

**Minutes**  
**VFPA Board of Directors Meeting**  
**November 26, 2013**

Board Meeting called to order by President Duckwitz at 1000 hours. The meeting was a conference call format via 800-313-7108, conference I.D. is: 9209#, personal code is: 9209#.

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

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<input checked="" type="checkbox"/> Ronnie Campbell	<input checked="" type="checkbox"/> Ernie Little
<input checked="" type="checkbox"/> Dave Diamantes	<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 type="checkbox"/> Jim Hartnett	<input checked="" type="checkbox"/> Steve Philips
<input checked="" type="checkbox"/> George Hollingsworth	<input checked="" type="checkbox"/> Daniel Rakes
<input checked="" type="checkbox"/> Al Johnson	<input type="checkbox"/> Travis Wright
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
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**PRESIDENT'S REPORT – Lee Duckwitz**

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**Special Report:** Jeremy reported on the training opportunity on Friday, November 22, 2013 at Cvent's Corporate Offices. There are a lot of things that we can do with the service that we are not currently taking advantage of, to include:

- Automatically sending membership packet information upon renewal or new membership.
- Automatically sending conference certificates
- Automatically notify the Treasurer by email when membership purchases are made.
- How to establish registration date ranges that correspond with different registrations fees. (possible early-bird fees in the future).
- Printing different reports for use when booking hotels.

**Lee Duckwitz continued:**

- Lee discussed some financial reports and wanted to clarify our status.
- *Income:* May to date - \$29,980.75
- *Expenses:* May to date - \$38,158.87
- Lee feels we will be back in the black by the Virginia Beach conference with the increase registrations and the financial support from some of the outside vendors.

**Motion:** Duane Perry to renew our contract with Cvent to continue the service from February 1, 2014 through January 31, 2016. (\$918.00 per quarter)

**Second:** Robby Dawson

**Discussion:** No further discussion following overview provided by board members and clarifying questions of board members prior to the motion.

**Vote:** Passed unanimous by roll call vote

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**VICE PRESIDENT REPORTS – George Hollingsworth or Elaine Gall**

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- George voiced support of continuing with Cvent and mentioned some benefits of the service that he was not previously aware of.

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**TREASURER’S REPORT – Ernie Little**

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- See attached report.

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**AREA REPRESENTATIVE REPORTS:**

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**Area 1 Report – Steve Phillips**

Steve talked to some folks and is trying to get updated email addresses from about 25 people. Mentioned possibility of having a one day training in the future in the different areas.

**Area 2 Report**

Nothing to report

**Area 3 Report**

Nothing to report

**Area 4 Report**

Nothing to report

**Area 5 Report**

Nothing to report

**Area 6 Report**

Nothing to report

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**OLD BUSINESS:**

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- No old business

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**NEW BUSINESS:**

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- No new business other than Cvent contract actions discussed under president’s report.

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**COMMITTEE REPORTS:**

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**Bylaws Committee Report**

- George met with Lee the other day and discussed calling bylaws a trust agreement. He advised that the committee has decided to refer to our bylaws as a Trust Agreement as

opposed to bylaws. Committee is expecting to hear from the attorney and I.R.S. by the end of the year. George hopes to have a teleconference in December and a face-to-face meeting sometime in January.

#### **Training Committee Report**

- Daniel has a few ideas for spring conference. Has an LP gas industry speaker to do a 4-hour session on that. Ron Farr has some new NFPA 72 requirements about voice alarm requirements. VFPA would cover Ron's lodging and provide a vendor booth for Underwriters Laboratories if they provide his transportation. A Leadership class is a possibility and the lady from EPA is also a possibility for the Tier-2 class also. Ed Altizer has a lead on a group that is interested in doing a class about human trafficking.

#### **Fire Services Board – Robby Dawson**

- Governor's office awards are posted to their website. Nominees are usually thin so keep your eyes open.
- Rick Birch received a lifetime achievement award and will be presented at the Chiefs Conference.
- Fireworks bill has been proposed. The proposed bill would not allow any SFPC or USBC code to be less restrictive than the model code. Trying to get fee language for the State Fire Marshal's Office. This is a joint effort by the fire service as a whole that supports the localities right to have local enforcement.

Meeting adjourned at 1100 hours.

**12/1/2013**

**VFPA Treasurer's Report  
November 1, 2013 through December 1, 2013**

<b>Starting Balance in BB&amp;T Checking</b>		\$18,334.84
<b>Income</b>		
	Deposit- 1 year existing membership renewal- James Dickens	\$20.00
	MERCH DEP CAPITAL ONE MRCH VFPA ACH CREDIT- James Dickens	\$20.00
	Deposit- New 1 year membership- Doug Penny	\$30.00
	MERCH DEP CAPITAL ONE MRCH VFPA ACH CREDIT- Doug Penny	\$30.00
<b>TOTAL</b>		\$50.00
<b>Disbursements</b>		
11/4/2013	MERCH FEES CAPITAL ONE MRCH VFPA ACH CORP DEBIT	(\$19.83)
11/4/2013	MTOT DISC BANKCARD VIRGINIA FIRE PREVENTI ACH CORP DEBIT	(\$25.80)
11/4/2013	2083568361 EZ-NETTOOLS VFPA ACH CORP DEBIT	(\$51.95)
11/6/2013	Check 1684- Moran and Company	(\$124.00)
11/20/2013	BB&T on line banking fee	(\$9.95)
<b>TOTAL</b>		(\$231.53)
<b>Outstanding Checks</b>		
	None	
<b>Bank Statement balance 12/1/13</b>		<b>\$18,153.31</b>
<b>Outstanding checks</b>		\$0.00
<b>Checkbook balance should be</b>		<b>\$18,153.31</b>
	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