



Oregon Fire Service Office Administrators
3rd Quarter Board Meeting
Wilson-Heirgood Insurance, Eugene, OR and Zoom
July 25, 2023 -10:00 a.m.

President Dulcy Pierce welcomed everyone and called the meeting to order at 10:02 a.m.
Secretary Haley Meshnik took roll.

Executive Board:

- President Dulcy Pierce, McKenzie Fire & Rescue
- Vice President, Vacant
- Secretary Haley Meshnik, Pleasant Hill Goshen Fire & Rescue
- Treasurer Jamie Vohs, Black Butte Ranch Fire District - Zoom
- Past President Julie Spor, Sisters-Camp Sherman Fire District - Zoom
- Region 1 Rep - Vacant
- Region 2 Rep - Ashley Adams, Dallas Fire & EMS - Zoom
- Region 3 Rep - Kelly Busch, Grants Pass Fire & Rescue
- Region 4 Rep - Vacant
- Region 5 Rep - Vacant

Committee Chairs:

- Education Chair Sally Cravinho, Office of State Fire Marshal
- Membership Chair, Donna Fleischman, McMinnville Fire
- Communications Chair Stephanie Hale, Polk County Fire District #1 - Zoom
- Protocol Chair Rhonda Grant, Stayton Fire District - Was unable to attend.

Subcommittees:

- Accreditation Nannette Howland, Clackamas Fire - Zoom
- Current Website Chair Laura Houston, Stayton Fire District
- New Website Chair Brittany Burroughs, Medford Fire Department - Zoom
- Hospitality Chair Ashley Adams, Dallas Fire & EMS
- Good Will Kate Hennessy, Albany Fire Department - Was unable to attend.
- Merchandise Chair Trish Lutgen, Aumsville Fire - Was unable to attend.
- Auditor - Vacant
- Registrar Trish Lutgen, Aumsville Fire - Was unable to attend.
- Event Planning Committee Chair Jennifer Fox, La Grande Fire Department

Introduction of Guests - Life Member Pat Cane and Susan Shepard

Approval of Minutes

A motion was made by Julie Spor to approve the 2nd Quarter Board Minutes on April 25th, 2023, via Zoom. The motion to approve was seconded by Kelly Busch. Motion carried unanimously.

**The Board reviewed the submitted reports, which are attached as addendums and are available on file.*

Treasury Report

Jamie Vohs presented the financials and proposed budget starting with the FY 22-23 report. Most of the payables were the 3 Lunch and Learn events at a total of \$849.29.

A motion was made by Kelly Busch to approve the treasury report. The motion to approve was seconded by Julie Spor. Motion carried unanimously.

Due to the uncertainty of future Spring events the 2023-2024 budget was not approved at the 2nd quarter meeting. Originally, Jamie Vohs budgeted \$1K, based on the minutes she

received from the meeting. Jamie shared that her personal concern is that we don't have any income coming in from the Spring training and OFSOA usually strives to have income and expense equal each other for conferences so they are not losing money. Jamie Vohs made the request that the board approve the budget. Jennifer Fox added that she would like to request that they table the vote until they have a conversation about the conference and the lunch and learn/Spring idea.

Correspondence - Thank you from Rhonda Grant for the card and flowers for her recovery from surgery.

Regional Representative Reports -

Region 2: Ashley Adams shared that she had a meeting with Kelly Busch and Dulcy Pierce to discuss what and how they were going to do their new roles. They are working on the creation of Region Rep toolkits, which include Membership applications, OFSOA letterhead, and region maps. She found a prospective membership brochure that they are considering updating that would be easy to send out. They are also working on a postcard to welcome members to OFSOA. Ashley shared that Kelly and herself are talking about splitting up the other regions temporarily to cover all the regions, so everyone gets the information. There was a request for an updated list with who is in their region.

