitas 10/15: Gay Spencer – Event was very well attended. The audience was very interested. We sold \$543 in merchandise. The Fire Department speaker used most of the speaker time. Dave Tostenson presented AYR. We should definitely do this every year.
 - b. General Membership Meeting 10/21 (Water Safety Presentation): Doan Hohmeyer will ask presenter if we can share presentation with new CERT Academy graduates.
 - c. Meeting with Chief Spaulding 11/11: Dave Tostenson and Doan Hohmeyer met with Chief Spaulding at Fire Station #3. The Chief asked Dave to examine the Remind Me cell phone app that can blast out messages to groups of people quickly. The Chief will investigate county mechanisms for activation of CERT. Dave and Doan will meet on a regular basis with the Chief.
 - d. Countywide Drill 11/14: no information
 - e. POD Drill in Carlsbad and Qualcomm Stadium 11/19: Doan Hohmeyer and Doug Jones attended Carlsbad event with 3-4 other Encinitas CERT members. In preparation for the event, two Oceanside CERT members met with Encinitas team. There were approximately 110 CERT members at the Carlsbad drill which was run by the City of Carlsbad. The supplies for the exercise in Carlsbad were never delivered. Two Encinitas CERT members attended in Qualcomm.

- f. Fall Academy Summary (Graduation was 11/21): At graduation, Dave Tostenson handed out welcome letters and maps to the 10 Encinitas students. Four or five have already passed LiveScan. We need to recognize them at the next City Council meeting.
- g. Fall Street Fair 11/22: Gay Spencer is requesting more volunteers to help at future street fair events.

5. Upcoming Events

- a. Division Leadership Meeting – There is no meeting date scheduled at this time. Doug Jones has his division meeting the third week in January.
- b. General Meeting Wednesday 1/27/2016 with presentation by TIP. Doug Jones will ask reporters from local newspapers to attend event in an effort to promote CERT.

6. Standard Operating Procedures – Loyd Wright

- a. The SOP has been published on the website. Loyd is evaluating other areas for which we can develop SOP.

7. Firehouse Subs Public Safety Foundation Grant – Lori Dilley

- a. All grant items have been received. Little Annie has already been used at Fall Street Fair. All ERV items are now in the vehicle. Radios have been distributed to Division D (D. Jones), F (D. Tostenson) and G (L. Bentson). We need to confirm all Division Leaders are keeping the radios charged.
- b. Public Safety Foundation logo on a decal will be created for the side of the ERV. Lori will ask Foundation if we can use our remaining funds to purchase the decal.
- c. We will be responsible for handling PR for the announcement event at the restaurant. The Foundation has not given us a date for this event.

8. Director Terms – Doan Hohmeyer

- a. Board accepted Lisa Bentson's request to resign as treasurer. Lisa will remain on the Board.
- b. Loyd Wright was nominated as treasurer. The Board voted to approve the nomination.
- c. Per our By Laws board members serve a two year term with one extension of two years. The goal was to have turnover and to create a group of advisors of past board members. We need to clarify how much time a board member can take off between terms. We must grow new people for board leadership through divisions, discussion at next general meeting and in CERT e-mails to members.

9. FEMA Webinar – Loyd Wright

- a. Loyd participated in the FEMA webinar on how to keep CERT members involved. In Irvine, they have 1600 trained members organized under the police department. Phoenix has 3500 trained members. The most similar organization to ours is Manchester, NH. They keep people active through participation as public safety and traffic coordination such as July 4th fireworks, etc. They also applied for and received a Homeland Security grant.

10. Meeting adjourned at 8:00 PM

11. Next Board Meeting: January 12, 2016; 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
October 1 - 31, 2015**

Beginning Balance – October 1st **\$ 14,852.81**

Deposits	\$ 738.61
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- | | | |
|----|-----------------------|-----------|
| 1. | Cynthia Rough - Sales | \$ 195.00 |
| 2. | Back pack Sales | \$ 543.00 |
| 3. | Aw Bank – Accr Int | \$.61 |
| 4. | | \$ |

Withdrawals	\$ 1,752.92
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|----|------|---------------|----------------------|------------|
| 1. | 2029 | Doan Hohmeyer | DO/Insurance | \$ 1079.00 |
| 2. | 2030 | Gay Spencer | Merchandise Purchase | \$ 673.92 |
| 3. | | | | \$ |
| 4. | | | | \$ |
| 5. | | | | \$ |
| 6. | | | | \$ |

Balance –	\$ 13,838.50
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Yearly Fixed Costs for 2015 (Informational Only)	\$ 2,833.76
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|----|------------------|--------------------------|------------|
| 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: 12-8-15

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	5 6,697.21
1/29/2015	2014	Doan Hohmeyer	Grant Items - "		1094.16		5 5,603.05
1/31/2015	Bank Db	AW Bank	Paper Statement Fee	Office	2		5 5,601.05
2/11/2015	Dep	Patti OTT , Net Properties	Donation	Donation		1500	5 7,101.05
2/28/2015	Bank Db	AW Bank	Paper Statement Fee	Office	2		5 7,099.05
3/31/2015	Bank Db	AW Bank	Paper Statement Fee	Office	2		5 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 Fergusons 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	Philidelphia 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
10/13/2015	2030	Gay Spencer	Merchandise purchase		673.92		13294.89
10/23/2015	Dep		Merchandise Sales			543	13837.89
10/31/2015	Dep	AW Bank	AccrEArn Payment			0.61	13838.5
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**Monthly Financial Statement
November 1 - 31, 2015**

Beginning Balance – November 1st	\$ 13,838.50
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<u>Deposits</u>	\$ 3,767.86
1. Firehouse Subs Grant	\$ 3767.22
2. AW Bank Accr Int	\$.64
3.	\$
4.	\$
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<u>Withdrawals</u>	\$.00
1.	\$
2.	\$
3.	\$
4.	\$
5.	\$
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Balance –	\$ 17,606.36

<u>Yearly Fixed Costs for 2015 (Informational Only)</u>		\$ 2,833.76
1. GL Liability Ins	(Philadelphia Insurance)	\$ 863.00
2. ERV Insurance	(Commerce West)	\$ 501.76
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10/31/2015	Dep	AW Bank	AccrEArn Payment			0.61	\$13,838.50
11/17/2015	Dep	Firehouse Grant	Subs Grant			3767.22	\$17,605.72
11/30/2015	Dep	AW Bank	Accr Earn Payment			0.64	\$17,606.36
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