



Quarterly Board of Directors Meeting Minutes Tuesday, January 16, 2024

1. Establishment of Quorum

- Bruce Suenram, President
- Marvin Hill, Vice President, and Illinois State Director
- Monte Olsen, Secretary/Treasurer
- Bonnie Jones, Montana State Director
- Orlanda Smith, Individual Director At-Large
- Candy McCullough, Immediate Past President

2. The meeting was called to order at 9:01 pm Eastern Time and there were no guests present.

3. Director Hill moved to approve the minutes from the October 17, 2023, meeting and the motion passed with the following amendments:

- That the ad hoc Executive Committee includes the Secretary and Treasurer but not the Executive Director;
- That the words “between meetings of the Board of Directors” be replaced with the words “when a quorum of the Board of Directors is unavailable”; and
- That the words “post-conference room” be replaced with “post-conference report”.

4. Remarks and Reports

- President Suenram reported that the Ad hoc Executive Committee had multiple meetings to discuss remuneration of conference presenters and the association’s membership structure and dues and that their recommendations are within the proposed policies of the Special Orders of the Day of this meeting.
- Treasurer Olsen presented the 2023 Financial Report.
- Executive Director Olsen discussed the status of the call for speakers organized by Sladek Conference Services’ website.

5. Special Orders of the Day

- Director Smith moved to approve attached Policy 12 Educational Presenter Remuneration and the motion passed.
- Immediate Past President McCulloch moved to update attached Policy 8 Association Educational Events and the motion passed.
- Immediate Past President McCulloch moved to update attached Policy 10 Membership Dues, with the condition that there is communication with renewing members allowing for a hardship waiver request, and the motion passed.
- There was discussion about the merits of changing the Association name; however, no motion was made to change the Association's name.

6. General Orders of the Day

- The review of the following policies was postponed until the second quarter meeting:
 - Policy 1 Governance of Association Policies
 - Policy 2 Amending and Repealing Bylaws of the Association
 - Policy 3 Partnerships and Agreements of the Association
 - Policy 4 Association Membership Credentials
 - Policy 5 Committees of the Association
 - Policy 6 Protection of Association Records
 - Policy 7 Association Expenditures
 - Policy 9 Guidelines for Sponsors of the Association

7. Report from the Washington Fire Commissioners Association:

- Immediate Past President McCulloch reported the King County Fire Commissioners Association will renew their sponsorship of the Association for 2024 at the Silver level and shared a number of possible conference presenters to be considered for future conferences.

8. There was no unfinished business.

9. There was no new business.

10. Announcements

- Upcoming Quarterly NAEFO Board of Director Meetings
 - 1st Quarter: January 16, 2024 virtually at 9:00 pm Eastern
 - 2nd Quarter: April 16, 2024 virtually at 9:00 pm Eastern
 - 3rd Quarter: September 22, 2024 in-person and virtually at 5:00 pm Pacific.

- Upcoming events and potential NAEFO presence
 - Texas State Association of Fire and Emergency Districts' Annual Conference on February 22-24 at Irving
 - Fire Districts Association of California's Annual Conference on April 23-26 at Seaside

11. Upcoming Meeting Agenda Items

- Strategic Plan Update
- 2024 Budget
- Policy 11 Website Privacy Policy

12. Action Items

- Immediate Past President McCullough will contact Sladek Conference Services regarding the King County Fire Commissioners Association renewal of their 2024 their sponsorship of the Association.
- Executive Director Olsen will contact Sladek Conference Services regarding the change in the Association's membership restructuring and dues for Individual District Members, that is Boards of Districts instead of individual members of District Boards.

13. The meeting was adjourned at 10:27 pm Eastern Time.

Submitted by the Secretary on April 16, 2024:



Approved by the Board of Directors on April 16, 2024:





National Association of Emergency and Fire Officials

Educational Presenter Remuneration

Category: ADMINISTRATIVE

Policy Number 12

New: January 16, 2024

REFERENCE

SCOPE

This Policy applies to any educational event, e.g., conference, webinar, etc., put on by the National Association of Emergency and Fire Officials (NAEFO), hereinafter known as the "Association", and any persons presenting at any events hosted by the Association, e.g., speakers, instructors, etc.

PURPOSE

To establish clear guidelines for remunerating presenters at Association educational events.

POLICY

12.10 REMUNERATION OF ASSOCIATION EDUCATIONAL EVENT PRESENTERS

- The Association does not expect an educational event presenter to present without an offer of remuneration.
- Remuneration for an Association educational event presenter is meant to be an honorarium and/or offset any expenses associated with the Association educational event, e.g., travel, lodging, etc.
- The Association will graciously honor any request by an Association educational event presenter to decline all or part or of a remuneration, e.g., payment of remuneration equal to that of the actual Association educational event presenter's actual travel expenses up to the remuneration amount set by this Policy.
- The Association will honor any request by an Association educational event presenter to redirect the presenter's remuneration to a charity mutually agreeable to the Association.
- Multiple Association educational event presenters from the same organization may split the remuneration amount set by this Policy.

