



## **Encinitas CERT**

### **Regular Meeting of the Board of Directors**

#### **Meeting Minutes**

**Meeting Date: Tuesday, January 10, 2017, 5:30 PM**

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

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

**Others:** Dan Drogichen (member), Justine Tanzman (member)

1. **Meeting called to order** at 5:29 PM
2. **December 2016 Minutes**
  - a. The minutes from December 12, 2016 were approved as written.
3. **Treasurer's Report** – Loyd Wright
  - a. The December 2016 Treasurer's Report is included as attachment "A", ending bank balance on December 31, 2016: \$11,021.25.
  - b. Only December expense was Facebook ads for the October AYR presentation.
  - c. December 2016 Treasurer's Report was approved.
4. **Promotional Products** – Dan Drogichen
  - a. Band Aid Dispensers- Dan ordered 500 Encinitas CERT Band Aid dispensers for \$386.92. Dispensers are individually wrapped and Band Aids are sterile. Dispensers will be stored in ERV or empty mattress store.
5. **Solana Beach CERT Update**
  - a. Several key members of Solana Beach CERT have retired from the organization: Bernhard Geierstanger, Vickie Driver, Ann Pogue and Molly McKiechan. George Schneider will be our contact for future events.
6. **ERV Repairs/Organization**
  - a. Body Work - Justine Tanzman will discuss the needed work with San Dieguito Academy auto shop teacher. Doug Jones is working with Rancho Auto Body to get a quote for the work. Dan Drogichen replaced all interior low intensity lights with LED lights.
  - b. Interior Organization – Justine Tanzman will review all materials in the ERV to determine what we actually use and will dispose of materials we no longer use. Justine will take photos of the interior of all storage compartments to identify the items that belong in each area to make refilling easier. Also at fairs, children can see what is inside the compartments without opening them.
7. **Disaster Preparedness Flyer**
  - a. Doan Hohmeyer will send editable flyer document to Dave Tostenson to update the event descriptions including removing specific event dates. Dave will print 1,000 of the new flyers by next Board meeting in February.
8. **Schedule Future Events**
  - a. Are You Ready Presentation – Dave Tostenson will contact Arnie Lewin for date in February/March. We have \$350 in the February budget for the purchase of disaster kits to sell at the presentation.
    - Loyd Wright will investigate Square for use with credit cards to make

purchasing product easier for presentation attendees. We will raise price of all products to cover cost of using credit cards.

- b. General Meeting – Doan Hohmeyer will work with Chief Spaulding to identify a meeting topic that qualifies for recertification. At all meetings this year, we must identify new people willing to join the board of directors.
- c. Festivals/Events – Spring/Fall Encinitas Street Fairs and Oktoberfest are on our schedule. Consider Encinitas Lima Bean Festival, Rotary Club wine tasting event, Interfaith Disaster Preparedness Fair, etc.

#### **9. Miscellaneous Tasks**

- a. Mizel Event Forms – Justine Tanzman submitting to the City completed forms for Oktoberfest, Fall Street Fair and Fall AYR presentation.
- b. Newsletter – Doan Hohmeyer to follow up with Alan Zimmelman.
- c. New Encinitas CERT Tee Shirts – Justine Tanzman is acquiring quotes for 50 new shirts mostly in larger sizes including XL and XXL. We will add an Encinitas CERT logo on front.
- d. Meeting with Chief Spaulding – Doan Hohmeyer and Dave Tostenson will meet prior to meeting with the Chief to discuss agenda. One topic is future fire department involvement to help us determine how our divisions would be used in an emergency.
- e. Making Website Mobile Friendly - Dan Drogichen will investigate how this can be done.
- f. Division Leader Review – Dave Tostenson will send an e-mail to all division supervisors asking whether the NextDoor app would be useful to distribute information to each team.
- g. CERT Field Op books - Chief Spaulding provided a website for us to purchase these books at approximately \$7 each. (<http://quickseries.com/index.php?prodcode=01-0595-000-01>) Doan Hohmeyer will ask Chief Spaulding to have the Fire Department include these in backpacks provided to all Academy graduates.

#### **10. Review Yearly Task Timeline**

- a. February: Web Hosting Fees
- b. March: Mizel Grant Application – Lori Dilley will confirm timing.
- c. Taxes – Loyd Wright will confirm timing.
- d. Dan Drogichen requested we add to timeline contacting all people whose ID cards are expiring. Contact should occur six – eight months out which means March-May for November graduates, August - October for April graduates. Dan will e-mail and follow up with phone calls to people with expiring ID cards.

**11. Meeting adjourned** at 6:33 PM

**12. Next Board Meeting:** February 14, 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  
December 1 - 31, 2016**

**Beginning Balance – December 1st** **\$ 11,110.64**

<b><i>Deposits</i></b>	<b>\$ 0.00</b>
------------------------	----------------

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

<b><i>Withdrawals</i></b>	<b>\$ 89.39</b>
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- |    |                                   |    |       |
|----|-----------------------------------|----|-------|
| 1. | 2064 Doan Hohmeyer – Facebook Ads | \$ | 89.39 |
| 2. |                                   | \$ |       |
| 3. |                                   | \$ |       |
| 4. |                                   | \$ |       |

<b>Balance –</b>	<b>\$ 11,021.25</b>
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<b><i>Estimated Yearly Fixed Costs for 2016 (Informational Only)</i></b>	<b>\$ 2,949.76</b>
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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: 1/4/2017

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	HighRise Subscription	Outreach	96		\$13,343.82
			Diesel Fuel for ERV	ERV	28.22		\$13,315.60
			Comm Plans/Rosters	Meeting	43.2		\$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
11/8/2016	2062	Redstone Marketing	Marketing/Public Relations	Outreach	350		\$10,856.48
11/21/2016	2063	Doan Hohmeyer	Domain Renewal	Outreach	70.68		\$10,785.80
			Fuel for ERV/Generator	ERV	32.16		\$10,753.64
11/21/2016	Dep	Are You Ready Sales	Merchandise Sales	Sales		357	\$11,110.64
12/13/2016	2064	Doan Hohmeyer	Facebook Ads	Outreach	89.39		\$11,021.25
* Mizel 15 - 16							