

SPAAMFAA Board of Trustees Meeting

REGULAR MEETING

Wednesday 3/10/2021

Wyndham York Hotel

York, PA

Minutes

Voting members in attendance –

Frank Tremel	President
Ted Elder	Sr. Vice President
Justin Birchfield	Vice President
Brian Anderson Jr.	District #1 Trustee
Tim “Cosgrove” Jones	District #2 Trustee
Mike Turcott	District #3 Trustee
Jim Kurycki	District #4 Trustee
Chuck Buschardt	District #6 Trustee
Jim Derstine	District #7 Trustee
Dan Lintz	District #8 Trustee
Scott Rollins	District #9 Trustee
Bill Blunden	Executive Secretary

Non-voting members in attendance -

Leroy Wilder	Treasurer
Candy Bennett	Membership Secretary (Via Zoom)
David Lewis	Website and Archives (Via Zoom)
John Zangerle	Endowment Fund/Finance Committee Chair
Tom Hooker	District #5 Trustee Elect

The meeting was called to order by President Frank Tremel at 9:02 am. The pledge of allegiance followed. President Tremel expressed his pleasure to see everyone face to face and the fact that there was a full board present. President Tremel laid the ground rules for the meeting asking that individuals requesting to speak raise their hand and wait to be called on.

President Tremel introduced Bob Straw, the event coordinator from the White Rose chapter. He welcomed everyone to York and invited everyone to enjoy themselves this week. Chapter President Greg Halpin welcomed everyone and asked participants to complete the survey form in your packets. He then introduced Ben Franklin who gave a history lesson and the fire service in America. He ended by thanking everyone for what they do for their communities.

There were public comments made.

The minutes from the unofficial meeting in Frankenmuth were read and accepted on a motion by Tim Jones and seconded by Ted Elder and carried.

I. Officer/Trustees Reports – Questions or Updates Only

- Mike Turcott was happy that the meeting was being held via Zoom for others to attend who could not be present.
- Many Trustees expressed dismay at the lack of events last year due to Covid-19 restrictions.
- Jim Derstine reported that Bob Romig from FABB has been ill. He also reported that the Pennsylvania Pump Primers event will be held 7/10/2021.
- Dan Lintz reported that the Miles Greenwood Chapter is 50 years old and has published a booklet on their history and will send a copy to the archives.
- Tom Hooker and Scott Rollins were introduced as new Trustees.
- Leroy Wilder reported that he has now switched his reports to a new version of QuickBooks which he obtained for \$25 from Tech Soup.
 - He reviewed the new format and gave updated budget sheets.
 - Reported that we had an \$81K return on investments
 - They have sold off some investments to cover the cost of life memberships.
 - Reported that he now has access to the PayPal accounts, one for membership and one for the Archives. He will monitor these now.
- President Tremel thanked Candy Bennett, Leroy Wilder and Bill Blunden for all their hard work during the past year to keep the organization running smoothly.
- Steve Heaver explained the difference between restricted and unrestricted funds for the archives and what they can be used for. All monies for the archives go into the general fund unless a specific request is made for the funds to be used for a specific purpose.
- Executive Secretary reported that there are currently 12 chapters who have not submitted their annual reports. Trustees will be given a list of the chapters to be contacted.
 - There is one new chapter proposal
 - The Bylaws and Standing Rules will be finalized and will be discussed at the summer meeting in Portland.

II. Committee Reports

- FINANCE: John Zangerle gave a Finance Committee report.
 - There was a discussion on Life Members and the affect these memberships have on the budget. Currently there are 224 life members which cost \$24/yr. or \$4,800/yr. We have to address this liability. Life members are being asked to make a donation to an acct that will address this.
 - We are getting ~\$1,500/yr. from our investments to help offset the cost. The committee will continue to watch this and make changes as needed to balance the liabilities. They may look into different investments as interest rates increase.
 - There are discussions on a possible move of the archives in the future to make it more accessible. There will need to be a committee formed to look at the options.

