



RBCERTAA BOARD MEETING MINUTES



APRIL 05, 2012

Attendees at this meeting:

RBCERTAA BOARD MEMBERS	Present	Guests in Attendance:
President, Gary Horn	X	Olivia Bulgarini
Vice President, Marcelle McCullough	X	David Bird
Treasurer - Nancy Nickels	X	Mike Grady
Secretary (acting) Susanne Rengo	X	
Debra Bina-O'Brien	X	
Dave Buckland	X	
Bandy Harkins	A	
Florene(Flo) Hartfield	X	
Doug Rodriguez	X	
Courtney Steeneken	A	
(Open Board Position)		
Fire Department Liaison:	X	
Chief Lepore		
Capt. Dan Bliss	A	
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, April 05, 2012 at 18:35 pm, with the President, Gary Horn, as the chair.

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

3. Presentation of Agenda Order and request for additions/deletions: Copies of the Agenda were placed on a table for anyone needing a copy. Item #8 was amended by adding an additional event: Sunday, May 20, Sea Fair at King Harbor, 1200-1700 pm.

4. Call for Approval of the Minutes for March 06, 2012 meeting. There was a revision on page 3, item 6B, line 7 to change “tp” to “to”. Gary Horn made a motion to approve the minutes, this was seconded by Doug Rodriguez and approved by the board.

5 . FIRE DEPARTMENT CORNER: (Capt. Lepore was present in place of Capt. Dan Bliss.)

- A. The CERT Refresher class as been scheduled for Sunday, 4/22 from 10:00 – 13:00 pm at Station #2 and lunch will be provided by the Fire Dept. A full inventory of RBCERTAA equipment in the van and trailer will be conducted at that time. The inventory control sheet is available and this will allow alumni to assist the board with this project (Dave Buckland has a CD of the inventory.)/ Flo Hartfield and Debbie Bina-O’Brien will assist Dave. Montgomery Ruth suggested a couple of years ago that we color code equipment and this is 75% complete now. Mike Grady will begin at 0800 am to stack, distribute and color tape storage items. We will need the van and command vehicle keys and code to the lock. After the inventory, equipment should only be used at the Safety Fair and the Shakeout Drill There is a box of used medical supplies for graduation drills available. Gary Horn will prepare a letter to the alumni inviting them to participate in the refresher drill. At a future meeting, we should invite Debbie’s spouse to present a method of scan references that can be used to track and control the inventory.
- B. The CPR Refresher class for alumni that missed the CPR session of the CERT class on 2/23 will be scheduled at a future date TBD.
- C. Chief Lepore inquired about the application of the RBCERTAA to Target for 40 two-man tents and we informed him that it had been submitted. Target offered 5,000 tents to community emergency response groups.
- D. We reminded Chief Lepore that the Firefighters Association was expected to participate with the Beach Cities Relay for Life event at Alta Vista Park on Sunday, July 22 by preparing the pancake breakfast at the culmination of 24 hours of walking by the various teams involved in honoring cancer survivors and remembrance of those that have passed away.
- E. Chief Lepore left the meeting at 1915 pm because he had plans to accompany his daughter the next day on a camping trip to Baja California.
- F. We should be updating our CERT applications with the fall dates for the next class.

6. OLD BUSINESS:

A. **TREASURER’S REPORT:** Nancy Nickels

i. Presentation and call for approval of the March Treasurer’s Report:

Beginning balance on 3/01/2012	\$	2,379.36
Revenue/deposits	\$	227.00
Expenses/debits	\$	551.96
Corrections/Adjustments	(\$	10.50)

Ending Balance as of 3/31/2012 \$ 2,043.90

Gary Horn motioned to approve the Treasurer's Report; it was seconded by Marcelle McCullough and the motion was approved by the board and carried.

ii. Revenues received includes a donation of \$100 from Dale Covington.

iii. Reimbursement Requests –

- Gary Horn submitted a receipt from Smart & Final for \$49.01 spent on utensils, napkins and plates for the CERT class # 46,
- Nancy Nickels submitted receipts from Queensboro for \$102.16 to cover six shirts for display of sizes at classes to enable them to get the proper gear.
- Nancy also submitted a receipt for \$15.67 for the purchase of rack cards to be displayed at businesses and CERT events as an advertisement of the RBCERTAA organization.

B. OTHER ITEMS:

i. The P. O. Box at the post office has increased to \$120 annually; 6 months payment is \$60 and is due 4/30. Marcelle suggested that we get out mail through the Fire Dept. but after discussing the matter it was determined that we don't want to encumber the Fire Dept. with that.

