



Fire Safe Nevada County Coalition Meeting Minutes

Regular Meeting of the Board of Directors

Saturday, March 15, 2025, at 8:00am

2036 Nevada City Highway #266, Grass Valley, CA 95945

Jo Ann Fites-Kaufman, President; Robert Long, Treasurer; Maureen Graber, Secretary.

BOARD MINUTES

1. **Call to Order and Roll Call.** At 8:00am by Jo Ann Fites-Kaufman. Directors present: Jo Ann Fites-Kaufman, Bob Long, and Maureen Graber.
2. **Introductions.** None.
3. **Approval of Agenda.** *Bob Long moved to approve the Agenda. Second by Maureen Graber. Approved 3-0.*
4. **Discussion and possible approval of action to open a bank account.**
Discussion held. Bob prepared a resolution and considered banker options. Bob is familiar with Tri-Counties Bank and its processes. Rates are comparable. *Maureen Graber moves to approve Tri-Counties Bank as the Banker for FSNCC. Second by Bob Long. Approved 3-0.*
5. **Discussion and possible approval of By-Laws.** Discussion held. By-Laws have been reviewed by the FSNCC formation committee and suggested edits submitted to Jo Ann for consideration. Jo Ann invited Susan Rogers (Nevada County Coalition of Firewise Communities) to review the By-Laws. Susan recommends that the words, "will strive to adhere" to the Brown Act as preferred wording for the Finance Committee. Bob advised that it is very important to remain transparent, particularly in relation to fiscal matters. Jo Ann agrees that transparency is key for this new organization and that Finance Committee meetings should have public meetings announced a week in advance.

The Board agreed that further discussion with the founding committee is appropriate before final approval of the By-Laws. Bob advises that it is important to have the right processes and people in place to support "the books" and taxes. We have \$500 to deposit into bank now. Bob will use Quicken and excel spreadsheet initially and advises that more appropriate software should be considered. Jo Ann agrees with this short-term solution and supports hiring a third-party bookkeeper to maintain the accounting process in the future. Jo Ann will call the formation committee to finalize the By-Laws and talk about the potential Board Member appointments. Jo Ann asks Bob to bring the names and

skills forward of the potential candidates he has spoken with. Jo Ann will be reaching out to her potential “east side” candidate this weekend.

6. **Discussion and approval of committees including Financed, Executive, and Launch.** Discussion held. Jo Ann would like to confirm the Finance Committee and advises that Bob is on the committee as its board member. Bob is in conversation with a couple of experienced accountants. ***Jo Ann Fites-Kaufman makes a motion to create a finance committee with the Treasurer as the board representative. Bob Long moves to approve the motion. Maureen Graber seconds. Approved 3-0.***

7. **Adjourn meeting.** Regular Board meeting adjourned at 8:30am.

Respectfully submitted by Maureen Graber March 20, 2025.

Approved by the Board of Directors on April 16, 2025.