



RBCERTAA BOARD MEETING MINUTES



January 5, 2012

Attendees at this meeting:

RBCERTAA BOARD MEMBERS	Present	Guests in Attendance:			
President, Gary Horn	X	Mike Grady			
Vice President					
Treasurer - Nancy Nickels	X				
Secretary (acting) Susanne Rengo	A				
Debra Bina-O'Brien	X				
Dave Buckland	X				
Bandy Harkins	X				
Florence (Flo) Hartfield	X				
Marcelle McCullough	X				
Doug Rodriguez	A				
Courtney Steeneken	A				
Fire Department Liaison: Capt. Dan Bliss		<table border="1" style="width: 100%; height: 20px;"><tr><td></td><td></td><td></td></tr></table>			
	X				
A = Absent					

1. Call to order/announcement: The regular monthly meeting of the Redondo Beach CERT Alumni Association was held at Beach Cities Health District on Thursday, January 5, 2012 at 18:47, with the President, Gary Horn, as the chair.

2. Introduction of Guests: The guest shown above was introduced by the President, Gary Horn, to the RBCERTAA Board.

3. Presentation of Agenda Order and request for additions/deletions: Gary Horn distributed the Agenda for the meeting. Item II under New Business was moved to item 5 of the Agenda.

1st motion: Marcelle McCullough, **2nd motion:** Dave Buckland to approve the change to the Agenda and approve the January 2012 Agenda. Vote carried unanimously.

4. Call for Approval of November 2011 Minutes:

- New Business, Item 2, page 5, 1st paragraph: clarification about storage of new vehicle: “vehicle must be stored in a garage at US storage if not licensed”
- New Business, Item 3, page 5: Budget: issues with budget. Will be addressed
- 1st motion: Marcelle McCullough, 2nd motion: Debbie Bina-O’Brien - November meeting minutes will not be approved until the February meeting, after review by all Board Members and all corrections should be sent to the executive board. Vote carried unanimously.
- Florene Hartfield motioned that only motions and important information be documented in meeting minutes instead of all conversation details. Florene withdrew the motion
- Mike Grady stated that when the bylaws were created they (Minutes) were not intended to cover everything in the meeting.
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5. Mike Grady’s Presentation:

- Mr. Grady’s Background: emergency preparedness and automotive repair business. Mike was on the RB CERT AA board during a strong transition of the organization. His contact number for future use is: 310-376-7963.
- a. Goal: To put RB CERT AA on the correct track. Redondo Beach created the RBCERT program following Mexico City earthquake in 1966 when over 600 spontaneous volunteers died due to being unprepared.
- b. Board Meltdown: As program grew elections began, board members started to disagree (1999 – 2000), the fire chief overthrew the election, and board got up and left. A new board was created and Jared Van Stolen, Lisa Burke and Mike Grady decided to move forward with rebuilding the board. The board started from the beginning and they were personally selected to work together. Jared suggested separating CERT from Fire Department and the best option was a corporation. Fire department covered education, training, recruitment, response, and safety; the CERT board was responsible for all other components of the program. The board has 11 members to allow for tie breakers in voting and there will always be a majority of six; no member of the executive board has any more power than any other member of the board. The president runs the meetings, sets the agenda and goals with the vice president to give opinions and back the goals. The treasurer manages the financials and the secretary takes minutes of meetings. It was intended that new board members spend a year or two on the board to learn how the board works and then take a position on the executive board and get groomed to become the leader.
- c. By-Laws: any changes should be sent to the general membership. Review and reread the by-laws to fully understand them.

