

OREGON FIRE SERVICE OFFICE ADMINISTRATORS
Annual Business Meeting Minutes
Ross Ragland, Klamath Falls
October 14 & 15, 2015

Board President Susan Shepard called the meeting to order at 12:35 p.m. and welcomed attendees. (Attendee list attached).

A map of the State of Oregon was presented showing the different Regions of OFSOA. Susan Shepard said the Oregon Fire Chiefs are also looking to break their organization into regions.

The Board and Committees were introduced by President Shepard.

TREASURER'S REPORT:

Treasurer Jamie Vohs reported on the financials of the organization noting a checking account balance of \$22,202. Jamie said traditionally, OFSOA carries a balance of between \$12,000 and \$15,000 in the account, and the reason the balance is higher at this time is membership dues and conference fees have just come in and conference expenses have not been paid out yet.

REGIONAL REPRESENTATIVE REPORTS:

Region 1 Representative, Jennifer Fox listed the counties in her region and said she has six members in her region.

Region 2 Representative, Lois Smith was unable to attend conference.

Region 3 Representative, Robin Paulson listed the counties in her region and said she has 23 active members in her region, including four new members and 12 members are attending conference.

Region 4 Representative, Mary Lou Busch listed the counties in her region. She has 40 members and one new member, Sasha is attending conference.

Region 5 Representative, Paula Landrus listed the counties in her region. She has 14 members in her region and 11 of those are attending conference.

BUSINESS ITEMS:

1. Past President, Rhonda Grant explained the nomination process for running for a Board position. Available Board positions at this time include: Vice President, Treasurer and Region 4 and 5 Representatives. A first call for nominations was announced and Mary Lou Busch nominated Diane Nave for Region 4 Representative. Stacy Brainard nominated Kim Probst for Region 5 Representative and Amy Anderson-Rice nominated Jamie Vohs for Treasurer. Each nominee was asked if they accept the nomination and all did. Second call for nominations and elections will be held tomorrow during the second half of the business meeting.
2. Registrar/Auditor, Laoreal Williams reported at conference time she asks for volunteers to sit on an audit committee to do a review of the financials for the past year. The committee is responsible to determine ways to support the Treasurer in her financial practices. The Audit Committee will meet tomorrow morning at 7:15 a.m. at the Ross Ragland to perform the review. Laoreal also mentioned she is interested in including the merchandise in the annual review to help the Merchandise Chair lessen her liability. Laoreal asked for four to six volunteers, and mentioned volunteers do not have to have a

financial or accounting background to sit on the Committee. The following members volunteered to assist with the audit process: Lynn Komp, Julie Spor, Pam Webber and Alison McGrath.

RECESSED CALLED:

With no further business to discuss, President Shepard adjourned the meeting at 12:49 p.m. to resume Thursday, October 15.

**Annual Business Meeting Minutes – Day 2
October 15, 2015**

****At 12:35 p.m. on Thursday October 15, 2015, President Susan Shepard resumed the Annual Business Meeting.**

Attendee list attached.

COMMITTEE REPORTS:

Membership - Membership Chair, Amy Anderson-Rice reported 141 current members including 22 Life Members and no Associate Members. Cindy McGrath from Life Flight will be joining, so we will have one Associate Member.

Amy is working to update the member photo roster. If you haven't had your photo taken, please see her during conference.

Amy mentioned the Member's Corner of the website as a great resource for the members as well as the news blast. If you have any questions regarding membership, please see your Region Representative or Amy.

Hospitality – Bonita Johnson introduced herself and thanked Conference co--chairs Kim Probst and Stacy Brainard for not having a hospitality room at this event. She added it has been a nice break just being able to enjoy classes and not worry about Hospitality. Bonita said she has served as Hospitality Chair for a long time and it has become more difficult to attend meetings and events and she is excited to announce that Paula Landrus will be taking over the position if the Board appoints her.

Merchandise- Tammy Robbins introduced herself and asked everyone to be sure and stop by and check out all the items for sale in the store. She has purchased 26 new items and if you see something you like that isn't in your size, let her know and she will order it for you.

New to You- Deb Keen introduced herself and explained that New to You is a store for gently used OFSOA items. She held a sale at the workshop in Newberg and is in need of items to sell.

Good Will- Susan Shepard read a report Lois Smith sent in. Lois sends handmade cards that she makes to anyone who may need one within the membership. If you have a request for a card to be sent, please contact Lois.

Education- Pam Webber introduced herself and complimented the Conference Committee for the great class lineup for the conference. Pam noted the co-chairs chose the lineup of classes all on their own. If you know of any great speakers or classes that you think OFSOA might benefit from, please contact Pam and let her know.

Protocol- Susan Barrett introduced herself and explained that she is responsible for maintaining the Procedure Manual and Bylaws. She announced her retirement in March 2016 and said that Rhonda Grant will be taking over as Protocol Chair after conference.

Registrar/Auditor- Laureal Williams introduced herself and explained as the Registrar, her duties are to work closely with Laura Houston on the online registration process. She also supplies the registration list to the Board weekly during the registration process. She reported 55 members have signed up for Conference.

Laureal reported the Audit Committee met this morning to review the financials for the Organization. The Committee reviewed with Treasurer Jamie Vohs and reported she's doing a great job. The Committee was very impressed with Jamie's work and her paperwork. Laureal will provide the Board with a final report at the January meeting.

Laureal also added The Square is available for use with merchandise purchases and the Board will be looking at whether or not to use the Square for registrations in the future.

Communications – Stacy Brainard introduced herself and she is responsible for putting out the Newsletter twice a year in the spring and fall. If you have article ideas, please send them to her.

Website- Laura Houston is in charge of the website, but was unable to come to Conference. She sent in a report, which Amy Anderson-Rice read. Laura thanked everyone who helps keep the site current. The site is maintained mostly by the OFSOA Board members and each has the ability to update the information on their specific area of the site. If you have any suggestions for information you'd like to see on the site or would like to help with the website committee, please let Laura know. Laura encouraged each of the members to get familiar with the site.

BUSINESS ITEMS:

1. Past President, Rhonda Grant asked for a second call for nominations. Julie Spor nominated Laureal Williams for the Vice President position and Laureal accepted. Hearing no other nominations, Rhonda announced the candidates for each of the open positions:
 - a) Vice President – Laureal Williams
 - b) Treasurer – Jamie Vohs
 - c) Region 4 Representative – Diane Nave
 - d) Region 5 Representative – Kim Probst
2. Rhonda Grant announced that each candidate who was nominated has been verified and all are eligible to run for the offices they were nominated for. She also announced that each nominee is running unopposed and therefore Rhonda is looking for a motion to approve the candidates. *A motion was made by Pam Webber to approve the candidates for office as listed. Jennifer Fox seconded the motion, which passed unanimously.* Rhonda announced that the candidates will be given the Oath of Office at the banquet tonight.
3. President Susan Shepard announced the dates for the 2016 workshop will be April 7 & 8 at Tualatin Valley Fire & Rescue and the co-chairs of the Committee, Olivia Houck and Sammy Smith handed out 'Save the Date' cards.
4. The 2016 Conference will be held October 19-21, 2016 at Ashland. Kimberly Summers, Robin Paulson and Bonita Johnson are on that Committee.
5. 2017 Workshop will be hosted by the Office of State Fire Marshall.

With no further business to discuss, Susan Shepard adjourned the meeting at 12:57 p.m.