



Encinitas CERT

Regular Meeting of the Board of Directors

Meeting Minutes

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

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

Board Members Present: Doan Hohmeyer, Dave Tostenson, Loyd Wright, Justine Tanzman, Doug Cochrane

Others: Dan Drogichen, and Brie Cardoso

1. **Meeting called to order** at 5:30 PM
2. **November 2017 Minutes**
 - a. The minutes from November 14, 2017 were approved as written.
3. **Treasurer's Report** – Loyd Wright
 - a. The November 2017 Treasurer's Report is included as attachment "A", ending bank balance on November 1, 2017 of \$8506.25.
 - b. Withdrawals for the month included the reimbursement to Doan Hohmeyer for miscellaneous expenses, D. Tostenson for Advertising expenses, Leslie Talley for Media Consulting Services, payment of Franchise Tax Board Filing Fee and payment of our General Liability Insurance premium.
 - c. The November 2017 Treasurer's Report was approved as submitted.
4. **Budget for 2018** – Loyd Wright
 - a. The 2018 budget was presented and approved with an additional line added for the total ERV costs. The approved budget is included as attachment "B".
5. **Board of Directors Resignation**
 - a. Lori Dilley submitted her resignation from the Board effective immediately. It was reviewed and approved. Her check signing authority was revoked and transferred to David Tostenson.
6. **Filing Missing Positions**
 - a. **Secretary** – A call will be put out to the membership requesting volunteers for this position.
 - b. **Special Events Coordinator** - Brie Cardoso was introduced to the Board by Justine Tanzman as a possible replacement for her as Special Events Coordinator. This recommendation was reviewed and the duties clearly defined to Ms. Cardoso who agreed to take on the role. It was unanimously approved by all Board members effective immediately.
7. **Events**
 - a. November 18 Skills Course by Josh Gordon – Course was completed with about 25 in attendance. No discussion regarding this event occurred at the meeting.
 - b. January 8 or 22 – Encinitas Lions Club Speaking Engagement. Doug Cochrane has agreed to take on this task.
 - 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.

8. **Review of Standard Operating Procedure – Doan Hohmeyer and Doug Cochrane.**

- a. A fairly lengthy discussion was held regarding the revised SOP which focused on two sections: C - *Membership* and D - *Emergency Operations*. The results of the discussion will be compiled and incorporated in the next revision by Doug Cochrane and Doan Hohmeyer.

9. **Completed Tasks.**

- a. Potential Assistance for Future Skills Practice Sessions – Contact was made with Fireman Steve Martinez and discussed possible involvement in future practice and drill sessions for our membership. Mr. Martinez is willing to help starting early next year. Doan to seek approval from Chief Spaulding, Captain Gordon and Arnie Lewin.
- b. Meeting Room Scheduling – Arnie Lewin has reserved a meeting room at the Encinitas Community Center for the 2nd Tuesday of the month through all of 2018.

10. **Miscellaneous Tasks**

- a. **Recruit Board Members** – A call will go out for the Secretarial Position.

11. **Meeting adjourned** at 6:38 PM

12. **Next Board Meeting:** January 9, 2018, 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
November 1 - 30, 2017**

Beginning Balance – November 1st \$ 11,006.40

Deposits	\$ 0.00
-----------------	----------------

1.		\$	0.00
2.		\$	
3.		\$	
4.		\$	

Withdrawals	\$ 2,500.15
--------------------	--------------------

1.	2086 Doan Hohmeyer – Miscellaneous Expenses	\$	417.15
2.	2087 Franchise Tax Board – Filing Fee	\$	25.00
3.	2088 Dave Tostenson – Coast News Ad (Sept)	\$	400.00
4.	2089 Alliance Member Services – BOD/GL Insurance	\$	1,258.00
5.	2090 Redstone Marketing – Sept AYR Support	\$	400.00

Balance –	\$ 8,506.25
------------------	--------------------

Estimated Yearly Fixed Costs for 2017 (Informational Only)	\$ 3,335.80
---	--------------------

1.	GL Liability Ins (Philadelphia Insurance)	\$	653.00
2.	ERV Insurance (Commerce West)	\$	997.80
3.	ERV Registration (DMV)	\$	389.00
4.	BOD Insurance (Philadelphia Insurance)	\$	605.00

Lloyd Wright: *Lloyd Wright* Date: 12/5/2017

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	Renewal of Domain Reg	Outreach	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
9/12/2017	2084	David Tostenson	Coast News Invoice	Outreach	400.00		\$10,732.75
9/21/2017	Dep	Square	AYR Sales	Sales	1.46		\$10,734.21
9/22/2017	Dep	Square	AYR Sales	Sales	205.19		\$10,939.40
10/10/2017	2085	Postal Depot	PO Box Rental	Administrative	90		\$10,849.40
10/16/2017		Cash	AYR Sales	Sales		157	\$11,006.40
11/14/2017	2086	Doan Hohmeyer	Miscellaneous Expenses		417.15		\$10,589.25
			AYR Flyers	Outreach	43.10		
			Highrise - 4 months	Outreach	96.00		
			ERV Backup Battery Replac	ERV	47.55		
			T-shirts for volunteers	Miscellaneous	230.50		
11/17/2017	2087	Franchise Tax Board	FTB-3500 Filing Fee	Administrative	25.00		\$10,564.25
11/17/2017	2088	Dave Tostenson	Coast News Invoice	Outreach	400.00		\$10,164.25
11/18/2017	2089	Alliance Member Services	BOD and GL Insurance	Insurance	1258.00		\$8,906.25
11/19/2017	2090	Redstone Marketing	Sept AYR Support	Outreach	400.00		\$8,506.25

Encinitas CERT Budget 2018

Income	January	February	March	April	May	June	July	August	September	October	November	December	Total
Mizel						4,250							4,250
Shea													-
Sempra						2,500							2,500
Coldwell Banker													-
Sales				350									350
Other Donation													-
Total Income	-	-	-	350	-	6,750	-	-	-	-	-	-	7,100
Expenses													
GL Insurance											653		653
D&O Insurance											605		605
Refreshments			150			150			150			150	600
Event Fees					100				50				150
Shirts													500
Medical Supplies													-
Generator/Emergency Equipment		100				106							206
Disaster Kits for sale		350											350
Website Hosting, Domain Reg. & Highrise			72			168			72			72	384
Printing/Outreach Materials		390		1,150		100							1,640
Miscellaneous													-
ERV (subtotal)	-	-	50	-	-	1,586	-	-	50	-	-	50	1,736
Tires													-
DMV						389							389
Insurance						997							997
Fuel/Oil/Fluids			50			50			50			50	200
Repairs and Maintenance						150							150
Total Expenses	-	1,340	272	1,150	100	2,110	-	-	322	-	1,258	272	6,824
Surplus/(Deficit)	-	(1,340)	(272)	(800)	(100)	4,640	-	-	(322)	-	(1,258)	(272)	276

Prepared By: Loyd Wright
 Prepared On: 11/13/2017
 Updated On: 11/19/2017
 Approved by BOD: 12/12/2017

12/13/17 4:37 AM