



# Friends of CERT, Inc

## Annual Report

2023

P.O. Box 801

Appleton, WI 54912-0801

Fed Tax I.D. #36-4895357

[www.FOCERT.org](http://www.FOCERT.org)

Facebook - Friends of Cert

### Introduction

As we look back at 2023, it is easy to report that this was an extremely successful year of operations for the Friends of Cert, Inc. (FOCERT). We are proud to report that as an organization we continued our efforts to meet our mission and vision and to continue to support the Outagamie County CERT. This effort falls upon an extremely dedicated Board of Directors, many of whom serve dual roles as members of the FOCERT board as well as responding members of our Outagamie County CERT team.

The FOCERT board met several of the goals identified through our strategic plan for 2023-2025 (Appendix A). Captured within this report we will document a number of those initiatives. Additionally, a review of the strategic plan has been completed and significant 2023 items have been moved and prioritized for 2024.

During the 3<sup>rd</sup> quarter of 2023, the vehicle purchase order initiated with Bergstrom Ford and the Ford Motor Company for the purchase of a new tow vehicle was completed with delivery being taken on the 2023 Ford F350. After additional equipment installation and modifications, the vehicle was placed in service in the 4<sup>th</sup> quarter of 2023. Immediately, positive comments were received from the CERT team members on the enhancements provided by the vehicle.

With the completion of the “Big Tow” funding campaign, several additional donors have come forward seeking opportunities in providing funding for the next capital campaign. As a result, the board has approved the initial process for replacing the CERT trailer. The CERT trailer currently meets the needs of CERT, however, there are several responder safety issues that have come to our attention. Based on the concern for responder safety, the FOCERT board requested that a team of CERT members be established to develop the necessary specifications for the purchase of a new support trailer. This team was established and evaluated trailer options. Trailer options were presented to the FOCERT board during the second quarter of 2023. A custom trailer company out of Indiana was identified and the trailer committee traveled to Indiana to view the manufacturer and to discuss trailer design needs. The final design was approved by the trailer committee. In June 2023, a Capital campaign raising \$135,000 was initiated to fund the purchase of a new CERT support trailer. The kickoff for the campaign was held at Festival Foods in Appleton. Festival Foods Foundation partnered with FOCERT with a \$15,000 donation to kick off the campaign. This campaign has been steadily moving along with a total of over \$50,000 donated to the campaign in 2023.

The Mission of the Friends of CERT, Inc is to provide financial support to further the efforts of the Outagamie County CERT volunteer program in their quest to enhance individual and family emergency preparedness, provide quality rehabilitation services for emergency response personnel after disasters, and during extended emergencies in Outagamie County and other counties as requested.

In 2023, FOCERT applied and received a state of Wisconsin raffle license and managed the 2023 CERT Sportsmen's raffle. As a FOCERT raffle, this money has been placed into the FOCERT accounts for operational needs.

Included within this report are the Board meeting minutes (Appendix B) for your review. The Board met in person at regular monthly meetings, excluding September, in addition to virtual opportunities for special meetings throughout the year as needed. The 2023 FOCERT budget document can be found in (Appendix C). Monthly Treasurer reports can be found in (Appendix D) for your review of the financial activities of the organization.

It should be noted that several highlights have been provided. However, as with any year end report not all highlights have been captured. This does not take away their significance and the support provided by many outside organizations in making this a successful year.

### **Mission Statement**

*The mission of the Friends of CERT (FOCERT) is to provide financial support to further the efforts of the Outagamie County CERT volunteer program in their quest to enhance individual and family emergency preparedness, provide quality rehabilitation services for emergency response personnel after disasters, and during extended emergencies in Outagamie County and other counties as requested.*

### **2023 Significant achievements**

1. Significant achievements
  - a. Reviewed and updated 2023-2025 Strategic Plan
  - b. Review of Bylaws/Mission/Vision Statements
  - c. Reviewed and purchased liability and officers/directors' insurance.
  - d. Developed a 2023 budget.
  - e. Registered for and obtained a Wisconsin raffle license.
  - f. Successfully managed the 2023 FOCERT Sportsmen's raffle.
  - g. Website maintained and modified – [www.FOCERT.org](http://www.FOCERT.org)
  - h. Assessed sustainability of CERT
  - i. Funded the training of two CERT members as CERT Train the Trainers.
  - j. Conducted annual needs assessment.
  - k. Supported the endeavors of the "Support Trailer" committee.
  - l. Conducted outreach presentation for FOCERT and Capital campaign.
  - m. Conducted media presentations on radio and television
  - n. Successfully initiated 2023 "Big Tow Sequel" Capital Campaign to raise funds for a new support trailer.
  - o. Filled open position on FOCERT Board of Directors adding two additional board positions including an additional non-CERT member with change of bylaws.
  - p. Re-elected new officers for 2024.

## Conclusion

The accomplishments listed above identify the continued efforts of the FOCERT board in supporting the Outagamie County CERT team. The Boards activities continued at a full speed. It should be noted that many of the board members in addition to the FOCERT work, volunteered hundreds of hours serving the CERT response team.

A significant hurdle was accomplished with the completion of the “Big Tow” capital campaign with delivery of the new tow vehicle during the 3<sup>rd</sup> quarter of 2023. The vehicle has been transferred over to Outagamie County under a memorandum of understanding and placed in service during the 4<sup>th</sup> quarter of 2024. The FOCERT board are committed to completing the fund-raising efforts for the new support trailer capital campaign identified as “The Big Tow Sequel.”

Long time Board Member and Treasurer Karl Held, resigned his position as Treasurer in January and was replaced by Jon Gollner as the new Treasurer. Additionally, Karl stepped off the board in December at the end of his board term. Karl has agreed to continue to work on behalf of FOCERT, with his wife Barb coordinating the annual FOCERT raffle. Special thanks were given to Karl for all his efforts in maintaining the treasurer records and helping in an extremely smooth transition.

As a board, FOCERT managed the sportsman’s raffle for 2023. This raffle will be an on-going tool for raising operational monies for supporting the Outagamie County CERT and FOCERT.

The board established goals for 2024 as identified within the strategic plan (Appendix A) and continued to strive to meet those goals. Not all goals were achieved and the plan of work for 2024 will include a complete update of the FOCERT strategic plan.

Additionally, the board moved a bylaws amendment to increase the board size by an additional two members. A special election was held in December to fill these two slots.

Approved by Board Action on TBD  
Friends Of CERT Board of Directors

The Mission of the Friends of CERT, Inc is to provide financial support to further the efforts of the Outagamie County CERT volunteer program in their quest to enhance individual and family emergency preparedness, provide quality rehabilitation services for emergency response personnel after disasters, and during extended emergencies in Outagamie County and other counties as requested.

**APPENDIX A**  
**Strategic Planning Process**

**Friends of Community Emergency Response Team, Inc.**  
**Strategic Plan 2023-24-25**  
**July 2023**

**Mission**

*The mission of the Friends of CERT (FOCERT) is to provide financial support to further the efforts of the Outagamie County CERT volunteer program in their quest to enhance individual and family emergency preparedness, provide quality rehabilitation services for emergency response personnel after disasters, and during extended emergencies in Outagamie County and other counties as requested.*

*The strategic plan is a guideline for the continued growth of FOCERT. As a tool this document should be constantly evaluated, updated and utilized as a planning tool in the decision-making process by the Board of Directors. Some items are re-occurring; however, this does not make them less important. Other items are listed as high priority, which directs that extra efforts be placed on completion of the item in a timely fashion. The priority listed next to an item provides guidance to scheduling accomplishment of the item.*

**2023**

**Items highlighted in Yellow have been completed for 2023**

**Items highlighted in green have been moved to 2024 with a priority established**

<b>Item</b>	<b>Needed Explanation</b>	<b>Priority</b>
Annual Report	Completion in 1 <sup>st</sup> quarter of year	High
Historical Review	Document the history of CERT development	Medium
FOCERT budget	Develop and approve annual FOCERT budget	High
Outreach Grant	Evaluate and complete SPARK grant application	Medium
Legal Support	Seek out "Pro Bono" Legal Counsel	Low
Board Members	Fill open positions on the FOCERT Board	High
Outreach	Identify area civic/service groups	Medium
	Develop new FOCERT display materials	High
	Obtain educational handouts	High
Board Training	Update Board Booklet/Policy Manual	High
Relationship	Maintain/enhance FOCERT/CERT Relationship	ongoing - Low
	Enhance relationship with Community Foundation	ongoing - High
	Develop and enhance relationship with Board Connect	ongoing – High
Fundraising	Identify and apply for reoccurring grant opportunities	on-going – High
	Identify and apply for New grant opportunities	on-going - High
	Enhance visibility of FOCERT	on-going - High
Communication	Monthly communication to CERT members	on-going – High
	Introduce FOCERT to new CERT members	on-going – Medium
	Annually engage CERT members in needs analysis	on-going – High
Needs Analysis	Oversee completion of annual needs assessment	on-going – High
	Development of master ask list – annually	on-going – High
Work Plan	Develop and Review Annual work plan	on-going – Medium

**2024**

Annual Report	Completion in 1 <sup>st</sup> quarter of year	High
FOCERT budget	Develop and approve annual FOCERT budget	High
Sustainability	Assess continued sustainability of CERT/FOCERT	High
Outreach Grant	Evaluate and complete SPARK grant application	Medium
Legal Support	Seek out “Pro Bono” Legal Counsel	low
Outreach	Identify area civic/service groups	Medium
	Develop new FOCERT display materials	On going - low
	Obtain educational handouts for CERT	On-going- low
Board Training	Update Board Booklet/Policy Manual	High
Educational Opportunities	Define FOCERT role in educational opportunities	On-going High
	Enhance/fund CERT educational opportunities	On going- Medium
	Develop/fund Community educational opportunities	On-going -Medium
Relationship	Develop/Fund Business educational opportunities	Medium
	Maintain/enhance FOCERT/CERT Relationship	ongoing - Medium
	Maintain relationship with Community Foundation	ongoing - High
Fundraising	Develop and enhance relationship with Board Connect	ongoing – High
	Identify and apply for reoccurring grant opportunities	on-going – High
	Identify and apply for New grant opportunities	on-going - High
Communication	Enhance visibility of FOCERT	on-going - High
	Monthly communication to CERT members	on-going – High
	Introduce FOCERT to new CERT members	on-going – Medium
Needs Analysis	Engage CERT in needs analysis Brain Storming-fall	on-going – High
	Oversee completion of annual needs assessment	on-going – High
	Development of master ask list – annually	on-going – High
Work Plan	Develop and Review Annual work plan	on-going – High

**2025**

Annual Report	Completion in 1 <sup>st</sup> quarter of year	High
FOCERT budget	Develop and approve annual FOCERT budget	High
Sustainability	Assess continued sustainability of CERT/FOCERT	High
Outreach Grant	Evaluate and complete SPARK grant application	Medium
Legal Support	Seek out “Pro Bono” Legal Counsel	low
Outreach	Identify area civic/service groups	Medium
	Develop new FOCERT display materials	On going - low
	Obtain educational handouts for CERT	On-going- low
Board Training	Update Board Booklet/Policy Manual	High
Educational Opportunities	Define FOCERT role in educational opportunities	On-going High
	Enhance/fund CERT educational opportunities	On going- Medium
	Develop/fund Community educational opportunities	On-going -Medium
Relationship	Develop/Fund Business educational opportunities	Medium
	Maintain/enhance FOCERT/CERT Relationship	ongoing - Medium
	Maintain relationship with Community Foundation	ongoing - High
Fundraising	Develop and enhance relationship with Board Connect	ongoing – High
	Identify and apply for reoccurring grant opportunities	on-going – High
	Identify and apply for New grant opportunities	on-going - High

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Communication	Enhance visibility of FOCERT Monthly communication to CERT members Introduce FOCERT to new CERT members	on-going - High on-going – High on-going – Medium
Needs Analysis	Engage CERT in needs analysis Brain Storming-fall Oversee completion of annual needs assessment	on-going – High on-going – High
Work Plan	Development of master ask list – annually Develop and Review Annual work plan	on-going – High on-going – High

**APPENDIX B**  
**Board Minutes 2023**



**Friends of CERT, Inc.**

**Friends of CERT, Inc**

**January 20, 2023**

**Meeting Minutes**

**Meeting called to order by:** Chairperson Gene Reece at 8:37am

**Members in attendance:** Jolene Van Thiel, Gene Reece, Karl Held, Jerry Loos, Paula Van De Leygraaf, John Gollner,

**Absent –** Rob Olson, Kurt Eggebrecht, Tom Mace

**Guests – Jim Lincoln**

Motion to approve minutes from the December 20, 2022 meeting by Karl Held, seconded by John Gollner, all in favor

**TREASURERS REPORT-** Karl Held

1. General Fund beginning Balance - \$34,647.12
2. “Big Tow” Capital Campaign - \$77,362.95
3. Future Capital Campaign - \$19,804.06
4. Grand Total Combined \$131,814.13
5. Motion to approve Jolene Van Thiel, second by Jerry Loos, all in favor
- Update on QUICKBOOKS process:
  - Karl transferred “line items” from BMO Harris Bank to Quickbooks program. Paula will reach out to the CERT group to see if anyone has knowledge of the Quickbook program in order to train new Treasurer John Gollner.

