



Encinitas CERT

Regular Meeting of the Board of Directors

Meeting Minutes

Meeting Date: Tuesday, December 12, 2016, 5:30 PM

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

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

Others: Dan Drogichen (member), Justine Tanzman (member), Alan Zimmelman (member)

1. **Meeting called to order** at 5:31 PM
2. **October 2016 Minutes**
 - a. The minutes from October 11, 2016 were approved as written.
 - b. There was no Board of Directors meeting in November due to lack of quorum.
3. **Treasurer's Report** – Loyd Wright
 - a. The October 2016 Treasurer's Report is included as attachment "A", ending bank balance on October 31, 2016: \$11,206.48.
 - b. October expenses included printing the new tri-fold Disaster Preparedness flyer and inserting it in the *Encinitas Advocate* along with additional advertising, the Octoberfest booth fee and other miscellaneous expenses.
 - c. October 2016 Treasurer's Report was approved.
 - d. The November 2016 Treasurer's Report is included as attachment "B", ending bank balance on November 30, 2016: \$11,110.64.
 - e. November expenses included marketing and miscellaneous costs mostly offset by the sale of "Are You Ready" gear.
 - f. November 2016 Treasurer's Report was approved.
4. **2017 Budget**
 - a. Attachment "C" provides the approved 2017 budget with the addition of \$350 for purchase of disaster kits and \$50 per quarter for ERV gas.
5. **Review Past Events**
 - a. Disaster Preparedness Flyer Distribution in *Encinitas Advocate*: One ad ran same week as flyer. This program cost roughly \$2,400 including marketing consultant costs. Alan Zimmelman will provide Doan Hohmeyer with an editable version of the flyer.
 - Consider future advertising for Spring and Fall for Academy and twice a year for Are You Ready programs.
 - Pursue free advertising such as church bulletins, community center bulletin board.
 - b. Shakeout Drill in Del Mar October 20: Doan Hohmeyer and Dan Drogichen were the only Encinitas Cert attendees. City of Del Mar ran the drill to train their city employees on EEOC. CERT tagged onto this event to practice HAM radio, cell phone and HAM radio internet communications which were fed into EEOC. 15-20 Del Mar CERT members participated by simulating calling in damage reports from around the city. In a future meeting with Chief Spaulding, Doan will discuss having an Encinitas drill in 2017.
 - c. Fall Academy Program Completed November 5: Dan Drogichen handed out welcome

letters to six graduates from Encinitas. So far only two of the six have completed the online training and LiveScan.

- d. Are You Ready Presentation November 9: 29 people signed the attendance sheet. For those who identified where they heard about this event: six through e-mail, 11 newspaper, one Facebook, two word of mouth, one senior center, four Solana Beach Fiesta Del Sol. Arnie Lewin's program lasted 1 hour 20 minutes including many questions. Justine Tanzman sold approximately \$200 of disaster supplies.
- e. Fall Street Fair November 20: Justine Tanzman reported that two – three people signed up for AYR, 20-25 signed up for notification of Spring training. A lot of non-Encinitas residents showed interest in CERT. We had several new Encinitas CERT volunteers participating in the event. Justine will review all display items to identify what we actually use. She will also develop a checklist of all used items to facilitate future event preparation.

6. Promotional Products – Dan Drogichen

- a. Band Aid Dispensers- Dan researched pricing and options for band aid dispensers including five band aids to be handed out at events. Board agreed to move forward with quantity to 500. Dan will get a detailed quote.
- b. In addition to band aid dispensers, other CERT organizations have done carabiners, whistles.

7. Upcoming Events

- a. General Meeting – In January Board to determine potential dates for meetings and topics.
 - Potential topics discussed were the City EMS coordinator explaining how to use our first aid kits, Palomar EMT training teachers whom Justine Tanzman knows.

8. Miscellaneous Tasks

- a. Mizel Event Forms –Forms must be completed for Octoberfest, Fall Street Fair and AYR presentation.
- b. Body Repair Work for ERV – Justine Tanzman will work with her daughter who attends San Dieguito Academy to determine if their auto class would take on the repair work which includes removing rust on ceiling of cab, applying a clear coat to the cab and repainting remainder of vehicle.
- c. New Encinitas CERT Tee Shirts – Justine Tanzman is getting quotes for new shirts mostly in larger sizes. We will add an Encinitas CERT logo on front. Justine will have the quote including XL and XXL for January board meeting.
- d. Accredited Schools Online – Organization requested a link on our website to their School Disaster Preparedness information. Dan Drogichen to complete this.

