

UNION CENTER FIRE COMPANY

COMPANY AUXILARY MEETING

(April 10, 2013)

PRESENT: Kim Greenlee, Kelly Hoyt, Debbie Dieffenbacher, Donna Kerila, Ashley Greenlee, Rachel Greenlee, Barrilyn Polhamus, Cindi VanKuren

ABSENT: Heather Green

MEETING CALLED TO ORDER: 6:33 pm

MINUTES FROM (March 13, 2013) ACCEPTED: Yes

TREASURER'S REPORT

See attached email

HEALTH/SAFETY: None

TRAINING: Utility truck training at Station 2. Both Cindi VanKuren and Debbie Dieffenbacher took the training offered.

SOCIAL: Chicken BBQ is scheduled for June 15th. Kelly Hoyt will take on advertising. Ashley Greenlee will design a flyer and will work to creating an event on Face book. The advertising sign will be placed in front of station 1 and the date will be added. Chris Haight will be contacted for questions on organizing the BBQ. Barrilyn talked about a non mayonnaise coleslaw recipe.

Union Center Firemen's Picnic: July 20, 2013 Discussion as to where to have it. Cindi mentioned that within the district is better in case there is a fire call. She will look at calling Highland park, Maine town park, Greenwood Park. It was suggested that an invitation be send to Maine fire department.

We will continue to pursue a bake sale for Election Day at station 1.

NEW MEMBERS- Barrilyn Polhamus (pending back ground check)

OLD BUSINESS

Auxiliary yellow rain jackets have been paid for with last year's budget money. See attached treasure email

NEW BUSINESS

The board requested that we look in to 4 proposals for the microwave oven for Stations one and two. 2 commercial and 2 home use ovens. Cindi VanKuren offered look in to it.

Memo for Purchase dated March 31, 2013 orders is attached.

A request was make to Donna Kerila to talk to Calleo about clear auxiliary patch for auxiliary items. Donna Kerila is in contact with the Afton Fire company. She talked about the events that they sponsor. Craft fair, Golf tournament, etc.

Kim Greenlee suggested that some of the auxiliary get OSHA trained for dealing with health issues regarding preparing food for events.

TIMED ADJORNED: 7:44pm

NEXT MEETING: May 8th, 2013

Respectfully Submitted by *Debbie Dieffenbacher Secretary*

4/10/13

Re: Aux Meeting coming up!!!

From: Heather Sunderlin-Green <gogreen1229@yahoo.com>
To: Angeloflight <angeloflight1us@aol.com>
Subject: Re: Aux. Meeting coming up!!!
Date: Wed, Apr 10, 2013 7:26 am

Good Morning,

Just wanted to let you know that I have to go to work tonight so I will not be at the meeting tonight. I wanted to let you know that the raincoats were paid out of last years budget. Also This years official budget is 1000.00 and two camp chairs have been purchased from sams' and have not been paid out of budget as of yet.

Have a Great Day!

Heather



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Memo

To: All Members
From: Board of Directors
Date: March 31, 2013
Subject: Purchase Order Approval

The purpose of this policy is to clarify the process of purchase order approval.

Purchase orders for all purchases greater than \$300 in total purchase order cost must be approved by the owner of the account as indicated in the UCFC budget.

This approval is best granted via a signature on the Approval line of the PO form. When time is critical the approval may be granted by electronic PO, forwarding from the PO creator to the account owner and then to the Treasurer and/or Bookkeeper. As always, we expect the receipt for the PO but the receipt may follow in hard copy when available and convenient.

The only account which is exempt from this requirement is the Food account.