12.20 REMUNERATION AMOUNTS

- An Association educational event presenter will receive \$500 for a presentation at an Association educational conference.
- An Association educational event presenter will receive \$250 for an Association educational webinar.

12.30 REMUNERATION ADMINISTRATION

- The Association educational event presenters are allowed and encouraged to take advantage of any special pricing or discounts available to those participating in an Association educational event, e.g., special lodging rates; however, the Association cannot pay, prepay, or reimburse Association educational event presenters for travel expenses to Association educational events—that is the purpose in part for the remuneration.
- Remuneration to Association educational event presenters shall be made as soon as practically and financially possible, but not before the Association educational event.
- The Association will not require IRS Form W-9s from Association educational event presenters or issue IRS Form 1099s to remunerations to Association educational event presenters unless a presenter made presentations at multiple Association educational events throughout a calendar year and the total amount of that presenter’s remunerations exceeded the amount in which the Association is required to issue an IRS Form 1099 to the presenter.

12.40 REMUNERATION EXCEPTIONS

- An exception to this Policy must be documented in writing and approved in writing by the Association educational event presenter and an Executive Committee of the Association’s Board of Directors, e.g., a “marquee” or keynote presenter.

REVISION HISTORY

Revision Date	Author	Revision
January 16, 2024	Monte Olsen	Initial version



National Association of Emergency and Fire Officials

Association Educational Events ~~Cancellation~~

Category: ADMINISTRATIVE

Policy Number 8

Approved: ~~February 14, 2009~~
Revised: ~~March 13, 2021~~ January 16, 2024

REFERENCE

SCOPE

This ~~p~~Policy applies to any educational events, e.g., conference, webinar, etc., put on by the National Association of Emergency and Fire Officials (NAEFO), hereinafter known as the "Association", and all persons registered for any educational events hosted by ~~NAEFO~~the Association.

PURPOSE

To establish clear ~~cancellation~~ guidelines for registrants and guests at meetings, events, and refunds Association educational events.

POLICY

8.1 ASSOCIATION EDUCATIONAL CONFERENCE REGISTRATION FEES

- The registration fees for the Association's educational conferences shall be as follows:
 - Association Members: \$325.00; and
 - Non-Association Members: \$375.00.
- Fees for meals for a guest of a registrant shall be determined by the cost of the meals.

8.2 ASSOCIATION EDUCATIONAL WEBINAR REGISTRATION FEES

- The registration fees for an Association's educational webinar shall be as follows:
 - Association Members: \$20.00;
 - ~~Non-Association Members: \$40.00; and~~
 - The registration fees for an Association's educational webinar may be increased by the cost of issuing any applicable continuing education certification.
- The registration fees for an Association's educational webinar may be waived at the discretion of the Association's President, whether for a specific individual or for the entire webinar.

8.3 ASSOCIATION MEMBERSHIP MEETING PORTION OF AN ASSOCIATION EDUCATIONAL EVENT

- There shall be no registration fees to participate in a membership meeting portion of an Association's educational event.

8.10-4 EDUCATIONAL EVENT CANCELLATION BY ~~NAEFO~~THE ASSOCIATION

- ~~NAEFO~~The Association reserves the right to cancel an educational event due to low enrollment or other circumstances.
- The decision to cancel shall be made as soon as possible to minimize unrecoverable expenses, e.g., deposit on event space, meals, etc.
- If ~~NAEFO~~the Association cancels an educational event, registrants will be offered a full refund.
- Should circumstances arise that result in the postponement of an educational event, registrants will have the option to either receive a full refund or transfer registration to the same or similar educational event at a future date.

8.11-5 REGISTRATION CANCELLATION BY AN EDUCATIONAL EVENT REGISTRANT

- For registration cancellations received twenty-one (21) days prior to the educational event date, the ~~Administrative Assistant~~Treasurer or designee will issue a full refund of the registration.
- For registration cancellations received between twenty (20) and eight (8) days prior to the educational event date, the ~~Administrative Assistant~~Treasurer or designee will issue a 50% refund of the registration.
- For registration cancellations received seven (7) days prior to the event date, no refunds will be issued; however, refunds for extraordinary situations may be appealed to the Board of Directors.
- Cancellations must be made in writing or by electronic mail to ~~NAEFO~~info@naefo.org and must be received by the stated cancellation deadline.
- All educational event refund requests must be made by the registrant or registrant's organization.
- Educational event ~~R~~refund requests must include the name of the registrant of the educational event.
- Educational event ~~R~~refunds will be made to the individual or organization that paid for the registration.

