

ALTFSIC BOARD MEETING

2:00 PM Wednesday Oct. 21, 2016

Meeting Minutes

Ed opened meeting at 2:10 pm

Attendees; Ed Grout, Jeff Tolson, Rui Cunha, Linda Oakman, Kevin Mclarnon

1. Approve Minutes. Discussion: Ed moved to approve minutes 'Minutes 2016.09.02 Draft.docx' and Meeting 'Minutes 2016.10.05.docx' seconded by Kevin; motion passed, unanimous

2. Agenda Approval –

Discussion: Jeff moved to approve agenda 2016.10.21.docx with notes revisions to item 4 seconded by Rui; motion passed, unanimous

3. Current situation 2014 SRA grant.

- a. Identify and Contact contractor
- b. Determine % completion
- c. Determine what we are going to claim as matching funds.

Discussion: Ed will check with Liron on how to approach claiming match from the 2014-15 SRA.

4. Status of 2016 CSFC - USFS grant # 2016-SFA-54353

- a. Review and sign sub-Award Contract. Discussion: Jeff moved to sign and submit; seconded by Rui; motion passed, unanimous. Ed will sign and submit by month end. Action for kevin to review and document any gaps in current processes. Such as website disclaimer, etc.

- b. Review Insurance policy response – Discussion: responses submitted to Insurer. No changes to our processes are required to meet the stated concerns.
- c. Contract Received Start date October 1, 2016
- d. Reimbursement Request – Discussion: Reviewed and drafted reimbursement schedule. K to draft electronic tracking form for review
 - i. Procedure Sheet
 - ii. Consolidated “Lots” sheet
 - iii. Check List by lots
 - iv. Updated monthly
 - v. ALT recording matching funds?? Meet LOC declaration.
- e. Fill out Estimated Match and Expenses Sheet.
- f. Grant payment information.
 - i. New checking account
 - ii. Cant freeze wire transfer. Check signers need to do this at the bank.

5. Other business

Kevin reviewed draft map web page for ALT trails committee — (<http://altfiresafecouncil.com/TrailMapInstallGuide.html>). Goal of this page is to help ALT residents install Avenza PDF maps and an ALT Trail map. The ALT website cannot host a mobile-friendly page design (screen size formatting for mobile phone). Consensus to host page on ALT FSIC site if it helps.

Ed moved to adjourn at 4:00 pm, seconded by Kevin; motion passed, unanimous