

**REGULAR MEETING  
BOARD OF DIRECTORS  
FRIENDS OF ARVADA FIRE PROTECTION DISTRICT 501(c)(3)  
7903 Allison Way, Arvada, Colorado 80005  
December 14, 2017, 3:30 p.m.**

**CALL TO ORDER**

3:30 pm

**ATTENDANCE**

**Present**

Katie Fisk – via phone  
Sue Steward  
Deanna Harrington  
Mark Ferguson  
Chris Werhane  
Jennifer Enochs  
Charlie Gilbert  
Robb Goodrum

**Absent**

Robert Widom  
Bob Loveridge

**ADDITIONS TO AGENDA**

Next Year's Schedule

**APPROVAL OF MINUTES**

Deanna made a motion to approve the minutes from the October 18, 2017 meeting with a correction showing the CERT Class on the 12<sup>th</sup> and 14<sup>th</sup>. Chris seconded. The motion passed unanimously.

**TREASURER'S REPORT**

Chris Werhane

The regular reports were included in the agenda packet. The Balance Sheet is very good. The 9-11 fund is a very large part of it. The Guarantee accounts are closed and everything is at Chase. There are no accounts receivable or undeposited funds. Budget vs. Actuals page two shows the funds by class. The 9-11 fund was added at the bottom including what we spent on the 9-11 events. Chris presented a proposed budget. He noted that the amounts shown were this year's actual amounts rounded off.

Jennifer recommended that another line item be added for Supplies in addition to Office Supplies.

Jennifer moved to approve the budget as presented and the budget with the above supplies amendment. Mark seconded. The motion passed unanimously.

Chris will present a detailed budget in February so each committee knows what monies are available and the Board will not be required to vote on every disbursement. Sue will reach out to Bob and Tracy Leyva to let them know that it is imperative that a Car Show meeting be held prior to the FAFPD February meeting to assure that there is a list of budget items.

## **FUNDING REQUESTS**

### **Dave's Locker**

Jennifer Enochs

A funding request was received for \$450 from Dave's Locker to purchase equipment that is not available in Dave's Locker and to purchase supplies to clean and refurbish equipment that has been received such as crutch tips and pads so that everything we have is in good working order. Deanna noted that knee scooters are a high-request item. Dave's locker has served over 100 people and has over 150 pieces of equipment. Deanna noted that Dave will present a year-end report. Chris noted that there is more than \$600 in the Dave's Locker fund.

Sue moved that the funding request for Dave's Locker be approved. Charlie seconded. The motion passed unanimously.

Chris asked how we would be writing a check for this and stated that direct purchase would be best. It was agreed that a reimbursement form would be developed. A copy of receipts and other info such as a Craig's list add would be attached to write a check. Jennifer will develop the form.

## **OLD BUSINESS**

### **Lagniappe Chili Cook-Off and Silent Auction**

Sue Steward

Sue said we made over \$1200 specifically on the chili cook-off for the 9-11 fund. There were 13 baskets available for bid at the auction and two of the items have not yet been paid. Currently the silent auction total is \$1120. This will go to the FAFPD general fund. It seems like having a few big baskets would be good with some smaller items to get more action for 2018.

Deanna noted that this event was Magara's idea in the first place and asked if there would be a possibility of giving her a Citizen's Award. The Board agreed this would be good. Deanna and Sue will work on this. Deanna also noted that the cost of the chili has been coming from the CRR Section budget and should come from the event proceeds in the coming years. Chris suggested that we hand them a King Soopers card with the money pre-loaded. Sue recommended that these be the FAFPD cards so we get a portion back.

Other suggestions for next year: Put the red and green chilis in different locations. Limit the chili entries to the stations. Provide 5-gallon buckets for each station to fill (additional 7 quarts/per station). Post where everything is on an easel: this is a tasting, red is here, green there, silent auction on the stage, Kline's kitchen is open. Set things up ahead of time. Limit the event to just the chili cook-off? FAFPD ownership of the event and pre-arrangements for any other.

For all events, it would be best to include a project we are funding instead of just funding for FAFPD.

## **NEW BUSINESS**

### **Raffle Question**

Sue Steward

The union local is holding cash from the 9-11 Memorial statuette. Chris confirmed that we can take the statuette funds as a cash donation from the union local.

A question was raised regarding applying for a Colorado raffle license. It was determined that this would not be a benefit for FAFPD.

### **Fundraising Ideas**

Scott Stringham was not present for the meeting due to a family emergency.

### **Fundraising for Other Causes**

Sue Steward

The question was brought up about limiting fundraising to just those initiated by FAFPD. Dave's Locker is a program of FAFPD and Dave Matus oversees it so this would not affect that program. It was decided that funds should not be accepted for processing from other persons or entities unless pre-arrangements are made and approved.

### **Marketing to AFPD Personnel for Funding Requests**

Sue Steward

Sue said we need to do internal marketing for fund requests. Deanna suggested that Mark would be a very good person to do this because of his credibility throughout the organization. Mark suggested going to the officer's meetings. The question to ask would be, "What do you wish you had that is not in the budget?" It was decided to go with forms in hand and load the stations with the form with the portion of the by-laws referring to what is allowed printed on the back. Jennifer will update the logo on the form and add the by-laws section to the back. An email from FAFPD to friends@arvadafire.com will be sent encouraging requests for funding department-wide.

### **Laptop Donations**

Robb Goodrum

Robb brought a laptop to donate to either AFPD or FAFPD. Jennifer will check with IT to see if either of the laptops are able to be added into the AFPD system.

### **INFORMATION SHARING AND ADDITIONAL ITEMS**

Agenda Items for next Regular Meeting

Election of Officers and Budget Approval will be the main items on the January 11, 2018 agenda. Next Year's Schedule will also be discussed. Jennifer will check on the availability of the old union office at HQ for FAFPD Sue asked about finding a locking file cabinet and deep shelves for storage.

Next Meeting January 11, 2018 at 3:30 p.m.

### **ADJOURNMENT**

Jennifer moved to adjourn the meeting. Charlie seconded. The motion passed unanimously. The meeting adjourned at 5:05 p.m.