



## RBCERTAA BOARD MEETING MINUTES



MAY 03, 2012

Attendees at this meeting:

RBCERTAA BOARD MEMBERS	Present	Guests in Attendance:
President, Gary Horn	X	David Byrd
Vice President, Marcelle McCullough	X	Ken Simpson
Treasurer - Nancy Nickels	X	Sandy Marchese
Secretary (acting) Susanne Rengo	X	Eric Baird
Debra Bina-O'Brien	X	Greg Maddon
Dave Buckland	X	Vickie Ruch
Bandy Harkins	X	
Florene(Flo) Hartfield	X	
Doug Rodriguez	X	
Courtney Steeneken	A	
(Open Board Position)		
<b>Fire Department Liaison:</b> Capt. Dan Bliss	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, May 03, 2012 at 18:36 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: The agenda was accepted as submitted and copies were placed on a table for anyone needing a copy for the meeting.

4. **Call for Approval of the Minutes** for April 05, 2012 meeting. There was a revision on page 1 for the correct spelling of David Byrd's name. Gary Horn made a motion to approve the Minutes; this was seconded by Marcelle McCullough and approved by the board.

5. FIRE DEPARTMENT CORNER:

- A. Fire Service Appreciation Day will be at both Station 1 on Broadway and Station #2 on Grant and RBCERTAA volunteers will assist with whatever duties necessary to make this a success. The Fire Department will BBQ hot dogs and we will help distributing badges and hats to the children and displaying emergency pamphlets and explaining the CERT program.
- B. Capt. Bliss thanked the CERT alumni that attended the refresher class at Station #2 on April 22.
- C. Participation in the King Harbor Sea Fair requires that RBCERTAA as an exhibitor offer a donation to the public. We wanted to offer two scholarships to the CERT class in the fall. Capt. Bliss will donate these on behalf of RBCERTAA.
- D. The RBCERTAA general meeting as scheduled for June 20 with a social hour following the meeting and possibly Mike Grady will donate his band for the event. The new board can decide and possibly plan for this in July or August. The BBQ used by the Fire Dept at last year's picnic belonged to the Police Dept. The Public Works Dept. of the city has a BBQ available for block parties for a fee. Dave Buckland made a motion that we do not have a BBQ under the auspices of the current RBCERTAA board this year ending June 30, 2012. Gary Horn seconded the motion and the motion was voted on and carried.
- E. We asked Capt. Bliss if the Fire Dept. Representative could stay for the entire board meeting because topics come up that need advice or approval from the Fire Dept. He said it's not always possible but we can forward any information to him by e-mail and he will contact the Chief if necessary.
- F. Capt. Bliss reminded that we need to feel more committed to work together as volunteers for our organization and we have to encourage CERT class participants to belong to RBCERTAA and get involved as committee members. We need more people to help with the various projects throughout the year.
- G. RBCERTAA wanted to have a raffle prize available during the Fire Appreciation Day at Fire Stations #1 and #2. At this time we have not secured a prize to raffle but Gary Horn will contact Target again to try to get bicycles donated. The Assistant City Manager indicated that there is a risk management problem using the Fire Dept. Bay areas for displays of raffle items because other organizations are not allowed the use of this area for their fund raisers. Ken Simpson suggested that we could display a raffle item on the side walk if we are working an event at the Fire Dept.
- H. Capt. Bliss said that he will support our request to ask the city of Redondo Beach to donate funds to RBCERTAA to help with our added expenses of maintaining two vehicles.
- I. Before the Fall class we will discuss the cost of participants in the class. In the past people that worked in Redondo Beach were allowed to participate at the same rate as residents of Redondo Beach.

6. OLD BUSINESS:

A. TREASURER'S REPORT: Nancy Nickels

i. Beginning balance on 4/01/2012	\$2,043.90
Revenue/ Deposits	765.00
Expenses/debits	259.11
Corrections/Adjustments (paypal fees)	( 6.56)
Ending balance as of 4/30/2012	\$2,543.23

ii. Revenue received: none

iii. Reimbursement requests and presentation of current bills for payment: Nancy Nickels submitted a receipt for printer ink \$48.72.

iv. The budget has been revised to reflect increased postage for fundraising mailings, general meeting expenses under conferences and meetings and the increase in the post office box rental.