- John discussed the additional expenses incurred at the 2020 winter meeting last winter due to the lack of attendance which affected hotel costs.
- ENDOWMENT: Ted Elder reported that the endowment fund is doing well. There has been some fine tuning of investments per our financial advisor. There have been no requests made during the past year for funding.
- President Tremel helped orient new board members on the endowment fund. The fund is used for long term projects and 3% of the fund money as of July 1st is available to be used for projects like the archives, website improvements, etc.
- In the year 2000, we had approximately 3,000 members. This has decreased over the years and we need to keep membership at 2,000 or higher to break even financially

Break from 10:20am until 11:00am

- WEBSITE: David Lewis and Sam Melton were on Zoom and able to participate. Mike Turcott asked when the banner will be updated to reflect the summer meeting in Portland. This will be done next week.
 - David can make minor changes to the website and Candy is getting up to speed. Sam will make major changes.
 - The classifieds will be updated and transferred from Silver Trumpet by Sunday night this week.
 - Sam explained options such as using PayPal for items like membership.
 - Discussion on members only section was held and on a motion by Jim Kurycki, seconded by Dan Lintz, it was proposed to allow members only to post ads in the classified and carried. Non-members may view the ads for free.
- MEMBERSHIP: Candy explained that membership renewals have been slow coming in. EE has still not been received by many with the renewal notices which may help explain the delay.
- MUSTERS: Richard Quetta reported that he is working on the Muster Manual. Steve Heaver and Ken Buohl have volunteered to assist in updating the manual. The manual is vague on what chapters are allowed to be reimbursed for from national. There is \$200 available for educational speakers at an event. Lanyards and badges/holders will be reimbursed by national.
- PRESENTATION AWARD COMMITTEE: Dan Lintz reported that covid-19 had put a damper on awards last year. Dan reviewed the process and reported that the nomination form will be put on the website.
- Engine!-Engine! 2021-1 is at the printers now. The post office has been very slow at delivering issues with many members who still have not gotten 2020-4
- SILVER TRUMPET: On a motion by Tim Jones, seconded by Justin Birchfield, John Tippet was appointed the new editor replacing Bill Blunden. John was not able to be present at the meeting, but will be here this weekend.

- **ARCHIVES:** A budget for the archives was drafted. President Tremel stated that there is only one budget for SPAAMFAA and that a separate archives budget is not necessary but gave a nice breakdown of Rev/Exp.
 - Leroy Wilder explained how books written for the archives fund raising are printed with expenses fronted by SPAAMFAA. Revenue is treated as a receivable with the excess going back to the archives after printing costs are covered. Cost is written off if sales fail to cover the expense of printing.
 - We did not get a bill for rent of the facility possibly due to Covid-19
 - There was a discussion on the salary of the Archivist. It was decided to give the Archivist a raise of \$0.75/hour on a motion by Tim Jones, seconded by Ted Elder and carried. It is hoped that book sales from the upcoming new book will help offset this increase.
 - There was a discussion on how much the archives are being used. It was determined that not many are using it and Covid-19 and other issues are responsible.
- **BUDGET:** The 2021 Budget (with discussed adjustments) was approved on a motion by Jim Derstine, seconded by Chuck Buschardt and carried.
(ATTACHMENT A)
- **NEW CHAPTERS:** There was one new chapter proposal discussed. The Van Pelt Fire Apparatus Preservation Society application was discussed. There were questions on the accuracy of the report and other issues. President Tremel reminded the group that if the requirement criteria is met, we should accept them. It was then determined that one member listed as a board member for the group was not a national member as required. On a motion by Tim Jones, seconded by Jim Derstine, the Van Pelt Chapter was conditionally approved once the member in question becomes a national member or is replaced by another member who is a national member. This motion was carried.
- **YOUTH PROGRAM:** Ken Buohl gave a report from chairman Elliot Paisner who was unable to attend. It was mentioned that the group is looking at creating digital presentations with possible link to the website. He is also looking at a link on the website for access to digitalized copies of Fire Engineering magazine. The group is also discussing a possible SPAAMFAA curriculum for fire departments and summer meetings.

