



Friends of Arvada Fire  
7903 Allison Way  
Arvada, CO 80005

FAFPD Board Meeting  
November 4, 2014

- Called to order at 9:00 a.m.
- Treasurer's Report
  - We have \$3,929.01 in checking and \$200.00 in petty cash
  - We have discovered a need for a debit card to make purchasing easier in the future. We will work with our bank to make that happen. There will be cards for the President and the Treasurer.
  - The Hot Sticks that were approved for purchase at the October meeting were bought after a somewhat lengthy process of getting approved to pay by check through the vendor.
  - A list of fundraising activity that either have been completed or are in process was distributed and will be included as an addendum to these minutes.
- President's Report
  - Email list update
    - The two email lists for the FAFPD Board have been corrected. Mr. Roozen had inadvertently been left off of the previous email group that was created.
    - A discussion ensued about who should be in each email group. General practice for non-profit organizations is that the email groups only include the Board members. All other interested parties will need to get their information through the reading of the posted minutes and conversations. Mr. Pribble made a motion that the email group, "FAFPDBoard", be amended to be only the six voting board members of the organization and that the second email group, "FAFPD", be amended to include only the voting members and the ex officio members. The motion was seconded by Mr. Roozen. There was no further discussion. The motion passed unanimously. Mr. Roozen will make these changes with AAFP IT group.
    - There was some discussion about the website. Mr. Pribble reported that the website was very close to going live. He requested that anyone with any FAFPD-related photos send those to him to help enhance the website.
  - Expenditures and awards of gifts
    - There was an issue previously with a Southwest Airline ticket that was donated to FAFPD was used without the knowledge of the Board. To be clear, the ticket was used in accordance of our mission, the issue was that no one on the Board was aware of the use. We need to create a written process to spend our funds and/or gifts. Mr. Kulp will check with the Colorado Professional Fire Fighters to see if they have a procedure and/or a request for that we can model. Our new

- request form will inform the requestor that any request will be considered at our next quarterly meeting. A clause will be added that special circumstances will be considered in a timely fashion. Any donation greater than \$250 in value MUST be acknowledged the organization either through a receipt or a letter.
- Beginning in 2015, FAFPD will have quarterly Board meetings. The time and location of these meetings has not yet been determined.
  - Firefighters youth scholarship
    - We were approached by the Arvada Fire Auxiliary group about donating to a scholarship fund that they are starting to support children of Arvada Fire members in post-secondary education. Our attorneys have advised us that we are not able to do participate in that worthy cause. The auxiliary group has been notified.
  - Board positions
    - At this time of year, each Board member was asked to assess their ability and/or desire to continue in their current role, increase their responsibilities within the group, to scale down their responsibilities, or to resign from the Board. Mrs. Harrington resigned her position as Treasurer and nominated Ms. Jackson who accepted the nomination. Ms. Jackson was approved unanimously. Mrs. Harrington will stay on the Board in an At-Large position. All other members in attendance will continue in their current positions.
  - Good of the Program
    - Cards/stickers to place on CO and smoke alarms
      - Arvada Fire installs free carbon monoxide and smoke alarms for residents. Often times, the residents make a donation to FAFPD for this. We would like to include a business card with the FAFPD information and a sticker on the side of the alarm. Mr. Pribble and Mrs. Harrington will work on this.
    - End of year donation letters to commercial properties
      - Ms. Jackson has already started writing the letters to send to the businesses within the boundaries of the Arvada Fire Department. She is waiting for a list of businesses from the Arvada Chamber of Commerce and will be contacting the Wheat Ridge Chamber. Mr. Snyder provided examples from other non-profit agencies to use as a general template. There was some discussion about using the business list that the Life Safety Division uses for their inspection process. We will clarify if that would be a possibility. Ms. Jackson stated that because of differing end of fiscal years, one letter will be sent out now and one prior to the end of June. Mr. Pribble made a motion that FAFPD spend no more than \$1,000 to cover the costs of the mailing (including postage, envelopes and paper). The motion was seconded by Mrs. Harrington. There was no further discussion. The motion passed unanimously. The goal is to mail the letters before Thanksgiving. Mr. Kelsey suggested that presentations be made to local business organizations about these donation opportunities. Mr. Pribble stated that he would reach out to HOTA (Historic Olde Town Arvada) and the Arvada Chamber.
    - Future Texas Roadhouse event?
      - To start raising even more money, FAFPD will conduct at least one major fundraising activity each quarter. Mr. Pribble will see about an event at Texas Roadhouse in December, Mr. Kelsey will contact Fuzzy's Tacos about an event in the first quarter, Mr. Pribble will see about an event at Cold Stone Creamery

next summer. We will continue to raise money by selling the grocery gift cards, the Lagniappe Chili Cook-Off, and the Golf Tournament Putting Contest.

- There was some discussion about creating sponsorship levels and the ability to sponsor specific programs. Mrs. Harrington and Mr. Pribble will work with Ms. Jackson to craft these messages.
- Meeting adjournment at 10:41 a.m.
- Board Members in Attendance:
  - President Dan Roozen
  - Treasurer Deanna Harrington
  - Secretary Scott Pribble
  - At Large Member Joe Kelsey
  - At Large Member Lacey Jackson
  - Ex Officio Member Mike Kulp
  - Ex Officio Member Dan Snyder
  
  - Vice President Lori Drenka – excused absence

## ADDENDUM A

### **Friends of Arvada Fire Protection District 2014 in Review**

#### **Fundraising**

- King Soopers Gift Cards
- Union Golf Tournament Putting Contest
- Individual donations from Community Risk Reduction Efforts (car seat inspections & smoke alarm installations)

#### **Expenditures & Efforts to Support Mission**

- Purchased 2 Hot Sticks for Operations
- Locks for training were donated via 501c3
- Furniture was donated to Station 6 via 501c3
- 4 Southwest Airline tickets were acquired via AFD Volunteer who works for Southwest
  - 3 Southwest Airline tickets were distributed to members of the community to get toddler to the Mayo Clinic for treatment
  - 1 Southwest Airline ticket was used for travel of AFD Admin employee to attend a conference

#### **Other**

- An additional member was added to the Board to add to our abilities to achieve our mission