



California Emergency Services Association

P.O. Box 18606, San Jose, CA 95158

Notes – Coastal Chapter Board Meeting

January 12, 2017

4:00 pm

Dial: 323-920-0091 PIN: 694 5171#

Attendees: Ray Riordan, Corinne Bartshire, Emma Reed, Joe Guzzardi, Catrina Christian, Rocque Yballa

Ray Riordan
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Corinne Bartshire
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Emma Reed
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Joe Guzzardi
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Ron Alves
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Chris Godley
Member at Large
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Roy Shackel
Member at Large, alternate
Roy.Shackel@ci.gilroy.ca.us

Committees

Membership –

Workshop –

PIO/Historian – Chris Godley

Legislative – Rocque Yballa
ryballa@ccfd.org

- I. Meeting Called to Order
 - At 4:04
- II. Additions and Approval of the Agenda
 - Motion to approve: Bartshire; seconded by: Reed
- III. Approval of minutes from last meeting
 - Motion to approve: Bartshire; seconded by: Reed
- IV. Finance Report (see full report at end of this document)
 - a. IRS update
 - 3X \$1000 payments for prior tax years
 - 1X \$1000 for tax preparer (payment)
 - Joe suggests coordinating administrative tax forms under Group Concepts to provide consistency (need to propose to State Board)
 - **Action Item:** Ray and Corinne to discuss with State Board re coordinating chapter tax forms through Group Concepts.
 - Cindy Martinez is in the process of paying back money accidentally moved for four more months
 - \$10 return to CESA member who double-paid for workshop
 - b. Other legal needs
 - **Action Item:** Ray and Corinne to follow up with Andrea to determine details of and who will pay outstanding \$520 legal bill for tax return from Franchise Tax Board (Coastal Chapter or State)

- Coastal Chapter had to pay \$1000 fee for late change to nonprofit status
- Motion to approve finance report (attached at end of document): Bartshire; seconded by: Riordan

V. Coastal Chapter Workshops

- a. March 1, 2017
 - Corinne contacted Monica Dibble (Monica will not be planning workshops at least for the next year due to new job)
 - Joint workshop with Care & Shelter subcommittee from BAUASI
- b. Agenda, Location, Coordination
 - Various presentations from local government, Red Cross, etc.
 - Will close with Coastal Chapter business meeting
 - *All* registrations will be \$10 so normal Care & Shelter attendees will not be penalized if not CESA members
 - Riordan will not be in attendance due to schedule conflict; Bartshire will be attending the workshop
 - Corinne is going to coordinate morning snacks & lunch

VI. Administration

- a. Chapter By-laws
 - Coastal Chapter has adopted by-laws but has not written the policies that go with the by-laws
 - **Action Item:** Corinne will invite us to current CESA Dropbox so we can keep all documents in one place until they are ready to put on the website; Emma will help write policy documents and keep organized
- b. Address?
 - P.O. Box in San Jose (has been checked by Marsha; will be checked by Joe going forward)
 - **Action Item:** Ray and Corinne to discuss with Group Concepts possibility of routing hardcopy mail to their address. Getting rid of our P.O.

Box would save \$130 annual fee. Majority of received mail is junk

c. Website

VII. Legislative Update

- Rocque has advised newly elected legislators to come to CESA with questions pertaining to emergency management issues

VIII. Awards Activity Update

a. Storms

- Keep in mind storm responses when thinking of potential award recipients for this year

b. Mike Brady

- Mike Brady is retiring; Riordan suggested recognizing him at a future event for his contributions to the Emergency Management field

IX. CalOES Info – Katrina Christian

a. MARAC – 12/14/16

b. Storms

- Need to push for emergency declarations from the storm ASAP
- CalOES has been activated for the storms; Katrina has been deployed
- State plan is now out for public comments
- CalOES has a new staff member for Recovery