OLD BUSINESS:

- **Engine!- Engine! Ads:** Tim Jones reported that he has been working with Brent DeNure from Vintage Fire Truck magazine on how to put ads in EE. Our current cost structure is very low. There is a possibility that we could work in conjunction with Vintage Fire Magazine to sell advertisements in EE. There are some financial issues that will need to be investigated before we can move forward. This was tabled until the summer meeting.

- A motion was made by Jim Derstine, seconded by Chuck Buschardt and carried to pay \$468 to the Pennsylvania Pump Primers to purchase the left over SPAAMFAA shirts and take this over from them. Jesse Walter will take over this job as quartermaster.
- Motion made by Tom Hooker, seconded by Jim Derstine for SPAAMFAA to pay for one shirt for trustees and carried.
- A final bill for the cast plaques for the Robinson and Spirit of SPAAMFAA awards was received from Ed Peterson. This was approved at the last meeting but we have been waiting for the final bill.

BREAK FOR LUNCH at 11:55am

Meeting called back to order by President Tremel at 1:05pm

NEW BUSINESS:

1. The Executive Secretary reported on the election results. He thanked the group that assisted with the ballot counting last night. The results are as follows:
 - PRESIDENT- Frank Tremel
 - SR. VICE PRESIDENT- Ted Elder
 - VICE PRESIDENT- Justin Birchfield
 - TRUSTEE DISTRICT #4- Jim Kurycki
 - TRUSTEE DISTRICT #5- Tom Hooker
 - TRUSTEE DISTRICT #6- Chuck Buschardt

Discussion was held regarding the decision to send out ballots even when everyone was running unopposed. There was a 50% return of ballots which showed that the decision to mail them was correct in following the current Bylaws. There was discussion regarding the need for more contested elections so that members have a choice and so there are candidates who would be eligible to move up into executive positions.

2. ROBINSON AWARD- The Executive Secretary reported that there were 39 nominations. He will compile the nominations and the committee will review and make a decision this week.
3. Executive Secretary Bill Blunden presented the group with the revised bullying policy that had been drafted with the assistance of Anthony Buono. A motion was made by Jim Kurycki, seconded by Justin Birchfield to approve this policy and carried.
(ATTACHMENT B)
4. Dan Lintz asked about member recruitment. The SPAAMFAA Facebook group has a large number of members who are not SPAAMFAA members. How do we try to get them to join? There was a discussion on ideas of how to recruit new members but there were no actions taken.
5. Brian Anderson Jr. was asked by a chapter if SPAAMFAA would be willing to give out one membership per chapter as an incentive for people to join. This was rejected.

6. There was a discussion on the possibility of using Zoom Meetings in the future to provide a method for members/officers who are unable to travel to a meeting to attend the meeting on-line. There are issues that need to be considered regarding the requirement that Trustees and Officers attend meetings. Brian Anderson Jr. will investigate what would be needed to do Zoom meetings in the future and will report at the summer meeting.

BREAK from 2:25 until 2:35

FUTURE MEETING SCHEDULE:

Presentations were made by the following chapters on the upcoming summer and winter meetings and approved.

