

MSFCA Policy and Editing Committee Minutes

11-17-09 @ 10:30

Hinckley Fire Department

Present: B. Brown, R. Polzin, J. Hewitt, J. Noah, P. Klapprich, J. Rosendahl, B. Mund, J. Anderson, G. Esbensen, T. Brace, M. Scheerer

Approval of the 9-16-09 Committee Minutes

Minnesota Fire Chief Magazine:

- Fire Chief Magazine Budget:
 - Review of the magazine budget by T. Brace, Fire Chief Magazine will not be profitable this year due to increased cost with replacing the Editor and a decrease in advertising revenue
 - Discussion on whether the MSFCA operation budget should pay the Fire Chief magazine for copies sent to members and should the conference budget pay for the conference directory issue. The issue will be discussed after the final 2009 budget number coming at the January 2010 meeting

Magazine Issues:

- Ad sales, lower than expected, Motion approved to create 2 Northern regions, change and increase sales staff, (add 2 full-time positions)
- Editor is the sales staff manager
- Sales staff should pass sales lead onto the sales person in that territory in which the lead is coming from
- Commission rates discussed, decision to keep the current commission rates
- Approval to get new invoices and eventually move to electronic invoices
- Executive director will now collect advertising revenue
- New business cards approved for all sale staff
- New brochure approved for all sales staff
- Recommendation to continue with the Photo and Article of the year

Website Issues:

- Motion approved to recommend to the Board of Directors the ISO link be posted on the MSFCA Website

Old Business:

- Policies that need completion
 - Gift Acceptance policy – approved, will forward to Board of Directors for final approval
 - Minutes Policy – will email out for vote
 - Governance Policy - will email out for vote
 - Fundraising Policy – will email out for vote

- A comprehensive review of all MSFCA communications systems. M. Scheerer will write draft report of current communications and possible future recommendations and email to the committee for review.
- Committee report for Fire Chief Magazine, M. Scheerer will draft report

New Business:

- Recommended to have a “Members Only” section of the MSFCA website that is password protected, the section would include items such as, minutes, policies, SOP’s etc...will discuss with webmaster what it would take to accomplish
- Duluth Post office requested official mailing address which will be Executive Directors address in St. Paul

Good of the Association/Committee:

- The State Fire Marshal commented on the great productivity of the committee and was pleased with the evolution MSFCA Policy and Procedure Manual and Fire Chief Magazine issues being resolved
- Thank you the Hinckley Fire Chief , Randy Polzin and Hinckley Fire department for hosting the meeting

Next Meetings:

- January 22, 2010 10:30 – 1:30 in St. Cloud at the Radisson
- March 2010 – TBD at January meeting
- July 2010 – TDB at January meeting
- Sept 2010 – TBD at January meeting
- November 2010- TBD at January meeting