**FUND RAISING TRACKING DOCUMENT**

- Cindy Mueller sent an updated copy of the tracking form to FOCERT members. Gene will ask Cindy to request \$1000.00 in Kwik Trip gift cards.

**OLD BUSINESS**

1. “New Support Trailer Committee” –
  - a. Tony Desmond will send “mock-up” drawing to vendors to obtain an initial quote
  - b. John Gollner provided an update on Trailer Committee progress
2. 2023 needs analysis – Paula will add topic to the February CERT meeting agenda.
3. Karl Held officially resigned as FOCERT Treasurer, Jolene Van Thiel motion to appoint John Gollner as Treasurer for the remainder of the Treasurer term. Jerry Loos second, all in favor. Karl will remain as a FOCERT Director.
4. 2023 Scope of Work is outlined by quarters. Future agendas will have the scope of work tasks to be completed with time frames.

**New Business**

1. Guest Jim Lincoln will build the FOCERT website. Jim suggested FOCERT use “web builder” GoDaddy vs Wix due to costs. Karl Held made motion to use GoDaddy for the FOCERT website, Jerry Loos second, all in favor.
2. Gene Reece developed a new FOCERT email which is [outagamiefocert@gmail.com](mailto:outagamiefocert@gmail.com) password is outagamiefocert\$
3. 2023 Budget Proposal was discussed, motion to approve by Jolene Van Thiel, second by Karl Held, all in favor.
4. 2022 Annual Report by Chairman Gene Reece was discussed, motion to approve by Karl, second by Jerry Loos, all in favor.
5. Scope of work for 2023 has been developed and divided into quarters and distributed to the FOCERT Board of Directors. Future meeting agendas will have Scope of Work tasks listed to be completed. Karl Held motion to approve plan of work for first quarter of year 2023, Jerry Loos second, all in favor.
6. Strategic Planning – A separate meeting will be scheduled to develop strategic planning for years 2023 – 2024.
7. Sportsman’s Raffle – Barb Held will manage the raffle with assistance from Jolene Van Thiel. Motion to approve Jolene Van Thiel, second by John Gollner.

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**Other Business** – \$200 in Scheels gift cards were provided with the 2022 raffle. Karl Held will check into the status of the cards.

Meeting adjourned at 10:25am – Motion by John Gollner, second by Karl Held

Next meeting – Friday February 17, 2023 at 8:30am (Van Zeeland Nursery, 2600 N. Casaloma Dr., Appleton

Respectfully submitted,

Jolene Van Thiel Secretary



# Friends of CERT, Inc

## February 17, 2023

### Meeting Minutes

**Meeting called to order by:** Chairperson Gene Reece at 8:32am

**Members in attendance:** Jolene Van Thiel, Gene Reece, Karl Held, Jerry Loos, Paula Van De Leygraaf, John Gollner, Rob Olson, Kurt Eggebrecht, Tom Mace

**Absent** – none

**Guests** – Cindy Mueller

Motion to approve minutes from the January 20, 2023 meeting by Kurt Eggebrecht, seconded by John Tom Mace, all in favor

#### **TREASURERS REPORT-** John Gollner

No February 2023 report provided as there were no changes from the January 2023 report

6. General Fund beginning Balance - \$34,647.12
  7. "Big Tow" Capital Campaign - \$77,362.95
  8. Future Capital Campaign - \$19,804.06
  9. Grand Total Combined \$131,814.13
  10. Motion to approve by Karl Held, second Jerry Loos
- Update on QUICKBOOKS process:
    - John Gollner will set up a meeting with CERT member Chad Beardslee to learn QUICKBOOK

#### **FUND RAISING TRACKING DOCUMENT**

- Updated the tracking document with "champions". Cindy will send Mary Beth Neinhans an update.
- Discussion regarding developing "equipment packages" for CERT needs rather than monetary donations.

#### **1<sup>st</sup> Quarter Plan of Work – January thru March**

- **Complete annual report – Complete (Gene)**
- **Develop Plan of Work – Complete (All)**
- **Review and approve 2023 website – Pending (All)**
- **Review mission statement and vision statement – Pending (all)**
- **Develop annual budget – Complete (Karl/Jolene/Gene)**
- **Obtain concepts for new response trailer – Pending Gerry/Jolene/John)**
- **Organize and create 2023 Sports raffle – Pending (all)**
- **Develop groundwork for new capital campaign – Pending (all)**
- **Update board policies and board book – Pending (all)**
- **Identify pro bono legal counsel – pending (Gene)**

#### **OLD BUSINESS**

5. Trailer Dreamer Session:
  - a. Jerry provided a report on the Trailer Committee progress. They are meeting with vendors and developing drawings.
  - b. The FOCERT Board advised they need a drawing and a cost estimate before beginning the capital campaign.
6. Paula will reach out to the CERT group in order to complete the 2023 "needs analysis".
7. 2023 Sports Raffle – Tickets are at the printer and will be available soon

#### **New Business**

- Strategic Planning 2023 – Will update at the March 2023 meeting
- Scheels gift cards will be used to purchase items for the rig.
  - Jolene will pick up (flashlights, gloves, etc)

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**Other Business** – Bergstrom rep Dan suggested the motor issue has been resolved but there is no start date for the production of the new truck.

Meeting adjourned at 10:10am – Motion by Tom Mace, second by Jerry Loos

Next meeting – Friday March 17, 2023 at 8:30am (Van Zeeland Nursery, 2600 N. Casaloma Dr., Appleton

Respectfully submitted,

Jolene Van Thiel  
Secretary



# Friends of CERT, Inc

## March 17, 2023

### Meeting Minutes

**Meeting called to order by:** Chairperson Gene Reece at 8:36am

**Members in attendance:** Jolene Van Thiel, Gene Reece, Karl Held, Jerry Loos, Kurt Eggebrecht, Tom Mace

**Absent –** Paula Van De Leygraaf, Rob Olson, John Gollner

**Guests –** Gary Sterhagen, Don Marx, Barb Held, Jim Lincoln, Bob Van Thiel

Motion to approve minutes from the February 17, 2023 meeting by Jerry Loos, second by Kurt Eggebrecht, all in favor

#### **TREASURERS REPORT-** John Gollner

No February 2023 report provided as there were no changes from the January 2023 report

Expenditures-

- OCEM - \$742.67 (Chairs and Banner)
- Jim Lincoln - \$119.88 (GoDaddy Startup)
- Graphic Composition - \$259.00 (Raffle Printing)
- Total Expenditures - \$1121.55

In-kind donations –

- Costco - \$100 gift card
- Kwik Trip = \$1000.00 (qty of (10) \$100 fuel only gift cards)

11. General Fund beginning Balance - \$33,538.00
  12. “Big Tow” Capital Campaign - \$77,362.95
  13. Future Capital Campaign - \$19,804.00
  14. Grand Total Combined - \$130,705.83
  15. Motion to approve by Jolene Van Thiel, second Tom Mace
- Update on QUICKBOOKS process:
    - John Gollner continues to work with Chad Beardsie

#### **FUND RAISING TRACKING DOCUMENT**

- Cindy continues to update the fundraising tracking documents.

#### **1<sup>st</sup> Quarter Plan of Work – January thru March**

- Complete annual report – Complete (Gene)
- Develop Plan of Work – Complete (All)
- Review and approve 2023 website – Pending (All)
- Review mission statement and vision statement – Pending (all)
- Develop annual budget – Complete (Karl/Jolene/Gene)
- Obtain concepts for new response trailer – Pending Gerry/Jolene/John)
- Organize and create 2023 Sports raffle – Pending (all)
- Develop groundwork for new capital campaign – Pending (all)
- Update board policies and board book – Pending (all)
- Identify pro bono legal counsel – pending (Gene)

#### **2<sup>nd</sup> Quarter Plan of Work – April – June**

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- Outreach
  - Identify/fund 2023 outreach needs – pending all
  - Develop new FOCERT display materials – pending all
  - Obtain educational handouts – pending all
- Fundraising
  - Identify and apply for reoccurring grant opportunities – on-going all
  - Identify and apply for new grant opportunities - on going all
  - Coordination the 2023 CERT Sportsman Raffle – Barb Held

Enhance visibility of FOCERT – pending all

Investigate and apply for Spark Grant – pending all

Develop materials for new capital campaign – pending all

Develop ownership documents for new tow vehicle – Paula / Gene

#### **OLD BUSINESS**

8. Trailer Dreamer Session:
  - a. Don Marx gave presentation and discussion on the new trailer design. Drawings are being sent to vendors.
  - b. Trailer committee understands the FOCERT needs “ballpark” dollar amount to begin a capital campaign
9. Paula will reach out to the CERT group in order to complete the 2023 “needs analysis”.
10. Paula will need to identify outreach needs and hand-outs. Brochures will need to be updated, Gene Reece will update the address and email.
11. Jim Lincoln continues to work on the new FOCERT website. Jim suggested FOCERT purchase the protection plan (Secure Socket Layer), 3 years at \$16.50 motion by Tom Mace, second by Kurt Eggebrecht to purchase
12. Sport Raffle sales has begun, there are approximately 250 tickets to hand out to CERT members. Members selling winning tickets will receive a \$10.00 Kwik Trip gift card. Barb Held advised Dan Lenz will apply for a Thrivent Grant for \$250.00 to host a brat sale in May.
13. No updates on the new tow vehicle progress. Gene Reece will reach out to the Bergstrom rep for a status update.

#### **New Business**

- Karl Held and Kurt Eggebrecht will work to update the FOCERT mission statement
- Strategic Planning - Separate “ZOOM” meeting will be scheduled to discuss
- Guests Gary Sternhagen and Bob Van Thiel discussed the need for a strategy to put the new tow vehicle into service. They will investigate costs and needs relating to scene lighting and graphics.
- Karl Held discussed the IRS form 990 form that needs to be completed. After completed, Karl will forward the form to Chairman Gene Reese.

