



## Special Board of Directors Meeting Minutes

Wednesday, August 23, 2023

9:00pm Eastern; 8:00pm Central; 7:00pm Mountain; 6:00pm Pacific

### 1. Attendance:

- Bruce Suenram, President
- Marvin Hill, Vice President, and Illinois State Director
- Monte Olsen, Secretary and Individual Director-At-Large
- Scott Barthelmass, Missouri State Director
- Bonnie Jones, Montana State Director
- Mark Jack, Texas State Director
- Orlanda Smith, Individual Director At-Large

### 2. There were no guests present.

### 3. The President called the virtual meeting to order at 9:03 pm Eastern Time

### 4. Director Jack moved for the approval of January 7, 2023 meeting and the motion was approved.

### 5. Remarks and Reports

- The President reported that Treasurer Ken Schmalbeck has resigned, that the Office of Treasurer would remain vacant until the Annual Membership Meeting and that the Executive Director Locum will continue performing bookkeeping duties.
- The President appointed Director Hill to Chair the Bylaws Committee and Director Hill accepted.
- The President requested that discussion be held about the creation of an Executive Committee and Director Hill requested the discussion be postponed to the next Board of Directors meeting.
- The Executive Director Locum reported on the membership billing process, membership dues revenue, and the need to get detailed membership reports from Sladek Conference Services.
- The Executive Director Locum also reported on conference registration to date and the conference registration process.

- The Executive Director Locum also reported that he would be attending the quarterly Board of Directors meeting of the National Special Districts Coalition in Monterey, California on August 27, 2023.
  - In absence of the Treasurer, the Executive Director Locum reported that the depository set up process was completed for all signatories and presented the Financial Report as of August 23, 2023.
6. There was no unfinished or new business.
7. Announcements
- Upcoming Quarterly NAEFO Board of Director Meetings
    - 3<sup>rd</sup> Quarter: September 17, 2023 at Las Vegas/virtually at 7:30 pm Eastern
    - 4<sup>th</sup> Quarter: October 21, 2023 virtually at 11 am Eastern
    - 1<sup>st</sup> Quarter: January 20, 2024 virtually at 11 am Eastern
    - 2<sup>nd</sup> Quarter: April 20, 2024 virtually at 11 am Eastern
  - Upcoming events and potential NAEFO presence
    - Colorado Special Districts Association [Annual Conference](#) on September 12-14 at Keystone
    - Montana Fire Trustees Association [Conference](#) on September 29 – October 1 at Anaconda
    - South Carolina Association Special Purpose Districts [Annual Conference](#) October 18-20, Myrtle Beach
    - Washington Fire Commissioners Association [Conference](#) October 25-28 in Tulalip
    - Oregon Fire District Directors Association's [Oregon Fire Service Conference](#) on November 1-4 at Seaside
8. October Quarterly Meeting Agenda Items
- Review of Policies Critical to Strategic Plan and 2023 Budget
    - Policy 6 [Protection of Records](#)
    - Policy 3 [Partnerships and Agreements](#)
    - Policy 4 [Credentials](#)
    - Policy 5 [Committee Chairs and Members and Authority of Committees](#)
    - Policy 8 [Event Cancellation](#)
9. Action Items
10. The President adjourned the meeting at 9:44 pm Eastern Time.