8.612- REGISTRATION SUBSTITUTION BY AN EDUCATIONAL EVENT REGISTRANT

If a registrant is unable to attend the educational event, the registrant may substitute, by arrangement with ~~NAEFO~~the Association prior to the educational event date, someone else ~~from the same organization~~, with no penalty.

8.7 ASSOCIATION EDUCATIONAL CONFERENCE EXHIBITOR FEES

- The exhibitor fees for the Association’s educational conferences shall be as follows:
 - Sponsors of the Association according to Policy 9 Guidelines for Sponsors of the Association;
 - Partners of the Association that are not Sponsors of the Association as determined by the Association’s Executive Committee; and
 - Non-Sponsors of the Association: \$300.00.
- Food and/or refreshments may be underwritten by an individual or organization at an amount determined by the cost of the food and/or refreshment, plus an additional amount to cover administration and overhead for the underwriting.

8.8 ASSOCIATION EDUCATIONAL WEBINAR UNDERWRITING FEES

- The underwriting fees for an Association’s educational webinar shall be any presenter remuneration and any other marketing and broadcast costs plus an additional amount to cover administration and overhead for underwriting the Association’s educational webinar.
- The underwriting fees for an Association’s educational webinar may be waived at the discretion of the Association’s Executive Committee, e.g., for a Sponsor or Partner of the Association.

REVISION HISTORY

Revision Date	Author	Revision
February 14, 2009	Unknown	Initial version
December 12, 2015	Unknown	Unknown
March 13, 2021	Monte Olsen	Renamed association; reworded to acknowledge any emergency service organization; eliminated inconsistent wording; corrected language for cancellations received seven (7) days prior to the event date.
June 5, 2021	Monte Olsen	Specifically made Administrative Assistant responsible for issuing refunds; added appeals for extraordinary situations; eliminated inconsistent wording in 8.12.
<u>January 16, 2024</u>	<u>Monte Olsen</u>	<u>Renamed Policy from Event Cancellation to Association Educational Events; refined and expanded the policy's purpose beyond event cancellations; added new sections for the Association’s educational conference registration fees, the Association’s educational webinar registration fees, the Association’s educational conference exhibitor fees, and the Association’s educational webinar underwriting fees; focused the Policy's use of Association instead of NAEFO; changed responsibility of issuing refunds from the Administrative Assistant to the Treasurer or designee; clarified that cancellation requests may be made by electronic mail;</u>

		<u>added that refunds will be made to the individual or organization that paid for the registration; removed restriction that substitute registrant must be from the same organization of the original registrant</u>
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National Association of Emergency and Fire Officials

~~Annual~~ Membership Dues

Category: ADMINISTRATIVE

Policy Number 10

Revised: January ~~7~~¹⁶, 202~~3~~⁴

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REFERENCE

SCOPE

This policy applies to all members of the National Association of Emergency and Fire Officials (~~NAEFO~~), hereinafter known as the "Association", to include State Members, Individual Members, Associate Members, and Former Officials.

PURPOSE

To establish a clear dues structure to use as a funding mechanism of the Association.

POLICY

10.1 STATE MEMBERSHIPS

Membership Dues: \$500.00.

10.2 INDIVIDUAL DISTRICT MEMBERSHIPS (for all board members of a District)

Membership Dues: ~~\$100~~250.00.

10.3 FORMER OFFICIALS MEMBERSHIPS

Membership Dues: \$50.00

10.4 ASSOCIATE MEMBERSHIP

Membership Dues: \$100.00; however,

At the discretion of the ~~President~~Association's Executive Committee, complimentary and/or discounted one-year Associate Memberships may be bestowed to individuals who make extraordinary contributions of their time and talents to ~~NAEFO~~the Association, e.g., conference speakers, sponsors, generous donors, etc.

10.5 HONARARY MEMBERSHIP

Membership Dues: None.

REVISION HISTORY

Revision Date	Author	Revision
February 14, 2009	Unknown	Initial version
December 12, 2015	Unknown	Unknown
September 17, 2019	Monte Olsen	Renamed association; renamed policy from Association Dues; removed "retired" from Former Member category; removed multi-year graduated membership dues; added revision table
December 12, 2020	Monte Olsen	Added complimentary and/or discounted Associate memberships
January 7, 2023	Monte Olsen and Bruce Suenram	Removed 50% discount when a majority of the board are NAEFO members; clarified dues are annual
<u>January 16, 2024</u>	<u>Monte Olsen</u>	<u>Focused the Policy's use of Association instead of NAEFO; Changed Individual District membership dues to \$250; and added section for honorary membership</u>