

Agenda & Minutes (submitted by DChacon 5/15/2018)

Date:	May 14, 2018
Location:	Conference Call
Attended by:	Dana, Ratch, Daniel, and guest Tom Flamm (for last hour to discuss workshop)

Name	Ron Fife**	Dana Dillard**	Scotty Roberson**	Daniel Chacon	Jeanette “JD” Day (filling vacant position of Lindsay Allmeyer)	Mark Koopman
Election Dates	Elected 2011 Reelected 2013	Elected 2011 Reelected 2013	Elected in 2013 Reelected 2016	Elected in 2016 Eligible reelect in 2020	Elected 2016 to fill partial term that is up for reelect 2018	Elected in 2014 Eligible reelect in 2018
	Member 1	Member 2	Member 3	Member 4	Member 5	Member 6
When term up	complete 2018 (2 terms)	complete 2018 (2 terms)	Complete 2020 (2 terms)	Complete 2024 if 2 terms	Complete 2022 if 2 terms	Complete in 2022 if 2 terms
Board Position						
<p>Elections take place at IABC workshop per 2013 approved amendments **terms off b/c bylaws were amended in 2013, also year when elections held; they moved to even years & Ratch, Dana, and Scotty’s terms were staggered/extended to prevent seasoned members all leaving board at the same time and have voting on even year cycle</p> <p>2018 Four positions eligible (Ratch & Dana terms complete; Mark & JD up for reelection) 2020 Two position eligible (Scotty complete; Daniel up for reelection)</p>						

1. Established Board Positions (still need to determine descriptions)
 - Chair—Dana Dillard
 - Treasurer—Ratch Fife
 - Workshop Liaison—Scotty Roberson (Daniel will help out and has some ideas)
 - ABA SIG—Mark Koopman
 - Secretary/Membership—Daniel Chacon
 - Social Media/Website—Jeanette “JD” Day
2. Review and Approval of Minutes:
 - Website: Only have minutes up from 2017 (February, April, May, July, September); need to update to current; **Dana sent to JD before meeting**
3. 2018 ABA
 - Outstanding business?
 - Speaker Payment? **ABA paid**
 - Speaker thank you—Done by Koop after SIG
 - Hotel payment for refreshments? **Ratch paid (cost approx. \$1200)**
 - Booth? **Location was different, not a lot of foot traffic, Koop took booth materials for the FDIC after ABA.**
4. 2019 ABA SIG

- Who is SIG contact next year? Daniel? **Daniel and Koop spoke at ABA and Daniel would be willing to be added as the contact person. Daniel will follow up with Koop on transfer**
 - **ABA sent out survey and questions to SIG cochairs about the structure of the SIG for feedback. Dana and Ratch gave feedback on conflicts on schedule. What is the preferred time and date of burn camp SIG and what are other SIGs we want to be mindful of scheduling conflicts (ARC; Psych-Social; Federation Burn Foundations; PT/OT; Canadian; Firefighter)**
- Deadline to submit for SIG funding **FRIDAY JUNE 15th 2018- Daniel will work with Koop on this.**

5. 2018 Workshop

- Dates: October 13-17 in DC with IAFF
- Tom wants 2 hours for IAFF to give overview; can be flexible about when during workshop
- Save the Date (done—handed out at ABA & Dana mailed out April 23, 2018); posted to website (done—JD added JPEG image)
- Tentative schedule thus far:
 - Saturday PM: arrival after 3pm; icebreakers (maybe Steve Peck) with welcome/introduction and rolling dinner/heavy hors d'oeuvres; **Would like to have people come in around 3 and 5pm. Possibly have a staging area**
 - Sunday: Italian Restaurant/night tour of DC; **IAFF cover cost of meal**
 - Monday: Activities at camp (ropes, kayaks, basketball, tennis, volleyball, etc.) in afternoon. Some activities have fees involved so will need to consider when deciding. **Possibly be utilizing DC fire fighters kayaks for Monday and/or afternoon outdoor activities at the camp. Possibly have activities 1:00pm-4:00pm**
 - Tuesday: German restaurant and beer garden opening for dinner for our group; fixed menu or order in advance. **Possibly have the meal options listed on the registration; IAFF cover cost of meal**
 - Wednesday AM: departure day
 - ****Need to sort out how to handle adult beverages****
- Needs:
 - Speaker(s) ASAP: JD reached out to Tonas and he and Linda have communicated with potential speakers. Update? **No update from JD on status, but Ratch said he could follow up with Tonas. Koop mentioned he had a few potential ACA speakers, will need to follow up. Consider a couple different speakers instead of one person for duration.**
 - Cindy, James and Tripp okay to stay but they will have been there during the whole week of national camp so should consider having them early in program. IAFF will be covering the cost of their transportation, so IABC should consider some kind of honorarium or per diem.