Marcelle McCullough motioned to approve the treasurer's report. This was seconded by Brandy Harkins and the vote was carried by the board.

- B. The post office box rental for six months is \$60.00. A motion was made by Marcelle McCullough to pay this amount; Gary Horn seconded the motion and the board voted to carry this motion.
- C. The spending limit cap procedure requires advanced planning for project expenses for recurring projects such as graduation expenses for the CERT class. Last minute, unexpected expenses can be voted on by e-mail responses. Expenses for projects taken on by volunteers should be preapproved, Flo Hartfield motioned to keep current procedure of fund approval in advance of expenditures in place; this was seconded by Dave Buckland and voted for the board.
- D. Activation System: The system was donated by Mr. Thomas from Allcom for a three year period as a test and the value is \$1100. They are waiting for the migration of alumni data from AOL to g-mail. Doug Rodriguez and Gary Horn will activate the system. The written procedures will be available to the board as a google document. Members will opt-in so it is not considered spam. There will be a phone call, SMS (text), and e-mail to all participating alumni..

## **7. NEW BUSINESS:**

### **A. From the President:**

#### **i. Vehicle(s) Maintenance Updates & Requests**

- Exterior maintenance (both)
- Needs windshield wiper blades (van)
- Service of "check engine" light warning (van)
- Repair two flat tires (command vehicle)
- Generator repair (command vehicle)

ii. AES has pledged \$3,000 to support our fund raising for the command vehicle. The Assistant to the President of AES is the corporate contact in this transaction.

iii. The application was submitted to the organizers of the King Harbor Sea Fair. Nancy Nickels and Gary Horn will prepare for this event for RBCERTAA. We do not know our site or whether they will allow us to display the command vehicle. We can prepare a flyer and a prize (scholarships to the CERT class) and hand-outs for community involvement.

iv. Grady Award: This is a recognition of service award initially presented to Mike Grady and subsequently to Montgomery Ruth (2009). Mike suggested that we present it this year to Jared Van Sloten who wrote the by-laws and assisted in making our organization a 501(c)(3) non-profit group and to Garth McWhorter who took over the position of president of RBCERTAA when the elected president died shortly taking office. Sandy Marchese suggested that we table the discussion on this award until the June meeting due to time constraints.

B. Nominations for 2012-2013 Board Members:

- i. Eric Baird, currently on the Public Safety Commission and author of Emergency Preparedness
  - ii. Debbie Bina-O'Brien, current board member
  - iii. David Buckland, current board member, webmaster, and equipment/logistics chairperson
  - iv. David Byrd, CERT alumni, class #45
  - v. Flo Hartfield, current board member, community involvement chairperson
  - vi. Greg Madden, CERT alumni, class #42
  - vii. Nancy Nickels, current board member, treasurer and fund raising committee chairperson
  - viii. Susanne Rengo, current board member and acting secretary
  - vix. Doug Rodriguez, current board member and tech team leader
- Gary Horn will be an adviser to the elected President

There are two empty slots for nominations and active alumni members will be contacted to fill the roster.

C. General Meeting update: The meeting will be scheduled for Thursday, June 21 at the historic library in Veterans Park with a social hour after the meeting.

D. Picnic: It was determined that because of time constraints, we will not have the picnic in June but will leave it for the next board to plan.

E. Command vehicle:

One of our guests, Ken Simpson, an employee from Raytheon, instigated the grant to RBCERTAA of the command vehicle. Raytheon wanted to modernize their security/fire fleet of vehicles and this was their first vehicle donation in the past 15 years. It took 1.5 years to finalize the transfer because of legal and liability issues both for Raytheon and RBCERTAA. It was an asset that also incurred costs for RBCERTAA to accept and keep. The board expressed their thanks to Ken Simpson. Flo Hartfield made a motion to keep the command vehicle if donations in the amount of \$10,000 were raised. The motion was not seconded Doug Rodriguez made a motion to keep the command vehicle since \$3,000 was pledged by AES and additional monies were pledged and donated. (We can consider selling the vehicle in the future if adequate funds are not received). Dave Buckland seconded the motion and the board voted to carry the motion. Dave Buckland made a motion was made to authorize the repair of the two flat tires on command vehicle and this should be discussed at our next meeting. This was seconded by Debbie and passed by a vote of the board.

