



## Nor Cal Fire Prevention Officers Association

Executive Board Meeting  
October 28, 2005  
San Francisco, CA

**A. Roll Call - The meeting was called to order at 1035 hours.**

The following individuals were present: Dennis Mathisen, Angela Guiliani, Darren Drake, Theresa Johnson, Morgana Chan, Chief Doug Williams, Wes Arvin, Forrest Craig.

**B. Review of Minutes**

The board reviewed and approved the minutes from the board meeting conducted on 8/26/05 and 9/23/05.

**C. Consent Calendar Items**

None

**D. Open Time For Member Expression**

None

**E. Written Communications**

Several received/sent: Letter from Drywall Information Trust Fund; Thank you letter to Ray Bizal.

**F. Unfinished Business**

**F-1 Marketing, Communication and Branding Plan** – Darren sent out revised drafts of plan, plan approved as revised – needs to be posted on website; presentation by Roger Archey of Balzac Communication on marketing plans. Board requested proposal of services

**F-2 Bookkeeping Services** – Dennis needs to contact CALBO for info

**F-3 Annual report** - Danielle needs photos by 1<sup>st</sup> week of December

**G. New Business**

**G-1 Charlie Gray fund**–No applications received, we will send out info.

**G-2** Need host for January 2006 meeting, NFPA willing to co-sponsor

**H. Board Member reports**

Darren mentioned that the strategic plan needs to be updated.

**I. President's report**

President Mathisen gave report on Cal Chiefs E-Board meeting in Riverside

**J. Financial report**

Treasurer's report

Morgana gave overview of archiving info. Board supported archiving 4 years, anything older can be purged. She received letter of thanks from Burn Institute for our donation. Taxes are done, to be sent off.

**K. Adjournment**

The meeting was adjourned at 1215 hours.

Respectfully submitted,  
**Theresa Johnson, Secretary**