#### **Other Business – None**

Meeting adjourned at 10:34am – Motion by Karl Held, second by Tom Mace

Next meeting – Friday April 21, 2023 at 8:30am (Van Zeeland Nursery, 2600 N. Casaloma Dr., Appleton

Respectfully submitted,

Jolene Van Thiel  
Secretary



# Friends of CERT, Inc

## April 21, 2023

### Meeting Minutes

**Meeting called to order by:** Chairperson Gene Reece at 8:30am

**Members in attendance:** Jolene Van Thiel, Gene Reece, Karl Held, Jerry Loos, John Gollner, Tom Mace, Paula Van De Leygraaf, Rob Olson

**Absent –** Kurt Eggebrecht

**Guests –** Gary Sternhagen, Don Marx, Cindy Mueller

Motion to approve minutes from the March 17, 2023 meeting by Tom Mace, second by Jerry Loos, all in favor

#### **TREASURERS REPORT-** John Gollner

Expenditures-

Jim Lincoln - \$16.50 (GoDaddy Security)

Karl Held – \$53.81 (Printer ink)

USPS - \$1.74

Total Expenditures - \$71.42

Deposits-

General Fund - \$4,840.00 (Raffle sales)

In-kind donations – None

1. General Fund beginning Balance - \$38,307.40
2. “Big Tow” Capital Campaign - \$77,362.95
3. Trailer Capital Campaign - \$19,954.06.00
4. Grand Total Combined - \$135,624.41
5. Motion to approve by Jolene Van Thiel, second Tom Mace

Quickbooks Update – John Gollner recommended not using Quickbooks for financial record keeping, and moving forward with EXCEL. Motion by Jolene, Second by Jerry Loos to use Excel moving forward.

#### **FUND RAISING TRACKING DOCUMENT**

- Cindy will add column for business contact person information, and a column for date
- Cindy will send the updated tracking document to the FOCERT Board members each month..
- Cindy will reach out to MBN for a photo opportunity with the new tow vehicle.

#### **1<sup>st</sup> Quarter Plan of Work – January thru March**

- Complete annual report – Complete (Gene)
- Develop Plan of Work – Complete (All)
- Review and approve 2023 website – Pending (All)
- Review mission statement and vision statement – Pending (all)
- Develop annual budget – Complete (Karl/Jolene/Gene)
- Obtain concepts for new response trailer – Pending Gerry/Jolene/John)
- Organize and create 2023 Sports raffle – Pending (all)
- Develop groundwork for new capital campaign – Pending (all)
- Update board policies and board book – Pending (all)
- Identify pro bono legal counsel – pending (Gene)

#### **2<sup>nd</sup> Quarter Plan of Work – April – June**

- Outreach
  - Identify/fund 2023 outreach needs – pending all

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- Develop new FOCERT display materials – pending all
- Obtain educational handouts – pending all
- Fundraising
  - Identify and apply for reoccurring grant opportunities – on-going all
  - Identify and apply for new grant opportunities - on going all
  - Coordination the 2023 CERT Sportsman Raffle – Barb Held

Enhance visibility of FOCERT – pending all

Investigate and apply for Spark Grant – pending all

Develop materials for new capital campaign – pending all

Develop ownership documents for new tow vehicle – Paula / Gene

#### **OLD BUSINESS**

1. Support Trailer –
  - a. Don Marx and Gary Sternhagen informed the FOCERT Board that the Trailer Committee has identified a preferred vendor to fabricate the new trailer (INTECH located in Indiana)
  - b. Don and Gary suggested the Trailer Committee is planning a trip to view INTECH facilities. They asked FOCERT to support the trip with a rental vehicle, gas, and food. Motion to support trip at no more than \$900.00 made by Jolene Van Thiel, second by Jerry Loos, all in favor.
2. Update website – Jim Lincoln sent email to Gene Reece advising the website has been updated and the “DONOR PAGE” / Drop Box is operational.
3. 2023 Sportsman Raffle – There are approximately 416 tickets to sell, will get a better count on May 9, 2023 CERT mtg
  - a. \$200.00 was requested to purchase Kwik Trip gift cards to give to raffle ticket winner sellers.
4. Big Tow purchase update –
  - a. Bergstrom is waiting for “build date” from Ford, commercial production is still behind.
  - b. RJ Marx provided graphic design option.
  - c. Precision Installation has not provided pricing for lighting.
5. Strategic Planning process – Work date needs to be scheduled
6. Mission Statement – After much discussion, a motion was given to keep the FOCERT mission statement as-is. Motion by Karl Held, second by John Gollner.

#### **New Business**

1. Discussion to purchase a Milwaukee brand battery powered “scene light” w/ tripod at a cost of ~ \$169.00 (battery) and \$179.00 (light). Motion to purchase not to exceed \$400.00. Motion by Tom Mace, second by John Gollner.
2. Discussion relating to reimbursement of travel expenses for CERT member travel when special requested for distant events such as the presentation at the Wisconsin State Firefighter Convention in La Crosse, WI,.
  - a. Rob Olson requested the “standard mileage rate” reimbursement for long distant special events.
  - b. Gene Reece stated there is a FOCERT budget line item for funding expenses. EM Paula Van De Leygraaf must approve CERT travel expenses, and send to FOCERT for reimbursement. FOCERT Board does not need to approve.
3. Funding for 2023 Outreach materials – FOCERT will pay \$1000.00, County Emergency Management will pay \$1600.00 (budget line item)
4. Funding for (3) rehab chairs – FOCERT will purchase the chairs (budget line item)
5. Capital Campaign created - \$125,000 is the goal to purchase a new trailer for the CERT team.

#### **Other Business – None**

Meeting adjourned – Motion by Jerry Loos, second by Tom Mace

Next meeting – Friday May 19, 2023 at 8:30am (Van Zeeland Nursery, 2600 N. Casaloma Dr., Appleton

Respectfully submitted,

Jolene Van Thiel  
Secretary



## Friends of CERT, Inc May 19, 2023 Meeting Minutes

**Meeting called to order by:** Chairperson Gene Reece at 8:40am

**Members in attendance:** Gene Reece, Karl Held, Jerry Loos, John Gollner, Tom Mace, Paula Van De Leygraaf, Rob Olson, Kurt Eggebrecht

**Absent –** Jolene Van Thiel

**Guests –** Gary Sternhagen, Don Marx, Bob Van Thiel, Cindy Mueller

**Donation:** Eugene Reece and Bob Bjorkman of PACE corporation presented FOCERT with the donation of an emergency scene light (donated by PACE) and carrying case and battery (donated by Milwaukee Electric Tool). Later in the meeting, Gene mentioned how well the Milwaukee Electric Tool lit a Shrine event and suggested we look for a second battery.

**Motion to approve minutes from the April 21, 2023** meeting was made by Gerry Loos, seconded by John Gollner. All voted in favor of approval.

**TREASURERS REPORT-** report submitted by John Gollner which included a budget report which he'll continue to refine. He will add a line item for website fees

Expenditures-

Jolene van Thiel: \$38.49 (printer ink and shipping)

OCEM: \$1557.28 (chairs and outreach)

Don Marx: \$443.23 (vehicle rental and gas))

Deposits- General Fund

\$10,500 (Raffle sales)

\$47.85 (Gene Reece donation via Stripe)

\$50.00 (Outagamie County)

\$5.00 (Amazon Smile fund)

Deposits – Capital Campaign

\$500 (Community Foundation/Coldwell Banker via Rob Olson)

\$948.25 (Brat Fry with support from Thrivent/Dan and Bev Lenz)

Deposits – In Kind donations

\$100 gift card (Woodmans)

\$50 gift card (Walmart)

- General Fund Balance – \$46,871.25
- “Big Tow” Capital Campaign - \$77,362.95
- Trailer Capital Campaign - \$21,402.31
- **Grand Total Combined - \$145,636.51**

### FUND RAISING TRACKING DOCUMENT

- Cindy Mueller requests that Board members review the updated Master Ask Report which will be updated and sent to members
- She asked members provide her with contact information (names, addresses, email) so she can track this going forward. She will also purge outdated entries.
- Gerry Loos noted the Hortonville Lions are waiting for the new capital campaign and suggested they will make a donation at that time. They meet in two weeks.

### 1<sup>st</sup> Quarter Plan of Work – January thru March

- Complete annual report – Complete (Gene)
- Develop Plan of Work – Complete (All)
- Review and approve 2023 website – Complete (All)
- Review mission statement and vision statement – Complete (all)
- Develop annual budget – Complete (John/Jolene/Gene)
- Obtain concepts for new response trailer – Pending Gerry/Jolene/John)

The Mission of the Friends of CERT, Inc is to provide financial support to further the efforts of the Outagamie County CERT volunteer program in their quest to enhance individual and family emergency preparedness, provide quality rehabilitation services for emergency response personnel after disasters, and during extended emergencies in Outagamie County and other counties as requested.

- Organize and create 2023 Sports raffle – Complete (Barb/Jolene)
- Develop groundwork for new capital campaign – Pending (all)
- Update board policies and board book – Pending (all)
- Identify pro bono legal counsel – pending (Gene)

## **2<sup>nd</sup> Quarter Plan of Work – April – June**

- Outreach
  - Identify/fund 2023 outreach needs – Complete (all)
  - Develop new FOCERT display materials – pending (all)
  - Obtain educational handouts – Complete (Paula)
- Fundraising
  - Identify and apply for reoccurring grant opportunities – on-going (all)
  - Identify and apply for new grant opportunities - ongoing (all)
  - Coordination the 2023 CERT Sportsman Raffle – (Barb/Jolene)
- Enhance visibility of FOCERT – pending (all)
- Investigate and apply for Spark Grant – pending (all)
- Develop materials for new capital campaign – pending (all)
- Develop ownership documents for new tow vehicle – Paula / Gene

## **OLD BUSINESS**

### **7. Support Trailer –**

- Don Marx reported that the Trailer Committee visited INTECH located in Indiana and were very impressed. He reported they will build a high-quality, custom-built trailer to our specifications. John Gollner noted that the framework of the trailer is built 16” on center, rather than others built on 24” and they use tubular welding, putting welds on all sides, not just top and bottom so it will be much more stable.
- Gene Reece asked if the Committee was comfortable with a campaign amount of \$125,000; Don Marx said there may be a few additions (outside shelf, a compartment for easy access to tables) but this shouldn’t add much to the cost. INTECH will begin to order components to update the quote and at that time the price is set. Then will take 10% down once the price is locked in.
- The committee tried to stay local. However, local trailer builders would manufacture to our specifications.
- Kurt Eggebrecht recommended we set the campaign at 10% over the quote. Gene Reece noted their original price was \$112,000 and we set the capital campaign at \$125,000.
- John Gollner was concerned over the change from a gooseneck to a fifth wheel. The committee has already taken this into account and will take the new truck to INTECH to be measured and to ensure everything fits. Delivery is not included in their cost; we have to take the truck there to bring the trailer back.
- Any warranty work would be arranged by INTECH and a local reputable trailer firm.
- Gary Sternhagen noted graphics were not included in this cost. Gene Reece noted the funds will be provided from the difference between the cost and the 10% over the quote built into the campaign.

### **8. Sportsman’s Raffle**

- Barb Held reported via Karl Held that as of today, 170 tickets were “outstanding” (not returned to her), but noted several CERT members recently took tickets to sell at Fire Department open houses or other events.
- Kwik Trip will allow us to hold a sale at their store, to be held at the store on Highway N in Little Chute on June 17<sup>th</sup>, if we need to do so.

