

OREGON FIRE SERVICE OFFICE ADMINISTRATORS
Annual Business Meeting
Boulder Falls Inn
505 Mullins Dr., Lebanon OR 97355
October 18-19, 2017

President Julie Spor called the meeting to order at 11:58 a.m. and welcomed attendees.

President Julie Spor introduced Life Members Pat Cane and Jill Dorrell.

The Board and Committees were introduced by President Julie Spor.

Attendee List Attached

TREASURER'S REPORT:

Treasurer –Jamie Vohs reported the financials of the organization. There is \$25,459 in the checking account. Revenues are still coming in and expenses for Conference are still being calculated.

Region Representatives presented their membership numbers, attendees at the Conference and the counties they cover.

BUSINESS ITEMS:

Open Board Positions – Past President Susan Shepard discussed the nomination procedure and election process and said if anyone is interested in filling a position, they will need to fill out a Board Application Form and have their chief or manager sign off for permission to run for an OFSOA office. Susan announced the following positions are open: Vice President, Treasurer, Region 4 and Region 5 Representatives, and any vacancies created by elections.

Audit Committee – Auditor/Registrar Laurel Williams requested four to six volunteers to join the Audit Committee to review transactions Thursday, October 19, at 7:30 a.m. The audit should take no more than 45 minutes.

Meeting recessed at 12:09 p.m. on October 18, 2017 and will resume Thursday, October 19, 2017 at Noon.

President Julie Spor resumed the Annual Business Meeting at 11:54 a.m. on October 19, 2017

Attendee List Attached

COMMITTEE REPORTS:

Membership Representative – Bonita Johnson reported there are currently 159 current members, 132 are active members, and 27 are life members. Memberships are still trailing in as not everyone has renewed yet. There are 14 new members this year, six new members in Region 2, one new member in Region 3, two new members in Region 4 and five new members in Region 5.

Hospitality Representative – Paula Landrus reported the Club Room on the 3rd floor will be open tonight with snacks and water; participants are welcome to bring their own beverage, and enjoy networking after the banquet.

Merchandise Representative – Bethany Emmert reported there is still a lot of merchandise left. If you were unable to get a sweatshirt and would like one, please add your name and size to the list and she will order and ship it to you. Bethany asked if ordering a sweatshirt please pay before leaving Conference.

New to You Representative – Deb Keehn reported that a few items for sale. She asked that if members have any items they no longer want or need, please bring them to the Spring Workshop.

Goodwill Representative – Donna Fleischman introduced herself as the new Good Will Representative. She sent out seven cards to OFSOA members. She said if members know of any other OFSOA members that need a card for support, or encouragement, to please let her know.

Education Chair – Sally Cravinho asked the group for any classes or speakers they would like to see at future conferences or workshops.

Accreditation Representative – Vickey Dosier reported there are four members receiving accreditation rewards tonight at the banquet. If you have questions on how you can become accredited, please let her know.

Protocol Chair – Rhonda Grant discussed the main responsibilities of the Protocol Chair is to make certain that all meetings are conducted properly, and that the minutes are accurate and provide the appropriate historical information. She noted that there are two main documents that govern OFSOA: Bylaws and the Procedure Manual. The current version of both the Procedure Manual and Bylaws, are available on our website under documents for your review.

Registrar/Auditor – Laureal Williams reported that the online registration set up by Laura Houston is working great for the organization. She said that with all the organizations she works with, OFSOA has the highest number of attendees, with about 37% of all active members attending the Conference.

Communications Chair – Ashley Naught reported that the newsletter went out in September. Feedback and ideas are always welcomed. If you have suggestions for articles, please send them to her. She will send out a first call for articles after the first of the year, and the newsletter will be post to announce the Workshop in the spring.

Website Representative – Laura Houston reported that it has been a yearlong process to revise and update the website. She said the website, that it is located at www.ofsoa.com, is where OFSOA stores all the information and documents. It is an important tool for the organization. Laura said that she is hoping that memberships will be able to be renewed online with the updated version of the website. If you have not checked out the Member's Corner, or do not know how to log in, please contact your Region Representative.

BUSINESS ITEMS:

Audit Report – Laureal Williams reported that the Audit Committee met this morning to review the financials for the organization. The committee reported that Treasurer Jamie Vohs is doing a great job keeping records for the organization. The audit volunteers were Mary Lou Busch, Jill Dorell Olivia Houck, Louise Groomer, Trish Lutgen and Alison McGrath.

Nomination Speeches – Past President Susan Shepard stated the nomination process, and with no other nominations Susan announced the candidates for each of the open positions and nomination speeches were given by the following members:

- a. Paula Landrus and Trish Lutgen – Vice President
- b. Jamie Vohs – Treasurer
- c. Diane Nave – Region 4
- d. Tammie Waters – Region 5

Susan Shepard stated the election process; that only active, retired and life members can vote. Susan asked to cast a unanimous vote for the positions of Treasurer, Region 4 Representative and Region 5 Representative having only one candidate for these positions. A secret ballot will be required for the position of Vice President.

Sami Smith made a motion, seconded by Lillee Rodriguez to cast a unanimous vote for the positions with one candidate. Motion passed unanimously with aye votes by the members present. A vote was cast for the position for the office of Vice President and Paula Landrus, was chosen by the members present for the role of Vice President. The new officers will be installed at the Banquet.

2018 Workshop Update – Region 2 Representative Alison McGrath from Siletz Fire will host the 2018 Workshop at a location to be determined. She is looking for volunteers to help plan the Workshop.

2018 Conference Update – Region 5 Representative Tammie Waters reported that the Fall Conference 2018 will be held at the Riverhouse, in Bend. She is hoping to meet with her committee in November. It is scheduled for October 17-19th, 2018.

GOOD OF THE ORDER:

Region 4 Representative – Diane Nave asked if anyone else is having trouble with ambulance billing for veterans. She asked members to meet with her to brainstorm solutions.

New to You Representative – Deb Keehn announced that it was President Julie Spor's birthday, and the group sang Happy Birthday to her.

No further business was discussed, and the meeting was adjourned at 12:18 p.m. on October 19, 2017.

Respectfully submitted,

Sami Smith
Secretary