



Encinitas CERT

Regular Meeting of the Board of Directors

Meeting Minutes

Meeting Date: Tuesday, October 11, 2016, 5:30 PM

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

Board Members Present: Doan Hohmeyer, Dave Tostenson, Loyd Wright

Others: Dan Drogichen, Justine Tanzman

1. **Meeting called to order** at 5:30 PM
2. **September 2016 Minutes**
 - a. The minutes from September 13, 2016 were approved as written.
3. **Treasurer's Report** – Loyd Wright
 - a. The September 2016 Treasurer's Report is included as attachment "A", ending bank balance on September 30, 2016: \$13,469.82.
 - b. Withdrawals for the month included the Board of Directors insurance and reimbursements for the August General Meeting expenses and new FRS radio headsets.
 - c. September 2016 Treasurer's Report was approved.
4. **2017 Budget**
 - a. Sell current inventory for about \$350
 - b. Paint ERV in 2016
 - c. Mizel realized in June, 2017 \$3,159
 - d. Dan to look at Chokey – Band Aid dispensers for use as promotional handouts at our events.
 - e. Discussion about costs associated with promotion of the Are You Ready Program
 - f. Encinitas CERT T-Shirt inventory was discussed and agreed that we need to re-stock certain sizes. Justine and Loyd will look into sourcing and associated costs.
5. **Review Callout Results** – Doan Hohmeyer
 - a. September 14 60 members were contacted, 33 responded. Ashley at the Fire Department made a few corrections based on the test.
 - b. Certain CERT Members that should have received notification and didn't will be investigated along with other update requirements. Doan to lead on this matter.
6. **Review of Oktoberfest Event October 2**
 - a. Booth was great
 - b. Response was good: 15 Academy Sign ups, 8 AYR signups
 - c. Script for setup needed – Justine to work on
 - d. Need to review materials as to what is to be used.
 - e. The entry cost of \$50.00 was discussed and it was pointed out that if we join the Encinitas Chamber of Commerce that fee could be reduced by \$30.00. Justine to investigate this possibility.
7. **Review Fire Department Open House October 8**
 - a. Many kids
 - b. Interest Signup Sheets produced 1 for AYR, 5 for the Academy
 - c. 2 volunteers works well

- d. Discussion centered around whether or not our participation was worth the effort and it was agreed that we should continue to support this event.
8. **Upcoming Events**
- a. Fall Academy Begins October 19 – 11 people registered so far so class is a “Go”.
 - b. Great California Shakeout October 20 at 10:20 AM – Received no official response from Encinitas CERTs. Some of the Board Members are planning on attending.
 - c. November 9 AYR Citywide Presentation – Presentation by Arnie Lewin at the Encinitas Community Center room 120 starting at 6:00 PM
 - d. Fall Street Fair November 20th starting at 9 AM - 4 PM – Notice for volunteers will go out soon.
 - e. Holiday Parade December 3rd starting at 5:30 PM – Encinitas CERT will not be involved.
 - f. General Meeting December 12 – Discussion centered around arrangements for a speaker topic.
9. **Disaster Preparedness Tri-Fold Brochure** – Distribution in *Encinitas Advocate* is scheduled on Friday, October 14th. Total Costs of the project are as follows:
- a. **Printing \$1348.92**
 - b. **Distribution ~\$717.51.00**
 - c. **Leslie Talley (Communication Consultant)~\$350**
10. Division C met on Sept. 19th, about 10~15 people
11. **Miscellaneous Tasks**
- a. Newsletter:
 - b. Picnic with Solana Beach and Del Mar CERT:
 - c. Gay Spencer Recognition:
 - d. Shirts: Justine and Loyd will look into our current sourcing and report back their recommendations for restocking our supply
 - e. Division Team Meetings:
 - f. Recognition of Graduates:
 - g. Meeting with Chief Spaulding:
 - h. Enc CERT Website:
 - i. Leader for Division D:
 - j. SOP Next Steps:
12. **Meeting adjourned** at 7:00 PM
13. **Next Board Meeting:** November 8, 2016; 5:30 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, 2016**

Beginning Balance – September 1st **\$ 14,758.89**

Deposits	\$ 0.00
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- | | | | |
|----|--|----|--|
| 1. | | \$ | |
| 2. | | \$ | |
| 3. | | \$ | |
| 4. | | \$ | |

