



**Santa Clara County FireSafe Council**  
**Annual Meeting Summary**  
**January 9, 2007**  
**Santa Clara County Fire Department Headquarters**

- I. Officers and Directors Meeting – 1:30 PM
  - a. Allan Thompson made a motion to approve changes to the SCFSC Bylaws, seconded by Chris Hughes; approved unanimously (changes and motion below).
  - b. Michael Newburn made a motion that the Officers and Directors as a nominating committee nominate Nick Ciardella, Pat Congdon, Dirk Mattern, Michael Newburn, Allan Thompson, Jose Guerrero, and Jerry Serpa to serve as Directors for a term of two years. The motion was seconded by Rick Parfitt; approved unanimously.
- II. SCFSC Regular Meeting – Call to Order 2 PM – Michael Newburn
- III. Introductions
- IV. Reports
  - a. Officer’s and Director’s meeting - Approved changes to the bylaws below. Allan Thompson and Rick Parfitt will work on a committee to recommend other changes that may be needed.
  - b. Chris Hughes made a motion to approve the summary of the last meeting and Jerry Serpa seconded; unanimously approved.
  - c. Treasurer’s Report - Allan Thompson distributed the Treasurer’s Report showing that the year-end total in our bank accounts was \$46,945.40 and the current total is \$43,426.40. Allan summarized his written report and request for new expenditures: Dudek Accrual for December, \$2,541.00; Enrique Ynchausti – Accounting and Taxes, \$600; and previously approved authorization for Target Audience Assessment be increased from \$4,000 to \$6,000. Rick Parfitt made a motion to approve the new expenditures, Stu Farwell seconded; unanimously passed. Allan noted that Council’s revenue more than doubled from 2005 to 2006.
  - d. Stu Farwell made a motion to approve changes to the bylaws, Chris Hughes seconded; unanimously approved (changes and motion below).
  - e. Executive Coordinator’s Report – Jan Cokely handed out the Coordinator’s Report and discussed projects and recently received donations.
- V. Nominations – Rick Parfitt made a motion to approve the nominations for Directors made by the Nominating Committee. Bob Furtado seconded; unanimously approved. Nick Ciardella, Pat Congdon, Dirk Mattern, Michael Newburn, Allan Thompson, Jose Guerrero, and Jerry Serpa to serve a term of two years.
- VI. Round Table

VII. Next Meeting - Tuesday February 13<sup>th</sup> at 2PM with an Officers and Directors Meeting at 1:30 PM. The meeting will be at the PG&E's Edenvale Service Center (to be confirmed). For directions see: [www.sccfiresafe.org/Meetings.htm](http://www.sccfiresafe.org/Meetings.htm).

VIII. Meeting Adjourned: 3:30 PM

Officers/Directors Present: Michael Newburn, Rick Parfitt, Allan Thompson, Jose Guerrero, Chris Hughes, Dirk Mattern and Jerry Serpa

Members and Visitors: Jan Cokely, Stu Farwell, Bob Furtado, Andy Gere, Christine Miller, Sevag Sarkissian, Bill Smith, Judy Thompson, Kim Gardner, Mary Anne Murphy and Robert Long.

This meeting was preceded by an Officers and Directors Meeting from 1:30 PM to 2:00 PM. The attendees were Rick Parfitt, Jan Cokely, Michael Newburn, Chris Hughes, Dirk Mattern, Allan Thompson and Jose Guerrero.

### Changes to SCFSC ByLaws

Sec.	Current Version	Proposed Changes
1.2	Principal Office: Santa Clara FireSafe Council c/o Dave Athey 15670 Monterey Street Morgan Hill, CA 95037	Principal Office: Santa Clara FireSafe Council 15670 Monterey Street Morgan Hill, CA 95037
3.6	A person elected to fill a vacancy ... will hold office until the next annual election (last paragraph in this section on Page 3)	No change needed but we should renominate Nick Ciardella
5.1	The Board of Directors will constitute the Executive Committee.	The Board of Directors, the Officers and the Executive Coordinator will constitute the Executive Committee. Executive committee meetings will also be Board Meetings if a quorum of the Board is present. A quorum of the Board is needed for Board responsibilities and actions.
13.2	... meet annually ... second Wednesday of January at 10:00 AM, for the purpose of electing Directors ...	... meet annually ... second Tuesday of January at 2:00 PM, for the purpose of electing Directors ...
13.2	Other regular meetins ... every other month ... second Wednesday, at 10 AM	Other regular meetings ... a minimum of every other month ... second Tuesday, at 2 PM
13.7	Election of Directors ... by ballot.	Election of Directors ... by voice vote unless ballot requested by 5% of members present.

Motion to Approve Changes to SCFSC ByLaws:

1. To approve all above changes to the SCFSC ByLaws.
2. The current SCFSC practices which meet the intent of the ByLaws are approved temporarily until the ByLaws are revised.
3. Rick Parfitt and Allan Thompson are appointed as a committee to propose a comprehensive list of changes to the ByLaws.