



## **Encinitas CERT**

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

#### **Meeting Minutes**

**Meeting Date: Tuesday, February 14, 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:** Justine Tanzman (member)

1. **Meeting called to order** at 5:34 PM
2. **January 2017 Minutes**
  - a. The minutes from January 10, 2017 were approved as written.
3. **Treasurer's Report** – Loyd Wright
  - a. The January 2017 Treasurer's Report is included as attachment "A", ending bank balance on January 31, 2017: \$10,603.33.
  - b. Activity included only one deposit for an AYR merchandise sale and two withdrawals (Band-Aid giveaways and Highrise subscription fee).
  - c. January 2017 Treasurer's Report was approved.
4. **Summary of Meeting with Chief Spaulding** – Doan Hohmeyer and Dave Tostenson
  - a. Doan Hohmeyer and Dave Tostenson met two weeks ago with Chief Spaulding. The Chief verbalized his support of the Encinitas CERT organization. Currently Josh Gordon and Arnie Lewin are the Fire Department representatives assigned to support Encinitas CERT.
  - b. A follow up meeting including Arnie Lewin, Josh Gordon and Chief Spaulding is planned for the first full week in March. Discussion will include rolls and responsibilities for all the players including Josh Gordon and Arnie Lewin. We would like to discuss Fire Department representation at all Board meetings, enacting a Citywide drill, involvement in the Great Shake Out in October, testing our communication system twice a year, involvement as volunteers in City events (e.g., Switchfoot Bro-Am), assistance with topics and participation in one – two CERT general meetings that would qualify attendees for CERT ID renewal.
5. **AYR Presentation Scheduled for March 6**
  - a. Currently we have 18 RSVPs. Dave Tostenson will work with Lesley Talley to run ads in *Encinitas Advocate* and *Coast News* the two weeks leading up to the event. Also included will be an article and listing on events page in *Encinitas Advocate*. Total cost for the four ads, article and listing including Lesley Talley's fee is approximately \$650.
  - b. Dave Tostenson will investigate promoting the event on NextDoor. Dave will send the event flyer to Board members to use in their neighborhoods. Doan Hohmeyer will investigate free advertising on the City of Encinitas weekly e-mail and Facebook article. For future events, ask City about signage on corner of Balour and El Camino Real near the City event signs. Also consider a banner on the ERV prior to future events.
  - c. Emergency Supplies to Sell at Event – We have no more one and two person kits. Justine Tanzman will spend approximately \$350 to purchase more of the most popular

items. Justine will increase our prices 3% to cover our fees for using the Square credit card processing system.

- d. Remaining older four person kits will be sold at a reduced price since they are two years into their five year life. Doan Hohmeyer will send an e-mail to all CERT members offering these reduced price packs (\$30 each).
  - e. We reviewed all the different hand-outs we have in storage and determined which to keep and which to throw away.
- 6. Disaster Preparedness Flyer – Dave Tostenson**
- a. Dave Tostenson will print 1000 copies spending up to \$250.
- 7. Miscellaneous Tasks**
- a. ERV Status – Doug Jones will have Rancho Auto Body repair the cab and apply clear coat to cab before next board meeting.
  - b. Mizel Event Forms – Justine Tanzman has completed the forms for the past several events. Dave Tostenson will file forms electronically with the City Manager and e-mail copies to Board members and Justine.
  - c. Interfaith Ministries Preparedness Event – Event organizers informed Justine Tanzman that they have secured a booth for the Encinitas April street fair. They invited us to participate with them at their booth. Justine will inform them that we have our own booth so we will not be able to participate with them.
  - d. New Encinitas CERT Tee Shirts – Justine Tanzman is waiting for the last of three bids all of which include discounts for non-profit organizations.
- 8. Meeting adjourned** at 6:34 PM
- 9. Next Board Meeting:** March 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  
January 1 - 31, 2017**

Beginning Balance – January 1st \$ 11,021.25

<b>Deposits</b>	<b>\$ 65.00</b>
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- |                             |    |       |
|-----------------------------|----|-------|
| 1. Doan Hohmeyer – AYR Sale | \$ | 65.00 |
| 2.                          | \$ |       |
| 3.                          | \$ |       |
| 4.                          | \$ |       |

<b>Withdrawals</b>	<b>\$ 482.92</b>
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|---|----|--------|
| 1. 2066 Dan Drogichen – Bandaid Giveaways     | \$ | 386.92 |
| 2. 2067 Doan Hohmeyer – Highrise Subscription | \$ | 96.00  |
| 3.  | \$ |        |
| 4.  | \$ |        |

<b>Balance --</b>	<b>\$ 10,603.33</b>
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<b>Estimated Yearly Fixed Costs for 2016 (Informational Only)</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: 2/3/2017

