



**Meeting Summary**  
**March 16, 2005**  
**Saratoga Fire Headquarters station**

- I. Call to Order: Pat Congdon 10:14 AM
- II. Introductions: Ken Hulick, a natural resource consultant.
- III. Minutes: No copies of the minutes were passed out as everyone has been advised to read the Web site. A motion to approve the minutes was made by Chris Hughes and seconded by Ron Vega. It passed unanimously.
- IV. Reports: 10:25 AM Financial Update and Treasurer's Report  
Greg Latronica, on behalf of Dave Athey, presented and passed out a current account statement of the checking account. We are currently waiting on two checks, one for the MHOA HFR Project and one for 2004 COE. Allan Thompson passed out our proposed 2004 Financial Information statements. Allan Thompson made a motion to approve the Treasurer's Report and the financial statements, which was seconded by Bob Furtado and passed unanimously.
- V. Action Items: 10:27AM Status and Election of Directors  
Pat reviewed the current Officers and Directors. With Joe Carrillo no longer active in SCFSC, we needed one more Director. Michael Newburn was elected at a recent Officers and Director's meeting and a motion was made by Judy Thompson to confirm this election. Greg Latronica seconded and it passed unanimously.
- 10:30 AM Community Outreach and Education Grants  
Jan Cokely provided an update of the current activities. SCFSC has committed to assisting at the Saratoga Rotary Art show on May 1, 2005 and will also staff an education booth at the event.
- 10:46 Hazardous Fuel Assessment Grant:  
Pat reported out that this grant should be considered closed. Pat should be receiving the final report any day.
- 10:58 Grants Summary Report  
In an effort to reduce administration costs, Allan Thompson, has been trying QuickBooks© On-line for free for the past 30 days. Allan made a presentation explaining the benefits that QuickBooks offers as well its cost savings over paying an external tax accountant. One of the main benefits is that all authorized FireSafe Officers will be able to view the account and run reports from any

Internet connection. A motion was made by Greg Latronica to authorize approximately \$16/month for the first three months for QuickBooks Online and \$11.95/month for the next three months for our Web site hosting. It was seconded by Chris Hughes and passed unanimously.

VI. Council Coordinators Comments:

Jan gave an update on her activities and provided a summary sheet of her contacts and status. SCFSC will be receiving a \$5,000 check from Saratoga Rotary on March 18, 2005.

VII. New Business: None

VIII. Next Meeting: Midpeninsula Regional Open Space District

IX. Meeting Adjourned: 11:14 AM

Officers/Directors Present: Pat Congdon, Chris Hughes, Allan Thompson

Members and Visitors: Jan Cokely, Cameron Colson, Juan Diaz, Bob Furtado, Gene Hewitt, Ken Hulick, Ray Kwan, Greg Latronica, Mike McClintock, Christine Miller, Rodrigo Pena, Joan Pereyra, Gerry Stasko, Judy Thompson, Ron Vega