Marcelle made a motion that the board look around and find another mail delivery point that is less expensive as an alternative to the post office and if we don't find one then we will pay \$60 for six months with the post office. Flo Hartfield seconded the motion and the board approved it and the motion carried. (Gary will inquire at UPS Store for a possible donation of a box.)

ii. Committees should submit fiscal needs to be approved by the board to be included in a current budget.

ii Mike Grady suggested that we discuss a compromise to satisfy the board and lower the limit of what can be purchased without preliminary board approval to cut down on the e-mail requests for fund approval between board meeting dates.

7. NEW BUSINESS:

A. From the President – Gary Horn

i. Call Out Services: The City Manager, Bill Workman and Fire Chief Madrigal have been contacted by a company run by Mr. Thomas that is donating three years of service for CERT and we will be a test group. SMS text message service will be based on a revenue share plan with alumni using the system having to pay \$9.00 per month. Scripts will be made up for events and there will be coordination with communication between teams in the field or other teams involving the Red Cross, FEMA, twitter, RBCERTAA and followers from around the world.

ii. Meeting with Chief Madrigal and Gary Horn and Marcelle McCullough: The Chief has committed to sending 1-2 board members to leadership training for volunteers because of the fish clean up assistance to the city. There will be a training meeting in Manhattan Beach on 4/14/2012.

iii. A new committee has been established involving Communications Technology. Doug Rodriguez as asked to oversee this committee as an advisor and coordination. Courtney Steeneken, Dave Buckland and Nancy Nickels will assist on the committee. The facebook page belongs to the organization officially RBCERTAA. We can post causes, the newsletter and more appropriate items that individual e-mails. Google/mail chimp and interest groups in g-mail will link multiple administrator and google docs shared by us and tools for non profits for impromptu meetings. The tech team has the background to get material sorted out. The group e-mail addresses have been sorted by Dave Buckland to eliminate irrelevant fields and 840 are ready to go to g-mail.

B. Election Process:

i. The procedures outlining the election process are based on Article VI of the By-Laws. The general membership votes for the Board of Directors at a membership meeting, training or drill as called by the Board which is scheduled for June each year. To be eligible to be a Director, at the time of nomination, one must meet the following requirements: Attend at least two board meetings within the past six months or within the last six board meetings held. Present verification of valid CPR and first aid certification documentation to the Secretary. The nominations for the board occur at a May meeting; they are taken from the floor with no second required. The nominees need not be present but must acknowledge acceptance to the Secretary before or within 48 hours of nomination. The candidates may submit a brief written qualification statement to the secretary within 48 hours of nomination and then the secretary compiles the candidate's statements and acknowledges nomination. Two executive board members draw at random the names of the candidates and this order of names is put on the ballot. Sample ballots, candidate synopses, polling location, date and time of election are mailed to members at least two weeks before the election. Ballots are distributed at the June meeting and each member votes for no more than 11 candidates and a board member at the polls will insure than only one vote is cast by each member. The close of balloting will be announced in the June general meeting agenda. Votes are tallied by one executive officer and one general board member at the close of balloting. Announcement at the June general meeting of the new board members shall be given by one of the current board members. The new board is sworn in at the first board of directors meeting in July. The new board nominates and votes for the position of president, vice president, secretary and treasurer by secret ballot.

ii. **The general meeting** in June will be at the historic library in Veterans Park on Thursday, June 7..

iii. **Poll Board's participation** for 2012-2013 term:

Three current board members have indicated that they would not be participating next year
Marcelle McCullough has just accepted a new position as Public Service Officer and Emergency Coordinator for the PV Police Dept.

Susanne Rengo and Flo Hartfield also indicated that they would not be returning to the board.

C. Committee Reports: Gary Horn would like each committee to have at least three members.

i. **Fund Raising:** - (Nancy Nickels)

a. Nancy Nickels is working on a \$25,000 grant from State Farm.

b. Our website now has a button for donations to be made directly into our account.