Region 3: Kelly Busch shared that she found that there are approximately 86 fire departments in her district who are not in OFSOA. Having the recruitment postcard will help reach those districts. She suggested maybe we could provide the first year membership fee for free, to see if they are interested in joining. It was clarified that we do offer prorated dues when they register after January 1st. Julie Spor added that in her opinion, our dues are so low at \$40, that if someone were having a hardship in making that payment, that we could use our scholarship funds. President Pierce agreed that our dues are very affordable.

Liaison Reports -

OSFM - No Update

OFDDA - No Update Provided

OFCA - Liaison moved on and currently no one assigned to provide report.

Fire, Life & Safety - A transition/restructuring is in the works - No update yet.

Committee & Sub-Committee Reports

Education

Sally Cravinho - No Update Provided

Accreditation

Nannette Howland shared that she has one level 3 accreditation for Jennifer Fox that she is recommending for approval. Nannette provided an update that she is working on the certificates for the Lunch and Learn.

A motion was made by Haley Meshnik to approve the recommendation for Jennifer Fox to receive her Level 3 Accreditation. The motion to approve was seconded by Jamie Vohs. Motion carried unanimously.

Event Planning

Jennifer Fox – Shared that the Event Planning Committee (EPC) is asking for some feedback from the Board. Registrations for Fall Conference will be sent to the membership the beginning of August. Jennifer is looking for the Board’s direction on what to set the conference cost to this year. They built their conference budget on 65 members attending and if they charged \$250, they would be in the red about \$3K. Jennifer added that she likes to budget expenditures high. If they charged \$275, they would be in the red \$1,600. Something to consider is the baseline for meals is \$210, per person. Additionally there is the cost of the speakers, which she noted is hard to get for free or inexpensive. Jennifer said that she budgeted for meals and rooms for the presenters, and she is not sure if all of them will take her up on that. This location requires us to purchase breakfast every day for our registered members, because they do not want us inundating their restaurant staff. They charge \$25 a day per person for breakfast. Jennifer said she tried to get out of that requirement, but the hotel would not budge.

Jamie Vohs shared that she understands the position they are in, but if there was a way to not be in the red \$3K, that would be her preference. And we do not want a loss of conference registrations. Julie Spor added that she prefers us in the green. It was added that grant money has really helped us pay for good speakers. The goal of our conferences has never been to make money, but to not be in the red.

Jennifer Fox is asking for the Board’s direction on what to do in the future as costs are going up. There was a discussion on raising the membership dues to help cover these costs.

Jennifer Fox shared that there were 26 members who took advantage of the survey on the Lunch and Learn. Some comments said it was a great networking opportunity. It was proposed to ask Soul Canyon to administer a zoom 1.5-2-hour training for us in the Spring. There were some comments that the Lunch and Learns were not relevant and would not recommend Soul Canyon do the training. President Pierce likes the idea of a training topic at the fall conference that has a follow up training in the Spring. She added that when a training has a cost, she is more likely to attend and that could possibly help with our Spring training attendance.

Jennifer Fox shared that all the handouts for the conference are going to be virtual, meaning paper copies will not be provided. QR codes will be available at the Conference to access the material, too.

There was a discussion on how raffle income could assist with some of the conference costs. Pat Cane shared that last year the raffle income was \$625, the year before was \$494, 2020 = \$0 (Covid-19 no conference), and 2019 = \$1,060.

Jennifer Fox shared that she does not think a \$1K Spring training budget is enough. Jennifer added that there is a lady named Abigail Burns, from the United Kingdom, who is 8 hours ahead of us, that possibly could do a training for \$1,098 USD. The training would just have to be scheduled early morning to accommodate the time difference. Jennifer Fox likes the idea of doing a follow up training in the Fall. Jennifer made a request for a motion from the board to eliminate a Spring Conference but offer some networking training from January to May.

It was shared that 15% of the membership went to the Lunch and Learn, which is a low percentage and shows that people prefer an in-person event. Julie Spor is offering to help plan a day conference that is connected with the Chief’s Conference. Jennifer Fox added that she is open to exploring options and sees value in utilizing their big room and asking their speakers to tailor their training for OFSOA. Jennifer added that both herself and the EPC does

not have the time to plan more events. Jennifer Fox would like to see more pressure on the education chair to assist with finding speakers. Jennifer added that that is adding a lot of time to her plate.