### **9. Big Tow purchase update**

- Dan at Bergstrom reported the tow vehicle is to be build beginning the week of June 7<sup>th</sup>. Because of the Fourth of July holiday, it’ll be delivered the week of July 7 or 10, then to Monroe to have the body installed. There was some confusion between Bergstrom and Monroe, but that has been resolved and nothing was changed.
- John Gollner asked the cost of the truck: Gene Reece found the original contract that shows \$67,768.16 for the vehicle and the box. John noted we have \$77,362.95 in the fund. Gene noted we will need to have “non-emergency” lighting and marking that will consume the difference. Any money left over will then be transferred to the maintenance fund, plus the approximate \$15,000 coming from the donation from Mr. Bergstrom (a personal check for 25% of the cost of the truck) to maintain it.
- Gary Sternhagen noted the “sticker shock” of the lighting cost from Precision Installations for \$9200-\$9400, which is leading to their looking into different options, including perhaps have the County Sheriff’s Department doing the installation. Gerry Loos who used to install these professionally is willing to lend a hand if the Sheriff’s department installs the lights

- d. RJ Marx provided a graphic design option but their proposal was not impressive. Bob van Thiel is looking for options, including Fast Times. He will seek their options for what the truck may look like. The design will have the CERT logo, but we do not want the trailer to look like a billboard. The design on the truck should carry on to the trailer. Bob will continue to investigate options to be shared with the group. FOCERT will find the funds to pay for a nice looking truck.
  - e. "Emergency" lights: Gene noted that retired firefighter Dan Jahr sells emergency lighting. Rob Olson noted that the sheriff's department uses Dan Jahr and will give us useful ideas. Fenix side lighting is good, but it doesn't pay to go with economical "emergency" lighting as they won't last in our weather.
10. **Strategic Planning process:** Gene will send out a work date either video conferencing or in the Van Zeeland conference room.
  11. **Brat Fry:** a verbal report by Karl Held originally misstated the amount collected. The actual amount collected was \$946 and 15 tickets were sold. The brats sold out 30 minutes early. Gerry recommended putting out a tip jar. Thrivent supported the fry.

#### **New Business**

6. **Campaign Kick-off of the Capital.**
7. Cindy is preparing materials and asks for talking points. Gene expressed the Board's gratitude for her efforts and proposing the term "Big Tow Sequel"
  - a. Gene wants to emphasize enhanced volunteer safety (should first bullet point)
  - b. Bathroom separation from the main body of the trailer. Gene suggested using the term "user friendly" bathroom access
  - c. Provides 50% more secured storage spaces. How great an increase (percentage) is to be determined.
  - d. Ergonomic access to storage
  - e. Enhanced climate-controlled environment for emergency responders
  - f. Upgraded electrical systems
  - g. Enhanced scene safety lighting and equipment for volunteers and responders
  - h. Improved generator
8. Karl noted his concern for the availability of donations in light of the fund raising for the Mitch Lundgaard Park fund raising, but the Board doesn't believe this will be an impediment.
9. Cindy shared her thoughts of using Festival donation as a match to enhance funding for the 2023 kick off. It can be discussed with them.
10. Gene recommends setting up our kick off on the grounds of the Northland Festival on June 20<sup>th</sup>. Karl will approach Festival. We will invite the Skogen family to the event.
11. Don will get an updated drawing from INTECH for our promotional materials.
12. We will seek testimonials from area officials for the promotional materials.
13. Gene proposed the kick-off coming on **June 20<sup>th</sup>** and reaching out to the County PIO as well as Emily Matesic, (now with Fox 11), Emily Engebretson (WBAY) and other media contacts. Cindy believes this is a good date. Time for the event will be 10:00 am.
14. Gene asked if the Board was comfortable with setting the funding goal at \$125,000. It was decided to wait for the final proposal from INTECH and round up. Kurt recommended an additional 10% increase would be appropriate.
15. Rob will place the date on the OCEM calendar and print handouts for the event
16. Cindy reviewed what should be in the packets to be provided to the media and others
  - a. Paula will provide binders
  - b. Updated pamphlets with corrected FOCERT address, email and Facebook
  - c. Gene will provide a cover letter
  - d. An insert detailing the history of CERT, Outagamie CERT and FOCERT
  - e. A review of the variety of tasks Outagamie CERT performs
  - f. A set of updated testimonials from area Fire Chiefs (Gerry will approach Seymour, Karl approached Hortonville)
  - g. The impact of CERT activities and responses (sent to Gene)
  - h. Why are we using Intech (nationally known, customized for our purpose, industry leader)
17. CERT members will be asked to attend
18. Will invite representatives of Combined Locks, County Executive Nelson and Mayor Woodford

#### **Other Business – None**

Meeting adjourned at 10:13: Motion by Jerry Loos, second by Kurt Eggebrecht

Next meeting – Friday June 16, 2023 at 8:30am (Van Zeeland Nursery, 2600 N. Casaloma Dr., Appleton

Respectfully submitted, Karl Held, on behalf of Jolene Van Thiel (Secretary)

The Mission of the Friends of CERT, Inc is to provide financial support to further the efforts of the Outagamie County CERT volunteer program in their quest to enhance individual and family emergency preparedness, provide quality rehabilitation services for emergency response personnel after disasters, and during extended emergencies in Outagamie County and other counties as requested.



## Friends of CERT, Inc June 16, 2023 Meeting Minutes

**Meeting called to order by:** Chairperson Gene Reece at 8:34am

**Members in attendance:** Gene Reece, Karl Held, Jerry Loos, John Gollner, Paula Van De Leygraaf, Kurt Eggebrecht, Jolene Van Thiel

**Absent –** Rob Olson, Tom Mace

**Guests –** Cindy Mueller

**Motion to approve minutes from the May 19, 2023** meeting was made by Kurt Eggebrecht, second by John Gollner. All voted in favor of approval.

### **TREASURERS REPORT-**

Expenditures-

Don Marx (General fund) – \$282.89 (reimburse for travel expenses to visit trailer manufacturer (vehicle rental & gas)

Charitable Organization Renewal – (General fund) \$54.00

Karl Held – (General Fund) - \$200 (Kwik Trip gift cards for winning ticket raffle sellers)

Total expenditures - \$536.89

Deposits- General Fund

Knights of Columbus - \$250.00

Amazon Smile - \$16.87

Total Deposits - \$266.87

Deposits – Capital Campaign

\$0.00

Deposits – In Kind donations

\$0.00

- General Fund Balance – \$46,601.23
- “Big Tow” Capital Campaign - \$77,362.95
- Trailer Capital Campaign - \$21,402.31
- **Grand Total Combined - \$145,366.49**

**Budget was reviewed**

### **FUND RAISING TRACKING (FRT) DOCUMENT**

No additions

Gene will send updated FRT to FOCERT Board, Champions to reach out to designated businesses regarding the Capital Campaign

### **1<sup>st</sup> Quarter Plan of Work – January thru March**

- Complete annual report – Complete (Gene)
- Develop Plan of Work – Complete (All)
- Review and approve 2023 website – Complete (All)
- Review mission statement and vision statement – Complete (all)
- Develop annual budget – Complete (John/Jolene/Gene)
- Obtain concepts for new response trailer – Pending Gerry/Jolene/John)
- Organize and create 2023 Sports raffle – Complete (Barb/Jolene)
- Develop groundwork for new capital campaign – Pending (all)
- Update board policies and board book – Pending (Moved to 2<sup>nd</sup> qtr) (all)
- Identify pro bono legal counsel – pending (Gene) (Moved to 2<sup>nd</sup> qtr)

### **2<sup>nd</sup> Quarter Plan of Work – April – June**

- Outreach

- Identify/fund 2023 outreach needs – Complete
- Develop new FOCERT display materials – completed
- Obtain educational handouts – Complete (Paula)
- Fundraising
  - Identify and apply for reoccurring grant opportunities – on-going (all)
  - Identify and apply for new grant opportunities - ongoing (all)
  - Coordination the 2023 CERT Sportsman Raffle – (Barb/Jolene)
- Enhance visibility of FOCERT – pending (all)
- Investigate and apply for Spark Grant – pending (all)
- Develop materials for new capital campaign – pending (all)
- Develop ownership documents for new tow vehicle – Paula / Gene
- Update board policies and board book – Pending (all)
- Identify pro-bono legal counsel – Pending (Gene)

#### **OLD BUSINESS**

##### **12. Support Trailer –**

Jerry Loos gave a brief update – The committee met to discuss most recent drawings and made a few minor changes. After changes, the estimated cost of the trailer is \$119,965.10

##### **13. Sportsman’s Raffle**

- a. Barb Held reported 23 tickets need to be sold.
- b. Ticket sales at Kwik Trip – Little Chute scheduled
- c. When all tickets are sold, \$9985.00 will go to Scheels to pay for prizes.

##### **14. Big Tow purchase update**

- a. Truck is in the process of being built
- b. After completion it will go to Monroe to have the bed installed

15. **Strategic Planning process:** Gene will send out a work date either video conferencing or in the Van Zeeland conference room.

#### **New Business**

##### **19. Campaign Kick-off of the Capital.**

- a. Tuesday June 20, 2023 at Festival Foods
- b. Festival Foods will provide the timeline
- c. Media, Fire Chiefs, EMR, Law Enforcement, and CERT team members invited
- d. Gene has “kick-off” speech prepared
- e. Various potential speakers have been invited.
- f. Capital Campaign packets will be available

#### **Other Business – None**

Meeting adjourned - Motion by John Gollner, second by Kurt Eggebrecht

Next meeting – Friday July 21, 2023 at 8:30am (Van Zeeland Nursery, 2600 N. Casaloma Dr., Appleton

Respectfully submitted, Jolene Van Thiel (Secretary)

The Mission of the Friends of CERT, Inc is to provide financial support to further the efforts of the Outagamie County CERT volunteer program in their quest to enhance individual and family emergency preparedness, provide quality rehabilitation services for emergency response personnel after disasters, and during extended emergencies in Outagamie County and other counties as requested.



## Friends of CERT, Inc July 21, 2023 Meeting Minutes

**Meeting called to order by:** Chairperson Gene Reece at 8:30am

**Members in attendance:** Gene Reece, Karl Held, Jerry Loos, John Gollner, Paula Van De Leygraaf, Tom Mace, Jolene Van Thiel

**Absent –** Rob Olson, Kurt Eggebrecht

**Guests –** Don Marx, Gary Sternhagen, Barb Held

**Motion to approve minutes from the June 16, 2023** meeting was made by Karl Held, second by Tom Mace. All voted in favor of approval.

