

Minutes
VFPA Board of Directors Meeting
January 21, 2015

Board Meeting called to order by President Duckwitz at 1400 hours. The meeting was a conference call format via 800-313-7108, conference I.D. is: 9209#, personal code is: 9209#.

ATTENDANCE: *Board members in attendance are noted with an "X".*

<input type="checkbox"/> Ronnie Campbell	<input checked="" type="checkbox"/> Ernie Little
<input checked="" type="checkbox"/> Gerry Maiatico	<input checked="" type="checkbox"/> Jeremy Luttrell
<input checked="" type="checkbox"/> Robby Dawson	<input checked="" type="checkbox"/> Shawn Maddox
<input checked="" type="checkbox"/> Lee Duckwitz	<input checked="" type="checkbox"/> John McCormick
<input checked="" type="checkbox"/> Elaine Gall	<input checked="" type="checkbox"/> Duane Perry
<input checked="" type="checkbox"/> Jim Hartnett	<input checked="" type="checkbox"/> Steve Philips
<input checked="" type="checkbox"/> George Hollingsworth	<input type="checkbox"/> Daniel Rakes
<input type="checkbox"/> Al Johnson	<input checked="" type="checkbox"/> Travis Wright
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

PRESIDENT'S REPORT – Lee Duckwitz

- Budget Committee presented the proposed budget for 2015. (see attached)

Motion: Elaine recommends adoption of budget proposed.

Second: Ernie Little

Discussion: No further discussion

Vote: Passed by voice vote (unanimous)

- Nominating Committee has been assigned and is

Motion: Robby Dawson motioned to make John McCormick a lifetime member.

Second: Steve Philips

Discussion: None

Vote: Passed by voice vote (unanimous)

- Lee presented the results of research in reducing the rates for the 2015 Spring Conference and provided three options:
 - Option 1: Two meals (lunch first two days) and a Tuesday social event. (\$300)
 - Option 2: Two meals (lunch first two days), snacks at breaks, and Tuesday evening social (\$320)
 - Option 3: Stay with same as 2014 that included breakfast each day. (\$340)

Motion: George made motion two meals (lunch first two days), snacks during breaks and a Tuesday evening social time with a \$20.00 reduction for the three days event registration. Member rate will be \$270.00 and Non-member rate will be \$320.00

Second: Steve Philips

Discussion: None

Vote: Passed by voice vote (unanimous)

- Lee presented the establishment of a Presidential Advisory Committee to provide any support and guidance to the current president. The committee will be made up of the following members: Robby Dawson (chairman), Daniel Rakes, Bill Lloyd, and Robin Preece

TREASURER'S REPORT – Ernie Little

- See attached report.

COMMITTEE REPORTS:

Bylaws Committee Report

- Bylaws changes that are proposed need to be submitted to the Secretary no later than March 12, 2015 to allow time to prepare it to be submitted to the membership. Those changed must be posted to the website and membership notified before April 10, 2015 to allow for the minimum notification time.

Training Committee Report

- Training classes for 2015 Spring Conference
 - 2 hour diversity class by Al Johnson
 - ICC customer service class
 - Fairfax County Hoarding Taskforce
 - Ernie Little, 8 hour class on Fire protection systems
 - Gerry Maiatico, two 2 hour classes (education vs enforcement) (Establishing a Local FMO Inspection Program)
- George mentioned a Crowd Manager course that he is going to take that can hopefully be utilized for future VFPA Training Conferences.

Fire Services Board – Robby Dawson

- Discussed the presentation of Fireworks Bill SB1158 will be heard by the Senate on Monday, January 26th.
- A bill has been presented to disallow use of Tannerite exploding targets within one mile of residences.

AREA REPRESENTATIVE REPORTS:

Area 1 Report – Steve Phillips

Steve had nothing to report regarding scholarship and needs information resent to him.

Area 2 Report

Gerry had sent the Scholarship information to local Chamber of Commerce and will resend to everyone.

OLD BUSINESS:

- No old business to discuss.
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NEW BUSINESS:

- George reminded everyone that the deadline is in March for the International Code Council C.D.P. Access to add people for voting on the upcoming code cycles.
- Robin Preece was in attendance and explained the IFSAC and Pro Board certification situation with VDFP. Basically, VDFP will no longer include the Pro Board certification along with certificates obtained through VDFP in an effort to save funds. It is currently costing VDFP to put that seal and include that. Students that wish to receive certification by either of the agencies will have to send application and payment to VDFP and they would pass on and verify requirements with either IFSAC or Pro Board. Robbie and George have voiced their interest in being included in discussions about this with Melvin Reed from VDFP

Meeting adjourned at 1500 hours.

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TREASURER'S REPORT – DECEMBER 2015

The December Treasurer's report is provided below. I am beginning preparations for the 2014 tax return and need information regarding the current inventory of merchandise in the trailer (Duane, do you have it?). As soon as I receive that and the other information from our banking friends I will proceed to get with Moran and Company to get the tax return prepared.

We will have a few disbursements to take care of prior to the Spring Conference which are a part of our operations. These would be website maintenance (monthly), banking fees (monthly), accountant (January and April) and the Cvent quarterly payment (March). I have a request in to a Nationwide agent regarding the cost of an insurance policy for the trailer, activities, and merchandise and am awaiting a quote.