Jennifer Fox asked the board for direction. Should we stop spending \$1k on Lunch and Learns that 15% of our members are participating in? She shared that if we have a separate group planning a Spring event, it will be different. She added that she has no idea what it would cost to join the Chief's conference.

It was talked about that the SDAO conference could be an option for a spring training that we could easily join with minimal planning. We could arrange a hospitality room at the conference for networking.

Pat Cane suggests that the Region Reps work on having events in each region. Ashley Adams share that she likes the idea of doing that when all the region rep positions are filled. She added that in region 1 it is not feasible. Julie Spor shared that she does not think that the board is responsible for providing networking, especially if people are not stepping up as Region Reps.

A motion was made by Julie Spor to approve \$1K for a Spring training and Jennifer Fox, Dulcy Pierce, and Julie Spor would talk more about joining the Chief's conference. The motion to approve was seconded by Donna Fleischman. Motion carried unanimously.

A motion was made by Donna Fleischman to approve the 2023-2024 Budget. The motion to approve was seconded by Julie Spor. Motion carried unanimously.

Hospitality

Ashley Adams - Shared that there is no suite at this year's Fall Conference because the cost to get the room was not feasible. She added that they do have ice breaker games throughout the conference and Wednesday evening will have a wine tasting and game night. There was a discussion on how to prepay for the wine tasting. It was clear that it could not be paid with OFSOA funds, we cannot have wine on an OFSOA invoice, and we would have to make arrangements with the Wine vendor to allow our members to pay a different way. It was decided that each member would have to personally prepay for the wine, separately from the conference fees and Ashley would figure out the logistics of how to make that happen.

Jennifer Fox shared that the Best Western in Hood River venue is expensive, and she does not recommend us using it in the future. Stephanie Hale shared that they are opening a new Hotel with 200 rooms by her station in Polk County.

Membership

Donna Fleischman - Shared that she will update the membership roster after dues are received.

Good Will

Kate Hennessy - Shared that she needs a date for Anita DeVilliers, from Marion County's retirement and that Darlaine Smith, with Lebanon Fire, is retiring.

Merchandise

Trish Lutgen - Was not in attendance but is stepping down from this role. President Pierce shared that they are looking for two volunteers to fill this position.

Protocol

Rhonda Grant - Submitted a report but was not able to attend the meeting.

Registrar

Trish Lutgen - No activity to report at this time.

Communication

Stephanie Hale - Shared that there were 27 communication blasts and a Spring/Summer 2023 6th Bugle Newsletter.

Current Website - Laura Houston no report provided.

New Website

Brittany Burroughs - Shared that the format of the new site is different and wants the board to be aware. She added that it looks more like a social media platform, and we can save our conversations and look through historicals. The target date to launch the website is August 1st, however she warned that there might be a delay. Notice was given to the current website host. They are working through their payment process options and asked if we can continue to use Square for members to pay their yearly membership fees. Julie Spor added that she recalls that the agreement was to use Stripe. Jamie Vohs said she had no issue setting payments up with Stripe. It was noted that we use Square at the conference and Jamie said she will do some research on Stripe. Julie Spor said she uses Stripe for everything.

Jennifer Fox suggests the board tests the new website before we send it to the members.

Brittany Burroughs said she will check with Donna Fleischman to make sure she is using the most up to date membership list for the website roster. Jamie Vohs suggests we have a prorated membership fee option on the website after January 1st.

Business Items

Bylaws Update - The updated proposed Bylaws were presented to the Board.

A motion was made by Julie Spor to approve the Bylaws to be sent out to the membership for a vote at the Fall Conference. The motion to approve was seconded by Kelly Busch. Motion carried unanimously.

Life Member Nomination - Pam Webber

A motion was made by Kelly Busch to appoint Pam Webber as a Life Member. The motion to approve was seconded by Jamie Vohs. Motion carried unanimously.