### **TREASURERS REPORT-**

Expenditures-

(General Fund) - \$9,985.00 Scheels for raffle payment

(General Fund) - \$200.00 Kwik Trip for Gift cards (Reimbursed Karl Held)

Total expenditures - \$10,185.00

Deposits- General Fund

\$4,660 Raffle ticket sales

Total Deposits - \$4,660.00

Deposits – Capital Campaign

\$150.00 Lois & Jerry Loos

\$10.00 Tony Desmond

\$11.00 Anonymous donors

Total Deposits = \$171.00

Deposits – In Kind donations

\$250.00 Thrivent Grant

\$200.00 Scheels 20 gift cards @ \$10.00 each

- General Fund Balance – \$441,276.23
- “Big Tow” Capital Campaign - \$77,362.95
- Trailer Capital Campaign - \$21,573.31
- **Grand Total Combined - \$140,212.49**

Motion to approve Treasures Report by Jolene Van Thiel, second by Tom Mace

### **FUND RAISING TRACKING (FRT) DOCUMENT**

No additions

#### **1<sup>st</sup> Quarter Plan of Work – January thru March**

- Complete annual report – Complete (Gene)
- Develop Plan of Work – Complete (All)
- Review and approve 2023 website – Complete (All)
- Review mission statement and vision statement – Complete (all)
- Develop annual budget – Complete (John/Jolene/Gene)
- Obtain concepts for new response trailer – Pending Gerry/Jolene/John)
- Organize and create 2023 Sports raffle – Complete (Barb/Jolene)
- Develop groundwork for new capital campaign – Pending (all)
- Update board policies and board book – Pending (Moved to 2<sup>nd</sup> qtr) (all)
- Identify pro bono legal counsel – pending (Gene) (Moved to 2<sup>nd</sup> qtr)

#### **2<sup>nd</sup> Quarter Plan of Work – April – June**

- Outreach

- Identify/fund 2023 outreach needs – Complete
  - Develop new FOCERT display materials – completed
- Obtain educational handouts – Complete (Paula)

- Fundraising
  - Identify and apply for reoccurring grant opportunities – on-going (all)
  - Identify and apply for new grant opportunities - ongoing (all)
  - Coordination the 2023 CERT Sportsman Raffle – (Barb/Jolene)
- Enhance visibility of FOCERT – pending (all)
- Investigate and apply for Spark Grant – pending (all)
- Develop materials for new capital campaign – pending (all)
- Develop ownership documents for new tow vehicle – Paula / Gene
- Update board policies and board book – Pending (all)
- Identify pro-bono legal counsel – Pending (Gene)

#### OLD BUSINESS

##### 16. Big Tow purchase update

- a. Truck is at Monroe for body installation, should be back to Bergstrom ~ July 31, 2023
- b. Documents were provided to Outagamie County as the vehicle will be registered at the County level
- c. Motion by Karl Held, second by Tom Mace to approve the e-mail vote on the purchase of the lightbar, not to exceed \$3000.00.
- d. Payment for the Lightbar will be mailed to vendor so order can be placed
- e. Graphic design is pending at “FASTSIGNS”
- f. Press release will be scheduled
- g. When placed in service, an orientation session will be scheduled for drivers

##### 17. Strategic Planning process:

- a. Planning for 2023, 2024, and 2025 was discussed and updated but not finalized.
- b. Chairman Reese will send updated draft to the FOCERT board.
- c. The strategic plan will be shared with the CERT team to help finalize
- d. Will need to have a CERT sustainability plan.

#### New Business

- Jump starter pack
  - a. A motion by Tom Mace, second by Jerry Loos to purchase a jump-starter pack, cost not to exceed \$150.00. (Gary Sternhagen will shop)
- Don Marx will be attending “Train the Trainer” classes, Paula may request Don’s meal plan be paid for using funds from the FOCERT budget.
- Cindy Mueller created and shared a \$135,000 pyramid tool for the Trailer Capital Campaign.
- All CERT members can be a “Champion” for any business to seek donations for the New Trailer Capital Campaign. Advise Cindy when business contacts are made. Tom Mace will reach out to “Mile of Music”

#### Other Business – None

Meeting adjourned 10:22am Motion by John Gollner , second by Jerry Loos

Next meeting – Friday August 18, 2023 at 8:30am (Van Zeeland Nursery, 2600 N. Casaloma Dr., Appleton

Respectfully submitted, Jolene Van Thiel (Secretary)

The Mission of the Friends of CERT, Inc is to provide financial support to further the efforts of the Outagamie County CERT volunteer program in their quest to enhance individual and family emergency preparedness, provide quality rehabilitation services for emergency response personnel after disasters, and during extended emergencies in Outagamie County and other counties as requested.



## Friends of CERT, Inc July 21, 2023 Meeting Minutes

**Meeting called to order by** Chairperson Gene Reece at 8:30am

**Members in attendance:** Gene Reece, Karl Held, Jerry Loos, John Gollner, Paula Van De Leygraaf, Kurt Eggebrecht

**Absent –** Rob Olson, Tom Mace, Jolene Van Thiel

**Guests –** Don Marx, Cindy Mueller

**Motion to approve minutes from the July 21, 2023** meeting as submitted by Jolene Van Thiel was made by Karl Held, second by Kurt Eggebrecht. All voted in favor of approval. Minutes taken today by Karl Held in the absence of Jolene Van Thiel.

**TREASURERS REPORT-** Submitted by John Gollner

Expenditures-

(General Fund) - \$125.00 to Gene Reece for postage

(General Fund) - \$1938.20 to 911 Response Lights (Check 543)

Total expenditures - \$2063.50

Deposits- General Fund

- \$500 from Secura, via Cert member Jolene Blake
- \$25.00 from Dennis and Lisa Oudenhoven for the purchase of supplies as needed
- \$500 from Linda Probst as a general donation. Ms. Probst is the sister of a friend of Cindy.
- \$96.00 from "Stripe". Discussion followed by Karl Held regarding determining who made the donation via the Stripe web site donation tool. Further investigation needed by ex-treasurer Karl Held.

Total Deposits - \$1,121.00

Deposits – Capital Campaign

\$1000.00 from the Harrison Fire Department

Total Deposits = \$1000.00

Deposits – In Kind donations: None

General Fund Balance – \$40,333.73

"Big Tow" Capital Campaign - \$77,362.95

Trailer Capital Campaign - \$22,573,.31

**Grand Total Combined - \$140,269.99**

Motion to approve Treasures Report by Kurt Eggebrecht, second by Jerry Loos. Approved unanimously

Additional discussion:

### **FUND RAISING TRACKING (FRT) DOCUMENT/ TRAILER ASK REPORT DISCUSSION AND ACTION**

- The tracking document has been modified to be a little simpler to use. Information from the big master tracking document was integrated into a report showing the TRAILER ASK report. There is some question of how the previous report of \$15,900 got to \$21,000; John will work with Cindy to reconcile this.
- The question of whether Linda Probst designated the \$500 to a specific fund. John said there were no specifics on which fund this is to be allocated. Karl Held moved we accept the \$500 donation from her, move it from the "general fund" and designate it to the Trailer Fund; seconded by Jerry Loos. John disagreed with that determination, and after discussion, the motion carried unanimously.
- Cindy noted that Jolene Blake designated the Secura donation to go to outreach, but there is no tab for "outreach" and is afraid of that designation will be lost if it's in the general fund. Gene noted it will be in the general fund but with a note that it is designated for outreach purposes. Paula is concerned that too many people touching the funds and in too many formats will be too confusing. The master ask form has tabs for various purposes, including in-kind donations and non-designated funds. Gene asked John to send the treasurer's report to Cindy so she can reconcile that to the Master Tracking form, which she is maintaining and updating.
- Cindy pulled information out of the Master Tracking form to identify the "champion" for various Trailer Ask donors. Gene met with a Gulfstream employee regarding a donation. Tom had been the champion for Gulfstream but approved Gene's engaging with them, which he did. Tom will remain in contact with Gulfstream for future initiatives, but the Trailer Ask report will now

show Gene's name. It's everyone's responsibility to let Cindy know if any "champion" contacts occur so we can track these "asks" and do not duplicate interactions. Cindy needs the **name of the donor, the date of the request, who made the contact, their contact information, how much was asked for and what the result of the ask was.**

- Gene made contact and will meet with the Friends of the Appleton Fire Department
- Jerry asked that Gene add Hortonville Lions (he reaches out to them monthly), but Gene asked that an email be sent to Cindy with the above information. Gene noted he's changed the Shrine designation he was previously listed as champion as CERTie Jay Andres is a member of that Lodge and will be the Trailer Campaign champion. Gene will be the champion of a donation of a different lodge.
- Karl expressed gratitude to Cindy for managing the report

Don noted some communities have separate Fire and EMS and should be listed as such. Paula will help differentiate which communities have separate Fire and EMS. Gene will send letters to Fire Chiefs and EMS coordinators except where there is a champion on board.

Paula met with Midwest Restoration, which sounds very promising. The owner said "so you're asking for money. We don't have hundreds of thousands of dollars that I can just hand out, but we do like to do is hold fund raisers. We're very good at it and our typical fundraiser raise anywhere from \$20 - \$30,000." The Marq on I-41 reached out to them to see if Midwest restoration had a fundraiser they can host in January 2024. He proposed they hold a joint VCR-CERT fundraiser and split the proceeds. The Midwest HR person will reach out on this.

Paula also sent the Trailer packet to the Calumet Fire Chiefs. It may have led to the \$1000 from the Harrison Fire Department

Gene walked through the Master Ask list to review the champions for each potential donor, updating information as needed, including modifying the Trailer Ask as well as In-Kind donation reports. Gene will be on the agenda for the next CERT meeting to solicit more Champions. The report was sent to Cindy for review and update.

Mary Beth Nienhaus has "ghosted" Cindy. New strategies to reengage with her were discussed.

## **PLAN OF WORK: unchanged, not discussed but remains on the agenda**

### **OLD BUSINESS**

18. **Big Tow purchase update:** Monroe had a part come in that was damaged and had to be re-ordered. Delivery is expected by the end of the month. Jerry would like to participate in the inspection when the paperwork is signed. Bob and Gary will review this.
19. **Strategic Planning process:**
  - a. Final draft was sent to the FOCERT board.
  - b. The strategic plan will be shared with the CERT team at the September meeting (September 12 – location TBD)
20. **Donor packet:** Electronic packet to be sent to Board members as well as physical packets, the CERT and FOCERT websites to be updated, testimonials and CERT newsletter to be included

### **New Business**

1. Gene reviewed **the** process for the Board to give permission to buy replacement equipment (e.g.: \$30 water jugs). This Board request was unnecessary as such purchases should go to Paula who has approval to make purchases up to \$500, then submit invoices/receipts to John for payment from our CERT supplies budget line. Paula will review this procurement process at the next CERT meeting. Since this did come to the Board, a motion by Kurt was made to approve purchase of the water jugs, seconded by Jerry and approved unanimously.
2. Grant writing training meeting is to be scheduled between today and the next Board meeting. Noted is that Wisconsin Emergency Management will host a virtual grant writing seminar on September 14<sup>th</sup> and we can meet as a Board after that meeting so grant requesters have one master narrative to send out.

### **Other Business – None**

Motion to adjourn made by Kurt, seconded by John. Unanimous consent to adjourn at 10:00am.

Next meeting – Friday September 18, 2023 at 8:30am (Van Zeeland Nursery, 2600 N. Casaloma Dr., Appleton)

Respectfully submitted, Karl Held (Secretary pro tem)

The Mission of the Friends of CERT, Inc is to provide financial support to further the efforts of the Outagamie County CERT volunteer program in their quest to enhance individual and family emergency preparedness, provide quality rehabilitation services for emergency response personnel after disasters, and during extended emergencies in Outagamie County and other counties as requested.



Friends of CERT, Inc  
October 20, 2023 Meeting Minutes

**Meeting called to order by:** Chairperson Gene Reece at 8:32am

**Members in attendance:** Gene Reece, Karl Held, Gerry Loos, John Gollner, Paula Van De Leygraaf, Kurt Eggebrecht, Tom Mace,

**Absent –** Rob Olson, Jolene Van Thiel

**Guests –** Don Marx, Cindy Mueller, Ina Montgomery

**Motion to approve minutes from the August 18, 2023** meeting was made by Tom Mace, second by John Gollner. All voted in favor of approval.

**TREASURERS REPORT:**

John Gollner presented a treasurer's report, which shows a total of \$95,750.20 in the account.

Paula noted four donations totaling \$300 from the Eagle Point Senior Living facility were listed in the report as "general fund. Karl and Barb gave a presentation there which included a request for funds for the new Trailer. John indicated he would move these donations to the trailer fund.

A \$200 check from the Town of Center EMS was also given to John to be placed into the Trailer fund. This donation was made following a presentation made by Don and Gerry.

