

## **PLAINSBORO RESCUE SQUAD**

Monthly E-Board Meeting Minutes Jan 10<sup>th</sup>, 2023

The regular monthly E-Board meeting was called to order at 7:32 PM by President Arun Bantval. Attendees: Arun Bantval, Sridevi Mallem, Neena Karnad, Don Vadakan, Anil Raavi, Anmol Karnad and Lucy Zhu

### **Presidents Report - Arun Bantval**

Welcome the new team

Closed last year in a good standing order with respect to finance with all the efforts from cadets and fundraising team.

Cadet org situation will continue and will work closely with the cadets.

Things to focus in the coming year.

1. Trying to chalk out a process to keep things in place, so it becomes easy for rest of the members / new members to follow
2. Focus on grants and putting a book together to maintain the required material for ready review

### **VP Fundraising: Neena Karnad**

Year 2022 has been a great year. Total Collection of \$155,000 including township contribution. Corporate donations, matching gifts and residential mail fund raising total was \$ 95,000. Still receiving holiday donations from last year. Want to reconcile the number with treasurer.

Working on installation dinner preparation.

After 3<sup>rd</sup> week of Jan, new year starts for Finance work, Any activity after that will be accounted for new year.

**Treasurer – Suhas Kamble**

Not present

**VP Membership – Anmol Karnad**

1. Will Streamline membership chart.
2. Cleanup onboarding package.
3. Planning to have a Healthy pipeline of new members
4. In the website, will Create A folder and drop box to manage membership
5. For the next membership meeting Vibha will be called back to be voted, and one more adult member is going to be introduced during the meeting.
6. Cadet membership is going to be open. Member ship committee will focus to get kids in different age groups to have a good balance of old and new cadets every year.
7. For legal / admin purposes, need to gather member details like DOB, address and Emergency contact for the missing members. EMS charts may be a source to gather the information.

Chiefs says, Line needs more visibility in adult member pipeline. When looking into new members and interest in joining, may be guide them to apply later if needed to put a hold.

Suresh might be suspended from riding because of inability to complete EMS certification.

**Corresponding Secretary: Lucy Zhu**

Fundraising Mail is coming in bulk, please feel free to check the mail box and empty it as it gets full. Neena will help to go thru and sort out the mail as needed.

President wants to get some forms cleared which were created a while ago

Neena wants to get more envelops without window. Lucy will check budget allocation and order for a bulk order of 200.

## **Recording Secretary: Sridevi Mallem**

Learning to fit into the role. Wants to know if the Attendance is update or not?

Should there be a new category for non-riding members who were good standing condition? Chief says Unless they have active credentials – nonparticipating members will be removed from membership

## **Chief Report –Don Vadakan**

- Note to trustees: Insurance Company reached out about a coming up renewal in Feb. and will be forwarded and Mehul will take care for it.
- False ceiling in bunk room closet fell – should be repaired. It's been down for a long time.
- Draft coming in the bunkroom window – should be fixed
- Small ladder is missing from the bay – may be gone for a long time
- Take care of the door code system – trustees need to give the codes
- Filing cabinets should be cleaned
- Massive black cabinet with keys – keys are missing check with treasurer
- 8 people are going to EMT school from this week
- Bala is cleared for riding
- OIC first meeting happened, prospective EMT1 trainees were invited
- Cleaning service has increased prices and noticed the work done by them is not very good. Looking for a new contract
- Karen sent pics of hole in the roof, when it rains the water goes into the attic. That needs to be addressed. Request to fix the holes.

Suggestion to trustees – to Break up the work and take up as soon as possible.

Neena suggests to check for mold in the attic. Arun can help with working on the fix. Neena can help with organizing the cabinets

**Trustees** – Anil Raavi, Mehul Thakkar

Arun will hand in the required bank documents / investment details.

Lucy wants to know – She is used to send unpaid bills that need to be cleared/signed by trustees should go to Krishna, should the process be continued? Anil responds to continue the process.

**Special items:**

Installation dinner: Invitee list should include all the members. Life members list will be provided by Arun.

VIP list is required – shared excel sheet will be updated by Don

Neena wants to hand deliver the invitations to the PD, township staff, chief says if it is doable, no issues to plan.

Legal Claim – turbulence – with regards to the ongoing issue, reached out to township and Arun will follow up. In general liability rejected / denied – should be handled by township and township advised to file in claims.

Suggestion – Proposal to honor 3 members from riding for their hard work. Any person who took second highest assignments (ALL Calls) should be called on to the stage along with family to felicitate and hand a in a gift card thanking their services.

Ex-member – Jeff Covington reaching out requesting to come back to riding with the squad – president, chief and VP membership are agreement not to consider the request and send out a formal rejection email.

Trustees will receive details of investment funds and think of options to reinvest to make additional money.

Madhavi agreed to be grants officer –Arun will start to work with her to start writing for grants, Alexie and Sheyrl, have experience in writing for grants. Squad can use their services.

Tax extension was not filed in time, IRS charged a penalty. Arun sent a letter to IRS. The letter sent was good and high probability to waive fees, IRS is backlogged. Got account hold for 9 weeks, if not cleared in 8 weeks, if contacted 9 more weeks of hold will be granted.

Liaison with Fire Dept. to get the grant – Line will take care

**Cadet President** – Marc Vadakan

Not present

Motion to adjourn the meeting was made by Don Vadakan, seconded by Arun Bantval .