Audit Committee - President Pierce shared that she sent out some requests for volunteers and have not received any replies. Haley Meshnik asked what being on the Audit Committee entailed. Haley Meshnik and Kelly Busch volunteered to assist with the Audit Committee.

Open Positions

President Pierce - Shared the open positions: Vice President, Regions 1, 4, and 5, Merchandise, and Auditor. She added another announcement would go out around 9-1-23.
Jennifer Fox, La Grande Fire, submitted her application for Vice-President.

Following discussion, a motion was made by Kelly Busch to appoint Jennifer Fox as Vice President. The motion to approve was seconded by Donna Fleischman. Motion carried unanimously.

President Pierce added that Trish Lutgen, the previous Merchandise Chair has not spent any money from this year's budget yet. President Pierce added that the board should consider electing two people in this position to share the responsibility.

President Report

President Pierce's report was included in the packet.

Past President Report'

Past President Julie Spor shared that she has been working with others on updates to the new member guide, assisted the Treasurer with some budget questions regarding awards, created an open board positions flyer and disseminated it through the website and news blast, received board position applications, provided feedback on bylaws. She shared that she is looking for a few extra hands at conference, to collect votes for any positions that have more than one nomination.

Good of the Order - Pat Cane asked if Julie Spor was going to help with the voting at Fall Conference. Julie Spor replied that she can help, but that it is a Vice President's job.

Upcoming Meeting Dates

4th Quarter Board Meeting will be held in person at the Fall Conference, Hood River - Best Western Hotel, on October 3rd at 1pm and available via Zoom.

Adjournment President Pierce adjourned the meeting at 12:00 pm

Pending To do:

- President Pierce, Julie Spor, and Jennifer Fox will do some research on costs of a one-day training and get a tentative budget set and work with Jamie Vohs. They will send out an amended budget to the Board for approval.
 - Board can vote via email on a Spring event modification amendment to the budget.
- Donna Fleischman will provide an updated list with who is in each region.
- Donna Fleischman will provide an updated membership list for the new website.
- President Pierce to have the Bylaw Committee discuss having the EPC Chair being a voting Board Member.

Addendum: -

On August 1st there was a unanimous Executive Board vote to extend the old web page fees, in the amount of \$100, for one additional month.

On Sept 7th there was a unanimous Executive Board approval to extend the old web page through September, for an additional \$100. In light of conference registration deadlines and the introduction of the new web site.

Respectfully submitted.
Haley Meshnik - Secretary



Report to the OFSOA Board of Directors

Complete this form and submit to president@ofsoa.com at least three days prior to the next OFSOA Board Meeting. If you will attend the meeting in person or via teleconference, note you will have 3 – 5 minutes to speak.

Region or Committee Name _____

Prepared By _____

Other Members / Associates Involved _____

Purpose of Report

Please check one:

- Quarterly Report
- Special Report
- To Request Assistance
- Other: _____

Topic 1 _____

Background Information / What has been accomplished so far?

Current challenges & opportunities:

How can OFSOA help or support?

Topic 2 _____

Background Information / What has been accomplished so far?

Current challenges & opportunities:

How can OFSOA help or support?

To Submit the Form:

1. Save your changes and rename the document to include:
 - a. Section / Association name, and
 - b. Today's date
2. Attach the saved form to an email and send to president@ofsoa.com

Thank you!