- d. **Control the Money:** All money needs to be approved for by the board. The money needs to be tight. In order to spend any money, all expenditures must be approved by the board. The only exemption: if it is an immediate expenditure an email vote must be conducted. All board members are responsible for the money. Two signatures are required for every check; if expenditure is conducted without approval, the board member is responsible for the expense.
- e. **Setting & Achieving Goals:** Goals will not happen unless they are done. Spend time doing the work. Know what they are and work as a team to accomplish. Ask for help from the membership
- f. **Minutes:** Documentation to cover the corporation. Needs to state the motions, who motioned them and if the board approved. Be sure to put those who do not vote for the motion in the minutes. Must put items/motions that are being tabled to the next meeting. Person making the motion says everything and the others from the board to not say anything.
- g. **Board Meetings:** Cannot table an item for more than 1 time, and cannot try to bury the item in discussion. If people get up to leave and there is no longer a quorum, close the meeting but can still discuss item after the meeting. Voice frustrations. Need to be here on time and start on time. Socialize ahead of time. End them on time
- h. **Finance:** Never go into the red. Can sell items or fundraise to cover the cost. Agree with committee without a motion.
- i. **If you write it, you live with it forever:** Communication by email or writing something down, you never erase. No one can feel emotion through email or through writing. Stick to the facts.
- j. **Working with the Fire Department:** Past president and the president are the only ones who work with the fire department. Communications only through president.
- k. **Look the part but only the part:** When representing CERT dress like the board. There is a time and place for everything when representing the board and fire department
- l. **Working with the City:** Communication through city and city council are completed by president. Invitations can be sent via the president who needs to see the big picture
- m. **Working with the Police Department:** CERT members provided presentations to every shift of the police and fire departments. Educate them on what CERT can do.
- n. **Looking back it has to be fun and rewarding:** I usually don't remember the bad things but look into the good and fun things. Try to find the mutual ground

6. **OLD BUSINESS:**

A. Treasurer's Report: Nancy Nickels

i.	Presentation and call for approval of January 05 Treasurer's Report	
	Ending Balance from Nov. 03, 2011:	\$3,911.10
	Revenue/deposits:	\$ 95.00
	Expenses/Debits:	\$1,050.99
	Corrections/Adjustments/fees:	\$ 15.00
	Ending Balance:	\$2,940.11

- ii. Request for communications to be transparent. DMV is paid until June 30, 2012 for a transfer fee; registration fee is pending; the van is considered a commercial vehicle but the weight fee will be waived; estimated registration is \$600.00. All expenses must be approved before the expenditure.
- iii. Motion: Approve finance report for January 05, 2012 (Gary Horn Motioned Dave Buckland seconded motion; motion carried unanimously.

B. Budget Worksheet:

- i. Input is required to be submitted to the Treasurer from all committees for fiscal needs. If changes are needed to the worksheet, please submit them to Treasurer.
- ii. Dynamic budget: if changes are approved by the RBCERTAA Board, the budget will change.
1st Motion: Brandy Harkins, 2nd Motion: Debbie Bina-O'Brien - For February board meeting, all committee chairs and board members will submit fiscal needs to Nancy Nickels the Treasurer for inclusion into the budget for review and approval at the February 2012 meeting. Restated as follows:

1st Motion: Dave Buckland, 2nd Motion: Debbie Bina-O'Brien. Vote was unanimously. Dave Buckland requested a change in the motion to reflect: "1 week prior to the Feb. meeting" – 1 week prior to the February meeting, all committee chairs and board members will submit fiscal needs to Nancy Nickels the Treasurer for inclusion into the budget for review and approval at the February 2012 meeting.

7. NEW BUSINESS:

A. President's Goals:

- i. Acquire and equip command vehicle; less than 5,000 miles and 10 hrs. on generator
- ii. Electronic activation callout system: to be paid by City of Redondo Beach
- iii. Acquire professional ERT communication frequencies
- iv. Obtain significant corporate sponsorship for RBCERTAA
- v. Obtain communication hardware as necessary to implement ICS on deployment or drills.
- vi. Create more training opportunities for alumni; create social events around this
- vii. Draw more alumni into board sponsored activities

- viii. Service recognition for alumni
- ix. Continue to keep RBCERTAA in the public eye
- x. Hire professional web team to expand, create and manage web site for RBCERTAA

B. Board/Retreat Meeting:

1st Motion: Florene Hartfield, 2nd Motion: Nancy Nickels: Do not spend the money to pay for Kahtleen Terry for moderation for the RBCERTAA retreat. Motion carried. Marcelle McCullough, DebbieBina-O'Brien and Brandy Harkins did not vote for approval of the motion. Nancy Nickels, Florene Hartfield, Dave Buckland, and Gary Horn approved the motion.

C. Items to be on the February Agenda:

- i. Reverse 911
- ii. PHEV Network Contacts
- iii. Committee Reports: include PHEV network contacts

D. ANNOUNCEMENTS:

- i. RBCERTAA Board meeting, BCHD, Redondo Room (6:30 pm)
- ii. CERT Class #46 begins, RB main library meeting room, (6:00 pm)

Meeting adjourned at 21:50 p.m.