

**Crescent-Odell Lakes Volunteer Response Team
(COLVRT)**

Board Meeting Minutes

October 2, 2009

I. Call to Order

Holly Henderson, Chairperson, called the meeting to order at 1000 PDT.

II. Attendance

Present: Tim [Cramblit](#), Daryl Cross, Gene Henderson, Doug Herring, Sheila Goff, Sally Murray, Doug Wardell, Brad Kahler, Diane Nye-Wardell, [Marian](#) Cross, Holly Henderson, Deenie Jansen, Jerry Jansen, Diane Kahler, Judy Long, Kathie Mullen, Kathy Altman, Sally Carlson, Dick Carlson.

III. Minutes

A. The minutes of October 5, 2008 and April 29, 2009 were approved by the board via e-mail in May.

IV. Review of Correspondence

- A. Meeting Notice was emailed to members, posted at the Community Center and Post Office
- B. Flowers were delivered to community members for illnesses and losses: Long, Ellington, Carlson
- C. COLVRT shirts were purchased in time for the Pancake Breakfast on Labor Day. The board approved the expense via phone and e-mail.
- D. Board training was offered for non-profit organizations on September 19 in Florence. The board unanimously approved sending members and paying the \$300 fee.
- E. John Gartland, Crescent Lake HOA requested a representative from COLVRT and CERT to speak at their September HOA meeting.
- F. Steve Stewart requested COLVRT and CERT's participation at the Odell Lake HOA meeting in September.
- G. Pancake Breakfast committee meeting notices were sent 8/15/2009
- H. Article to publicize Pancake Breakfast was sent to Wise Buys, the radio station, and The Frontier
- I. Article regarding success of the Pancake Breakfast was sent to Wise Buys and the Frontier.
- J. Resignations were received from Diane Davidson, Cliff Davidson, Carol Goevelinger, Nick Goevelinger, and Linda Baron.
- K. E-mail from South Eugene Ski Team received.

V. Treasurers Report

A. Financial Report

1 See attached

B. Motion: Form a finance committee consisting of the Treasurer, [two \(2\)](#) board member [two \(2\)](#) active COLVRT members. The committee will develop the annual budget and review any expenditure, not on the budget, that exceeds \$500.00.

Motion Passed. [The committee consists of Diane Carpenter-Kahler, Marian Cross, Diane Nye-Wardell, Sally Carlson and Jerry Jansen.](#)

C. Budget: A working budget was displayed and explained to the membership. The budget will operate on the calendar year January through December. The Finance

Committee will meet to propose next year's budget.

- D. Petty Cash: A formal petty cash fund will be established to insure that all revenue goes through South Valley Bank. The amount of the cash fund will be \$100.00. When small items are purchased, the fund will be used, and a receipt for the item will be placed in the cash box. When receipts are turned in, a check will be written to replenish the fund.
- E. Minimum Balance: When the Finance Committee has determined the annual budget, monies in excess of that budget will be considered for investment such as CDs by the Finance Committee.

VI. Old Business

A. Committees:

- 1. Pancake Breakfast: Sally
- 2. Recycling: Holly
- 3. Ski Team: Deenie
- 4. Needs: Kathy Altman
- 5. Signs: Brad

B. Fund Raising

- 1. Pancake Breakfast: Sally will be sending her report to participants. Safety issue for next year = hot water for tea, cocoa should be available in dining area. Apples, salsa and apple juice were suggested as added items to the menu. Recommended date = Labor Day Monday; Mark Bolton donated a large coffee pot; Holly owns a slicer that COLVRT can use. Car Club was a hit. Recommendation that members get a food handlers' license, which can be done online for a \$10 fee.
- 2. Recycling: The campgrounds did not save cans for us like they have in the past. The recycling that we did get was taken to town and put into the automatic machines. We believe the campgrounds will give us their recyclables next year. In that event, we will sort cans and bottles and recycle through the Odell Sportsman.
- 3. Ski Team: The South Eugene Ski Team has requested accommodations and meals December 26 – 30 under the same conditions as last year. That means \$45/person/day with a minimum of 20 participants. Deenie will organize the committee es in the near future.
- 4. Signs: 50 additional signs were purchased. At the current charge of \$8 for a sign and \$7 for a post, the profit is \$.90. **Motion:** Increase price of the signs to \$10.00 as of 10/2/09. **Motion Passed.** Recommendation that information sheet sent out with signs contain information regarding who to pay as well as where to place sign so as to keep it visible in deep snow.

VI. New Business

- A. **Motion:** Establish an Apple Crisps Committee. **Motion Passed.** Committee members are Holly, Sally, Judy, and Kathy Altman.
- B. Holiday Feast: Proposed to establish a committee to plan a community feast. Invitations should contain an RSVP for planning. Committee members are: Kathy Mullen, Judy Long and Sally Carlson.
- C. New Members: Welcome Kathy Altman, Doug Herring and Sheila Goff.
- D. Organization structure: **see attached**
Motion: Reorganize COLVRT Operations Section to include three branches: CERT; Fire Corps; USA ON Watch

Each branch will be led by a Branch Director. The mission of each branch is to provide services and support to the fire district and community as defined by DHS and Citizen Corps.

Motion Passed

- E. Card of appreciation to businesses. Consensus of members is to do it again
- F. Letter to Walmart requesting a donation. The letter was prepared and will be delivered to the Bend Walmart October 5, 2009.
- G. HOA meetings: Tim, Sally, Holly, and Deenie spoke on behalf of fire, EMS, COLVRT and CERT at each of the meetings. For future HOA meetings, Marion will set a price for coffee and cinnamon rolls as a fund raiser for COLVRT.
- H. 501 (C) 3 receipts are available from the Treasurer
- I. Expense request forms are available from the Treasurer
- J. Additional shirts and hats: Holly is taking orders
- K. Crescent/Central Cascades Fire & EMS are conducting a joint board meeting Monday, October 5 at 6 p.m. COLVRT is preparing a light supper. Holly asked for general approval to offer assistance of the kind to our department. Unanimously approved.

VII. **Adjournment:** 1130 PDT

VIII. **Next Meeting**
April 10, 2010 at 1000 PDT

Respectfully submitted,

Deenie Jansen, Secretary

APPROVED WITH CORRECTIONS (BLU)