**OFSOA
Payables
Quarter**

Type	Date	Num	Name	Memo	Split	Amount
Checking-9555						
General Fund Checking						
Check	04/06/2023	2047	Aumsville Rural Fire	Inv# 1036 Lunch & Learn	Meals & Breaks	-70.00
Check	04/10/2023	2048	Polk County Fire Dist. No.1	April 2023 Lunch & Learn	Meals & Breaks	-47.00
Check	04/10/2023	2049	City of Grants Pass	April 2023 Lunch & Learn	Meals & Breaks	-36.85
Check	04/14/2023	2050	Hennessy, Kate	April 2023 Lunch & Learn	Meals & Breaks	-90.00
Check	04/26/2023	2051	Hays, Elisa	2023 Conf Key Note Speaker	Prepaid Conf/Workshop Expenses	-1,681.54
Check	05/03/2023	2052	Aumsville Rural Fire	Inv# 1039 Lunch & Learn	Meals & Breaks	-103.22
Check	05/03/2023	2053	Crooked River Ranch Fire & Rescue	May 2023 Lunch & Learn	Meals & Breaks	-52.00
Check	05/08/2023	2056	Grants Pass Fire & Rescue	Lunch & Learn	Meals & Breaks	-26.39
Check	05/08/2023	2055	iFocus	Inv# 15379-qrtly.Website mgnt./do...	Website	-300.00
Check	05/08/2023	2054	Hennessy, Kate	May 2023 Lunch & Learn	Meals & Breaks	-102.64
Check	06/07/2023	2057	Aumsville Rural Fire	Inv# 1041 June 2023 Lunch & Learn	Meals & Breaks	-82.00
Check	06/08/2023	2058	Hennessy, Kate	June 2023 Lunch & Learn	Meals & Breaks	-103.00
Check	06/08/2023	2059	McMinnville Fire Department	June 2023 Lunch & Learn	Meals & Breaks	-91.17
Check	06/09/2023	2060	Grants Pass Fire & Rescue	June 2023 Lunch & Learn	Meals & Breaks	-44.93
Total General Fund Checking						-2,830.74
Scholarship Fund Checking						
Total Scholarship Fund Checking						
Checking-9555 - Other						
Total Checking-9555 - Other						
Total Checking-9555						-2,830.74
TOTAL						-2,830.74

OFSOA
Profit & Loss
 July 2022 through June 2023

	Jul '22 - Jun 23
Income	
4000 · Beginning Fund Balance	38,283.13
Conferences Income	
30th Anniversary T-Shirt	952.00
Conf. Guest Meals	1,725.00
Conf. Raffle	625.00
Conf. Registrations	
2022 Spring Conference	0.00
2022 Fall Conference	18,020.00
Total Conf. Registrations	18,020.00
Conf. Sponsor/Vendor	9,250.00
Total Conferences Income	30,572.00
Interest	1.90
Membership Dues	
21-22 Dues	40.00
22-23 Dues	5,420.00
Total Membership Dues	5,460.00
Miscellaneous Income	200.00
Store Revenue	
New Merchandise Revenue	1,939.00
Total Store Revenue	1,939.00
Total Income	76,456.03
Expense	
Awards, Plaques	
Board Awards/Gifts	5,573.42
Total Awards, Plaques	5,573.42
Bank Service Charges	533.81
Board Meeting Expenses	149.90
Communications	
Newsletter/Bulletins	119.99
Website	1,200.00
Total Communications	1,319.99
Conference Expense (SPRING)	
Meals & Breaks	849.20
Speaker Exp	350.00
Total Conference Expense (SPRING)	1,199.20
Conference Expenses (FALL)	
Complimentaries	74.45
Facility Exp	3,720.00
Hospitality Room	1,154.56
Meals and Breaks	20,171.08
Merchandise	724.00
Misc. Exp	1,007.38
Raffle Exp	23.88
Speaker Exp	
Speaker Fees	3,474.87
Speaker Lodging	738.80
Total Speaker Exp	4,213.67
Total Conference Expenses (FALL)	31,089.02

OFSOA
Profit & Loss
July 2022 through June 2023

	<u>Jul '22 - Jun 23</u>
Gifts & Goodwill	640.34
Miscellaneous Expense	50.00
Office	
Postage	36.05
Supplies	327.80
Office - Other	54.54
	<hr/>
Total Office	418.39
Prepaid Conf/Workshop Expenses	-68.46
Scholarship	
Fall Conf Scholarship	684.00
	<hr/>
Total Scholarship	684.00
Store Stock and Supplies	
New Merchandise Expense	1,383.51
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Total Store Stock and Supplies	1,383.51
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Total Expense	42,973.12
	<hr/>
Net Income	33,482.91
	<hr/> <hr/>

