



A 501(c)(3) Nonprofit Charitable Corporation
237 Blackfoot Road, Crystal Lakes Subdivision
Mail: PO Box 113, Red Feather Lakes, CO 80545; Web: clfires.org

CL FIRES Board of Directors' Meeting
May 24, 2017
Jody Sandquist's residence (312 Swift Deer Rd., RFL, CO 80545)
1:00 p.m.

ATTENDANCE:

CL FIRES Board Members: Jeanette Williams, Kate Kelly, Marie Rode and Jody Sandquist

EXCUSED: Susan Weeks

CL FIRES MEMBERS IN ATTENDANCE: Doug Race and Shirla Race

President Jeanette Williams called the meeting to order at 1:00 p.m.

The CL FIRES Board agreed to suspend the Agenda in order to discuss the Appreciation Dinner while Shirla and Doug Race were available. Discussion included selecting a date for the Appreciation Dinner for CLVFD members and CLFPD Board members which would follow the summer fire season, but would be held before seasonal members leave the mountain for the winter months. September 15, 2017, was selected; Jeanette Williams will check with CLA to confirm that the Community Center would be available for a private party that evening. Suggestions included a social hour set at 4:30, followed by dinner and spooof awards. CLVFD members will be notified to begin recording humorous events that occur during the summer months, so members can be recognized with humorous "certificates" or other items. The event may be titled, "Summer Survival Celebration". Marie Rode will check with Firehouse Subs for costs if they were selected to cater the event. Shirla and Doug were thanked for attending and contributing ideas for this appreciation event.

APPROVAL OF AGENDA:

The May 24, 2017, agenda was accepted with no additions or corrections.

APPROVAL OF MINUTES:

MOTION: Kate Kelly moved to approve the February 17, 2017, Board Meeting minutes as presented; Marie Rode seconded the motion, which passed unanimously.

OFFICERS' REPORTS

- 1. PRESIDENT'S REPORT:** President Jeanette Williams noted that her term expires at the end of this year. She will consider running for another term.
 - Discussion followed regarding possibly mailing information about CL FIRES to the entire Crystal Lakes Fire Protection District membership in an attempt to inform them about the benefits and support that CL FIRES provides to the community and the CLVFD. Costs of such a mailing were discussed, including printing costs, postage, and extras for hand out. Comparisons were made to the CLVFD postcards mailed to the district's members regarding the planned informational seminars presented by CLVFD officers. It was agreed that a postcard would be prepared that would promote CL FIRES and the Fun Day events, as well as inform folks of

the opportunity to join the CL FIRES organization as members or simply to make a donation, since we are a (501)(c)(3), tax exempt organization.

2. TREASURER'S REPORT:

1st Qtr. of 2017: Treasurer Marie Rode had emailed Board members copies of the 1st Qtr. Financial Ledgers, and led discussion, presenting additional supporting financial reports. Marie explained how she had analyzed and updated the reports.

- Treasurer Marie Rode copied board members with the 2016 Tax Return she had completed and submitted to Cheryl Fox, CPA.
- King Soopers Gift Cards revenue for the first quarter of 2017 is \$554.00, one KS card has been sold for \$5.00, and \$100.18 has been received from Amazon Smiles Program.
- The CL FIRES membership drive is currently underway.

MOTION: Kate Kelly moved to accept the Treasurer's report as presented; Jeanette Williams seconded the motion, which was approved unanimously.

MEMBERS' COMMENTS: None

UNFINISHED BUSINESS:

1. 2017 Activities and Sponsors

a. 4th of July Family Fun Day, July 2, 2017, - All Board Members:

- A correction should be made to the View upcoming event balloon page, with the correct date for the Family Fun Day of July 2, 2017.
- This event will be held on July 2, 2017, with all CL FIRES Board members serving as sponsors. Volunteers will be asked to assist.
- Kate Kelly will research Logo items prices. Marie Rode offered to create a logo design for tee shirts, shopping bags, etc. CL FIRES will be careful to select a logo that does not give the impression a tee shirt logo indicates the wearer is a member of the fire department and/or a firefighter.

b. Solicit Ft. Collins stores for gift cards:

- These gift cards are used to acquire toys/prizes for the kids' Fun Day gift bags after they enjoy the games. The Board agreed to authorize \$200.00 for Marie Rode to purchase prizes rather than solicit gift cards from merchants for this purpose.

c. Silent Auction items:

- Board members confirmed that funds received from the Silent Auction will benefit CL FIRES, as do the funds received as membership fees, thus enabling CL FIRES to operate, continue the grant program, and serve the mountain communities as described in its organizational documents.
- Jeanette will contact Sandy Bredbenner for a list of crafters who might be willing to contribute items for the silent auction.

d. Parade:

- Jeanette will research getting ribbons to be awarded as prizes for winning parade entrants. It was decided that 1st, 2nd and 3rd winners will be recognized with a gift card from a local business. Jody Sandquist will contact the Pot Belly for a gift for one of the parade entry winners; Kate Kelly will contact Basil at the 181 and Marie Rode will contact Beaver Meadows for gift prizes as well.

e. Advertising Event:

- Sign-up sheets will be prepared for each responsibility so that firefighters and board members as well as volunteers can sign up for various activities.