1. Summer 2021- Mike Turcott from the PNW Chapter reported that the convention will be held July 14-17, 2021 in Portland Oregon. Mike gave a report on the upcoming schedule and events that are planned. He reiterated that the area is safe and that everyone will have a great time regardless of the news reports in the past.
 2. Winter 2022- Bill Blunden read a report from Bob Romig that the FABB Chapter will hold the winter convention February 23-26, 2022 in Florida at the same hotel as was held 2 years ago. The tours and other items are in place.
 3. Summer 2022- Brian Anderson Jr. reported that the MAFA Chapter and the IFBA will be holding a joint convention in Woburn, MA. The dates are TBD at this time. Joe Sullivan from the Fire Buffs Association discussed how they will work with Mass on a joint program.
 4. Summer 2023- Richard Quetta reported that the Rhode Island Chapter is continuing to work on plans for this convention. The new Van Pelt Chapter is also planning on submitting a proposal for this convention. On a motion by Justin Birchfield, seconded by Dan Lintz, it was decided to table awarding this convention until the summer meeting in Portland.
- President Tremel reported that the National Fire Heritage Center will allow SPAAMFAA members access to their files and archives for free.
 - Leroy Wilder reported that there are taxes applicable for ads in EE. These would be taxed at 21% and this will have to be figured into the rate for ads.
 - Chuck Buschardt asked about the new member packet that was discussed at the last meeting. Chris Kelly sends out a packet with back issues and a letter to new members. The Website also explains what SPAAMFAA membership entails.

Meeting was adjourned at 4:45 pm

Respectfully Submitted,
William Blunden, Executive Secretary

SPAAMFAA
CHAPTER PRESIDENTS MEETING

Friday, February 29, 2020
Wyndham York Hotel
York, PA

Meeting called to order at 7:10pm followed by the Pledge of Allegiance. There were 19 chapters represented at the meeting.

President Tremel Introduced the Officers and Trustees of the Board. President Tremel then asked the Chapter Presidents if they had any concerns or questions that they would like the board to address. The following topics were raised:

- The overwhelming issue brought up during this meeting was the effect that Covid-19 has had on chapter and national activities. Because of the lockdown and other restrictions, there were few events across the country.
- Ken Graham of the PPP updated the group on the Pump Primers Muster in July. Registration information will be going out this week.
- Craig Raynor from the Long Island Chapter asked when the muster manual will be available. The group was advised the manual is being updated and should be ready for approval this summer.
- Ned Beck from the Black Diamond Chapter stated that they lost their treasurer and a trustee this year and are in the process of reorganizing.
- Greg Halpin of the White Rose Chapter asked why new members are not notified when they join and why there are not membership cards. It was explained that new members are sent a packet of back issues of EE and ST as well as a welcoming letter. It appears there is a gap when a member rejoins after a year or more absence. They would not be considered a new member and therefore would not get this packet.
- Harvey Eckert reiterated that new members need to be notified better than they are currently.
- The Union Chapter has been going through difficulties and are missing some key officers but are working on correcting things.
- Tom Hooker from the Rekindle Society reported that their chapter president died and he has now taken over as president.
- Justin Birchfield reported that Scott Rollins has taken over as trustee following the death of Rodger Birchfield. The Indiana Chapter will have their annual muster in May. The second annual fire engine show held in conjunction with Paragon Volunteer Fire Department is being held labor day weekend has been renamed in memory of Rodger. "Rodger Birchfield Memorial Antique Fire Engine Show"
- Mike Turcott from the PNW chapter reported that they have been very successful at using Zoom for their meetings, using electronic dues renewal and looking at electronic voting in the future. He also discussed the difficulty with having a chapter that covers 3 states and not having local contacts like the smaller chapter do when trying to coordinate events.

- Pete West from the Old Dominion Chapter reported that they will be having their Apple Blossom Muster on May 1, 2021 and will be had a static muster last September in conjunction with the ATHS.
- Jim Kurycki from the Genesee Chapter reported that they are celebrating their 40th anniversary and have put out a book commemorating the anniversary. He was disappointed that they were not able to host the summer 2020 event due to Covid-19.
- Parker Brown from the Western Reserve Chapter reported that their museum will be re-opening with rotating fire department exhibits.
- Most other chapters reported that they are beginning to re-open and meet and look forward to resuming normal operations and events.

SPAAMFAA
MEMBERSHIP MEETING
 Friday, 3/12/2021

The meeting was called to order immediately after the chapter presidents meeting.