John made an adjustment of the categories. "Big Tow Capital Campaign" was changed to "Big Tow Maintenance" because of the generous donation from Bergstrom. Gerry questioned why that amount had to go into the maintenance column. Gene replied that's what we agreed on when we accepted the donation. Gerry disagreed with that designation. Gene explained that a donation of 25% of the sale of the truck by Mr. Bergstrom was accepted by the Board two years ago, adding that the Bergstrom donation was specifically earmarked for the future maintenance of the vehicle. Gerry asked why we're designating that money for maintenance of a new vehicle. Gerry contends that any extra money to make the vehicle usable should come from Bergstrom and Monroe because they "screwed up". Bergstrom measured the height of the truck, they said it would work; it doesn't, now the Board has to spend extra money, which he believes should be paid by Bergstrom and Monroe. Gene polled the Board for where the money (25% of the vehicle cost) was to go; all who were on the Board when the donation was made responded that the money is to go to the truck maintenance fund. Gene offered Gerry the option of make a motion to reallocate the money from the maintenance fund to the general fund, adding that if this motion carries, the Board would have to go back to Bergstrom and explain why we made this change. If Bergstrom agrees to do that, we can move the money over. If we ask him and he says "no", we have to give him the money back or come back to the Board and vote on it again. Gerry made the motion that the Board transfer the money to the general fund or go back to Bergstrom to transfer the money to the general fund. Discussion ensued. John if we run into a "snag" next year and we need some money for the trailer, we can go back to Mr. Bergstrom then and ask to move the money. Tom agreed with John. Paula noted that if we are near having the funds for a new trailer, but are just short, we could go back to Mr. Bergstrom and tell him we appreciate his donation, but we'd keep some money for maintenance and use other money for the trailer. Gene returned to Gerry's motion and seconded it. Gerry was the only affirmative vote, all others voted no. The motion failed. Gerry asked if the Board would talk to Mr. Bergstrom, but Tom said it wasn't appropriate just yet. He said he's be happy to talk to him if we're very close to the trailer purchase, he'd talk to Mr. Bergstrom and he can probably talk him into say "okay" but now it's premature. We can let it ride and see if we need it and make a decision at that time. Tom noted most boards have real problems maintaining a "rainy day fund". Paula noted we may need this money if we have an accident and face a \$5000 deductible. That can come out of this money.

John reported the Big Tow campaign is closed and has had an overage of \$9994.79 that was added to the \$16,842 donation from Mr. Bergstrom to total \$26,836.79 in the Big Tow Maintenance fund. Gerry asked why we needed an additional \$16,000; Gene noted we need to pay to modify the truck from that fund. The money left over from the Capital Campaign can go wherever the Board wants it to go. Cindy concurs. This overage could be transferred to the Trailer fund by the Board as nothing was mentioned to donors asking them to pay for lights, graphics, maintenance, etc., just donations to put the truck into service. Gerry disagreed, noting he and Jolene reviewed the minutes and noted this was discussed, but Gene clarified this was an internal Board discussion and was not shared with the public.

The **Budget Report** was discussed next. John changed the item “Rig maintenance” to be listed as “Trailer maintenance”. Gene noted the Budget is a tool to give direction on how we plan to spend money for each item to cover expenses. Paula recommended the budget item be modified to be listed as “equipment maintenance”; Kurt agrees. Gene noted there is no money in our Budget, the money is in the general fund bank account. Spending by the Board is recorded in the Budget so we can show where our money is being spent. Tom noted the budget is a planning device. The Board makes a ballpark estimate to indicate what we believe will be our expenses and plan to have money to cover expected expenses. Sometimes there are surprises and we need to redo the budget line items to reflect what happened. It’s how we communicate to potential donors how we spend our money. Gene noted the Board approved the Budget defining categories and projecting dollar amounts. The Board approved the Budget; John changed the Budget to reflect changes as a result of the closing of the Big Tow. Gene noted donors want to see what our expenditures are which is what the Budget document is. John noted the Budget shows the items and how much money is in each “account”. Gene noted all the money is in one account, the checking account; John lists categories where the money comes from by use of the Budget document. Donors want to see only one report; to show what we budget and where money is spent.

John changed the category from “rig maintenance” to “trailer maintenance” to account for the Bergstrom donation. John added he can change the category back to rig maintenance, or follow the suggestion to use “equipment maintenance”. He noted an expense of \$5000 will blow our budget out of the water; Gene agreed, but we need to note our operations expenses and make changes next year. Paula noted we exceeded our Postage budget, so we now know that we have to adjust that item in our budget for next year as we’ve exceeded the budgeted amount. We have to make our “forecast” of our projected expenses in the coming year. We didn’t “screw up” but have to adjust next year to account for the expense. She said the Budget is just a tracking document. Gene noted Kurt was asked by Thrivent to show our budget. The budget is a tool that shows where our money went; for Board expenses and not for Board member expenses at Spats. The postage budget expenses increased because of the capital campaign. Gene noted we didn’t project for a capital campaign. Now we know in the future, if we feel we need another capital campaign, we can plan for it within the Budget. Use of the term “equipment maintenance” makes sense.

Tom suggested we move some of the money we don’t need right away to a CD to earn some income. Gene said we don’t need to make changes to the Budget now, but leave it the way it is. Gene will offer ideas for categories for the 2024 Budget and the Board can vote on those suggestions. He added that the budget should not be changed, all that should be done is to add items as they arise, as the Budget was approved by the Board. Entries should be made to show new expenditures. Any donations won’t appear in the Budget report, it goes into the Treasurer’s report. The 2023 Budget projected a surplus of \$600 at the end of the year. The reality may be different based on expenses in some categories and no expenses in another. Both the Treasurer’s Report and the Budget Reports were approved by the Board.

#### **OLD BUSINESS:**

**Fund Raiser Tracking Document:** Cindy asked for the total of the Capital Campaign; not including Center or Eagle Point, which were added today, the total is \$31,973.31.

##### **“Champion” discussion:**

- Don is going to Black Creek EMS
- Tom is talking to representatives of Pierce, which is different than Pierce/Oshkosh
- Paula will send a list of contacts from various fire and EMS to Don
- Karl will be champion for Dale, Greenville and Hortonville.
- Gene sent letters to all departments except for those which already have champions (Kimberly – Van Thiels)
- Gerry recommended taking the truck to past donors to show where their dollars went
- Kurt noted there are different Kiwanis groups
- Cindy and Paula worked on the WE Energies grant
- Karl
  - sent an email to the banker we worked with at BMO Harris (no reply)
  - noted Associated has closed applications for donations as of 10/1 and doesn’t include our group among their target areas,

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- Greenville Lions has been asked for \$5000,
- Costco's website states they do not "fund capital campaigns"
- Festival has been in contact but no additional financial offer is forthcoming
- Cintas has no application on its charitable giving page of their website, but a "contact us" form was sent
- Firehouse Subs is not accepting requests until January 11, 2024, but Karl and Barb visited the local store and gave them our brochures.
- The Community Fund for the Fox Valley Region posted on their website, that they are not "...accepting new grant inquiries and applications through December."
- Van Zeeland has no funds to donate to our organization
- Cindy noted an upcoming Little Chute Elementary school fund raising walk and will be soliciting more CERT participants
- Don reached out to MCC and will follow with an email.
- Paula discussed an upcoming fund raiser is to be scheduled in April at Tanners through Midwest Restoration.
- Don noted the meeting with Representative Gallagher's staff "didn't go far." They're checking into whether there are any ARPA funds
- Gerry is will champion the Hortonville Lion's Club.
- Gene noted CERT member Jay Andres's masonic lodge will give in the amount they gave in the past plus seeking state Grand Lodge funds.
- Cindy and Gene's presentation to the Freedom Lions yielded a \$5000 donation and many questions from the members
- Cindy noted Chief Nechodom talks about CERT all the time.
- Cindy is always looking for suggestions for other sources of donations.
- Ina Montgomery (CERT member) is very interested in fund raising and asked about other Departments. Gene noted Neenah/Menasha fire have an automatic response agreement with Appleton, which is how they're aware of CERT. Ina asked about Fox Crossing; she'll reach out to them. She'll also reach out to American Family. She asked about the Packers, but we don't fit into their recipient target, but Ina said she'll see about reaching out to individual Packers, active and retired. Ina also asked whether we reach out to Realtors, and will check with Coldwell Banker.
- Cindy noted we're approaching the giving season, and will share her thoughts with the CERT members.
- Paula will reach out to Calumet County.
- Tom noted the retiring Neenah/Menasha chief really wants a CERT there
- Paula referenced a past donation arising from the CERT response to the Neenah Foundry fire.
- Don asked that donors be thanked on the Facebook page. Be sure to ask whether the donor wants to be mentioned on Facebook. Cindy indicated they are noted (Freedom Lions, most recently) and Gene noted they get a letter from Jolene.
- Bob Van Thiel reached out to the Community Foundation regarding the Nelson Family fund but was told "no".
- Cindy indicated CERTie Tom Stoeger has begun talking to past donor Mary Beth Nienhaus who was out of the area until recently and we hope to hear from her soon.
- Karl asked Tom if Mr. Bergstrom may be approached for a Trailer donation, but he's focused on donations in other areas.
- Tom noted the Menasha Corporation donates if an employee is a volunteer seeking donations. Tom will reach out again.
- Gene noted the entire Big Tow sequel campaign materials were sent out electronically and should not be modified

**Plan of Work** was reviewed and updated.

- We have reached out to community groups (e.g.: Lions clubs, fire departments, EMS, etc.)
- We did address the "educational opportunities" item in part by sending Don and Bob Van Thiel to the EMI CERT Train the Trainer program. Don reported the facility was awesome, the classes were good and he learned a lot. He enjoyed the interaction with other CERT groups and noted many don't have many call outs, only practices. Paula noted one person from her office will be doing the on-line course and she plans to meet with the trainers regarding another new member course. Don noted he's aware of two Greenville residents who are interested in joining CERT.
- **Board members elections** for positions are up for renewal are Gene, John, Tom and Karl, per FOCERT policies. If any decide to not seek reelection, please let Gene know as the new positions will be elected in the November meeting. Tom asked whether there is anyone "waiting in the wings" to be added to the Board. Gene is aware of someone, but if anyone is aware of another person who may want to join the Board, please share that with the Board.

## Old Business:

**Strategic Planning** was forwarded to the CERT membership in September for 2023-2025 but the Board received no comments. Gene asked the Board to review and approve the plan. Kurt moved and John seconded approval of the strategic plan. No discussion, unanimously approved.

**Capital Campaign** has been reviewed earlier. Gene asked about reaching out to local media. Karl did reach out to WHBY but received no reply and their new format isn't as locally focused as the past. It was suggested we reach out to Hailey Tenpas. Having CERT volunteers talk about CERT might be helpful. Tom recommended Channel 26 has local reporters, so maybe the Fox Valley reporter might be interested. Paula suggested having CERT members speaking would have more punch, as well as showing the new truck put next to the old truck and trailer to highlight the need and have CERT members participate. Paula will reach out. Gerry asked about Tim Van Zant (?) but Gene said he's more focused on individuals and not really focused on community activities.

**Board approval for the expenditures of the Tow Vehicle:** Gene sent an email to seek approval for spending money to make the tow vehicle acceptable to the risk manager. Tom believes Gerry has a good point about their failure to ensure the truck fits the trailer, especially Monroe not having the height correctly. Gerry said Gary Sternhagen went to Monroe about the problems, but they blew him off. Gerry also noted a problem with the exhaust blowing directly onto a compartment of the trailer. Gerry believes Monroe should pay the bill for the retro-fit. Tom said Monroe had a standard bet that would fit, but it doesn't but he doesn't know what recourse FOCERT may have. Tom said it's confusing how one company (Monroe) said they can't fix the trailer connection but the other company said they can. Gene said the County Risk Manager had a concern how the trailer will be connected to the new Truck. The County Maintenance Supervisor suggested a different company in Green Bay that can lower the hitch connection into the truck bed and make it safer. Bob VT said the trailer will fit better after the remedy. Don said the trailer will be custom built to the truck's height. This will not affect the cost of the trailer. The body of the new truck is a foot higher than the old truck as they build them differently now than in 1996. The trailer team met with Bergstrom and the truck came back higher than expected. Don also noted the new truck bed sits about a foot higher, and the tires are also bigger.

