

**SPECIAL MEETING
BOARD OF DIRECTORS
FRIENDS OF ARVADA FIRE PROTECTION DISTRICT 501(c)(3)
7903 Allison Way, Arvada, Colorado 80005
January 17, 2017**

Meeting Called to Order:

President Fisk called the meeting to order at 4:00 p.m.

ATTENDANCE

Board members present:

Katie Fisk, President (via phone)
Sue Steward, Vice-President
Chris Werhane, Treasurer (via phone)
Jennifer Enochs, Assistant Secretary-Treasurer
Deanna Harrington, Director
Charlie Gilbert (via phone)

Board members absent:

Mark Ferguson, Secretary
Bob Loveridge, Ex Officio
Robert Goodrum

Also present:

None

ADDITIONS TO AGENDA

Assistant-Secretary Treasurer Enochs requested a discussion of possible upcoming fundraisers be added to Action Items.

TREASURER's REPORT

Chris Werhane

Treasurer Werhane shared the following requirements for transition to a new treasurer, which the Board discussed in order.

- 1) Move accounting for Friends from the District's accounting system. The District is moving from Quick Books into a fund accounting system. Should FAFPD purchase a laptop and accounting software or possibly find a donor for these items?

President Fisk suggested possibly using Dropbox or File Chair. Treasurer Werhane suggested checking into purchase of the Quickbooks online system. The online "cloud" system has distinct advantages including transparency for board review and a password requirement for changes. Treasurer Werhane will research the cost and possible discounts. He agreed that using Dropbox for posting of financial reports would be good.

- 2) Get bank signature rights for several board members; President, Treasurer, a third director? Traditionally, signers are the president and treasurer. Following discussion, Sue Steward

moved to remove resigned director Lacey Jackson and all previous signers and to add President Katie Fisk, Treasurer Chris Werhane, and Director Deanna Harrington as new signers. Jennifer Enochs seconded. The motion passed unanimously.

- 3) Change the person of record for Friends with the IRS.
Treasurer Werhane will contact the IRS to change the person of record to President Fisk.

- 4) Find a new address for Friends – not the District's. Can we use a PO Box?

Jennifer and Sue will look into a USPS box vs a UPS Store box.

- 5) Select a new point of contact for all fundraising events. Lacey has served as the primary point of contact during her time as Treasurer.

President Fisk will be the point of contact.

- 6) Find a way to accept Credit Cards for purchases and donations.

Treasurer Werhane will check into this regarding fees, etc. Will look for a credit card with cash back.

- 7) Clarify for all board members the cans and can not's of what we do with funding; how it comes in and partnerships we can have.

Be very careful about what goes through our books. Chris will put together a handout about what can and cannot be done for all the board members.

ITEMS FOR DISCUSSION

Assistant Secretary-Treasurer Enochs will send the information she gathered regarding a first quarter fundraiser at Panera Bread to President Fisk for follow-up with probably early March dates. President Fisk will see if electronic invitations are accepted vs. paper only.

Vice-President Steward told the board about a very large fire in Leyden Rock. The neighborhood sent thank you notes and donations totaling \$1240.00.

President Fisk thanked Chris Werhane for taking on the Treasurer responsibilities. His previous experience will be a benefit to FAFPD.

The next regular meeting is scheduled for 3:30 - 5:00 p.m. on February 9.

ADJOURNMENT

Vice-President Steward moved to adjourn the meeting. President Fisk seconded. There were no objections. The meeting was adjourned at 4:52 pm.

Jennifer Enochs, Assistant Secretary-Treasurer