

**REGULAR MEETING
BOARD OF DIRECTORS
FRIENDS OF ARVADA FIRE PROTECTION DISTRICT 501(c)(3)
7903 Allison Way, Arvada, Colorado 80005
October 13, 2016**

Meeting Called to Order: 08:00

ATTENDANCE

Board members present:

Deanna Harrington, President
Katie Fisk, Vice President
Sue Steward, Director (Assistant Secretary)
Chris Werhane, Director

Also present:

Bob Loveridge, Ex Officio

Board members absent:

Lacey Jackson, Treasurer
Rob Widom, Ex Officio

ADDITIONS TO AGENDA

Donations received for car seat installations/inspections must be allocated for the purchase of new car seats. Discussion detailed in Treasurer's Report.

Car seats are donated to the public and we can't profit from these donations. The donations that are received because of a donated seat need to be reinvested in these programs/supplies.

APPROVAL OF MINUTES

Vice President Fisk made a motion to approve the minutes from the August 11, 2016 meeting. President Harrington seconded and the motion passed.

TREASURER'S REPORT

Checking Balance:

Savings Balance:

The financials provided by Treasurer Jackson indicate that together the balance of the checking and savings accounts totals \$15,855.00. It is not clear from the financials if the Stryker Cot the Board agreed to fund had been paid or if this amount was still pending against this balance. Director Steward will find out and report to the Board via email before the December meeting.

Treasurer Jackson forwarded several items for consideration through President Harrington.

- Treasurer Jackson reported that the Board needs checks. She has researched several different options and designs recommends a check binder which costs \$140. The binder can provide quick reference for checks written for tracking and accountability. The bank statements will have copies of the paid checks. Vice President Fisk made a motion to approve the expenditure of \$140 to purchase checks and a check binder. Director Werhane seconded and the motion passed.
- The Union has been coordinating the fundraiser at the Odyssey Beerwerks on Oct 22nd. All proceeds will go to fund the 9/11 memorial at AFPD Station 2 and funds will go through Friends of Arvada Fire. (Total cost of the memorial projected to be \$30,000.) Fundraisers at this event will include; sale of a limited release beer named Olde Dodge Ale, sale of t-shirts and pint glasses. Other draws to the event include games and marshmallow roasting.
 - Old Dodge Ale – the cost of a keg will be deducted from the total sales and the net will be the profit for the fund raiser from beer sales.
 - T-shirts – the union ordered and will sell the t-shirts.
 - Pint glasses – We have access to 200 glasses with an Arvada Fire logo. The cost is \$498 total. Vice President Fisk made a motion to approve the purchase of the glasses for sale at the event. Director Werhane seconded. Suggestion was made to sell a glass with beer for \$10. Others could be sold for \$5 each. The motion passed.
 - Treasurer Jackson also forwarded a request for \$100 to pay for half the cost of the band at the Odyssey Beerwerks fundraiser on Oct 22nd. Director Steward mad a motion to approve the request. President Harrington seconded. The motion passed.
- Quarterly Financials Review – The Financials provided were only for September. The Board could not approve with just one month. The Board will request additional narrative for the quarterly financials to make it easier to understand and approve.
- AFPD receives free child safety car seats through the Colorado State Patrol. AFPD personnel install and inspect car seats and provide free car seats for those in need. Per the State of Colorado, no agency should profit from providing free car seats to the public through this program. Any donations received from distributing donated car seats should be reinvested back into the car seat program. These funds need to be earmarked as car seat donations. Donations for smoke alarm installs should be treated in the same manner since AFPD also receives free smoke alarms to install in homes. Treasurer Jackson has the rules from the state. Red Cross donates the smoke alarms, they confirmed that we need to reinvest these donations as well. We will follow this requirement. The receipt books can help us pull this information back to the beginning of the year.