Gene noted the fix will make the truck usable, and we need to formalize the expenditure. Tom moved to approve up to \$3000 to have the truck modified to fit the trailer. Gerry seconded. John asked if we're going to have to meet again to re-modify the trailer to fit the truck. The trailer will be built to fit the truck. Don has concerns that the front will be higher and a redesign will have to be made, but not to fit the truck. Don said the hitch will work to fit the trailer; the truck will not have to be modified. Tom suggested to have the exhaust modified while it's in the shop; Gary has been notified to make sure it's fixed while in the shop. Gene said the Board did not design the truck or the modification; we're simply funding the modification. Paula will reach out to Gary. Gene asked for double the proposed cost to cover any additional repairs. The trailer group needs to identify repairs now and the Board will approve the expense. Kurt made a friendly amendment to modify the motion to cover any additional safety measures as deemed necessary. Tom seconded. Unanimous approval of the amendment and unanimous approval of the original motion to spend the money to make the truck usable at a cost not to exceed \$3000.

Gerry asked whether the Board should pay or should Monroe? Gene asked whether there are documents to support whether there were mistakes made by Bergstrom or Monroe in the development of this truck. Gerry said the rig was taken to Bergstrom but the committee was not included in the discussion on the question of the truck height; neither Bergstrom nor Monroe could give them information on the height needed. Gerry wasn't aware that there was any discussion of the height needed to make the new truck fit the trailer. Tom said the Board has a weak position. Paula said without an email trail, we "don't stand a chance." Gene will set up a meeting with the truck committee to review everything and develop a plan to approach Monroe regarding whether errors were made in developing the truck bed to see if there is an opportunity to resolve this question of the repair. Gary was asked by Paula to tell Truck Equipment to make the exhaust repair and any other safety concerns, and he should take photos to document the problems to take to Monroe.

Gene indicated there is no need to review approval of quote for the graphics for the trailer; it will be reviewed next month. John asked if Fast Signs is the only company to do these graphics? Gerry suggested we see if we can renegotiate a lower cost. \$9283.37 seems to the group to be a lot; graphics represent 10% of the cost of the trailer; \$7000 for the graphics alone. Gene

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asks the trailer committee to review the quote and bring a recommendation to FOCERT for review next month. Don said the committee voted on the options provided and only now got a price quote. Gerry and Don will take the quote to the Trailer committee to bring back a recommendation to the Board.

**OTHER BUSINESS:**

Returning to Tom's earlier suggestion, he noted CD's are pretty safe and can make FOCERT some money, using funds are not immediately needed depending on the duration of the CD, suggesting using the money donated by Mr. Bergstrom. Kurt made a motion to move \$15,000 from the FOCERT account and place it in a short-term CD making interest. Tom seconded. John asked if it's appropriate for a 501 c 3 to do this? The consensus was yes. John asked if this sort of thing negotiable? Yes. Tom believes BMO can handle this transaction "in a heartbeat". This motion carried unanimously.

Kurt will have Thrivent send the graphics for their logo to Cindy for Facebook in recognition of their donation.

The next FOCERT meeting will be at Van Zeeland's on 11/17/23 at 8:30 am. Gene noted we will address officer elections and to develop the 2024 CERT need request so we can develop a budget. Paula will reach out to the membership for the budget and to work toward champions for the master ask list.

Gerry moved to adjourn; John seconded. The meeting was adjourned at 10:47 am.

Respectfully submitted

Karl Held, Secretary Pro Tem  
10/27/2023



**Friends of CERT, Inc**  
**November 17, 2023 Meeting Minutes**

**Meeting called to order by:** Chairperson Gene Reece at 8:33am

**Members in attendance:** Gene Reece, Karl Held, Gerry Loos, John Gollner, Paula Van De Leygraaf, Tom Mace, Jolene Van Thiel

**Absent –** Kurt Eggebrecht Rob Olson,

**Guests –** Don Marx, Cindy Mueller, Barb Held, Connie Nechodom, Mike Funk (MCC)

**Motion to approve minutes from the October 20, 2023** meeting was made by John Gollner, second by Tom Mace. All voted in favor

**TREASURERS REPORT:**

Expenditures-

(General Fund) - \$794.00 (Secura Insurance Co. / Annual Insurance)

(General Fund) - \$1795.00 (Truck Equipment Inc. / new truck 5<sup>th</sup> wheel modification)

Total expenditures - \$20.00 (Freedom School District (Freedom Christmas Parade)

Deposits- General Fund

\$0.00

Deposits – Trailer Capital Campaign

\$50.00 (Ginger Muenster)

\$30.00 (Gerald and Karen Kuborn)

\$200.00 (Martha Wilke)

\$20.00 (Brenda Wolf)

\$200.00 (Town of Center First Responders)

\$5000.00 (Freedom Lions Club)

\$1000.00 (Appleton Lodge #349 F&AM)

Total Deposits = \$6,500

Deposits – In Kind donations \$0.00

- General Fund Balance – \$33,530.77
- “Big Tow” Maintenance - \$26,836.79
- Trailer Capital Campaign - \$38,973.31
- **Grand Total Combined - \$99,340.87**

Motion to approve Treasures Report by Tom Mace, second by Karl Held

**OLD BUSINESS:**

**Fund Raiser Tracking Document:** Cindy will update the document with recent information and forward to the FOCERT Board

**Plan of Work**

3<sup>rd</sup> Quarter – Pending items are Educational Opportunities:

Define FOCERT role in educational opportunities

Enhance/fund CERT educational opportunities

Develop / fund community opportunities

Develop/fund business educational opportunities

Relationship – maintain/enhance FOCERT/CERT relationship (ongoing)

4<sup>th</sup> Quarter Plan of work –

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FOCERT Board Develop Board Succession plan (pending)  
Needs Analysis (Oversee completion of annual needs assessment, Develop master “ask list”, (Pending)  
Relationship – Define/enhance FOCERT/CERT relationship (Pending)  
Enhance relationship with Community Foundation – Add to 1<sup>st</sup> quarter 2024 POW / Set up meeting with CF  
Remove the Spark Plan  
Develop and enhance relationship with Board Connect

**Old Business:**

Capital Campaign

Ina and Paula will contact Winnebago County Fire Chiefs Assn and Fox Crossing Chief for donation.  
FOCERT does not meet criteria of Faith Technologies for donations (Mike Funk (MCC) will contact Faith Tech.)

Little Chute PTO steps of gratitude event was well attended. It was their first event. LCPTO donated \$175.00

Quote for graphics – Discussion was tabled, Don Marx will contact the trailer committee to obtain additional quotes.

Purchase of CD – Motion by Jerry Loos second by Tom Mace all in favor - John and Tom to visit BMO to put \$90K into a “trust bearing” money market fund.

**New Business –**

Floor mats for truck – Motion by Tom Mace second by Jerry Loos all in favor – Approve the purchase of Ford Floor Mats, Bob Van Thiel will purchase and submit receipt.

Mud flaps for truck – Motion by Tom Mace, second by Jerry Loos all in favor - purchase mud flaps for the front of the truck. Cost not to exceed \$100.00. Bob Van Thiel will purchase.

Paula advised ARPA funds will be made available once again, she advised she would apply for Trailer Funding

MCC Representative, Mike Funk presented a \$500.00 donation to FOCERT for the Trailer Capital Campaign

Officer Elections

- Currently (1) office seat is open for election with (3) candidates
- An amendment to the FOCERT by-laws will be submitted to add (2) additional Directors, not to exceed (5) Directors
- Cindy Mueller, Don Marx are willing to wait until the December meeting to be nominated for the additional board positions.
- The following position elections are for (2) year terms
  - Chairperson – Gene Reece (Nominated by Jolene Van Thiel, second by John Gollner all in favor)
  - Treasurer – John Gollner (Nominated by Tom Mace, second by Jolene Van Thiel, all in favor)
  - Director – Tom Mace (Nominated by Jolene Van Thiel, second by Karl Held, all in favor)
  - Director – Connie Nechodom (Nominated by Jolene Van Thiel, second by Jerry Loos, all in favor)

Other Business – Next meeting December 15, 2023 meeting at 8:30am (spouses invited to join, breakfast will be offered. Gene will send a sign up for breakfast items)

Motion to adjourn at 10:13 am by John Gollner, second by Tom Mace, all in favor.

Respectfully submitted,

Jolene Van Thiel  
Secretary



**Friends of CERT, Inc  
December 15, 2023 Meeting Minutes**

**Meeting called to order by:** Chairperson Gene Reece at 9:11am

**Members in attendance:** Gene Reece, Karl Held, John Gollner, Paula Van De Leygraaf, Tom Mace, Jolene Van Thiel, Kurt Eggebrecht, Rob Olson

**Absent –** Jerry Loos

**Guests –** Don Marx, Cindy Mueller, Barb Held, Connie Nechodom, Bob Van Thiel, Gary Sternhagen

**Motion to approve minutes from the November 17, 2023** meeting was made by Kurt Eggebrecht, second by Tom Mace. All voted in favor

**TREASURERS REPORT:**

Expenditures-

- (General Fund) - \$146.55 (Bob VT Toll Fare, Child AED pads)
- (General Fund) - \$125.42 (Jolene Blake parade candy)
- (General Fund) - \$764.80 (OCEM CERT incentive program)
- (General Fund) - \$87.30 (Bob Van Thiel protein bars and chili for trailer)
- (Big Tow Maintenance Fund) - \$292.01 (Bob Van Thiel floor mats and mud flaps)

Total - \$1,416.15

Deposits- General Fund  
\$0.00

Deposits – Trailer Capital Campaign  
\$500.00 (MCC)  
\$175.00 (Little Chute PTO)  
\$66.00 (Tip Jar)  
\$2,500.00 (Nichols FD)  
\$239.82 (Friends of AFD – STRIPE)  
\$250.00 (Regency Wealth Management)  
\$30.00 (Kenneth Baierl)

Total Deposits = \$3,760.82

Deposits – In Kind donations \$0.00

- General Fund Balance – \$32,406.63
- “Big Tow” Maintenance - \$26,544.78
- Trailer Capital Campaign - \$42,734.13
- **Grand Total Combined - \$101,685.54**

Motion to approve Treasures Report by Karl Held, second by Jolene Van Thiel

**OLD BUSINESS:**

**Fund Raiser Tracking Document:** Cindy will update the document with recent information and forward to the FOCERT Board  
Paula will contact Winnebago County Fire Chiefs  
Paula will contact Trilliant Foods  
Paula has follow-up meeting with Midwest Restoration regarding the joint fundraiser with VCR’s  
Connie Nechodom will contact Papa Murphys regarding possible fundraiser

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Karl Held will remain as the main contact for SKOGEN'S Festival Foods

Choua Schommer, the Community Foundation Donor Services and Finance Coordinator reached out to Chairman Gene Reece advising there is an organization (potential donor) requesting information on FOCERT / CERT. Gene will follow up

**FOCERT Bylaws**

A motion to change the FOCERT Bylaws to allow 5 Directors. Motion by Tom Mace, second by Karl Held

A motion to add two additional Directors to the current three. Motion by Kurt Eggebrecht, second by Tom Mace

**New Business –**

Officer Elections

(1 year term ) Don Marx – Nominated by Jolene Van Thiel, second by Karl Held (Unanimous vote)

(2 Year term ) Cindy Mueller – Nominated by Jolene Van Thiel, second by Tom Mace (unanimous vote)

Approval to purchase a raffle license – motion by Tom Mace, second by John Gollner all in favor

(Karl Held will purchase license)

**Other Business** – Year 2024 meetings will be held on the third Friday of each month at Van Zeeland Nursery. Next meeting January 19, 2024

Motion to adjourn at 10:50am by Kurt Eggebrecht, second by Tom Mace, all in favor.

