



Fire Safe San Mateo County

July 10, 2013 Executive Board Meeting Minutes

Attendance:

Guido Ciardi - President. San Francisco Public Utility District

Philippe S. Cohen - Vice President. Jasper Ridge Biological Preserve

Rich Sampson - Secretary. CAL FIRE

Denise Enea - Woodside Fire Protection District

Todd Lando - Executive Director. Urban Forestry Associates

Executive Board Meeting Prior to Special Annual Barbecue Luncheon/Meeting at Jasper Ridge Biological Preserve

Call to order

President Guido Ciardi calls the meeting to order at 9:15 am.

Bylaws

President Ciardi requests a copy of the "final" bylaws as approved in 2012.

- Treasurer Enea to send a copy to Executive Board by email.
- Ciardi requests that we post the copy that was submitted to IRS online.
- Should be included in a binder for each Executive Board member.

General Discussion

- Denise Enea updated group on status of 501(c)3 application and account balances held by San Mateo County.
 - Has not heard back from IRS on application status.
 - Lando points out that 501(c)3 status is required to qualify as a fiscal sponsor or recipient of Clearinghouse grant funds.
 - Enea stated that Woodside Fire had acted as fiscal sponsor in the past for the chipper program grants.
 - 501(c)3 application was resubmitted 3 weeks ago.
 - Original application may have been lost - so Enea resubmitted.

- Accurate “bank” account balance not available from county.
 - About \$140,000 at last review.
- Budget Discussion
 - Fiscal year is 1/1-12/31.
 - Rough draft budget was produced for 2013.
 - \$22,000 was budgeted.
 - Detailed budget needed for 2014.
 - UFA/Lando discussed “banking” unused hours from 35 hour per month budget to use in later months.
 - This will be important as grant application cycles will require additional time.
 - Board agreed this was acceptable.
 - County is getting easier to deal with for invoices as Denise learns to “work” the system.
 - Board would like to review a spreadsheet export of finances from Quicken from Denise.
- Discussed Tax issues after non-profit status is achieved.
 - Do we need a bookkeeper?
 - Denise will continue to input data into Quickbooks.
 - UFA has offered bookkeeping services at normal contract hourly rate.
 - Board should ensure books are prepared for audits.
 - FSSMC will be required to submit IRS Form 990, Return from Tax Exempt Organization.
 - Philippe has some experience and can assist the Treasure with 990 submittal.
- Board requests to meet again prior to October meeting.
 - Next meeting at 8:30 am, October 9.

Meeting adjourned 10:15 am

Respectfully submitted by Todd Lando.

Next Executive Board meeting will be held at Woodside Town Hall October 9, 2013 at 8:30 am.