- Harvey Eckert stated that Candy Bennett did a great job on the membership roster. He also praised the editors of EE and ST for their work on the publications. He also suggested that there be a microphone for people to use to peak into so that everyone can hear comments.
- Greg Halpin reiterated the need to do a better job welcoming new members when they join. Chuck Buschardt reported that we have tried to come up with solutions and we are continuing to work on this issue. Steve Heaver volunteered to call all new members to welcome them when they join. SPAAMFAA will continue to work on this.
- Eric Kelso suggested that people should be joining SPAAMFAA first then a local chapter. He feels our structure is backwards in that way.
- John Tippet was introduced as the new Silver Trumpet editor. John and his wife are excited to take on this job and he looks forward to continuing to improve the publication. He asked chapters to send him information that he can put into the publication.
- Pat Thorpe stated he has been a member for 6 years and congratulated the board for their professional attitude during the meetings.

The meeting was adjourned at 8:35pm

Respectfully Submitted,
 William Blunden, Executive Secretary

(Attachment A)

SPAAMFAA Budget 2021		Proposed Budget	12/31/20 Actual	
3/18/2021				
	INCOME			
43400	Contribution Income			
	43410 Archives			
	43411 Restricted	1500	\$ -	
	43412 Unrestricted	1500	\$ 11,402.20	includes \$10K donation
		3000	\$ 11,402.20	
43440	Gifts in Kind			
43450	General Fund Donations			
	Unrestricted	1500	\$ 2,155.01	
	Restricted	0	\$ -	
	Endowment	1200	\$ 1,248.00	
		2700	\$ 3,403.01	
45000	Investment Income			
	45030 Interest Savins/CD	1680	\$ 433.23	
	45040 Gain/Loss on Investments	0	\$ 81,404.03	Unrealized gains
		1680	\$ 81,837.26	
46400	Other Types of Income			
	46401 Book Sales	0	\$ 275.53	
	46402 Sale of Miscellaneous Items	120	\$ 111.00	
	46430 Miscellaneous Revenue		\$ -	
		120	\$ 386.53	
47200	Program Revenue			
	47230 Membership Dues	53734	\$ 63,742.45	
	47231 Insurance Income	14400	\$ 13,500.00	
	47240 Convention Fees	0	\$ 3,835.00	
		68134	\$ 81,077.45	
	EXPENSE			
60900	Business Expenses General			
	60901 Bank Service Charges	640	\$ 642.50	
	60902 Bank Check Scanner	420	\$ 400.00	

	60903 Returned Item Fee	90	\$	93.00	
	60904 Bank Transaction Fees	625	\$	628.19	
	60905 Member Election Expense	1325	\$	(190.66)	settlement of advance Exp 2019
	60906 Election Mailing Expense	1055	\$	42.20	
	60907 Membership File Management	2500	\$	2,163.34	
	60908 Postage & Supplies General	265	\$	263.22	
	60909 Printing/Copying General	1000	\$	867.84	
	60910 Roster Printing&Postage	2500	\$	2,353.71	
	60920 Business Registration Fees	0	\$	50.00	
		10420	\$	7,313.34	
62100	Contract Services				
	62110 Accounting Fees	950	\$	900.00	
	62140 Legal Fees	0	\$	7,500.00	
		950	\$	8,400.00	
62800	Archive Expense				
	62801 Archives Books	0	\$	50.12	will be a loan
	62802 Archives Contract Archivist	12272	\$	8,827.00	requested increase
	62803 Archives Donation Expense	1000	\$	-	
	62804 Archives Meals	0	\$	-	
	62805 Archives Office Supplies	800	\$	15.78	
	62806 Archives Relocation Expense	0	\$	-	
	62807 Archives Rent	1150	\$	-	
	62808 Archives Phone/Internet	540	\$	-	
	62810 Archives Insurance	0	\$	-	
		15762	\$	8,892.90	
65010	Publications				
	65011 Engine!Engine!				
	65012 EE Internet	960	\$	960.00	
	65013 EE Layout	2000	\$	2,000.00	
	65014 EE Postage	5800	\$	5,553.49	
	65015 EE Printing	17500	\$	12,505.26	Only three bills in 2020
	65016 Silver Trumpet				
	65017 Mailing Expense ST	2275	\$	2,286.64	
	65018 Printing Expense ST	3500	\$	3,592.20	

