



DRAFT MINUTES 12/22/17 CMc
NATIONAL ASSOCIATION OF ELECTED FIRE OFFICIALS
BOARD MEETING

December 9, 2017 9:30 AM

Washington State Fire Commissioners Association
Conference Room, James R. Larson Forum Bldg.
605 11th Ave SE, Olympia, WA 98501

Attendees: President Candy McCullough, Member at large Director Mark Kreutzer, Washington State Fire Commissioner Association Rep Gerry Gustafson & Administrative Assistant Jeanne Ernst Telephone attendance: Secretary Barry Orth

Jeanne activated the teleconference line for remote access to the meeting.

1. Meeting Called to Order at 0933 hrs. by President Candy McCullough
2. Unanimously Approved September 18 & 19, 2017 Board Meeting minutes
3. Reviewed Notes from the September 19, 2017 Annual Membership Meeting -No quorum
4. Secretary/Treasurer Report
 - a. Treasurer's Report - Reviewed and discussed. Conference expense for speaker travel error on report. Jeanne will research and correct discrepancy – NOT Approved Approval tabled until March 2018 Board meeting
 - b. 2017 Year-to-Date Budget Report Reviewed and error to be corrected as noted above
 - c. Membership Status – Current: 4 Associate members, 8 Individual members and 25 District members - Total membership is 37
It was noticed that some of the individual memberships are commissioners with Organizations that used to have entire Boards as members. Will follow up on reasons
 - d. Proposed 2018 Budget discussed, revised and unanimously approved. Need to increase membership and sponsorships from previous year to meet proposed budget
4. Presidents Report –
 - a. Current officers remain until NEXT General Membership Meeting
Current officers: President-Candy McCullough Secretary-Barry Orth
OR. State Rep/Director at Large - Mark Kruetzer & WA. State Rep Gerry Gustafson
 - b. Candy will compose letter to include with membership renewal notifications to include suggested action items as well as thank each member and District for being a part of NAEFO.
 - c. WFCFA Conference went well according to Larry and Gerry
 - d. WA. State Legislative Day (January 25,2017)
 - e. Oregon State NAEFO Rep yet to be officially appointed – Mark working it
 - f. Washington State Representative for 2018 to be determined
Current representative Gerry Gustafson will serve as WFCFA President in 2018

5. State Association Reports:

- Oregon - Mark – 2018 Oregon Conference in Ashland OR. Had lower attendance, possibly due to it being held in the southern part of OR. Mark Kruetzer was awarded the prestigious Presidents trophy for his service in 2018. Congratulations, Mark!
- Washington – Gerry Gustafson reported we are preparing for the legislative session in January. Barry Orth reported he and Larry Howell have been working on gaining support for NAEFO in Eastern WA.

General Info - Emailed out ballots to all current members to vote on proposed bylaw revisions as revised at the September 19, 2017 General membership meeting – No quorum Emailed out twice over past month – some responded not sure if it was an actual Vote. Sent follow up email clarifying it was the actual vote. First time we have done an email vote, although adopted as an acceptable means of voting in 2015.

6. Committee Reports

- a. Proposed Bylaws changes vote in progress through an email vote.
Results will be counted and those that are accepted adopted at a special Membership Meeting on Saturday 20th at 0930 hrs. PST, in Olympia, WA.
- b. Communications- VACANT Facebook, emails? Calls & letters
- c. Conference & Workshops – Mark to work Conference – program by May 2018
Advertisement sent out by June 10, 2017
Set up NAEFO emails to be forwarded to G-Mail for Mark & Candy to Yahoo
- d. Legislative- VACANT
- e. Membership- Larry Howell & Candy McCullough – Larry will be limited in 2018
Suggested the meeting minutes be sent out and posted 10 – 14 days following our Meetings and sent out on Mailchimp to our members as soon as possible after draft Minutes approved, with the goal of 14 days following the meetings.
Agenda for upcoming meetings to be sent out on Mailchimp 1 – 2 weeks prior to the Scheduled meeting. Mailchimp charges a monthly fee. We can send out as much as we want without incurring additional expenses.
- f. Sponsorship- Candy McCullough Will work on additional sponsorships in 2018
- g. Education- VACANT
- h. Strategic Planning – Mark shared his copy of the previous 2012 – 2015 Strategic Plan.
Mark suggested it be posted on website. Update is needed. Would like to recruit members to sit on committee to update for the next few years spring-summer 2018.
- h

7. Other Business

a. **Membership Dues & Billing 2018**

Need Names & emails of members when District Signs up

- 2016 Revised policy – consider every membership as new membership
Membership 1st year, second year, 3rd year 3 Member Board \$100, \$150, \$200
5 Member Board \$200, \$300, \$400, 7 Member Board \$300, \$450, \$600
- b. **NAEFO Website Updates Needed**-Officers, Committees, mailing & email addresses
 - c. **Bylaws issue:** Bylaw revision proposal, extend voting rights to “retired” members.
Bylaw Revision Proposals – included and emailed out to membership in November 2017 for email voting. Results pending...
 - d. **Mailchimp** – Minutes, agendas, membership, etc.
 - e. **2018 NAEFO Conference** September 17 & 18, 2018, Monday & Tuesday
Clark County Fire Department Training Center in Las Vegas
4425 W. Tropicana Avenue Las Vegas NV.
Host Hotel: Orleans Hotel & Casino 4500 W. Tropicana Ave Las Vegas NV.
 - f. **Suggestion that a Charter be created** for each of the Committees – mission & duties
 - g. **Strategic plan update** – Mark to report on previous plan – gave copy to Jeannie

h. Increasing NAEFO membership involvement discussion

Additional conversation about how to help our organization focus, function and grow. Surveys, face to face conversations, letter writing campaigns for donations, input, action items, membership fees, why Districts have only individual members, not all Board members?

8. Upcoming Meetings:

General Membership special meeting Saturday January 20, 2018 at 0930 hrs.

Location: WFCB Commissioner Conference Room – James R Larson Forum Bldg.

605 11th Ave SE Olympia, WA. Teleconference number available for call in attendance.

If you want to call in, contact Jeannie or Candy for the conference call number prior to January 20, 2018.

Board Meeting – Saturday March 31, 2018 at 0930 hrs.

Location: WFCB Commissioner Conference Room – James R Larson Forum Bldg.

605 11th Ave SE Olympia, WA. Teleconference number available for call in attendance.

If you want to call in, contact Jeannie or Candy for the conference call number prior to March 31, 2018. Candy contact info: NAEFOCandy@yahoo.com or 206 920-7596

9. Meeting adjourned at 1150 hrs.