Requests for Funding:

- Class A Uniforms – A line firefighter is requested funding for Class A uniforms. This was prompted by some recent firefighter deaths. AFD has provided class A uniforms in the past, but not all employees were outfitted. Chief staff reviews all requests. They consulted on this particular request and determined this is not good timing. There are other avenues for this purchase. Director Steward motioned to deny this request. Vice President Fisk seconded. The request was denied.

Fundraising Updates:

- Old
 - Odyssey Beer Tapping – see above
 - Help at Beer Tapping – The Union will have a canopy and T-Shirt sales. The ceremonial first beer tapping is at 2pm. Any help or presence will be appreciated, approximately 2 – 9pm. The Band begins at 6pm. The AFD Old Dodge Fire Truck will be there.
- New – none

OLD BUSINESS

- The Board voted via email on a Mission Statement, but tabled the Vision Statement & Values.
 - Sue will send a Doodle invite for a 2-hour working session which will include a discussion on logo design
- FAFPD Volunteers – Nothing to date – tabled
- Arvada Chamber Membership (\$190/year) – Directors Steward and Werhane attended a Chamber 101 event highlighting the benefits of Chamber membership. While the impression was positive, it is still difficult to understand how this can specifically benefit Friends of Arvada Fire. The Chamber would help develop an online profile for Friends, advertise to other businesses in the area, advertise any fundraising events, and help Friends network. There is no requirement to attend Chamber events and meetings, and there are events to highlight non-profits in Arvada. A suggestion was made to invite someone from the Chamber to the December meeting to sell us on the Chamber. Deanna will reach out

COMMITTEE REPORTS

FAFPD Car Show

President Harrington and Director Steward attended an ad hoc meeting of the Car Show Committee. Important components that need to be in place for this committee were discussed including: regularly scheduled meetings, a designated committee chair, meeting minutes, a list of committee members, and regular reports back to the Friends of Arvada Fire Board. Currently, the only members of the committee are Bob Loveridge and Tracy Leyva. The Committee plans to start regular meetings in January. Others may be interested in joining the committee and we will want to send out an invite. The date for the 2017 car show has been set for August 6th. They

are getting started with the approval process now. Jen Reed has started working on some sponsorship forms to clarify expectations for sponsors and document commitments.

NEW BUSINESS

- Changes to the Board
 - Tracy Vitale had to step down from the Board. We want to thank her for all her hard work and dedication. She may continue working with the car show committee.
 - Jennifer Enochs has volunteered to step in and take Tracy's place. Thank you and Welcome to Jennifer.
- Board Positions – as we invite others to join the board, we should stress the commitment of time needed. Brief discussion was held regarding time for the meetings. We are consistently rushing through the end of each meeting and regularly tabling items we cannot address. The suggestion was made to extend the meetings from 1 hour to 1.5 hours. President Harrington made a motion to extend the December meeting to 1.5 hours. Director Werhane seconded. The motion passed.
- Treasurer Jackson submitted through President Harrington that she has been needing help for administrative tasks. All Directors are willing to help, but timing and timeline may limit which Directors can best assist. Can these tasks wait until a regularly scheduled meeting? Or are they needed more frequently.
- President Harrington brought examples of printed table covers. At the August meeting the suggestion was made to purchase a folding table and printed cover as advertisement for Friends of Arvada Fire. A fitted table cover with printing is approximately \$340 and a 4' table approximately \$92. President Harrington will continue to gather information and this purchase will be tabled until after the vision & logo design are completed.

AGENDA ITEMS FOR NEXT REGULAR MEETING

Upcoming Events/Important Dates:

Saturday, October 22nd 2 pm at Odyssey Beerwerks

(Food Truck, Pipe & Drum, Live Band at 6 pm, for all ages and goes all night)

Thursday, December 8th at 8:00 till 9:30 a.m. at AFD Headquarters

ADJOURNMENT

Director Steward moved to adjourn the FAFPD Board meeting: Director Werhane seconded. The motion passed unanimously. The meeting was adjourned at 9:06 a.m.

Sue Steward, Assistant Secretary