



Encinitas CERT

Regular Meeting of the Board of Directors Meeting Minutes

Meeting Date: Tuesday, September 12, 2017, 5:30 PM

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

Board Members Present: Doan Hohmeyer, Dave Tostenson, Lori Dilley, Doug Cochrane, Justine Tanzman

Board Members Absent: Loyd Wright

Others: Dan Drogichen (member), Steve Hensley (member)

1. **Meeting called to order** at 5:31 PM
2. **August 2017 Minutes**
 - a. The minutes from August 8, 2017 were approved as written.
3. **Treasurer's Report** – Loyd Wright
 - a. The August 2017 Treasurer's Report is included as attachment "A", ending bank balance on August 31, 2017: \$11,132.75.
 - b. The main expense was \$1,079 for BOD insurance renewal. Additional expenses were renewal of domain registration and a new CPR training manikin.
 - c. Board agreed to get quotes to determine if we can lower our BOD insurance costs since we have no employees. Doan Hohmeyer to contact some of the companies mentioned in the BlueAvocado.org article "A Board Member's Guide to Nonprofit Insurance." Steve Hensley will contact his insurance agent.
 - d. August 2017 Treasurer's Report was approved with one correction: add the purpose for check number 2081 (renewal of domain registration) in memo section.
4. **Future Events**
 - a. September 19 General Meeting – Joint meeting with Solana Beach, Rancho Santa Fe and Solana Beach CERT with search & rescue presentation by Martin Buncher, Encinitas Community Center. Approximately 15 RSVPs to date. Dave Tostenson will contact George Schneider regarding food for meeting. To open the meeting, Doan Hohmeyer will provide an update on CERT Encinitas activities and ask for volunteers for Oktoberfest booth.
 - b. September 20 "Are You Ready?" presentation by Arnie Lewin at Encinitas Community Center. 51 RSVPs to date. Doan Hohmeyer handed out flyers to Board members to post around town. Chris Tostenson will have sign-up sheets with name, e-mail, where they heard about event. Dave Tostenson has raffle tickets which will be handed out to all attendees who sign in. Justine Tanzman will bring fishbowl for raffle tickets and the two give away one person 3 day emergency kits. Justine will bring additional emergency supplies to sell to attendees. Dave Tostenson will start meeting by introducing Arnie, Encinitas CERT and Justine. Lori Dilley requested copies of advertising invoices for City of Encinitas Mizel Family Foundation Grant.
 - c. October 1 Oktoberfest – Lori Dilley will contact Vicki Holland from Firehouse Subs to confirm her participation at our booth. To date, Justine Tanzman has five people signed up to volunteer for AM shift. Dave and Chris Tostenson agreed to work in the

afternoon.

- d. Fall CERT Academy and November Country Drill canceled due to very active hurricane and fire season. Doan Hohmeyer to notify those to whom he had sent e-mail alerts.
- e. October 7 Encinitas Fire Department Open House at Station #5 – Arnie Lewin has asked us to man a table from 10 AM – 1 PM.
- f. October 19 Great California Shakeout – The Encinitas Fire Department has no plans to participate in this event. Doan Hohmeyer to ask Chief Spaulding to test the phone call out system.
- g. November 18 Skills Course by Josh Gordon – Time, place and subject TBD. Doan Hohmeyer will request this course qualify for annual DSW card renewal training.
- h. November 19 Encinitas Street Fair – Justine Tanzman will confirm whether we are required to pay a fee.
 - Consider participation in other events and presenting “Are You Ready?” to other organizations – Elks Lodge, Rotary clubs, Lima Bean festival, Church groups, etc. Justine to ask Ann Hoepfner about events at the San Diego Botanic Garden.

5. **New Grant Possibility**

- a. State Farm grant application period 9/1/2017 – 10/31/2017. Board to decide on whether to apply for this grant at October meeting once decision is reached on future of ERV.

6. **ERV**

- a. Summary of informal meeting held 8/23/2017 at Firehouse Subs restaurant: Options identified included keep the ERV, replace with a trailer or shed at the Community Center or have nothing. This subject to be discussed in depth at October Board meeting.
- b. Doan Hohmeyer and Justine Tanzman agreed to take the lead on keeping the ERV option. Justine will evaluate sign-ups for AYR and Academy when we have the ERV at events vs. when the ERV is not there.
- c. Doug Cochrane to take the lead on trailer option. Loyd Wright will investigate insurance cost.
- d. Dave Tostenson to investigate whether we could keep a storage shed on the Encinitas Community Center property.
- e. Dan Drogichen received information about the Oceanside CERT trailers.

7. **Newsletter** – Doug Cochrane

- a. Doug initiated the first Encinitas CERT newsletter in September. In the October newsletter, Doug will ask for volunteers for the Encinitas November street fair. Doan Hohmeyer will work with Doug on format for sending the newsletter via Highrise CRM system.

