

ALTFSIC BOARD MEETING

2:00 PM Friday Sept. 2, 2016

Agenda

- 1) Approve Minutes of Aug 16, 2016 meeting
- 2) Agenda Approval
- 3) Assign officer/volunteer duties.
 - a. Book keeping for USFS 2016 Grant
 - i. QuickBooks
 - ii. Excel for Grant financials.
 - b. Book keeping current account continuation.
 - c. Recording “In-Kind” matching funds.
 - i. Volunteer hours.
 - ii. Cash from members if any.
 - iii. ALT records auditing/saving.
 - d. Records Retention who and how? (Safe location)
 - i. Corporate Documents
 - ii. Grant documents
 - e. Open new checking Acct. USFS grant only.
 - i. Check Signers.
 - ii. Depositors.
 - iii. Check request procedures.
 - f. CAFSC UFS Grant Progress reports.
 - g. Address signs
 - i. Checks deposit
 - ii. Order
 - iii. Pick up
 - iv. Pay invoices.
 - h. Minutes taking.
 - i. Income Tax returns
 - j. FireWise Certification

- 4) Review CAFSC “Management & Business Management System”.
- 5) Need for yearly auditing
- 6) Civil Rights Document review.
- 7) Review ALTFSC Questions at interview Sept. 7th.
- 8) Determine invited attendees to interview.
 - a. Participants Involved in interview
 - b. Observers
- 9) Fidelity insurance purchase report.
- 10) Tree removal policy temporary until finalized.
 - a. Assign project leader.
 - b. List member requests.
 - c. Determine number of trees in ALT need removal. (future grants)
- 11) Adjournment.