

**Fire Safe Sonoma**  
**CDF West Division HQ – 2210 W. College Ave, Santa Rosa, Ca**  
**Minutes**  
**January 6<sup>th</sup>, 2010**

**Attendees**

Caerleon Safford, Tamara Boulton, Marjorie Conley, Ray Utterback, Nathan Garrett, Tony Walls, Toby Ray

**Additions**

Tamara led a discussion on the various financial accounts held by Fire Safe Sonoma (FSS). \$25,000 will be deposited into a money market account. She will close the Luther Burbank Savings account and deposit the remaining funds into the existing Bank of the West CD account. She will distribute a spreadsheet with account details to all Board Members. All present Board Members reviewed and unanimously approved the following Policies and procedures

Board Member Attendance  
Due Diligence – Responsibilities of Individual Board Members  
Travel and Conferences

**Consent Agenda**

All present Board members unanimously approved the Consent Agenda.

**Grants**

The Following is a progress report from Caerleon addressing the current state of secured and unsecured grants pertaining to FSS:

**Chipper Extravaganza**

*Grant Period:* 12/2008-12/2010. We are currently in Q 5 of 8.

*Next Quarterly due:* 5/01/10

*Money In from CSFC:* \$62,757 (of a total \$83,440)

*Invoices Paid:* \$4420

*Current Invoice:* Jan: \$2068

Caerleon hired Corinne Barkley as a sub-contractor for this grant. They have met several times to review the project. The plan is to have Corinne handle much of the setup for this project so Caerleon can focus more on the CWPP and the upcoming grant season. Caerleon had a meeting that afternoon to work on refining the spreadsheet for the project to make it more reliable and user friendly. The ultimate goal is to launch eleven neighborhood projects utilizing funds from this grant. Caerleon believes this can be achieved within the grant period. The first project will take place in the Sonoma/Glen Ellen region.

**Chippers Ahoy! Grant**

*Grant Period:* 10/01/09-10/31/11

*Next Quarterly due:* 01/31/10

*Money In from CSFC:* \$0 (of a total \$260,000)

*Invoices Paid:* \$0

*Current Invoice:* None

This grant will provide funds for three related projects:

Chipper services to groups and individuals upon request on “first come, first serve” basis.

Educational Project: Targeted areas will receive educational workshops and printed materials

Defensible Space Project: Will provide funds to individuals for defensible space clearing

**Budget:**

Project Coordination:	\$39,970
Contractors:	\$213,815
Print & Supplies:	\$970
<u>Administrative:</u>	<u>\$2,225</u>
<b>Total:</b>	<b>\$260,000</b>

**CSFC 2011 Call for Proposals:**

*Grant Due Date:* 02/26/10

*Workshop:* 02/11/10

For the Next Cycle:

Submit follow-up for Chippers Ahoy!

Roadside hazard tree removals, possibly in conjunction with CalFire and DTWP

Farm worker education

Firewise for designated communities

**Community Wildfire Protection Plan (CWPP)**

*Current Invoice:* \$1645

Progress:

Caerleon is transporting document from Microsoft Word to InDesign

Schedule meeting for Fire Chiefs to review

**Association for Fire Ecology Conference:**

Caerleon discussed the conference in detail, covering the various sessions she attended.

Caerleon provide information from conference to the Board Members

Invoices submitted by Caerleon to Board Members for review were unanimously approved.

### **Fire Safe Sonoma Website**

After review of the website development software provided by Caerleon, Tony and Nathan concluded that a great deal of training was required to effectively develop a functional website.

Tony offered to tinker with a more “user friendly” web based software program called Coffee Cup and report back to group on practicality of a self designed website.

### **Fundraising and Membership Plan**

Board Members discussed various ways to raise funds outside of the grant application process. The following are a few ideas that were discussed:

FSS could purchase a mailing list to solicit donations through the mail

FSS membership

Special fundraisers modeled after the Soroptomist fundraising concepts presented by Marj

A phone conference call will be scheduled by Nathan for Board Members to discuss the idea of fundraising

### **Future Agenda Items and Next Meeting Date**

Board members will re-establish the Vision, Goals and Objectives of FSS for 2010 and beyond

The Board will address and explore fund raising possibilities

The Board will also explore ways to secure discretionary funds

The next meeting is scheduled for February 6<sup>th</sup>, 2010