F. Committee Reports:

i. Fund Raising ~ Nancy Nickels

- a. \$315.00 has been raised through traditional donations and \$450 plus a pledge for \$3,000 has been raised from our special fund drive for the command vehicle.

- b. State Farm Grant of \$25,000: their committee voted and RBCERTAA did not make the list.
  - c. Target donation for a raffle prize: Gary Horn will revisit this issue and report the results next month.
  - d. Northrup Volunteer Recognition Grant: Doug Rodriguez offered to contact a friend who works there will contact a friend who works there. It was brought up that they needed to be a CERT member. Doug suggested that we check our e-mail list and find someone with an “ngc.com” e-mail address and Dave said that he would do that.
  - e. Status of donation request from the City of Redondo Beach: Marcelle McCullough will sent letters to the council members asking for a donation. Capt. Bliss will assist with this request.
  - f. Nancy indicated there were 19 visits at the Queensboro Store site but no purchases were made. She will revisit this issue and mark down our profit margin to encourage purchases.
  - g., If we decide to have a raffle, Debbie Bina-O’Brien can get tickets made for the event.
  - h. Sharefest will be contacted by Debbie for donations. They are known to donate items but not necessarily money.
  - i. Decals for display at businesses will be submitted next month by Debbie Bina-O’Brien.
- ii. Equipment: The inventory update was completed at the refresher training class and will be input into the computer record. Dave Buckland will be the chairperson and Debbie Bina-O’Brien will be on the committee. Dave met with Mr. O’Brien and there is wireless equipment available that reads bar codes and gives instant inventory on excel spreadsheets. The equipment costs \$4,000-\$5,000.
- iii. Public Relations – Marcelle McCullough
- a. There is no newsletter
  - b. Dave Buckland requested that a copy of mail chimp be mailed to him so that he can format it and get information to members.
  - c. Tech team – Doug Rodriguez
    - 1. Depiction – difficult
    - 2. Ham Radios – available for the van
    - 3. Facebook: Will be completed later this month
    - 4. Alumni mailing roster – transfer to g-mail is completed.
  - d. Community Involvement: Flo Hartfield
    - 1. Participation of RBCERTAA on at Earth Day at Sea Lab was organized by Flo Hartfield and a successful day; Nancy Nickels, Doug Rodriguez, Debbie Bina-O’Brien and Flo Hartfield distributed 100 copies of hand out material and CERT involvement was appreciated. Flo has made a contact with Wanda Yao to provide copies of our hand out material in the future.
    - 2. Fire Station Appreciation Day on May 12 will be covered as follows

Station #1: Flo Hartfield, Marcelle McCullough, Nancy Nickels, Darryl and Gloria McClusky. Station #2: Debbie Bina-O'Brien, David Byrd, Rick Shigio, David Buckland and Susan Rengo

**8. DATES TO REMEMBER:**

- A. Saturday, May 12, Fire Service Appreciation Day, Fire Stations #1 and #2, 10:00 – 15:00 PM
- B. Saturday, May 12, RB Woman's Club Spaghetti Dinner, 400 S. Broadway, 16:00 – 20:00 PM
- C. Sunday, May 20, King Harbor Yacht Sea Fair, Yacht Club Way 12:00 – 17:00 PM
- D. Thursday, June 7, RBCERTAA Board Meeting, BCHD, Redondo Room, 18:30 PM
- E. Thursday, June 21, RBCERTAA General Meeting, Historic Library, Veterans Park 18:30 PM  
Election of Officers for 2012-2013 and social hour to follow
- F. Saturday, July 21, Beach Cities Relay for Life, Alta Vista Park, 9:00 AM – Sunday July 22 9:00 AM

**9. OPEN FORUM:**

- A. Sandy Marchese suggested that we contact the Bickimeier family that has recently donated to our general fund and command vehicle fund. They have an insurance firm and possibly they could consolidate our insurance policies on both vehicles.
  
- B. Vickie Ruch has donated funds for our command vehicle and the general fund and is coordinating a special project and wants to help RBCERTAA with future donations. She is currently raising awareness to assist a family member with a medical problem.

The meeting adjourned at 2142 PM.

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