- Kate Kelly will post information on “Nextdoor” to reach the mountain community and invite their participation.
- Discussion followed about the possibility that the shed to the east of the fire station must be moved a few feet during remodeling/construction of the station. Board members and firefighters will be solicited to help moving items out of the shed if necessary. (Per Chief Rode, the fire station contractor has offered to use their large skid-steer to move the shed the necessary few feet away from the building.)

f. Rummage Sale Alternative:

- Board members shared concerns about the lack of a facility to hold a rummage sale for the second year. Board members decided to hold a yard sale to clear the items being held in the Kelly’s garage and other appropriate items at a one-day Yard Sale in the lower parking lot at Basecamp. No clothes, electronics, or furniture will be accepted. There will be no following bag sale the next day. The Board selected August 19, 2017, as the date to hold the Yard Sale. Jeanette will contact the CLA manager about reserving the lower parking area for the 18th and 19th of August for this event.
- It was decided that items would be color tagged for ease in pricing. Donations may be dropped off at 7 a.m. on the 19th. The sale will be open from 9 a.m. to 2 p.m. Fire department members will be asked to assist with hauling items from the Kelly’s in trailers or pickup trucks.

g. Food:

- Jeanette will find the food list from last year, hot dogs, buns, etc. Shamrock Food Distributors was the food source previously. Dept. members will be asked to assist with prep and serving. The Board agreed to provide one meal ticket per person, stamping that person’s hand to confirm a meal had been provided to each individual. Additional meals may be purchased for a minimal fee, to be determined when food costs are confirmed.

h. Parade Candy:

- Jody will pick up the large bags of candy from Sam’s, the dept. estimated eight bags would be needed. Board members authorized ~\$100.00 for candy, which is tossed from the fire apparatus during the main parade.

i. Plates, napkins, service-ware will be acquired:

j. VOLUNTEERS NEEDED; CAKES NEEDED FOR CAKE WALK.

k. Planning Meeting:

- A planning meeting will be held at 10 a.m. June 15, 2017, at Basecamp.

2. Membership Drive -2017 Report:

Informational postcards will be handed out at the Family Fun Days, soliciting new members, possibly using the logo design on a white background. Membership letters and applications will be available at Fun Days, and a King Soopers \$5.00 gift card will be provided with information about reloading the card as an on-going help to CL FIRES. Kate Kelly will provide articles for the Web, Marie Rode will advertise the membership drive and the King Soopers reward card program in Nextdoor, Kate Kelly will post Fun Day and create an event in Nextdoor, and Jeanette will provide information to the View about Fun Day, the membership drive, and the Yard Sale.

Marie Rode will also contact First Bank of Sales Credit Card Reader for CL FIRES events.

3. Grants for Community Entities

The grant to Glacier View Meadows has been approved and awarded again this year. No other applications had been received as of this meeting. \$1500 will be set aside in the 2018 budget to continue the grant program.

4. Fund Raising Activities

a. Raffles:

- President Williams brought a quilt to the May meeting to show Board members her offer for a raffle item. Board members will inquire about additional raffle items.
- President Williams suggested the Board explore the possibility of holding the raffle on-line, selling tickets throughout the summer.
- Raffle would be held on Labor Day weekend. Sept. 3, 2017.
- Cost of raffle ticket would be \$5.00 for one ticket; 3 tickets for \$10.00.
- **50/50 Raffle:** Will be held during the Fun Day festivities with the winner selected at the end of the day, July 2, 2017. Board will utilize more signage and advertising about the raffle throughout the day.

B. Bingo:

- No Bingo games will be held until the CL Fire Station remodel is complete.

5. CL FIRES Website Updates:

- Links to other information will be updated with Webmaster, Sharon Fessler.
- Committee links will also be updated.
- The Greenbelt Committee link will be removed.
- Under “What do we do”, the year will be changed to 2017.
- Information regarding the CL FIRES Yard Sale will be added:
 - Receive donated items from 7 to 9 a.m. on August 19, 2017.
 - Sale will be held from 9 a.m. to 2 p.m. on August 19, 2017.
- Under “News & Events”, only current year information will be presented.
- References to “Donate” button will be changed to “Join Now” button, with a choice of making a “Donation” or becoming a member under “Membership”.
 - “Sponsors” will be added and entities business names added to the web.
 - Jody will prepare drafts of letters to solicit sponsor donations; letters will be emailed to Board members for approval and a complete list of businesses who receive the mailing will be maintained by the Secretary.
 - Sponsorship minimum will be a \$50.00 donation. EIN will be provided to sponsors when their donations have been processed.

6. 2017 Budget:

- Board members agreed to use the 1st Quarter Treasurer’s report, which includes a revised 2017 budget.
- Under “Other Activities/Grants” the line item will be replenished to \$1500.00 to continue funding up to three grants of \$500.00 each in the upcoming year. This will be held as a Designated Fund line item.
- CL FIRES Board decided to designate funds received from the CL FIRES membership and from the Silent Auction as monies to be used by CL FIRES to cover expenses of the corporation and costs of sponsoring events and activities. CLVFD will continue to receive monies from donations and fund raising events.

MOTION: Jody Sandquist moved to approve the 2017 Budget with the revision as described above of a line item of \$1500.00 for grants. Kate Kelly seconded the motion, which was unanimously approved.

NEW BUSINESS:

Christmas in July – previously discussed on page one (1).

It was noted that CL FIRES cannot own property, so will explain this to the CLVFD when discussion begins about purchasing a shed on behalf of the CLVFD. Method of funding that purchase will be discussed at the next Board meeting in August 2017.

ADJOURN:

MOTION: Kate Kelly moved to adjourn the meeting; Jeanette seconded the motion, which passed unanimously.
The CL FIRES Board meeting adjourned at 4:53 p.m.

Respectfully submitted,
Jody Sandquist, Secretary