X. Roundtable

- Roy Shackel is no longer able to serve as Alternate Member-at-Large
- **Action Item:** Ray will ask Andrea to include a nomination request in the next email update to membership. Then, per By-Laws, Emma will prepare a Survey Monkey form for electing the new Alternate Member-at-Large
- Next meeting is February 9th, 2017 at 4:00pm

XI. Adjournment

- At 5:02pm

CESA Coastal Chapter Treasurer's Report

1/12/2017

Checking Account 01/01/2016					
Date	Activity	DEBIT	CREDIT	BALANCE	Notes
	Beginning Balance			16,962.86	
1/26/2016	Internal Revenue Service	400.00		16,562.86	non-profit application fees
3/15/2016	Lewis,Brisbois,Bisgaard,Smith	1,137.50		15,425.36	non-profit tax status legal fees
3/1/2016	Eventbrite payment deposits		61.20	15,486.56	
3/15/2016	Eventbrite payment deposits		14.68	15,501.24	
3/28/2016	Monica Dibble	495.93		15,005.31	reimburse food at workshop
4/2/2016	Eventbrite payment deposits		104.64	15,109.95	
4/7/2016	Lewis,Brisbois,Bisgaard,Smith	1,235.00		13,874.95	attorney fee
4/14/2016	CESA Chapter disbursement		12,223.46	26,098.41	annual conference procedes
6/1/2016	Eventbrite payment deposits		47.76	26,146.17	workshop procedes
6/8/2016	Monica Dibble	356.10		25,790.07	reimburse food at workshop
6/13/2016	Eventbrite payment deposits		58.80	25,848.87	workshop procedes
6/27/2016	Workshop payment deposits		160.00	26,008.87	cash at door and balanced as of date
8/8/2016	Wells Fargo fee	3.00		26,005.87	
8/9/2016	Lewis,Brisbois,Bisgaard,Smith	1,690.00		24,315.87	IRS forms, etc.
9/2/2016	Eventbrite payment deposits		6.72	24,322.59	current balance
9/16/2016	Awards to the Wise	371.93		23,950.66	6 chapter awards
9/26/2016	Eventbrite payment deposits		78.45	24,029.11	registrations
9/16/2016	Eventbrite payment deposits		88.06	24,117.17	registrations
10/11/2016	deposit check chapter meeting		10.00	24,127.17	rosemary anderson
10/11/2016	Monica Dibble	710.67		23,416.50	meals at chapter meeting
11/1/2016	Eventbrite payment deposits		23.88	23,440.38	registrations
11/15/2016	Eventbrite payment deposits		222.83	23,663.21	registrations
11/21/2016	Eventbrite payment deposits		15.23	23,678.44	registrations
11/21/2016	Joe Guzzardi	391.02		23,287.42	reimburse food at workshop
11/29/2015	Postmaster	130.00		23,157.42	post office box
12/1/2016	Franchise Tax Board	1,000.00		22,157.42	tax fee 2014
12/1/2016	Franchise Tax Board	1,000.00		21,157.42	tax fee 2015

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1/12/2017

12/1/2016	Franchise Tax Board	1,000.00		20,157.42	tax fee 2016
12/28/2016	Toni Charlop	10.00		20,147.42	refund for overpayment
12/28/2016	Toni Charlop	1,000.00		19,147.42	refund for overpayment - treas report

Money Market Account 01/01/2016

Date	Activity	DEBIT	CREDIT	BALANCE	Notes
	Beginning Balance			20,013.56	
1/13/2016	Interest		0.56	20,014.12	
2/10/2016			0.46	20,014.58	
3/10/2016			0.48	20,015.06	
4/12/2016			0.54	20,015.60	
5/11/2016			0.48	20,016.08	
6/10/2016			0.49	20,016.57	
7/13/2016			0.55	20,017.12	
8/10/2016			0.46	20,017.58	
9/13/2016			0.56	20,018.14	
10/13/2016			0.49	20,018.63	
11/10/2016			0.46	20,019.09	
12/12/2016			0.53	20,019.62	current balance - treas report