		32035	\$	26,897.59	
65020	Postage/Mailing Service				
65030	Printing/Copying				
65040	Supplies		\$	-	
	65041 Plaques/Awards	625	\$	323.02	
			\$	323.02	
65050	Telephone/Telecommunications				
	65051 Website Costs	3000	\$	7,202.81	
65120	Insurance				
	65121 Liability	4500	\$	4,035.00	2020 up \$600
	65122 Directors&Officers	6400	\$	6,389.00	
		10900	\$	10,424.00	
65160	Other Costs				
	65161 Investment Fees/cost	250	\$	1,394.45	due to trades for Life Member acct
68310	Conference, Convention, Meeting				
	68311 Board Mtg & Lunch	800	\$	-	
	68312 Education Speaker's Fee	400	\$	-	
	68313 Hosting	900	\$	-	
	68314 Mailing Expense Meetings	50	\$	-	
	68315 Misc. Meeting Expense	50	\$	340.00	
	68316 Printing Mtg Materials	1800	\$	3,176.64	Registraton forms Jeffersonville/Rochester
	68317 Stipend&Travel Exp.	3600	\$	1,500.00	
	68318 Conventiom Expense	0	\$	6,988.71	We ate banquet bill for 2020
			\$	12,005.35	
	Income	75634	\$	178,106.45	income without gains 96702.42
	Expense	73067	\$	82,853.46	

(Attachment B)

SPAAMFAA HARASSMENT POLICY

SPAAMFAA is committed to establish guidelines to provide an environment free of unlawful discrimination and harassment in accordance with Section 206 of the New York Human Rights Law (codified N.Y. Executive Law, Article 15) and the Federal Civil Rights Act of 1964, Title VII (codified as 42 U.S.C.) as well as any applicable local laws.

SPAAMFAA will:

1. Ensure that the environment at all SPAAMFAA sponsored functions is free of harassment of any kind, including sexual harassment, and harassment based on an individual's age, race, color, creed, national origin, sexual orientation, military or veterans status, sex, disability, marital status, financial status, familial status, domestic violence status and any other basis protected by applicable state, federal and local law. For purposes of this policy, harassment is defined as any verbal, non-verbal and/or physical conduct that is intended to threaten, intimidate, harass, or coerce another individual.
2. Sexual Harassment:
It is unlawful to harass a person because of that person's sex. Harassment can include "sexual harassment" or unwelcome sexual advances, requests for sexual favors, and other verbal or physical harassment of a sexual nature.
3. Conduct Unbecoming:
In this definition, "volunteer" refers to any member on the official roster of the SPAAMFAA. This includes active, inactive, or lifetime members. As a member of this organization, one is considered to have a duty to avoid dishonesty, unfair dealing, indecency, lawlessness, injustice, or cruelty, "unbecoming" as any conduct that is unattractive, unsuitable, or detracting from one's character or reputation, creating an unfavorable impression. Members of this organization will be held to similar standards.. Any behavior or actions that compromise the character of the member are subject to this rule, as well as any behaviors that disgraced or dishonored the member's personal position. Although members are not expected to have unrealistically high moral standards, there is a personal standard beyond which a member cannot fall without significantly compromising their position with this organization.

COMPLAINT RESOLUTION:

All complaints under this policy will be referred to the President of SPAAMFAA for investigation and action if appropriate. Violations of this policy will be considered misconduct. Any member found to have engaged in discrimination and/or harassment, including sexual harassment, will be subject to disciplinary action, up to and including removal from the Society. SPAAMFAA will attempt to keep confidential, to the extent reasonable possible, complaints of discrimination and harassment, the information

received in such complaints and the privacy of the individuals involved in such complaints. SPAAMFAA however, reserves the right to disclose information as reasonably necessary to investigate and remedy a complaint.

approved 3/10/2021