



## **Encinitas CERT**

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

#### **Meeting Minutes**

**Meeting Date: Monday, January 8, 2018, 5:32 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 5:32 PM
2. **December 2017 Minutes**
  - a. The minutes from December 12, 2017 were approved as written.
3. **Treasurer's Report** – Loyd Wright
  - a. The December 2017 Treasurer's Report is included as attachment "A", ending bank balance on December 1, 2018 of \$7816.25.
  - b. Withdrawals for the month were limited to the Re-imbusement to D. Tostenson for Advertising expenses of \$690.00
  - c. June 2017 Treasurer's Report was approved as submitted.
4. **Filing Missing Positions**
  - a. **Secretary** – No one from our organization has stepped up to the request for help so we will keep the position open until we find someone to fill the position.
5. **Future Events**
  - a. January 24, 2018 Encinitas City Council CERT Recognition - A plan was developed to encourage our membership to attend involving the mailing of a post card type notice that requests their attendance and invites them to an 'after Council' THANK YOU gathering at Peabodys, a phone campaign and a Email reminder.
  - b. Spring "Are You Ready" was discussed and David Tostenson will take on the task of organizing the presentation to be given by Arnie Lewin sometime towards the end of February or the first of March, dates to be determined.
  - c. Spring Street Fair – This year's Street Fair is scheduled for Saturday and Sunday, April 28<sup>th</sup> and 29<sup>th</sup>. This will be posted on the Website and a call for Volunteers will go out around April 1, 2018.
6. **Review of Standard Operating Procedure** – Doan Hohmeyer, Doug Cochrane and Loyd Wright.
  - a. An after Board meeting discussion was held between interested parties to sort out the latest inputs regarding the current version of the SOP. The goal is to complete the final version by the end of January so that it can be vetted by the Fire Department prior to release.

7. **Completed Tasks.**

- a. January 8, 2018 – Doug Cochrane made his presentation to approximately 15 Lions Club members and it was well received.
- b. Potential Assistance for Future Skills Practice Sessions –Chief Spaulding, Captain Gordon and Arnie Lewin were contacted and gave a qualified approval for us to get started with this effort. Arnie Lewin will continue to review and verify Mr. Martinez’ qualifications with a view towards giving CERT training certification to the effort.

8. **Miscellaneous Tasks**

- a. **Meeting Room Scheduling** – Doan will pass the remaining part of this issue over to the CERT Operating Group for further action.
- b. **Future Training with Gordon** – This activity is on hold with possible resumption in March.
- c. **ERV** – No progress on this issue however Doan is attempting to exercise the vehicle at least once every month.
- d. **Division Leader Review** – No Action of this issue.
- e. **DSW Card Renewal Notification** – Doan has forwarded all update information to Dan who will proceed with the process of notification.
- f. **Emergency Preparedness Review at Paul Ecke Central** – No Action this month
- g. **Tax Exempt Status** – The State has notified us that they are in receipt of our Application.

9. **Meeting adjourned** at 6:40 PM

10. **Next Board Meeting:** February 13; 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.**

Attachment “A” December 2017 Treasurer’s Report



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

Beginning Balance – December 1st \$ 8,506.25

<b>Deposits</b>	<b>\$ 0.00</b>
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- |    |  |    |      |
|----|--|----|------|
| 1. |  | \$ | 0.00 |
| 2. |  | \$ |      |
| 3. |  | \$ |      |
| 4. |  | \$ |      |

<b>Withdrawals</b>	<b>\$ 690.00</b>
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- |    |                               |    |        |
|----|-------------------------------|----|--------|
| 1. | 2091 Dave Tostenson – AYR Ads | \$ | 690.00 |
| 2. |                               | \$ |        |
| 3. |                               | \$ |        |
| 4. |                               | \$ |        |

<b>Balance –</b>	<b>\$ 7,816.25</b>
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<b>Estimated Yearly Fixed Costs for 2017 (Informational Only)</b>	<b>\$ 2,644.80</b>
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- |                     |                            |    |        |
|---------------------|----------------------------|----|--------|
| 1. GL Liability Ins | (Alliance Member Services) | \$ | 653.00 |
| 2. ERV Insurance    | (Commerce West)            | \$ | 997.80 |
| 3. ERV Registration | (DMV)                      | \$ | 389.00 |
| 4. BOD Insurance    | (Alliance Member Services) | \$ | 605.00 |

Loyd Wright: *Loyd Wright* Date: 1/4/2018

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
12/12/2017	2091	Dave Tostenson	AYR Ads	Outreach	690		\$7,816.25