- c. Facebook, twitter and APPS – Courtney Steeneken and Nancy Nickels are coordinating these sources to help raise money.
- d. Rack cards have been set up at Independent Auto Repair, Dive and Surf and Redmond's Keys. Altogether 30 cards have been distributed with RBCERTAA labels including our QR code. There are 20 left for future distribution.
- e. Gary Horn has spoken with the Director of Operations at Target and he is optimistic that they will donate two bicycles to our organization for a raffle.
- f. For the annual fund raising drive, Debbie Bina-O'Brien can get the raffle tickets made.
- g. We could buy a big screen TV for \$500 and allow approximately two weeks to sell the tickets or possibly get Paul's TV to donate a TV to our organization.
- h. A flyer has been prepared for RBCERTAA fund raising drives and will be sent tomorrow on AOL by Dave Buckland. It will also notify alumni of the Queensboro gear available on line.
- i. A request will be submitted to the City of Redondo Beach for a donation to the alumni association.
- j. The results of our fund raising activity should be available in July for support for the command vehicle and at that time we will extend our analysis of possession of this vehicle.

ii. **Equipment:** Gary Horn requested that RBCERTAA alumni be responsible for inventory and logistics supplies stocked in the vehicles. This is scheduled for the Refresher Drill on 4/22. He also mention that a one ton truck is available from Raytheon with a value of \$15,000.

iii. **Public Relations:**

- a. Marcelle and Nancy will prepare a press release for the command vehicle. The flooring has been replaced and Fargo, an employee at AES is working on repair of the generator (he is currently on vacation). George Butts, Manhattan Beach CERT alumni, has an internet radio program and possibly somebody from our organization can mention our command vehicle on that show. Gary Horn wants to talk about our fund raising efforts and answer incoming phone calls.
- b. There is a \$10,000 grant available from OPUS Community Foundation which can take 30-45 days to complete.
- c. Debbie Bina O'Brien mentioned that Sharefest Community Development will meet on the last Saturday in April (4/28). This is the organization that worked with the Fire Station 1 on their kitchen remodeling. We can present pictures from the fish clean up and the shakeout drill as well as our van and command vehicle.
- d. The King Harbor Yacht Club of Redondo Beach is having a Sea Fair and fund raising meeting. Gary is a member of the R.B. Yacht Club and they want a cause to support. It was suggested that the yacht club support RBCERTAA by donating a prize for a raffle at their Sea Fair. They also do the Christmas Boat Parade in the harbor. They want to use our 501©(3) number for the sea fair event. A motion was made by Gary Horn to allow King Harbor Yacht Club to use RBCERTAA at the sea fair event and use our 501©(3) number and mail documentation for

whatever they use the non profit tax identification for. The motion was seconded by Marcelle and voted for approval by the board.

iv. **Community Involvement:** (Flo Hartfield)

- a. We are preparing for participation in Earth Day at Sea Lab on 4/21. We will display RBCERTAA information and basic preparedness with emphasis on ecological sources. We will display fire starters using lint from dryers, arm slings and splints and possible have children participate .Nancy Nickels, Flo Hartfield, Gary Horn, Dave Buckland and Debbie Bina-O'Brien will be on duty that day.
- b. Fire Service Appreciation Day is on 5/12 and we and we will organize our activities for this next month.
- c. The BCJCO meeting for the next shakeout drill will be on the 3rd Sunday (4/15) from 11:00-13:00 at the Hermosa Beach Community Center.

8. **ANNOUNCEMENTS:**

- A. Saturday, April 21, Earth Day Celebration, Sea Lab, 1021 Harbor Dr., 10:00 AM- 14:00 PM
- B. Sunday, April 22, CERT Refresher Course, Fire Station #2, 10:00 AM–15:00 PM
- C. April 26 -29 Springfest Family Carnival, Parking lot, RB Performing Arts, Aviation/MBB
- D. Thursday, May 3, RBCERTAA Board Meeting at BCHD , Redondo Room, 18:30 PM
- E. Saturday, May 12, Fire Service Appreciation Day, Station #1 and #2, time 10:00-15:00 PM.
- G. Saturday, May 12, RB Woman's Club Spaghetti Dinner, 400 S. Broadway, 4:00 PM-8:00 PM
- H. Sunday, May 20, King Harbor Yacht Sea Fair, Yacht Club Way, 12:00-17:00 PM
- I. Thursday, June 7, RBCERTAA Board Meeting, Historic Library, Veterans Park, 18:30 PM
- J. Thursday, July 5, RBCERTAA Board Meeting, BCHD, Redondo Room, 18:30 PM (Swearing in of new officers
- K. Saturday, July 21, Beach Cities Relay for Life, Alta Vista Park, 09:00 AM through 9:00 AM
Sunday, July 22.

9. **OPEN FORUM:**

A. Mike Grady suggested that we request permission from the City of Redondo Beach to park our vehicles in the yard adjacent to Target on Kingsdale. We can also get a non-operating permit from DMV. This would mean that the command vehicle would not be driven or shown but would curtail the insurance expense required by AES for parking. The insurance would be paid through June 1.

B Doug Rodriguez suggested that we prepare a poster board with pictures of the command vehicle with an explanation of our need for funds to renovate it.

The meeting adjourned at 21:44 pm