



AFSS North E-Board Meeting Minutes

April 11, 2014

Host: Valerie Erwin
Location: Cosumnes Fire Department, Elk Grove, CA

Attendance:

Valerie Erwin President / Cosumnes Fire
Chrissy Niven 1st Vice-President / Alameda County Fire
Wendy Crosthwaite....2nd Vice-President / Sacramento Regional Fire/EMS
Communication Center
Joyce Engler..... Treasurer / Truckee Fire
Nancy Tillotson Recording Secretary / Vacaville Fire
Mollie Meyer Corresponding Secretary / Metro Fire
Janice Parker Sacramento Regional Fire/EMS Communication Center
Jodi Martin..... Rescue Fire Protection District

Call to Order: 9:15 am by Valerie Erwin

Additions / Approval of Agenda:

Valerie E. requested several additions. See notations within minutes.

Approval of E-Board Minutes of January 17, 2014:

Joyce E. motioned to approve, Janice P. second, all approved

Old Business

- President's Report (added) – Valerie E. reported that the transfer of CalChiefs Leadership will be effective Monday, April 14, 2014. Chief Hansen, former President Elect, will become President.
- Academy Debriefing – Valerie E. reported the success of the 2014 Academy. Thank you to everyone who assisted and made a major contribution. Survey results reflect that each attendee found something beneficial to them. Profit of \$3,250.00 will be added to the conference account for 2016.
- SOG Update – Joyce E. reported the following updates;
Restructuring – Breakout Communications Committee into separate committees for Website and Newsletter
pg 17 – Yrs of service, changed to being cumulative per membership
pg 31 – First time attendee scholarship has been renamed Carol Abraham Scholarship.
New SOGs will be sent electronically to the General Membership via e-mail with meeting announcement for the June 2014 meeting.
Wendy C. motioned to adopt, Janice P. second, all adopted by the Board.

- 14/15 Preliminary Budget – Joyce E. presented preliminary budget. Requested changes / requests are due to Joyce by May 1, 2014. Budget will be sent electronically to the General Membership via e-mail with meeting announcement for the June 2014 meeting. General Membership will vote to accept 14/15 budget at the June 2014 meeting.
- Financial Audit – Valerie E. reminded all that an audit of the previous three years AFSS North financial books needs to be completed ASAP. Wendy C. has a prospective candidate.
- PRP Ad Hoc Committee – Valerie E. has requested that we move forward with the revised PRP, Task Book 1. Goals are; draft will be presented to Northern E-Board on Oct. 10th. If approved, it will be presented to the joint E-Board on Nov. 4th. Final draft will be presented to the General Membership at December 5th quarterly meeting. If accepted, will become effective January 1, 2015. Mollie M. and Nancy T. volunteered to be on this committee.

New Business:

- Meeting Schedule for 14-15 Term – Mollie M. created a schedule of all meetings during the 2014-15 term. She will send out schedule to all AFSS North Members via e-mail.
- Committee vacancies – Valerie E.
 - Budget – The Board would like to take it out of the SOGs. The Treasurer and Board will absorb this responsibility.
 - Education and Training – Lara has resigned effective May 1, 2014. Her newest addition to the family is expected very soon. Lara has done a great job and our training sessions are set until 2015. We have to start planning for 2016 Academy.
 - Newsletter – We need to have a newsletter. It's an urgent communication tool with our members. We need a new member edition newsletter or information booklet to give to our new members.
 - Ways and Means – We need a plan for fundraising moving forward. Amy Best has not been able to be active. Should we solicit for another volunteer?
- Carol Abraham Scholarship – Valerie E. Board would like to be able to send more members to the Annual AFSS Conference / Academy. SOGs will need to be updated to delete the wording of "First Time Attendee." This opens the scholarship up to all members. We will still draw a winner from "First Time Attendee" submittals, in addition to all members who are interested in applying for the scholarship. These scholarships will be funded through the proceeds of the raffle held each year during the December Quarterly General Membership Meeting.

- Community Donation (added) – Valerie E.
The Board has decided that proceeds generated from general membership quarterly meeting raffles (Sept., March and June), will not go into the general budget, but will be earmarked to apply to a community donation. We will solicit general membership for a list of organizations they would like to donate to. The amount of the donation will be dependent on the amount of funds received during the raffles.
- Strategic Plan Ad Hoc Committee – Valerie E.
Need to put together an Ad Hoc Committee to address concerns and recommendations as generated from the February quarterly meeting. Joyce E., Nancy T., Mollie M. volunteered to take part in this committee.
- Review of Bylaws and SOGs – Valerie E.
This will be tasked as part of the Strategic Plan Ad Hoc Committee. Do we need to create guidelines regarding how we handle honoring our AFSS members who pass on? Suggestion; Once a year at Academy, acknowledging them and their contributions to AFSS.
- Website Ad Hoc Committee – Valerie E.
We will continue to work towards more functionality of the CalChiefs website. Shawn Crawford and Mollie M. have agreed to take part in this committee.
- Membership Project for CalChiefs – Valerie E.
Chief Dutton has requested the assistance of AFSS to take a look at streamlining the membership process for all of CalChiefs. The first meeting will be April 24, 2014. Nancy T., Joyce E., Mollie M. and Jodi M. have volunteered to assist on this project.
- December meeting (Past Presidents' and Members' Meeting) – Valerie E. would like to add a formal recognition of Past Presidents and former members as a regular part of each December General Membership Meeting. We will honor our Life Members. Past Presidents will have the opportunity to share with the membership some information about when they served, obstacles and challenges they had while serving. This will be a transitional, historical information piece passed to current members. The Board agreed to this addition.
- Technology needs (added) – Valerie E. / Mollie M.
We are exploring technology resources that will offer members, who are not physically able to attend a meeting, to connect with us electronically. Joint E-board meetings will also benefit from this avenue. Long term goal, online PRP training. Board will add this to the strategic plan.
- Asset inventory – Valerie E.
Joyce E. has been asked to generate a list of our assets. Jodi M. has offered to store AFSS items.