8. **Backlogged Tasks**

- a. Shirts – Doan Hohmeyer requested pricing from Minuteman press. Justine Tanzman has made inquiries to two printing companies.
- b. Division Leader Review – no update.
- c. DSW Card renewal notification – no update.
- d. Scheduling of Encinitas Community Center rooms – can a designated board member do this? No longer an issue - Arnie Lewin has been able to schedule rooms as needed.
- e. Tax Exemption Status– no update from Loyd Wright

9. **Meeting adjourned** at 6:50 PM

10. **Next Board Meeting:** October 10, 2017; 5:30 PM; Encinitas Community Center



**Monthly Financial Statement
August 1 - 31, 2017**

Beginning Balance – August 1st **\$ 12,396.79**

<i>Deposits</i>	\$ 00.00
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- | | | |
|----|--|----|
| 1. | | \$ |
| 2. | | \$ |
| 3. | | \$ |
| 4. | | \$ |

<i>Withdrawals</i>	\$ 1,264.04
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|----|---|----|----------|
| 1. | 2081 Doan Hohmeyer – Domain Registration | \$ | 40.34 |
| 2. | 2082 Doug Cochrane – CPR Training Manikin | \$ | 144.70 |
| 3. | 2083 Philadelphia Insurance – BOD Insurance | \$ | 1,079.00 |

Balance –	\$ 11,132.75
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<i>Estimated Yearly Fixed Costs for 2017 (Informational Only)</i>	\$ 3,335.80
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|----|------------------|--------------------------|----|----------|
| 1. | GL Liability Ins | (Philadelphia Insurance) | \$ | 870.00 |
| 2. | ERV Insurance | (Commerce West) | \$ | 997.80 |
| 3. | ERV Registration | (DMV) | \$ | 389.00 |
| 4. | BOD Insurance | (Philadelphia Insurance) | \$ | 1,079.00 |

Lloyd Wright: *Lloyd Wright* Date: 9/5/2017

CERT 2017							
Date	Check #	Name	Purpose	Category	Expense	Deposit	New Bal.
1/1/2017		Beginning Balance					\$11,021.25
1/10/2017	2065	Voided	Incorrect amount				\$11,021.25
1/11/2017	2066	Dan Drogichen	bandaid giveaways	Outreach	386.92		\$10,634.33
1/19/2017	2067	Doan Hohmeyer	Highrise subscription	Outreach	96.00		\$10,538.33
1/30/2017	Dep	Doan Hohmeyer	AYR Purchase	Sales		65	\$10,603.33
2/16/2017	Dep	Square Deposit	Test	Sales		0.97	\$10,604.30
2/22/2017	2068	Minuteman Press	Brochure	Outreach	195.00		\$10,409.30
3/7/2017	Dep	Square	AYR Sales via Square	Sales		154.62	\$10,563.92
3/8/2017	Dep	Cash	AYR Sales - cash	Sales		53	\$10,616.92
3/11/2017	2069	Justine Tanzman	Emergency Kit Purchases	Sales	413.76		\$10,203.16
3/15/2017	2070	Doan Hohmeyer	Website Hosting	Outreach	142.87		\$10,060.29
3/19/2017	2071	Redstone Marketing	AYR Ad	Outreach	700.00		Voided
3/19/2017	2072	Dave Tostenson	Tax on Brochures	Outreach	14.49		Voided
4/11/2017	2073	Redstone Marketing	AYR Ad	Outreach	700.00		\$9,360.29
4/11/2017	2074	Dave Tostenson	Tax on Brochures	Outreach	14.49		\$9,345.80
4/12/2017		Stop Payment	Bank Charge	Bank Charge	35.00		\$9,310.80
5/9/2017	2075	Justine Tanzman	Spring Street Fair Booth	Outreach	100.00		\$9,210.80
5/9/2017	2076	California DMV	ERV Registration Renewal	ERV	398.00		\$8,812.80
6/3/2017	2077	Doan Hohmeyer	Miscellaneous Expenses	Total Amount	187.21		\$8,625.59
			Highrise	Outreach	96.00		
			FRS Radio Batteries	Operations	21.54		
			5 Emergency Kits	OUTreach	40.00		
			Training Snacks	Operations	29.67		
6/5/2017	2078	Philadelphia Insurance	General Liability Insurance	Insurance	870.00		\$7,755.59
6/26/2017	Dep	City of Encinitas	Mizel Grant Reimbursement	Grant		3159	\$10,914.59
7/11/2017	2079	Loyd Wright	California Filing	Administrative	20.00		\$10,894.59
7/13/2017	2080	David Miller Insurance	ERV Insurance	ERV	997.80		\$9,896.79
7/18/2017	Dep	SDG&E	SAFE San Diego Initiative	Grant		2500	\$12,396.79
8/2/2017	2081	Doan Hohmeyer			40.34		\$12,356.45
8/18/2017	2082	Doug Cochrane	CPR Training Manikin	Outreach	144.70		\$12,211.75
8/28/2017	2083	Philadelphia Insurance	BOD Insurance	Insurance	1079.00		\$11,132.75