9. **Meeting adjourned** at 6:49 PM

10. **Next Board Meeting:** January 10, 2017; 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
October 1 - 31, 2016**

Beginning Balance – October 1st \$ 14,758.89

Deposits	\$ 0.00
-----------------	----------------

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

Withdrawals	\$ 2263.34
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- | | | | |
|----|---|----|---------|
| 1. | 2058 Gay Spencer – Octoberfest Fee | \$ | 30.00 |
| 2. | 2059 Doan Hohmeyer – Miscellaneous expenses | \$ | 167.42 |
| 3. | 2060 David Tostenson – Tri-fold Printing | \$ | 1348.92 |
| 4. | 2061 David Tostenson – Encinitas Advocates expenses | \$ | 717.00 |

Balance –	\$ 11,206.48
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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: 11/4/2016

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
10/4/2016	2058	Gay Spencer	Octoberfest Fee	Outreach	30		\$13,439.82
10/4/2016	2059	Doan Hohmeyer	Misc Reimbursement	Miscellaneous	167.42		\$13,272.40
10/5/2016	2060	David Tostenson	Printing Tri-fold	Outreach	1348.92		\$11,923.48
10/20/2016	2061	David Tostenson	Encinitas Advocate Expenses	Outreach	717		\$11,206.48
* Mizel 15 - 16							



**Monthly Financial Statement
November 1 - 30, 2016**

Beginning Balance – November 1st **\$ 11,206.48**

Deposits	\$ 357.00
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|---------------------------|----|--------|
| 1. Are You Ready Deposits | \$ | 357.00 |
| 2. | \$ | |
| 3. | \$ | |
| 4. | \$ | |

Withdrawals	\$ 452.84
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- | | | |
|---|----|--------|
| 1. 2062 Redstone Marketing – Marketing/Public Relations | \$ | 350.00 |
| 2. 2063 Doan Hohmeyer – Miscellaneous expenses | \$ | 102.84 |
| 3. | \$ | |
| 4. | \$ | |

Balance –	\$ 11,110.64
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Estimated Yearly Fixed Costs for 2016 (Informational Only)	\$ 2,949.76
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Loyd Wright: *Loyd A. Wright* Date: 12/7/2016

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11/8/2016	2062	Redstone Marketing	Marketing/Public Relations	Outreach	350		\$10,856.48
11/21/2016	2063	Doan Hohmeyer	Misc Reimbursement	Miscellaneous	102.84		\$10,753.64
11/21/2016	Dep	Are You Ready Sales	Merchandise Sales	Sales		357	\$11,110.64
* Mizel 15 - 16							

Encinitas CERT Budget 2017													
Income	January	February	March	April	May	June	July	August	September	October	November	December	Total
Mizel						3,159							3,159
Shea													-
Sempra						2,500							2,500
Coldwell Banker													-
Sales				350									350
Other Donation													-
Total Income	-	-	-	350	-	5,659	-	-	-	-	-	-	6,009
Expenses													
GL Insurance							854						854
D&O Insurance									1,079				1,079
Refreshments			150			150			150			150	600
Event Fees									50				50
Shirts					500								500
Medical Supplies													-
Generator/Emergency Equipment		100				106							206
Disaster Kits for sale		350											350
Website Hosting, Domain Reg. & Highrise			72			168			72			72	384
Printing/Outreach Materials				1,150		100							1,640
Miscellaneous													-
ERV													-
Tires													-
DMV						389							389
Insurance						628							628
Fuel/Oil/Fluids			50			50			50			50	200
Repairs and Maintenance						150							150
Total Expenses	-	1,340	272	1,150	-	1,741	854	-	322	1,079	-	272	7,030
Surplus/(Deficit)	-	(1,340)	(272)	(800)	-	3,918	(854)	-	(322)	(1,079)	-	(272)	(1,021)

Prepared By: Loyd Wright
 Prepared On: 10/12/2016
 Approved by BOD: 12/13/2016

12/13/16 9:50 PM