- Workshop Liaison from IABC Board? **All hands on deck due to no workshop liaison, Tom or IAFF will join future board meetings to keep updated**
- Materials to market:
 - Still needed: Email blast? Brochure? **Not sure a brochure is needed but some kind of material to post online and distribute via email? If we go with brochure, maybe we can reach out to Trudy and Colorado group to see if they can assist again this year as in the past.**
- Online Registration: Dana and Tom discussed applications going live mid July through September 14th. Dana can work on.
- **Reach out to membership camps about collecting giveaways for conference; Tom asked for August 15 deadline; Tom will order t-shirts for workshop**

6. New board positions:

- Voting:
 - Linda and Tonas agreed to facilitate voting process again
 - Need to get bios of potential board members AND establish deadline for them to send in (maybe Linda and Tonas can do this with email distribution list) **Dana will draft a timeline and layout the potential voting process and send to Linda and Tonas**
 1. **Tentative timeline for voting:**
 - a. ***August 15: Picture, bio and letter of interest and letter of support if not the camp director**
 - b. ***September 1st Post applicants to website and email**
 - c. ***September 28th Absentee ballots are done**
 - Voting by absentee ballot week prior to workshop for member camps (Linda and Tonas) ***Can we just do all votes electronically? Do we need to vote at the workshop?**
 - How many total positions are up for election? Who from board is running again? **3-5 positions will be available**
 - Who from board will be liaison with Linda and Tonas?
 - Other info or needs?
 - Dana and Daniel spoke with the follow people about the board positions:
 - **Emily -Missouri**
 - **Pat Barton-Vancouver**
 - **Anita –North Carolina**
 - **Heather –Camp Bucko (Dana needs to; but she’s expressed interest)**
 - **Kristine Quinn –Utah**

7. Membership Update

- See updated list below. **3 payments posted. Daniel will reach out to members who have not paid and those who are listed not filled out membership forms**

2018 IABC Member Camps

	A	B	C	D	E	F
1	Parent Organization Name:	Camp Name:	Payment Type	Payment Method	Payment Status	Notes
2	Alisa Ann Ruch Burn Foundation	Champ Camp	PayPal (\$100.00)	Paid via PayPal 75C054032D030254J	Paid	
3	Arizona Burn Foundation	Camp Courage	PayPal (\$100.00)	Paid via PayPal 37H645931S087745T	Paid	
4	Arkansas Children's Hospital	Camp Sunshine	Check (\$100.00)			
5	British Columbia Professional Fire Fighters' Burn Fund	BCPFF Burn Fund Burn Camp	Check (\$136.60 w/exchange rate)	Paid via Check 02911	Paid	dd emailed Shelley 3/8 to complete online form; again on 3/21; completed 3/21/18
6	Burn Foundation of Central New York	Camp Triumph (at Beaver Camp)	Check (\$100.00)	Paid via Check 0595	Paid	
7	Burn Institute	Camp Beyond the Scars	PayPal (\$100.00)	Paid via PayPal 1UH63224KX6040530	Paid	
8	Burn Prevention Network	Camp Susquehanna	PayPal (\$100.00)	Paid via PayPal 0V469475PX3266252	Paid	
9	Burned Children Recovery Foundat	Camp Phoenix	PayPal (\$100.00)	Paid via PayPal 3MC84728EF662690N	Paid	
10	Burns Recovered	Midwest Children's Burn Camp	PayPal (\$100.00)	Paid via PayPal 16U76976CW587514Y	Paid	
11	Camp BUCKO	Camp BUCKO	PayPal (\$100.00)	Paid via PayPal 8W7877604C696871G	Paid	dd emailed Wendy 3/8 to complete online form
12	Central Virginia Burn Camp	Central Virginia Burn Camp	Check (\$100.00)	Paid via Check 1876	Paid	

