

**NORTH FORK AMBULANCE ASSOCIATION  
BOARD OF DIRECTORS MEETING  
SEPTEMBER 17, 2015  
HOTCHKISS AMBULANCE STATION**

Board Members Present: Dan Miller, Clinton Clock, Don Geddes, Bob Sussman, Larry Hughes, Tom Mingen

Absent: Chris Cox

Also Present: Kathy Steckel, Karina Nicewicz, Kris Stewart

I. The meeting was called to order by Dan Miller at 7:00 p.m.

II. The minutes of the August 20, 2015 meeting were approved as written.

III. Introduction of guests.

IV. Reports.

A. President's Report. Dan, Bob and Don are continuing work on HR policy and by-laws updates.

B. Director's Report. (*attached*)

C. Business Office Report.

1. Runs to date through August were distributed.

2. Website membership applications are being received; payments are being made with PayPal and by credit card.

3. A record of donations made to date for 2015 was distributed.

D. Steering Committee Report.

IV. Old Business.

A. Final details are being worked out for the employee appreciation picnic.

B.

V. New Business.

A. Kris took photos of board members for the website.

B.

VI. Executive Session.

VII. Return to general meeting.

A. The financial reports for August were approved as written.

B. Kathy is reaching out to the board for volunteers to assist with presentations at upcoming community events.

C. A concentrated effort will be made to reach out to businesses regarding membership. Stickers will be distributed to all new and renewing business members.

VIII. The meeting was adjourned at 8:10 p.m.

BOARD REPORT – Sept 17, 2015 by Kathy Steckel, Executive Director

BOARD WORK

- Donation requests to utility companies, other corporations, possibly establish a **Charter Corporate Associate** with three year pledged membership donation of \$3000 to \$5000. Board support?
- I/T backup – have had some email conversations with Bob. For the interim, I'm doing my own on the cloud so my computer work is fully covered offsite
- Job description, have not had comments from Board members

HR/STAFF

- Annual Appreciation Picnic – Sept 20, 4 pm. Invitation, prizes in place
- Physician Adviser - Our Regional Medical Director, Dr. Gross, will serve as interim, at no cost, until a permanent Adviser is found.

BUDGET AND FINANCE

- Payment for membership now active with website redesign
- Applied for \$4,000 grant from the Western Colorado Health Fund/Western Colorado Community Foundation for ALS equipment
- Retroactive billing continues, 70 billed out of 150 requests sent
- Communications open with our new billing company: Billing Solutions, Inc.
- Processing CREATE and Provider Grants

COMMUNICATIONS/PROGRAMS

- Membership – Business mailing of 500 on Sept 2<sup>nd</sup>, bulk mailing on Sept 15.
- Delivery of Brochure Racks and Membership Sticker – has started in all three communities.
- Testimonial Challenge – High Co Shopper \* handout
- Community Outreach – Public Hands Only CPR classes\* being offered once a month, also three of our own crew now certified CPR instructors
- Network of Volunteers – 50 people have volunteered to perform non-emergency help. Brochure compilation, distribution, local pr & Picnic. Meeting interesting people.
- Recruitment Drive underway – EMT class to start in January
- Public Presentations – Hotchkiss Chamber of Commerce, KVNF radio interview, North Fork Valley Creative Coalition, Crawford/Hotchkiss Historic Society
- Public communications, sign boards, print, radio, social media, word of mouth, church newsletters, reaching over 1,000 people by email with our list and the Chambers Getting active with the Hive – Paonia

MEETINGS/INTER AGENCY CONTACT

- HFD Penland fundraiser, WRETAC (Regional Emergency Trauma Advisory Council) coordinator in Hotchkiss, Western Colorado Community Foundation – GJ, Forrest Craver - fundraising consultant, John Records - non-profit consultant