- CalChiefs Conference – Valerie E.
Sept. 30 – Oct. 2, 2014, Long Beach, CA
At 2014 Academy, Nancy T. won the CalChiefs Conference registration fees. AFSS will pay for two Board members to attend as representatives of AFSS North. This has typically been the President and 1st Vice President. 1st VP, Chrissy N., has declined the offer to attend. Wendy C. will check to see if she can attend in her place.
- Pay Pal (added) – Valerie E. would like to transfer the PayPal responsibilities to Treasurer, Joyce E., and incorporate a Pay Pal responsibility into our current SOGs under Treasurer.

Committee Reports:

- Education & Training – Chrissy N. presented report on behalf of Lara Kelley.
 - June General Membership Meeting – Hosted by Alameda County Fire at the Robert Livermore Event Center.
 - December General Membership Meeting – “The Leverage of Leadership”
- Meeting Coordinator – Jodi Martin. Reach out to surrounding Fire Depts. of each general membership meeting will be held. A personal invitation via the mail.
- Membership – Janice Parker & Wendy Crosthwaite. Current 102 total members. It is time to begin the 2014-15 membership campaign.
- Sunshine – Nancy T. presented the report on behalf of Sallie Ross-Filgo and Shawn Crawford. The Board would like to continue sending out physical cards for member birthdays and other significant events.
- Communications - Mollie M. presented the report on behalf of Shawn Crawford.

Identification of items for next meeting: None

Adjournment: 3:54 pm

NEXT MEETINGS

May 13, 2014 / 9:00-10:00 am Joint E-Board Conference Call

June 19, 2014 / 9:00 – 3:00 pm Quarterly Training / Meeting

July 11, 2014 / 9:00 – 4:00 pm E-Board Meeting

Respectfully submitted,

Nancy Tillotson

Nancy Tillotson
AFSS North, Recording Secretary



Task List

TOPIC	RECOMMENDATIONS / ACTIONS	RESPONSIBLE PARTY	DUE DATE
2014/15 Preliminary Budget	Changes / requests to Joyce E.	All	05/01/2014
June GM attachments	Attach the following items to the June agenda; SOGs & Preliminary Budget	Mollie M.	
2014-15 meeting schedule	Email meeting schedule to all Northern Members	Mollie M.	
List of Assets	Create a list of all of the North's assets	Joyce E.	
Newsletter	Look for someone to take over our quarterly newsletter.	Chrissy N. (Rosa) / Wendy C.	
June Meeting	Need a facility for June 2014.	Chrissy N.	
Financial Audit	Secure an outside source who is interested in providing a three year audit of our financial books.	Wendy C.	
Locating former members	Past members to be honored at Dec. general membership meeting. Need to locate former members.	Valerie E. / Jodi M.	
Community Donations	Solicit membership for a list of organizations that the membership would like to donate to.	Valerie E. / Nancy T.	
Strategic Plan Ad Hoc Committee	The membership has spoken. We need to review all. Keep this a living document. Needs to be communicated back to membership constantly.	Valerie E. / Joyce E. / Wendy C. & Nancy T.	
CalChiefs Conference	Chrissy N. does not want to attend. 2 nd VP, Wendy C. will check to see if she can attend.	Valerie E. / Wendy C.	
Birthday Cards	Do we need to purchase birthday cards or is someone adding "bling" to AFSS stationery?	Nancy T. / Wendy C.	



AFSS North E-Board Meeting Schedule

April 11, 2014

April 11, 2014 0900 to 1600	E-Board Meeting Cosumnes Fire – Elk Grove
May 13, 2014 0900 to 1000	Joint E-Board (South) Conference Call
June 19, 2014 0900 to 1500	Quarterly Training Meeting Alameda County Fire
July 11, 2014 0900 to 1600	E-Board Meeting Cosumnes Fire – Elk Grove
August 12, 2014 0900 to 1000	Joint E-Board (North) Conference Call
September 18, 2014 0900 to 1500	Quarterly Training Meeting Southern Marin Fire
September 30 to October 2, 2014	CalChiefs Conference Long Beach
October 10, 2014 0900 to 1600	E-Board Meeting Cosumnes Fire – Elk Grove
November 4, 2014 0900 to 1000	Joint E-Board (South) Conference Call
December 5, 2014 0900 to 1500	Quarterly Training Meeting Metro Fire
January 9, 2015 0900 to 1600	E-Board Meeting Cosumnes Fire – Elk Grove
February 10, 2015 0900 to 1000	Joint E-Board (North) Conference Call
March 19, 2015 0900 to 1500	Quarterly Training Meeting West Stanislaus / Patterson
April 13 - 17, 2015	AFSS Conference (tentative dates) South – TBD