



**Encinitas CERT**  
**Regular Meeting of the Board of Directors**  
**Meeting Minutes**  
**Meeting Date: Wednesday, June 12, 2018, 5:30 PM**

**Location:** Encinitas Community Center located at 1140 Oak Crest Park, Encinitas, California

**Board Members Present:** Doan Hohmeyer, Loyd Wright, David Tostenson, Doug Cochrane, and Holly Goldstone

**Board Members Absent:** Justine Tanzman

**Others Present:** Brie Cardosa and Dan Drogichen

Meeting called to order at 5:31 PM by Doan Hohmeyer

1. **May 2018 Minutes were approved with the following change:** DSW card renewal notification (7e) is now being handled by Doan Hohmeyer instead of Dan Drogichen.
2. **Treasurer's Report** - Loyd Wright
  - a. The May 2018 Treasurer's Report is included as Attachment "A". The ending balance as of May 31, 2018 is \$6,114.82.
  - b. Deposits were as follows: Receipts of \$5 for Amazon Smile contribution. Donation procedure for making contribution through smile.amazon.com will be listed at end of newsletters.
  - c. Withdrawals were as follows: Reimbursement to Doug Cochrane for \$294.80 (handouts, FOGs, water), to Mr. Peabody's for \$240 (Street Faire Booth) and \$50 (Picnic Registration), to Dave Tostenson for \$1090 (AYR Ads).
  - d. The ending balance is \$6,114.82.
  - e. The May 2018 Treasure's Report was approved as submitted.
3. **Encinitas CERT Budget 2018** - Loyd Wright
  - a. The following revisions to monthly Printing/Outreach Materials were discussed and approved: February changed from \$390 to \$0, April from \$1,150 to \$2,000, June from \$100 to \$0, and September from \$1,640 to \$2,000. Included as Attachment "B"
  - b. Ongoing revenues and expenditures will be reviewed when preparing 2019 proposed budget.
4. **Completed Tasks and Projects**
  - a. **County Exercise, May 19, 2018**
  - b. **CERT Training, June 9, 2018**
  - c. **Joint Picnic with 4 City Cert Members, June 9, 2018**

## 5. Future Event

### a. Bro-Am Event, June 30, 2018

1. Booth set-up will be around 5am and tear down around sunset and ERV will not be part of booth.
2. Doan Hohmeyer will email members to recruit volunteers and David Tostenson will follow up with division leaders to get assistance with volunteer recruitment.
3. We will use sunglasses embossed with "Encinitas CERT" and possibly our website to promote ourselves on Instagram with our goal being to increase our followers from 472 to 500. Brie Cardosa will have booth sign made listing steps required for attendees to receive sunglasses with possible steps including following us on Instagram, posing for a photo wearing the sunglasses and uploading photo to Instagram.
4. A maximum of \$400 was approved for Brie Cardosa to purchase sunglasses which cost approximately \$1.10 each if embossed on one arm.

### b. CERT Training, September 29, 2018 – No new discussion

### c. CERT Training, November 17, 2018 – No new discussion.

## 6. Training and Special Projects Status

### a. Reimbursement from City of Encinitas/Mizel for 2017-2018 Expenses - Doan Hohmeyer handles follow-up. No new discussion.

### b. City of Encinitas/Mizel 2018-2019 Grant Application – Doan Hohmeyer. No new discussion

### c. SDG&E Grant – Doan Hohmeyer. No new discussion

### d. Standard Operating Procedures Document – Doan Hohmeyer. No new discussion

### e. Group purchase of backpack items - Dave Tostenson. No new discussion.

## 7. Miscellaneous Tasks or Projects

### a. Future Funding of Emergency Response Vehicle (ERV)

1. ERV funding is budgeted for the remainder of 2018 with current costs of \$1,400 a year. We will be out of funds in 5 years if we support the ERV without additional funding.
2. We discussed the publicity value of ERV and that using it as storage for supplies does not justify cost. Other storage options were discussed.
3. A motion was made and approved to fund the ERV through the end of 2018. A committee will be formed to develop a marketing/publicity plan for the ERV to implement during this time period.
4. If the ERV is kept longer than this period, it must be supported through new funds generated by sponsorships etc.
5. A future decision whether to keep the ERV beyond 2018 or sell it in January 2019 will be based on the outcome of the marketing/publicity campaign and whether funds can be generated through sponsorships, etc. to pay for ongoing costs of the ERV.

### b. Division Leader Review – No new discussion.

### c. DSW card renewal notification – This is now being handled by Doan Hohmeyer.

### d. CERT Facebook Update – No new discussion.

## 8. Meeting Adjourned at 7:05

**9. Next Board Meeting: July 11, 2018.**

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  
May 1 - 31, 2018**

Beginning Balance – May 1st \$ 7,784.62

<b>Deposits</b>		<b>\$ 5.00</b>
1.	Amazon Smile Contribution	\$ 5.00
2.		\$
3.		\$
4.		\$
<b>Withdrawals</b>		<b>\$1,674.80</b>
1.	2101 Doug Cochrane – Handouts, FOGs, water	\$ 294.80
2.	2102 Mr. Peabody’s – Street Faire Booth	\$ 240.00
3.	2103 Mr. Peabody’s – Picnic Registration	\$ 50.00
4.	2104 Dave Tostenson – AYR Ads	\$ 1090.00
<b>Balance –</b>		<b>\$ 6,114.82</b>

<b>Estimated Yearly Fixed Costs for 2018 (Informational Only)</b>		<b>\$ 2,644.80</b>
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: 6/4/2018



**Encinitas CERT Budget 2018, Rev 1**

	January	February	March	April	May	June	July	August	September	October	November	December	Total
<b>Income</b>													
Mizel						4,250							4,250
Shea													-
Semptra						2,500							2,500
Coldwell Banker													-
Sales				350									350
Other Donation													-
<b>Total Income</b>	-	-	-	350	-	6,750	-	-	-	-	-	-	7,100
<b>Expenses</b>													
GL Insurance											653		653
D&O Insurance											605		605
Refreshments			150			150			150			150	600
Event Fees					100				50				150
Shirts		500											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				2,000					2,000				4,000
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
<b>Total Expenses</b>	-	950	272	2,000	100	2,010	-	-	2,322	-	1,258	272	9,184
<b>Surplus/(Deficit)</b>	-	(950)	(272)	(1,650)	(100)	4,740	-	-	(2,322)	-	(1,258)	(272)	(2,084)

**Attachment B**

Prepared By: Loyd Wright  
 Prepared On: 11/13/2017  
 Updated On: 11/19/2017  
 Approved by BOD: 12/12/2017  
 Revised: 6/12/2018  
 Approved by BOD: 6/12/2018

6/12/18 8:53 PM