VFPA Treasurer's Report		1/1/2015			
December 1, 2014- December 31, 2014					
Starting Balance in BB&T Checking		\$21,283.69			
INCOME					
12/6/2014	Deposit- 2014 Cancellation fee- Khan, Salman		\$50.00		
TOTAL			\$50.00		
DISBURSEMENTS					
12/1/2014	MERCH FEES CAPITAL ONE MRCH VFPA ACH CORP DEBIT		(\$22.53)	Capital 1 charge fees	
12/2/2014	2083568361 EZ-NETTOOLS VFPA ACH CORP DEBIT		(\$51.95)	Website maintenance	
12/3/2014	Check 1744- ICC Region 7		(\$100.00)	2015 ICC Chapter VII dues	
12/19/2014	Check 1745- Cvent, Inc		(\$918.00)	Quarterly payment	
12/22/2014	OLB ACCOUNT *****3935 SERVICE FROM 11/20 TO 12/19 OFX ACCT SOFTWARE FEE		(\$9.95)	Monthly banking fee	
TOTAL			(\$1,102.43)		
Outstanding Checks					
12/29/2014	Check 1746- Rhodes Consulting		(\$1,000.00)	2nd payment 2014/15 contract	
Total			(\$1,000.00)		
Ending Bank Balance			\$20,231.26		
Checkbook balance should be			\$19,231.26		
Check book balances with bank.					
Fulton Bank CD		\$28,625.85			
Draws 0.5% interest and matures on 12/6/15					
Submitted by Ernie Little, Treasurer					

TREASURER'S REPORT – JANUARY 2015

I have been working with my Nationwide Insurance Agent to get a quote for liability insurance and trailer insurance. At this point there appears to be a problem with getting the trailer insured as we do not own a "pulling" power vehicle for it. I will be contacting him tomorrow to see what can be worked out so we can get a quote. I am still waiting for a merchandise inventory so I can get our 2014 taxes done.

VFPA Treasurer's Report			2/1/2015		
January 1, 2015-January 31, 2015					
Starting Balance in BB&T Checking			\$20,231.26		
INCOME					
1/21/2015		Deposit- 1 year new membership- Istvan, James	\$35.00		
1/21/2015		MERCH DEP CAPITAL ONE MRCH - VFPA		\$35.00	
TOTAL				\$35.00	
DISBURSEMENTS					
1/2/2015		MERCH FEES CAPITAL ONE MRCH VFPA ACH CORP DEBIT		(\$12.90)	Capital 1 charge fees
1/5/2015		2083568361 EZ-NETTOOLS VFPA ACH CORP DEBIT		(\$51.95)	Website maintenance
1/7/2015	1747	Check 1747- Moran and Company		(\$220.00)	4th quarter 2014 bookkeeping
1/20/2015		OLB ACCOUNT *****3935 SERVICE FROM 12/20 TO 01/19 OFX ACCT SOFTWARE FEE		(\$9.95)	Monthly banking fee
TOTAL				(\$294.80)	
Outstanding Checks					
		None			
Ending Bank Balance				\$18,971.46	
Checkbook balance should be				\$18,971.46	
		Check book balances with bank.			
Fulton Bank CD		\$28,625.85			
		Draws 0.5% interest and matures on 12/6/15			
		Interest for 2014 was \$144.21			

PROPOSED BUDGET FOR 2015

2015 ESTIMATED INCOME			
Avg. Conference Income 2012-14		\$45,502.00	Recommend that the Board set and approve fees. Consider cutting out last day of Roanoke conference.
Avg. Conference Expenditures 2012-14		\$26,566.33	Utilize monies in CDs as a rainy-day fund if conference income doesn't match costs.
Avg. Membership Dues 2013-2014		\$3,080.00	
	Average Annual Income	\$22,015.67	
2015 BUDGETED EXPENDITURES			
Main Category	Sub-category	Proposed	Recommendations/Comments
ORGANIZATION COSTS			
	Accounting/Taxes	\$3,060.00	Fees for tax preparation seem high and should be re-evaluated when contract is due for renewal.
	Bank Fees	\$200.00	
	Charge Card Fees	\$1,700.00	
	EZ Net	\$650.00	Review and compare costs when this contract is due.
	Insurance	\$500.00	Several members have expressed the need for some form of liability insurance.
	Office Supplies	\$400.00	
	Subtotal	\$6,510.00	
TRAINING			
	Cvent	\$3,700.00	A committee should review and/or renegotiate this when the contract is due.
	Events		Needs by-law change to remove specified dollar amount.

	Door Prizes	\$800.00	Recommend hourly drawings. \$400 for door prizes per conference.
	Networking Events	\$600.00	\$300 towards hosting a networking event at each conference.
	AV Equipment Maint.	\$600.00	For repair and eventual replacement of A/V Equipment
	Summers Scholarship	\$1,000.00	Based on funds available
	<u>Training Committee</u>	<u>\$2,700.00</u>	For instructors
	Subtotal	\$9,400.00	
STATE LAWS/CODES & NATIONAL CODE PARTICIPATION			
	Rhodes Consulting	\$3,500.00	
	Region VII Dues	\$100.00	
	Travel to Region VII	\$1,000.00	Reduced priority if income necessitates budget cuts. Board needs to develop a policy regarding expenditures.
	<u>National Conferences</u>	<u>\$0.00</u>	No funds budgeted for representation at national level including IFMA, Congressional Dinners, ICC, etc.
	Subtotal	\$4,600.00	
MISCELLANEOUS			
	Merchandise	\$1,000.00	\$500 per conference with expectation of similar income. Shirts for speakers, gift certificates, etc. should come out of conference fees.
	<u>Plaques & Awards</u>	<u>\$500.00</u>	
	Subtotal	\$1,500.00	
	Budgeted Expenditure Total	\$22,010.00	