OFSOA
Balance Sheet
As of June 30, 2023

	<u>Jun 30, 23</u>
ASSETS	
Current Assets	
Checking/Savings	
Checking-9555	
General Fund Checking	34,962.91
Total Checking-9555	<u>34,962.91</u>
Total Checking/Savings	34,962.91
Accounts Receivable	
1200 · Accounts Receivable	-1,480.00
Total Accounts Receivable	<u>-1,480.00</u>
Total Current Assets	<u>33,482.91</u>
TOTAL ASSETS	<u>33,482.91</u>
LIABILITIES & EQUITY	
Equity	
1110 · Retained Earnings	-6,559.01
3000 · Opening Bal Equity	6,559.01
Net Income	33,482.91
Total Equity	<u>33,482.91</u>
TOTAL LIABILITIES & EQUITY	<u>33,482.91</u>

**OFSOA FINANCIALS
FISCAL YEAR 2022-2023**

APPROVED 05/2/2022

GENERAL FUND

2019-2020	2020-2021	2021-2022	2021-2022		2022-2023	2022-2023	2022-2023
ACTUAL	ACTUAL	BUDGET	ACTUAL thru 6/30/2022	GENERAL FUND RESOURCES	ADOPTED BUDGET	ACTUAL thru 6/30/2023	% Spent
28,443	37,741	38,338	38,610	Beginning carry-over	40,474	38,283	94.6%
0	0	0	0				
28,443	37,741	38,338	38,610				
25,745	0	13,000	2,650	Conference Income - Fall	23,000	21,322	92.7%
	0	13,000	10,742	Conference Income - Spring	13,000	0	0.0%
5,000	0	8,000	3,020	Donations/Grants	3,000	9,250	308.3%
5,680	4,840	5,000	5,040	Membership Dues (127 @ \$40)	5,080	5,460	107.5%
0	0	0	0	Miscellaneous Income	0	200	20000000000.0%
853	54	1,500	1,014	Store Revenue	1,200	1,939	161.6%
0	0	0	0	Workshop Income Total (LAST WS 2019)	0	0	0.0%
21	4	7	2	Interest	3	2	63.3%
65,743	42,639	78,845	61,078	TOTAL GENERAL FUND RESOURCES:	85,757	76,456	89.2%

2019-2020	2020-2021	2021-2022	2021-2022		2022-2023	2022-2023	2022-2023
ACTUAL	ACTUAL	BUDGET	ACTUAL thru 6/30/2022	GENERAL FUND EXPENDITURES	Adopted BUDGET	ACTUAL thru 6/30/2023	% Spent
2,651	0	2,500	466	Awards, Plaques	2,200	5,573	253.3%
448	0	550	362	Bank Service Fees/CC Fees	550	534	97.1%
72	0	300	150	Board Meeting Expenses	300	150	50.0%
1,200	1,291	3,200	2,820	Communications	3,200	1,320	41.2%
16,195	0	13,000	4,015	Conference Expenses - Fall	23,000	31,089	135.2%
	0	13,000	9,919	Conference Expenses - Spring	13,000	1,199	9.2%
243	202	300	1,324	Gifts & Goodwill	700	640	91.5%
				Insurance	1,500	0	0.0%
50	50	200	281	Miscellaneous Expense	200	50	25.0%
426	0	400	424	New Member Orientation	300	0	0.0%
322	2,206	500	1,088	Office	500	418	83.7%
0	0	0	1,500	Prepaid Conference Expenses	0	-68	-684600000.0%
718	280	3,000	192	Scholarship (\$1500/conference)	3,000	684	22.8%
1,354	0	1,400	255	Store Stock & Supplies	1,400	1,384	98.8%
4,323	0	0	0	Workshop Expenses (Conf. Spring) - (LAST WS 2019)	0	0	0.0%
28,001	4,029	38,350	22,795	TOTAL GENERAL FUND EXPENSES:	49,850	42,973	86.2%