IABC Memberships 5/14/2018

2018 IABC Member Camps

	A	B	C	D	E	F
13	Children's Burn Foundation of Florida	Camp Tequesta	Check (\$100.00)	Paid via Check 5226 AND PayPal 30C75618NR7269339	DOUBLE Paid	dd emailed Wendy and Chuck regarding duplicate forms and payment 3/8; Chuck replied 3/8 he was looking into
14	Children's Burn Foundation of Florida	Camp Tequesta	PayPal (\$100.00)	Paid via Check 5226 AND PayPal 30C75618NR7269339	DOUBLE Paid	dd emailed Wendy and Chuck regarding duplicate forms and payment 3/8; Chuck replied 3/8 he was looking into
15	Childrens Hospital Colorado Burn Camps Program	Cheley Children's Hospital Colorado Burn Camp	Check (\$100.00)	Paid via Check 1005202	Paid	
16	Firefighters Burn Institute	Firefighters Kids Camp	PayPal (\$100.00)	Paid via PayPal 9X040331GH4157149	Paid	
17	Firefighters Burn Treatment Society, Edmonton Chapter	Alberta Fire Fighters' Burn Camp	PayPal (\$100.00)	Paid via PayPal 1HN07179NB094963H	Paid	
18	Georgia Firefighters Burn Foundation	Camp Oo-U-La	PayPal (\$100.00)	Paid via PayPal 73B00335738246225	Paid	
19	Great Lakes Burn Camp Inc.	Great Lakes Burn Camp		Paid twice in 2017 (check and paypal) and want overpayment applied to 2018	Paid	dd emailed Mike 3/8 to complete online membership form; completed 3/8
20	Hoosier Burn Camp, Inc.	Hoosier Burn Camp	Check (\$100.00)	Paid via Check 3363	Paid	
21	Illinois Fire Safety Alliance	Camp "I Am Me"	PayPal (\$100.00)	Paid via PayPal 96840640W4194022D	Paid	

IABC Memberships 5/14/2018

2018 IABC Member Camps

	A	B	C	D	E	F
22	Mid-Atlantic Burn Camp Fund, Inc.	Mid-Atlantic Burn Camp	PayPal (\$100.00)	Paid via PayPal 55D83685JY724012P	Paid	
23	Momenta	Camp Phoenix	PayPal (\$100.00)	Paid via PayPal 5PB26499YL354771K	Paid	
24	MUSC Children's Health & SC Burned Children's Fund	Camp 'Can' Do	Check (\$100.00)	Paid via Check 53199	Paid	
25	North Carolina Jaycee Burn Center	Camp Celebrate	Check (\$100.00)			
26	Nova Scotia Fire Fighters Burn Treatment Society	Camp Connect	Check (\$124.58 w/exchange rate)	Paid via Check 000551	Paid	
27	Pediatric Burn Foundation of America	Camp Conquest	PayPal (\$200.00)	Paid via PayPal 3RF927872A775690S	DOUBLE Paid	Hit quantity 2 on online form; email Scotty to see how he wants to handle 3/21; he replied 3/21 he wanted to pay for 2018 and 2019
28	Portland Firefighters Children's Burn Foundation	Fire & Ice Winter Camp	Check #2074	Paid via Check 2074	Paid	emailed 1/19 to help with online application; emailed again 3/21 to follow up payment rec'd but no online app; completed 4/18/18
29	Professional Fire Fighters of Wisconsin Charitable Foundation	Summer Camp for Burn Injured Youth	Check (\$100.00)	Paid via Check 1253	Paid	
30	San Jose Firefighters' Burn Foundation	Kids Burn Camp	PayPal (\$100.00)	Paid via PayPal 2YY438765J384610E	Paid	
31	Shriners Hospitals for Children - Cincinnati	Camp Ytiliba	Check (\$100.00)	Paid via Check 20718835	Paid	

IABC Memberships 5/14/2018

2018 IABC Member Camps

	A	B	C	D	E	F
32	Tennessee Firefighters Burn Foundation	Camp Phoenix	PayPal (\$100.00)			PayPal did not process correctly and unable to send invoice 4/6--will try again; invoice sent via PayPal 5/10
33	University of Utah Health	University of Utah Burn Camp	Check (\$100.00)			
34	Vanderbilt Regional Burn Center	Camp Hope	PayPal (\$100.00)	Paid via PayPal 1SS446173N575112L	Paid	
35	WA State Council of Firefighters Burn Foundation	Camp Eyabsut	Check (\$100.00)	Paid via Check 1227	Paid	
36						
37						
38						red = no payment received but online application
39						blue = no online application but payment received
40						purple = received 2 payments NEED REIMBURSEMENT

IABC Memberships 5/14/2018

8. Website Update:

- Camp Directory **No updates**
- Minutes **No updates**

- IABC Workshop info (registration/dates) **Around July registration and more information. Close September 14th**
9. IABC email—need someone to manage or check routinely (Secretary Position?)
- Dana checked May 10, 2018; **no new emails**
10. Treasurer report
- JD added to bank card/account? **Not Yet**
 - **Daniel expressed that since he has another two years on the board, he would be willing to be added on to the account.**
 - **\$8978.24 is the current balance before the owed amount for ABA (\$1200 for SIG refreshments) and a PayPal transfer of \$300. But roughly \$8,100 is in the account.**
11. Other Business
- **None**

Date/Time of Next Conference Call: **June 18th 2018 1:30 EST**

Dana will send meeting request

Enter meeting name



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