

ALTFSIC BOARD MEETING

2:00 PM Friday Sept. 2, 2016

Agenda

Meeting opened 2:05 PM. Present Ed Grout, Jeff Tolson, Rui Cunha, Kevin McLarnon and guest Linda Oakman

- 1) Jeff motioned to approve minutes from Aug 16 with a revision to the Motion to adopt "Accounting Procedures Signed". A change is required because the policy modified was actually our By-Laws. Second by Kevin; approved unanimous.

Revised Aug 16 minutes to read:

"Motion made by Rui and Seconded by Jeff to revise ALT FSIC By-Laws signature page to reflect current Board members, document then to be signed by Board. (Title of Document 'By-Laws - As Amended 20160608.doc' and last edited of June 8, 2016 to be updated to be 'By-Laws - As Amended 20160816'.) Motion Passed."

- 2) Agenda Approval - Jeff motioned to approve the agenda in document "Agenda 2016.09.02 MEETING.docx" updated per item #1 above. Second by Kevin; approved unanimous.
- 3) Assign officer/volunteer duties.
 - a. Book keeping for USFS 2016 Grant. Consensus that this falls under Treasurer responsibilities. Linda Oakman has agreed to help the ALT FSIC as a volunteer. Linda as significant experience in the accounting field and is a certified CPA, though her license is currently not active. Motion by Ed, second by Rui, and unanimous approval for Linda to perform accounting activities for the ALT FSIC. These responsibilities will include all FSIC activities including grant activities.
 - i. QuickBooks Ed will provide QuickBooks access. Once Linda has had a chance to get up to speed she will make recommendations on the need for continued use of excel
 - ii. Excel for Grant financials.
 - b. Book keeping current account continuation. (Per above, Linda will take on this responsibility)

- c. Recording “In-Kind” matching funds. Kevin will take on this responsibility as Secretary and work with Linda to ensure we continue to have an auditable process.
 - i. Volunteer hours.
 - ii. Cash from members if any.
 - iii. ALT records auditing/saving.
- d. Records Retention who and how? (Safe location) Safe will be located at Rui and Linda’s house since most critical records are related to financials. Kevin will work with Linda and Rui to recommend a digital records strategy.
 - i. Corporate Documents
 - ii. Grant documents
- e. Open new checking Acct. USFS grant only. (Consensus to open new account for grants aligned with current policy – Rui and Ed sign checks)
 - i. Check Signers.
 - ii. Depositors.
 - iii. Check request procedures.
- f. CAFSC UFS Grant Progress reports. (Consensus this task should be a Project Manager responsibility. Kevin nominated Ed for role of Project Manager/Leader for this grant, Second by Jeff; Approved unanimous.)
- g. Address signs** (Ed and Jeff will continue to perform this task)
 - i. Checks deposit
 - ii. Order
 - iii. Pick up
 - iv. Pay invoices.
- h. Minutes taking. (Consensus that this falls under Secretary responsibilities. Kevin will continue to perform this task)
- i. Income Tax returns** (Consensus that this falls under Treasurer responsibilities to prepare and President to submit. Recommend Linda to prepare, Ed to sign and file)
- j. FireWise Certification** (Ed will continue to perform this task as President.)

- 4) Review CAFSC “Management & Business Management System” report. (All to review and prepare before)
- 5) **Need for yearly auditing** (Consensus annual audit not required at this time)
- 6) Civil Rights Document review. (Review completed.)
- 7) Review ALTFSC Questions at interview Sept. 7th. (Consensus that Ed will lead response)
- 8) Determine invited attendees to interview. (Directors and ALT POA GM to attend. Linda will be travelling and cannot attend.)
 - a. Participants Involved in interview
 - b. Observers
- 9) Fidelity insurance purchase report. (Inquiries sent to 3 companies. State Farm returned price of \$426/yr)
- 10) Tree removal policy temporary until finalized. (Consensus that this falls under Project Lead scope. Ed assigned task of drafting policy to Jeff)
 - a. Assign project leader. Kevin nominated Ed for role of Project Manager/Leader for this grant, Second by Jeff; Approved unanimous)
 - b. List member requests. (Passed over, see above. Jeff will recommend policy)
 - c. Determine number of trees in ALT need removal. (future grants) (Jeff indicated that an inventory of dead trees occurred with the defensible space inspections that he did in the spring. Approximately 300 dead trees were identified across ALT. That number is dynamic since some trees are being removed while new die-off continues. Jeff indicated that recent mortality seems to be occurring in clusters more than individual trees. ALT Covenants committee may have latest details.)
- 11) Adjournment. Rui made motion to adjourn at 4 pm. Second by Jeff; Approved unanimous)