				GENERAL FUND BALANCE			
37,741	38,610	40,495	38,283		35,907	33,483	

	2022/2023	2023/2024	
	Fall	Fall	Total
Donations/Grants	\$ 8,250.00	\$ 1,000.00	\$ 9,250.00
Conference Expense - Spring	\$ 350.00	HR Answers - PLO	
	\$ 849.20	Lunch & Learn Meals	
	\$ 1,199.20		
Prepaid Conference Expenses	\$ (1,750.00)	Net on Down Deposits	
		Elisa Hays Early Payment for 2023	
	\$ 1,681.54	Conference	
	\$ (68.46)		

**OFSOA FINANCIALS
FISCAL YEAR 2023-2024**

APPROVED XX/XX/2023

GENERAL FUND

2020-2021	2021-2022	2022-2023	2022-2023 ACTUAL thru 4/18/2023	<u>GENERAL FUND RESOURCES</u>	2023-2024 ADOPTED BUDGET	2023-2024 ACTUAL thru XX/XX/2023	2023-2024 % Spent
37,741	38,610	40,474	38,283	Beginning carry-over	33,483		0.0%
0	0	0	0				
37,741	38,610	40,474	38,283				
0	2,650	23,000	21,322	Conference Income - Fall	17,650		0.0%
0	10,742	13,000	0	Conference Income - Spring	0		#DIV/0!
0	3,020	3,000	9,250	Donations/Grants	7,000		0.0%
4,840	5,040	5,080	5,460	Membership Dues (135 @ \$40)	5,400		0.0%
0	0	0	0	Miscellaneous Income	0		#DIV/0!
54	1,014	1,200	1,939	Store Revenue	1,200		0.0%
0	0	0	0	Workshop Income Total (LAST WS 2019)			#DIV/0!
4	2	3	1	Interest	3		0.0%
42,639	61,078	85,757	76,256	TOTAL GENERAL FUND RESOURCES:	64,736	0	0.0%
2020-2021	2021-2022	2022-2023	2022-2023 ACTUAL thru 4/18/2023	<u>GENERAL FUND EXPENDITURES</u>	2023-2024 Adopted BUDGET	2023-2024 ACTUAL thru XX/XX/2023	2023-2024 % Spent
0	466	2,200	5,573	Awards, Plaques	2,600		0.0%
0	362	550	534	Bank Service Fees/CC Fees	550		0.0%
0	150	300	150	Board Meeting Expenses	300		0.0%
1,291	2,820	3,200	1,020	Communications	2,100		0.0%
0	4,015	23,000	31,089	Conference Expenses - Fall	24,650		0.0%
0	9,919	13,000	594	Conference Expenses - Spring	1,000		0.0%
202	1,324	700	505	Gifts & Goodwill	500		0.0%
		1,500	0	Insurance	0		#DIV/0!
50	281	200	50	Miscellaneous Expense	200		0.0%
0	424	300	0	New Member Orientation	300		0.0%
2,206	1,088	500	418	Office	450		0.0%
0	1,500	0	-1,750	Prepaid Conference Expenses	0		#DIV/0!
280	192	3,000	684	Scholarship (\$1500/conference)	1,500		0.0%
0	255	1,400	1,384	Store Stock & Supplies	1,400		0.0%
0	0	0	0	Workshop Expenses (Conf. Spring) - (LAST WS 2019)	0	0	0.0%
4,029	22,795	49,850	40,251	TOTAL GENERAL FUND EXPENSES:	35,550	0	0.0%
38,610	38,283	35,907	36,005	GENERAL FUND BALANCE	29,186	0	

From: Rhonda Grant <Rhonda.Grant@staytonfire.org>
Sent: Thursday, July 13, 2023 6:01 PM
To: Dulcy Pierce <dpierce@mckenziefire.com>
Subject: Thank you OFSOA

First, I would like to express my gratefulness for the beautiful flowers and card when I had my appendicitis surgery. It cheered me up tremendously!

I'd also like to thank my "Lunch and Learn" group for their thoughtfulness as well. I appreciate all of you so much!

