



## **Encinitas CERT**

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

#### **Meeting Minutes**

**Meeting Date: Tuesday, March 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), Dan Drogichen (member)

1. **Meeting called to order** at 5:33 PM
2. **February 2017 Minutes**
  - a. The minutes from February 14, 2017 were approved as written.
3. **Treasurer's Report** – Loyd Wright
  - a. The February 2017 Treasurer's Report is included as attachment "A", ending bank balance on February 28, 2017: \$10,409.30.
  - b. Main activity was a \$195 withdrawal for printing of our preparedness tri-fold brochure.
  - c. February 2017 Treasurer's Report was approved.
4. **Review of Are You Ready presentation held on March 6, 2017** – Dave Tostenson and Justine Tanzman
  - a. There were approximately 60 attendees. This large turnout was due to aggressive promotion of the event: newspaper advertising in the *Encinitas Advocate*, e-mails to all names in our Highrise CRM system, promotion on our website and through the NextDoor application, word of mouth particularly at the YMCA, and flyers in CERT member neighborhoods.
  - b. Feedback from attendees included the great value of this presentation and that the video was too long with no narration and did not seem relevant.
  - c. We sold two of the expiring four person backpacks. In total, seven kits were sold for \$159 in gross sales, net \$154.62 after Square fees. At the beginning of future presentations, someone from CERT needs to briefly explain the CERT organization and announce what we are selling at the event.
  - d. Board agrees to sell equipment only at AYR meetings. If people miss that opportunity, we will direct them to Home Depot.
5. **Summary of Meeting with Arnie Lewin and Josh Gordon** – Doan Hohmeyer and Dave Tostenson
  - a. Meeting was held the first week of April. Doan Hohmeyer and Dave Tostenson explained we have a small number of dedicated volunteers which is not large enough to be mobilized in an emergency. The Fire Department and City expressed desire to have this capability but we need their involvement.
  - b. Josh Gordon agreed to run several skills courses at Rancho Santa Fe Fire Station #2. He agreed to exercise the call out system twice per year.
  - c. There is concern our Division structure is too thinly staffed and geographically dispersed to effectively operate. We will use Division F to test an incident drill in May.
  - d. Josh suggested we plan more social events to create comradery among members to

strengthen organization. The Fire Department expects CERT to run on our own in an emergency.

6. **City of Encinitas and Mizel Family Grant Application for 2017 – 2018** – Lori Dilley
  - a. Board voted to apply for \$5,000 from Grant for use in advertising to push attendance at Are You Ready presentations possibly to include programs in individual neighborhoods in addition to the two main Community Center events.
  - b. Lori Dilley will attend the City meeting on March 20 and complete the application.
  - c. Application will be reviewed at next board meeting prior to submission to City on April 12.
7. **Future Events:**
  - a. April 19 General Meeting 6:30 PM – includes Del Mar and Solana Beach CERT organizations. Topic is Disaster Psychology.
  - b. April 22 County Exercise at Cuyamaca College 900 Rancho San Diego Pkwy, El Cajon
  - c. April 26 Spring Academy Starts.
  - d. April 29 – 30 Encinitas Street Fair - Doan Hohmeyer will send an e-mail through Highrise requesting volunteers.
  - e. May 13 Skills Course at Rancho Santa Fe Fire Station #2 by Josh Gordon – Doan Hohmeyer will confirm the following with Josh:
    - Is a current DSW card required?
    - Will this course qualify for DSW card renewal?
    - What is the subject matter and what gear do participants need to bring?
  - f. August 19 Skills Course at Rancho Santa Fe Fire Station #2 by Josh Gordon
  - g. November 18 Skills Course at Rancho Santa Fe Fire Station #2 by Josh Gordon
8. **Miscellaneous Tasks**
  - a. ERV Status – Doug Jones will work with Rancho Auto Body to repair the roof of the cab, paint cab and engine hood.
  - b. Website Hosting Fees – Price has gone up from \$96 to \$133 per year (\$11/month). Board voted to pay the increase.
  - c. New Encinitas CERT Tee Shirts – Justine Tanzman has received several quotes. Minimum cost is high at \$23 per shirt due to five color logo on back. Doan Hohmeyer will ask Charles Schmid where he had been getting shirts printed. Justine will ask her sources to provide quotes for less colors in the logo.
  - d. Website – Dan Drogichen explained there are two ways to make the website mobile friendly: one stripped down mobile version or two versions one for mobile devices and one for computers. Dan will continue to evaluate.
  - e. Converting Academy Attendees to DSW Card Members – After completion of Academy, very few of the attendees are taking the step to get their own background checks. Dan Drogichen will investigate having the LiveScan operator at the Academy class.
9. **Review Yearly Task Timeline**
  - a. March: DSW Card renewal notification, Mizel Grant Application
  - b. May: SDG&E Grant Application, DMV Registration fees due. Loyd Wright has already submitted tax forms for 2016.
10. **Meeting adjourned** at 6:43 PM
11. **Next Board Meeting:** April 11, 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  
February 1 - 28, 2017**

**Beginning Balance – February 1st** **\$ 10,603.33**

<b><u>Deposits</u></b>	<b>\$ 00.97</b>
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- |                |    |       |
|----------------|----|-------|
| 1. Square Test | \$ | 00.97 |
| 2.             | \$ |       |
| 3.             | \$ |       |
| 4.             | \$ |       |

<b><u>Withdrawals</u></b>	<b>\$ 195.00</b>
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- |                                     |    |        |
|-------------------------------------|----|--------|
| 1. 2068 Minuteman Press – Brochures | \$ | 195.00 |
| 2.                                  | \$ |        |
| 3.                                  | \$ |        |
| 4.                                  | \$ |        |

<b>Balance –</b>	<b>\$ 10,409.30</b>
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<b><u>Estimated Yearly Fixed Costs for 2016 (Informational Only)</u></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: 3/5/2017