Withdrawals	\$ 1289.07
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|----|---|----|---------|
| 1. | 2054 Dave Miller Insurance – BOD Insurance | \$ | 1079.00 |
| 2. | 2055 David Tostenson – Aug meeting expenses | \$ | 91.78 |
| 3. | 2056 Dan Drogichen – FRS radio power/headsets | \$ | 93.62 |
| 4. | 2057 Doan Hohmeyer – Aug meeting expenses | \$ | 24.67 |

Balance –	\$ 13,469.82
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Estimated Yearly Fixed Costs for 2016 (Informational Only)	\$ 2,949.76
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|----|------------------|--------------------------|----|----------|
| 1. | GL Liability Ins | (Philadelphia Insurance) | \$ | 854.00 |
| 2. | ERV Insurance | (Commerce West) | \$ | 627.76 |
| 3. | ERV Registration | (DMV) | \$ | 389.00 |
| 4. | BOD Insurance | (Philadelphia Insurance) | \$ | 1,079.00 |

Loyd Wright: *Loyd Wright* Date: 10/5/2016

CERT 2016

Date	Check #	Name	Purpose	Category	Expense	Deposit	New Bal.
1/1/2016		Beginning Balance					\$14,006.32
1/13/2016	Dep	David Tostenson	Merchandise Sales	Sales		20	\$14,026.32
1/31/2016	Dep	AW Bank	Accr Earn Payment	Interest		0.59	\$14,026.91
2/6/2016	2037	Doan Hohmeyer	Gen Meeting	Gen Meeting	42.06		\$13,984.85
2/6/2016	2038	Firehouse Decals	ERV Decals	Grant	110		\$13,874.85
2/6/2016	2039	Arnie Lewin	Repeater	Grant	96.16		\$13,778.69
2/6/2016	2040	Dan Drogichen	Posters	Outreach	133.54		\$13,645.15
2/6/2016	2041	David Tostenson	Gen Meeting	Gen Meeting	93.3		\$13,551.85
2/29/2016	Dep	Banner Bank	Accr Earn Payment	Interest		0.29	\$13,552.14
3/8/2016	2042	Firehouse Sub Foundation	Unspent Donation	Grant	58.26		\$13,493.88
4/12/2016	2043	David Tostenson	AYR Ads	Grant	350		\$13,143.88
4/12/2016	2044	Doan Hohmeyer	AYR Ads	Grant	800		\$12,343.88
4/25/2016	Dep	Multiple AYR Sales	Merchandise Sales	Sales		297	\$12,640.88
4/29/2016	Dep	Interfaith Shelter Sale	Merchandise Sales	Sales		33	\$12,673.88
6/1/2016	2045	DMV Renewal	ERV License Renewal	ERV Expenses	389		\$12,284.88
6/1/2016	2046	Doan Hohmeyer	Facebook Ads	Outreach	100		\$12,184.88
6/1/2016	2047	Doan Hohmeyer	AA Batteries, Fuel, Handouts	Meeting	67.72		\$12,117.16
6/1/2016	2048	Doan Hohmeyer	4 Months of Basecamp	Outreach	96		\$12,021.16
6/2/2016	2049	Mapfre Insurance	ERV Insurance	ERV Expenses	627.76		\$11,393.40
6/4/2016	2050	Dan Drogichen	Battery Boxes		35.9		\$11,357.50
6/14/2016	2051	David Tostenson	May Meeting Expenses	Meeting	144.61		\$11,212.89
7/12/2016	Dep	City of Encinitas	Mizel Grant Reimbursement	Grant		2000	\$13,212.89
7/12/2016	2052	David Tostenson	Gift Card	Miscellaneous	100		\$13,112.89
7/15/2016	Dep	SDG&E	SAFE San Diego Initiative	Grant		2500	\$15,612.89
7/23/2016	2053	David Miller Insurance	General Liability Insurance	Insurance	854		\$14,758.89
9/4/2016	2054	David Miller Insurance	D/O Insurance	Insurance	1079		\$13,679.89
9/4/2016	2055	David Tostenson	Aug Meeting Expenses	Meeting	91.78		\$13,588.11
9/4/2016	2056	Dan Drogichen	FRS radio power/headsets		93.62		\$13,494.49
9/8/2016	2057	Doan Hohmeyer	Aug Meeting Expenses	Meeting	24.67		\$13,469.82
* Mizel 15 - 16							