

07.10.17

1100 hours

- Pat Morrison
- Tom Flamm
- Phil Tammaro
- Don Porth
- Karla Klass
- Marty King
- Ed Comeau

- Is our exec staff makeup acceptable to IAFF? Don, Marty, Karla, Ed, Tom and Phil
 - Yes, that is acceptable to IAFF.
- Can the Foundation assist with online meetings or conference calls (conference lines, go to meeting, etc.)?
 - Yes.
 - Do have a Go To Meeting for at least another year through IAFF.
- Can the Foundation assist us in convening meetings of the Steering Committee (financially, logistically, location-wise)?
 - One of the things we have talked about, based on certain availability due to what we are involved with, we might be able to assemble a meeting, perhaps Dallas in October (at least the exec committee). First week of October, during Phoenix Society meeting..
 - Karla and Don can't make these dates
 - Would depend upon how much time the committee might feel needed for a meeting.
 - We want to make sure we communicate with the Steering Committee on a regular basis to make sure we're on track with everyone.
 - We would like to be able to process their input as well.
 - Steering Committee is about 15 people. Ideally, annual meetings should include as many steering committee members as is practical.
 - ⊖ Funding for any meetings would be dependent on the YFIRES budget status, unless IAFF were able to help offset costs.
 - A once- a year meeting would be productive, and having the steering committee there would be helpful.
- Does steering committee looking acceptable? - Tom has not seen it with names filled in. Based on our past discussions (exec. team), we have populated a list that can be forwarded)
- On steering committee, there were some groups listed but not necessarily a representative, right?
 - IAFF will know in the next month or so whether the steering committee could be invited. Exec Team wouldn't be a problem, it looks like, but in a month we'll know if the steering committee be invited.
- Would those meetings be able to be projected in advance so we can get as much planning in place?
 - Would depend upon how successful the fundraising piece would be. (This might be interpreted as we can plan our own meeting at a date/time we feel is appropriate or follow the opportunities created by IAFF, which might not be predictable in advance).
- What documentation do we need to provide to the Foundation (meeting minutes, steering committee membership, etc.)?
 - If we had an annual meeting, we would need minutes from that.
 - Overview of any phone conversations, high points, would be fine.

- We need to keep track of everything that transpires so if someone is looking for an answer to a question.
 - Send to Tom
- How do we represent ourselves as a component of the Charitable Foundation Burn Fund?
 - Marty and Don to prepare solicitations to Tom for approval
- Who can we solicit for donations (or who can we not)?
 - Need to coordinate who we go to for fundraising to make sure we don't conflict with the Foundation's fundraising efforts.
 - Going to FDs, there are about 200 of them that are actively using YFIRES right now.
 - Want to avoid charging any type of fee, if possible.
 - What organizations can we approach because they have foundations?
 - What is the return that a fire department would get for a \$300 donation, for example?
 - It saves them any expense they may incur for trying to create or have their own database. The FD doesn't have any overhead for being involved.
 - Why not say a licensing fee? Seems like this is an inexpensive, practical service.
 - We kind of created this through the charitable foundation and wanted to avoid a fee if possible, goal to keep it on the charitable part. Would like to do more as an ask. Hoping bigger organizations can help foot the bill for the smaller groups that don't have any money.
 - From the beginning, our stakeholder group was pretty unanimous that there shouldn't be a user fee.
 - Larger departments may be willing to donate to this.
 - Lot of small donations could go a long ways, so that got us thinking about the small groups.
 - Deb Keeler offered to approach all of the 40 IAAI chapters to help us craft an ask.
 - NFSA is another.
 - We have talked with NASFM, but they have declined. They did give us an article in their newsletter.
 - Rather than looking for grants from year to year, with the smaller amounts and wide reach.
 - That has some merit, coordinated approach. Starting out, try it and see.
 - For the long range, perhaps a licensing approach might be a way to go.
 - FEMA wants these grant programs to be self-sustaining, not dependant on grants from year to year.
 - Don't think the 200 locals might give to unless there are burn foundations run by the local, they might be willing to support it.
 - The other arm besides getting info out there is going to be fundraising, which isn't easily done. Someone has to put it together, actually put it out there.
 - Is there a specific person in the Foundation that oversees the messaging that we would go through to put letters out to the various groups?
 - We've been explaining the development point has been through FEMA grants and that we would eventually been looking for ongoing funds to support it long term. Lots have expressed support.
 - A letter from IAFF Foundation would be going to "friendlies" who have already offered their support, it wouldn't necessarily be cold calling.
 - Would have to run through the Burn Fund here, Tom is the coordinator.
 - IAFF Foundation is five different funds, operate independently by collectively in terms of local governance. Would come through Tom.
 - We don't do a lot of solicitation, the first solicitation would be a letter from the Steering Committee stating the intent and purpose would be sent out from Steering Committee.
 - Do we have the latitude to solicit these organizations and how do we represent ourselves? Have to explain that we are being fiscally sponsored by the Burn Fund so

- we have to make sure that our communications are approved by Tom before sending out. Draft letters for approval through Tom.
- The first year is going to be the most difficult, the group has to agree it is a good message, succinct.
- Don or Marty draft a letter, get it to Tom, he'll route it internally for approval.
- **Don and Marty to talk tomorrow to start working on a letter**
- Want to start with those who are close and familiar, such as IAAI.
- Might be good to involve Deb Keeler since she has done a lot of this, involve some others on Steering Committee for their input as well.
- We want to encourage people to give more than once, articulated in a such a way that this is not a one-time thing.
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- How do we set up contracts for payment of executive staff members when we are in a position to do so?
 - How about we put this on hold until we actually have funding
- YFIRES Accounting
 - How do we process payment of bills?
 - **Marty will get with Tom to make sure we are all on the same page for processing**
 - The security certificate ~~is~~ was going to lapse, ~~for example~~. Don paid the security certificate out of his own pocket and needs to be reimbursed. Is for three years.
 - Had a \$600 balance outstanding that was sent upstairs today to be paid for ~~past services~~ support services above and beyond our contract. These have been carefully tracked and approved by Don while working with Visionary. The amount remains less than if we moved to a higher level of support hours in our contract.
 - Performance from Visionary has been better of late, communication is streamlined which is helping.
 - **Invoices go to Tom for processing.**
 - Our current contract with Visionary is paid through November 2017a
 - How do we process payment of contracts?
 - Tom is the point of contact.
 - How do we accept donations? unanswered
 - Who is our point of contact at the Foundation for fiscal questions? unanswered

1200 hours adjourn