



Organized Feb. 9, 1949

## SABINE-NECHES CHIEFS ASSOCIATION

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### 2013 Board of Directors

John D. Owens  
President 11-14

Dale Jackson  
Vice-President 13-14

Tim Ocnaschek  
Secretary/Treasurer 13-14

Carman Apple  
Sergeant-at-Arms 13-14

Larry Richard  
Fire Director 12-13

Jerry Ziller  
Fire Director 13-14

Tommy Wells  
Industry Director 12-13

Charlie Kosh  
Industry Director 13-14

Jeff Wilmore  
Police Director 12-13

Aleta Cappen  
Police Director 13-14

Jeff Kelley  
At-Large Director 13-14

Stephanie Garsea  
EMS Director 13-14

Cindy Powers  
Health Director 13-14

### 4<sup>th</sup> Quarter Board of Directors Meeting MINUTES

October 24, 2013, 11:00 am

Quorum is (7) Voting Directors

On Thursday, October 24, 2013 at 11:00 am, John Owens, President of the Sabine Neches Chief's Association called to order the 4<sup>th</sup> Quarter Board of Directors Meeting held at The Schooner in Nederland.

Board Members Tommy Wells, Aleta Cappen and Stephanie Garsea were excused.

Visitors: Steve Curran (Website Committee) and John Avery (Finance) were present to address scheduled agenda items.

**Closed Meeting:** Noting that a Quorum was present, President Owens opened the meeting.

#### **Old Business:**

President Owens asked for "Approval" of the previous quarter's Board meeting minutes as e-mailed. A motion was made by Dale Jackson and seconded Jerry Ziller to approve the minutes. Motion carried.

#### **Correspondence:**

None

**Financial Report:** Secretary/Treasurer presented the following report;

| <b>Checks issued since last Board meeting:</b> |                |                            |              |
|--|----------------|----------------------------|--------------|
| 07/18/2013                                     | Schooner       | Board Meeting              | \$ 419.47    |
| 08/27/2013                                     | Juxtapose      | Webhosting                 | \$ 54.13     |
| 09/04/2013                                     | Catfish Cabin  | Strategic Planning Meeting | \$ 1,331.45  |
| 09/23/2013                                     | John Avery     | Reimburse for stamps       | \$ 27.60     |
| 09/23/2013                                     | Juxtapose      | Apps development           | \$ 1,434.32  |
| 10/02/2013                                     | Juxtapose      | Webhosting June, Sept, Oct | \$ 162.39    |
| 10/09/2013                                     | Juxtapose      | Webhosting April           | \$ 54.13     |
| 10/22/2013                                     | Jiffy Trophies | Awards                     | \$ 811.88    |
| <b>Account Balances</b>                        |                |                            |              |
|  |                |                            |              |
| Checking Balance                               |                |                            | \$ 32,250.52 |
| CD Balance                                     |                |                            | \$ 4,967.86  |
| CD #2 Balance                                  |                |                            | \$ 5,098.02  |
| Total Balance                                  |                |                            | \$ 42,316.40 |

President Owens called for a motion to approve the Treasurers Report; Larry Richard made the motion to approve the Financials and Charlie Kosh seconded the motion. The motion carried.

**New Business:**

Secretary/Treasurer Tim Ocnaschek updated the board regarding the purchase of IMT shirts. An additional model of shirt is needed to verify the embroidery is satisfactory. Time factors have prevented final coordination. One shirt will have to be purchased and embroidered for this sample. Both Larry Richard and John Owens reported that Motorola has agreed to cover the cost of the IMT uniforms on the initial order.

President Owens initiated a discussion regarding the need for a budget. This follows the September Strategic meeting which included the plan to develop a budget. Key points included the recommendation the budget be used only as a guideline to help with spending decisions. The calendar year budget would be developed by the Secretary/Treasurer with assistance of the executive board and financial advisors. A draft would be presented to the full Board at the 4<sup>th</sup> quarter board meeting in October for any adjustments, and then presented to membership at the November meeting to begin a 30 day review process. A final vote would be added to the agenda at the December general Association meeting. Deputy Fire Chief John Avery, PAFD, presented some budget recommendations based on the yearly financial review conducted by Edgar, Kiker and Cross. Some additional adjustments were discussed by the board, with a goal of ensuring money is being spent in accordance with the Association's mission and priorities. A suggestion was made that if expenditures were made in excess of approved budget allocations, a budget revision would be submitted to the Board, and upon approval, to the membership for final approval. There was also a recommendation that a formal process be implemented to submit proposals for educational outreach sponsorship one time each year to help with budgeting. Avery agreed to revise the budget proposal and send it back to the Board for additional review.

Secretary/Treasurer Tim Ocnaschek discussed a membership request from Membership Committee Chair Bryant Champagne regarding Oil Tanking which already has a Beaumont branch member. Discussion centered on the need for a guideline to determine membership eligibility for departments or entities having the same parent organization. Examples were given of several city departments within a municipality; separate departments of the State, as well as separate plants within an industry. A recommendation was made that eligibility should be based

on independent management at the same hierarchical organizational level and not necessarily be connected with geographical placement.

President Owens reviewed a report from Stephanie Garsea that awards have been decided and ordered. The awards presentation is set for Bosses' Night, December 2<sup>nd</sup>. Additionally, Garsea mentioned that the annual golf tournament is set for the 4th Monday in April (April 28th) at Belle Oaks. This is keeping with the same timeline followed the past few years. Garsea requested to have the flyers ready for Bosses night and available at the front table when the guests arrive, with the thought that since there are so many guests that can't always make general meetings, this opportunity could be used to spread the word to new folks and possibly bring in a few more teams or sponsors. Chief Frenzel and the Board fully support this plan.

**Other Business:**

None

**SNCA Board of Directors Meeting Schedule 2013:**

Not discussed. 23 January, 24 April, 24 July, and 23 October recommended.

**Call for motion to adjourn:**

Motion made by Jeff Wilmore and seconded by Cindy Powers to adjourn the 2013 4<sup>th</sup> quarter BOD meeting. Motion carried.

**Meeting Adjourned:** 12:21 PM

*Tim Ocnaschek*

Secretary/Treasurer