

Fire Safe Sonoma

CDF West Division HQ – 2210 W. College Ave, Santa Rosa, Ca

Minutes

May 5th, 2010

Attendees

Tamara Boulton, Marj Conley, Ray Utterback, Nathan Garrett, Tony Walls, Todd Derum, Amber Fraley

Consent Agenda:

- Treasurer's Report: Presented by Tamara. Approved by the board.
- Minutes: Approved by the board for April with some changes:
 - Spelling of Tamara's last name and Marj's name
 - Caerleon's timesheet: Approved by the board with some follow-up questions on allocated time

Website Update:

- Tony and Nathan to begin the migration of the site from the county to MCN
- Talk of paying someone to move the website to the server
- Talk of paying for maintenance as well
- Additional ideas for the website:
 - Public tax documents; Flashplayer and You Tube links; history of the organization; Facebook and Linked-In on the site
 - E-mail additional ideas to Nathan and Tony

Upcoming Golf Tournament / Side Conversation on Membership and Living with Fire Document

- Taking place on 5/6
- Talk of more fundraising events; mountain bike race
- More money for outreach
- Living with Fire Document: Try and follow along the lines of Cal Fire's "Ready, Set, Go" flyer with our logo inserted.
- Increase membership on the board – Important when reporting to the chiefs to show new membership

Policy and Procedures

- Acquisition Procedure
 - Changed pricing for approval from \$250 to \$500
 - Changed purchases over \$100
 - Two signatures required on all checks
- Property Equipment Policy
 - Eliminate safe deposit box to be approved by us all by e-mail

Action Items for Each Goal – Follow Up on Each

- Website – Have the website migrated to the MCN server by June
- Fundraising – Follow-up w/ folks throwing on the Annadale mountain bike race on 9/11/10. Sponsor first aid at the race and have an engine present
- Chiefs Association – Paid membership. Increased involvement. Be in line with the association. Send one member a month to the meeting for an update to the chiefs.
- Ray to send out another copy of fundraising and derive portions of it towards our efforts

Terms of Office Clarification:

- Marj found an e-mail in March of 2006 with membership information. This will be used as a snapshot for current member status
- As it stands for terms:
 - Ray Utterback – On the board until 1/11
 - Tony Walls and Nathan Garrett – On the board until 1/11
 - Todd Derum – On the board until 1/12
 - Marj Conley – On the board until 1/12
 - Tamara Boulton – On the board until 1/11
 - Jack Rosevear – On the board until 1/11
 - Vern Losh – On the board until 1/11

Future Agenda Items and Next Meeting Date

- **Procurement, budget, website update. Tamara to attend Hood and Strong Seminar of non-profit financial managers.**
- **Next meeting to be held at CDF West Division HQ – 2210 W. College Ave, Santa Rosa, Ca.**