



Encinitas CERT

Regular Meeting of the Board of Directors Meeting Minutes

Meeting Date: Tuesday, November 14, 2017, 5:30 PM

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

Board Members Present: Doan Hohmeyer, Loyd Wright, Lori Dilley, Doug Cochrane

Board Members Absent: David Tostenson, Justine Tanzman

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

1. **Meeting called to order** at 5:27 PM
2. **October 2017 Minutes**
 - a. The minutes from October 10, 2017 were approved as written.
3. **Treasurer's Report** – Loyd Wright
 - a. The October 2017 Treasurer's Report is included as attachment "A", ending bank balance on October 31, 2017: \$11,006.40.
 - b. One expense of \$90 for six month rental of Postal Depot mailbox. One deposit of \$157 from sales paid by cash at the September "Are You Ready?" presentation.
 - c. October 2017 Treasurer's Report was approved.
 - d. We need invoices for the following from September "Are You Ready?" presentation: *Encinitas Advocate*, Talley Marketing and remaining *Coast News* ad. Lori Dilley to contact Leslie Talley.
4. **Review and Comment on Proposed 2018 Budget** – Loyd Wright
 - a. Loyd Wright created an initial 2018 budget for comments. Loyd will provide final version next month with following changes: revise Mizel Grant to \$4,250, add \$100 in event fees for April Street Fair, update Spring "Are You Ready?" advertising campaign to \$1,900 in addition to any other changes noted via e-mail before next meeting.
5. **New Insurance Company** – Doan Hohmeyer/Loyd Wright
 - a. We are now members of the Nonprofits Insurance Alliance of California (NIAC). Through this organization, we will save significant money on our general liability and Board of Directors insurance. New policies will be effective November 15. Current insurance cancels December 1. Doan Hohmeyer will contact our new broker regarding new insurance documents to comply with the City of Encinitas Mizel Family Foundation Grant.
6. **Future Events**
 - a. November 18 Skills Course by Josh Gordon – Course will focus on communications and leadership and will qualify for annual renewal requirement. Doan Hohmeyer will send e-mail to attendees with list of items to bring to class at Cottonwood Creek Park
 - b. Sunday November 19 City of Encinitas Street Fair – We do not have a paid booth space for this event. Doan Hohmeyer to ask organizers if they will again have a free section for emergency response booths that we might use.
 - c. January 24, 2018 Encinitas City Council CERT Recognition – Glen Johnson, CERT member, initiated CERT recognition in front of Encinitas City Council. Ashlee Stratakis from Encinitas Fire Department is coordinating. We can use a photo from this

event for a newspaper article supporting the Spring “Are You Ready?” program.

7. **Potential Assistance for Future Skills Practice Sessions** – Steve Hensley
 - a. Steve Hensley approached Don Heiser, retired Encinitas Fire Chief and neighbor of Steve’s, to recommend a firefighter to oversee future skills practice sessions. Mike Martinez, current fireman in San Diego, has volunteered to help us. Mike needs to be approved by Arnie Lewin, Chief Spaulding and Josh Gordon prior to overseeing any practices. Doan Hohmeyer will contact Mike to begin the process.
8. **Review and Comment on Standard Operating Procedures Document** – Doan Hohmeyer/Doug Cochrane
 - a. Doan Hohmeyer and Doug Cochrane created a revised SOP document working off the Cal State LA SOP as well as the current Encinitas CERT document. There was much discussion mainly focused on organizational structure for emergencies vs. non emergencies. All Board Members can provide comments to be incorporated into the SOP before next board meeting. After final discussion of SOP at December Board meeting, document will be sent to Chief Spaulding and Arnie Lewin for review and approval.
9. **Proposed By Law Change** – Doug Cochrane
 - a. Concern raised on how to resolve a tie vote of the Board of Directors. For the December board meeting, Loyd Wright will compose an amendment to the By Laws to address this issue.
10. **Newsletter** – Doug Cochrane
 - a. Doug Cochrane will send Doan Hohmeyer a PDF of the September newsletter to add to website archive. Doug will publish another next newsletter in December. Next newsletter will include a message that Dave Tostenson is willing to present AYR to any local group.
11. **Completed Tasks**
 - a. Doan Hohmeyer purchased 10 new shirts from Minuteman Press (Five XL, five XXL)
12. **Backlogged Tasks**
 - a. Schedule meeting rooms for BOD meetings 2018 – No response yet from Arnie Lewin.
 - b. Emergency Prep Review at Paul Ecke Central - After contacting us to review their emergency preparedness plans, School said they would contact Encinitas Fire Department to help them.
 - c. Scheduling of Encinitas Community Center Rooms - Doan Hohmeyer will continue to press this issue with Chief Spaulding and Arnie Lewin. Chief Spaulding and Josh for access to repeater in Del Mar.
 - d. Tax Exempt Status – Loyd Wright is completing the required forms.
13. **Meeting adjourned** at 6:40 PM
14. **Next Board Meeting:** December 12, 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, 2017**

Beginning Balance – October 1st **\$ 10,939.40**

<u>Deposits</u>	\$ 157.00
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|----|-----------|----|--------|
| 1. | AYR Sales | \$ | 157.00 |
| 2. | | \$ | |
| 3. | | \$ | |
| 4. | | \$ | |

<u>Withdrawals</u>	\$ 90.00
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|----|-------------------|----|-------|
| 1. | 2085 Postal Depot | \$ | 90.00 |
| 2. | | \$ | |
| 3. | | \$ | |

Balance –	\$ 11,006.40
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<u>Estimated Yearly Fixed Costs for 2017 (Informational Only)</u>	\$ 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 |

Loyd Wright: *Loyd Wright* Date: 11/5/2017