I attached my reports for the meeting.
Hope all is well with you.
Take care.

Rhonda Grant

Administrative Assistant
Stayton Fire District
Phone: 503-769-2601
Rhonda.grant@staytonfire.org



Report to the OFSOA Board of Directors

Complete this form and submit to president@ofsoa.com at least three days prior to the next OFSOA Board Meeting. If you will attend the meeting in person or via teleconference, note you will have 3 – 5 minutes to speak.

Region or Committee Name _____

Prepared By _____

Other Members / Associates Involved _____

Purpose of Report

Please check one:

- Quarterly Report
- Special Report
- To Request Assistance
- Other: _____

Topic 1 _____

Background Information / What has been accomplished so far?

Current challenges & opportunities:

How can OFSOA help or support?

Topic 2 _____

Background Information / What has been accomplished so far?

Current challenges & opportunities:

How can OFSOA help or support?

To Submit the Form:

1. Save your changes and rename the document to include:
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Thank you!



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Membership Report

Q3 – July 2023 Board Report

Current Membership Stats

- Total Members = 168
 - Current Active Members = 136
 - Life Members = 32

- Region Breakdown
 - Region 1 - Active Members – 7
 - Region 2 - Active Members – 46
 - Region 3 - Active Members – 27
 - Region 4 - Active Members – 44
 - Region 5 - Active Members – 12

- New Member Registrations
 - Region 1
 - Danielle Peckham – Jefferson County Fire-EMS
 - Region 2
 - Deborah Freeman – Harrisburg Fire
 - Amy Watson – Scio Fire
 - Eleesa Markham – OR State Fire Marshal
 - Kelli Lile – City of Salem
 - Region 3
 - Jenn Wickizer – Upper Mckenzie
 - Michelle Matthews – Jackson County FD3
 - Alexandria Hinton – Jackson County FD3
 - Christine Guerra – Western Lane

Submitted by Donna Fleischman



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Report to the OFSOA Board of Directors

Meeting Location: WHA Eugene

Date: July 25, 2023, 10:00 am

Region or Committee Name: Protocol Chair

Prepared By: Rhonda Grant

Other Members Involved: _____

Purpose of Report - Please check one:

Quarterly Report

Special Report Other:

Background Information / What has been accomplished so far?

- Reviewed and proofed board minutes
- Regular meetings with Bylaw committee: reviewing our current and other organization bylaws, discussion, propose changes, etc.
- Wrote update to Procedure Guide regarding check signers
- Work on Office Manual class presentation

Current challenges & opportunities:

How can OFSOA help or support?

I. FINANCIAL

A. **Fiscal Year**

1. The fiscal year shall begin on July 1 of each year and shall end on June 30 of the following year.
2. All budgeting, accounting, and business functions of the organization shall be conducted on a fiscal-year basis.

B. **Procedure Committing OFSOA Funds**

1. OFSOA will maintain one interest-bearing checking account.
2. All funds) will be tracked separately through financial software. Authorized signers are the President, Vice President, Treasurer, Secretary. (see following exception) Due to close geographic proximity of current Past Pres and Treasurer, Past Pres. can continue as a signer on OFSOA account so as not to impede the speedy reimbursement of members. This will remain in place until Board positions and/or current situation changes. (Effective _____)
- a) Threshold for one/two check signatures set as:
 - 1) Check amount up to \$500 requires one signature.
 - 2) Check amount over \$500 would require two signatures.
3. Treasurer is authorized to make transfers between established funds as required.



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Region or Committee Name Communications Chair

Prepared By Stephanie Hale

Other Members / Associates Involved _____

Purpose of Report

Please check one:

- Quarterly Report
- Special Report
- To Request Assistance
- Other: _____

Topic 1 _____

Background Information / What has been accomplished so far?

27 Communication Blasts
Spring/Summer 2023 6th Bugle Newsletter
May 3RD - Hosted a Lunch & Learn

Current challenges & opportunities:

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Topic 2 _____

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