Holiday breakfast

Merry Christmas

Respectfully submitted,

Jolene Van Thiel  
Secretary

**APPENDIX C  
2023 Annual Budget Report**

<b>FOCERT Budget 2023 Approved 1/20/23</b>					
<b>Income</b>					
	Sportsmen's Raffle	\$20,000.00			
	Misc. Income	\$1,000.00			
<b>Anticipated Expenses</b>					
			<b>Budgeted</b>	<b>Expensed</b>	<b>Totals</b>
<b>Office Supplies</b>			\$350.00		
	Printer Ink 3/29/23 (Karl)			\$53.18	
	Printer Ink 4/21/23 (Jolene)			\$25.89	
	<b>Total</b>				<b>\$79.07</b>
<b>Postage</b>			\$235.00		
	4/10/2023			\$1.74	
	4/21/2023 (Jolene)			\$12.60	
	7/21/2023 (Gene)			\$125.50	
	10/11/2023 P.O. Box Renewal			\$194.00	
	<b>Total</b>				<b>\$333.84</b>
<b>Raffle</b>			\$10,420.00		
	Raffle License 1/11/23			\$25.50	
	Graphic Composition 3/1/23			\$259.00	
	20 X \$10 Kwik Trip Gift Cards 6/16/23			\$200.00	
	Schools Raffle Payment 6/16/23			\$9,985.00	
	<b>Total</b>				<b>\$10,469.50</b>
<b>State of Wisconsin Fees</b>			\$125.00		
	Charitable Organization Renewal 6/14/23			\$54.00	
	<b>Total</b>				<b>\$54.00</b>
<b>Website Fees</b>			\$175.00		
	Go Daddy Domain Renewal 1/17/23			\$21.17	
	Start Up 1/17/23			\$119.88	
	Security 3/00/23			\$34.50	
	<b>Total</b>				<b>\$157.55</b>
<b>Marketing</b>			\$300.00		
<b>Directors/Officers Insurance</b>			\$1,000.00		
	Secura Insurance Co (Expires 11/04/2024)			\$794.00	
	<b>Total</b>				<b>\$794.00</b>
<b>CERT Program</b>			\$5,000.00		
	Outreach 4/21/23			\$1,000.00	
	CERT Chairs 4/21/23			\$557.28	
	CERT Chairs 2/17/23			\$545.03	
	FOCERT Banner 2/17/23			\$197.64	
	Pyrex Bowl 1/17/23			\$23.20	
	CERT Water Bottles 8/18/23			\$31.27	
	Bob Van Thiel Meal Ticket 9/12/23			\$294.96	
	Don Marx Meal Ticket 9/12/23			\$294.96	
	Freedom Christmas Parade			\$20.00	
	Vehicle Rental to IN TECH 5/3/23			\$443.23	
	Vehicle Rental to IN TECH 5/15/23			\$282.89	
	Bob Van Thiel Vehicle Rental in PA (10/3/2023)			\$152.87	
	Bob Van Thiel Toll Fare Pittsburg-Ermitzburg (11/17/23)			\$25.45	
	Jolene Blake Parade Candy (11/29/23)			\$125.42	
	OCEM Incentive Program (11/30/23)			\$764.80	
	Misc Trailer Replenishment (12/14/23)			\$87.37	
	<b>Total</b>				<b>\$4,856.37</b>
<b>Equipment Maintenance</b>			\$3,000.00		
	Tow Vehicle Lights 7/21/23			\$1,038.00	
	Fast Signs Tow Vehicle Decals 9/20/23			\$877.04	
	Tow Vehicle Light Bar Installation 9/27/23			\$971.49	
	Fast Signs Tow Vehicle Decals 10/2/23			\$877.04	
	Truck Equipment Inc 5th Wheel Mod 10/26/23			\$1,795.33	
	Childrens AED Pads 11/13/23			\$111.10	
	Mud Flaps, Floor Mats (12/14/23)			\$292.01	
	<b>Total</b>				<b>\$6,862.01</b>
<b>Totals</b>		\$21,000.00	\$20,605.00		<b>\$23,606.34</b>

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**APPENDIX D  
Treasurer Reports 2023**



**TREASURER'S REPORT January 2023**

<b>Balance as of 12/19/22</b>	\$129,938.00		
<b>General Fund Expenditures:</b>	<b>Date</b>	<b>Amount</b>	<b>Purpose</b>
Wi Raffle License (debit card)	01/11/23	\$25.50	2023 Raffle license
Jim Lincoln (check 534)	01/17/23	\$21.17	GoDaddy domain renewal
Barb Held (check 535)	01/17/23	\$23.20	Pyrex microwave bowl; brat fry proceeds designated for this purchase
<b>General/Undesignated Fund Deposits</b>			
None			
<b>Future Capital Campaign</b>			
<b>Source</b>	<b>Date</b>	<b>Amount</b>	<b>Purpose/notes</b>
CyberGrant (State Farm via JVT)	12/20/22	\$500.00	State Farm Retiree donation
Stripe (Jim Shefka \$100 donation less their fee)	01/04/23	\$96.00	donation submitted 12/29/22
Patti Ring	01/06/23	\$500.00	Donation submitted 12/26/22
Barb and Karl Held	01/05/23	\$600.00	
K of C Council 12269	1/19/23	\$250.00	Via Tom Stoeger
<b>BIG TOW FUND DEPOSITS</b>			
NONE			
<b>NEW IN-KIND DONATIONS</b>			
NONE			
<b>Items</b>	<b>Per Excel</b>		
<b>TOTAL: BIG TOW</b>	<b>\$77,362.95</b>		
<b>TOTAL: GENERAL FUND</b>	<b>\$34,647.12</b>		
<b>TOTAL: FUTURE CAPITAL CAMPAIGN:</b>	<b>\$19,804.06</b>		
<b>TOTAL COMBINED</b>	<b>131,814.13</b>		

Respectfully submitted,  
Karl Held, Treasurer  
January 19, 2023

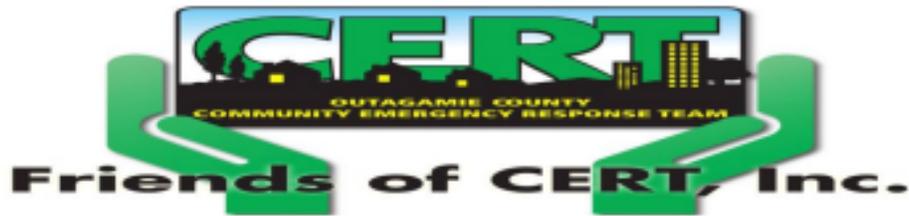


## Treasurer's Report February 2023

Balance As Of 1/27/23 \$131,814.13

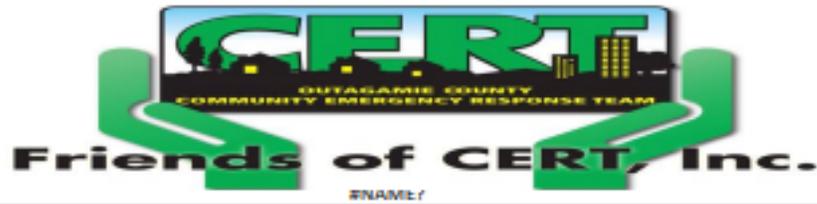
General Fund Expenditures	Date	Amount	Purpose
None			
General/Undesignated Fund Deposits			
None			
Future Capital Campaign			
Cyber Grant (State Farm via JVT)	12/20/2022	\$500.00	State Farm Retiree Donation
Stripe (Jim Shefka \$100 donation less their fee)	1/4/2023	\$96.00	Donation submitted 12/29/22
Patti Ring	1/6/2023	\$500.00	Donation submitted 12/26/22
Barb & Karl Held	1/5/2023	\$600.00	
K of C Council 12249	1/19/2023	\$250.00	Via Tom Stoeger
Big Tow Fund Deposits			
None			
New In-Kind Donations			
None			
Funds Available In:			
Big Tow		\$77,862.95	
General Fund		\$34,647.12	
Future Capital Campaign		\$19,304.06	
Total		\$131,814.13	

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## Treasurer's Report For March 2023

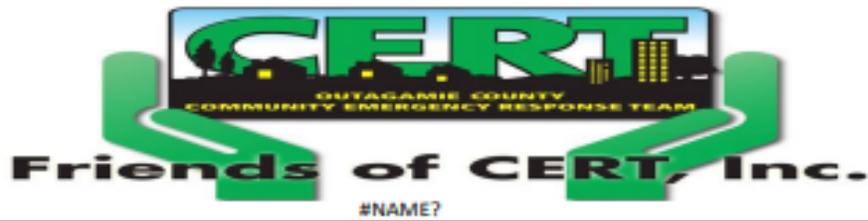
<b>General Fund Expenditures</b>		<b>Date</b>	<b>Amount</b>	<b>Purpose</b>
OCEM		2/17/2023	\$742.67	CERT chairs/FOCert Banner
Jim Lincoln		2/21/2023	\$119.88	GoDaddy Start Up
Graphic Composition		3/2/2023	\$259.00	Raffle Printing
	<b>Total</b>		\$1,121.55	
<b>General/Undesignated Fund Deposits</b>				
	Amazon Refund (Smile)	2/13/2023	\$13.25	
	<b>Total</b>		\$13.25	
<b>Future Capital Campaign</b>				
	No Activity			
	<b>Total</b>			
<b>Big Tow Fund Deposits</b>				
	No Activity			
	<b>Total</b>			
<b>New In-Kind Donations</b>				
	Costco	2/28/2023	\$100.00	Per Karl
	Kwik Trip	3/2/2023	\$1,000.00	10 X \$100 Fuel Gift cards per Cindy
	<b>Total</b>		\$1,100.00	
<b>Funds Available In:</b>				
	Big Tow		\$77,362.95	
	General Fund		\$33,538.82	
	Future Capital Campaign		\$19,804.06	
	<b>Total</b>		\$130,705.83	



## Treasurer's Report For April 2023

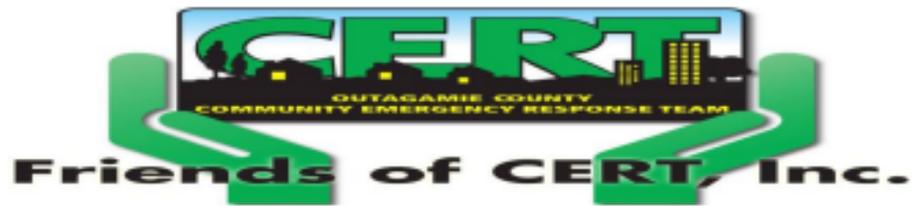
<b>General Fund Expenditures</b>	<b>Date</b>	<b>Amount</b>	<b>Purpose</b>
Jim Lincoln	3/20/2023	\$16.50	GoDaddy Security
Karl Held	3/29/2023	\$53.18	Printer Ink
USPS (P.O. Box rental)	4/10/2023	\$1.74	
<b>Total</b>		<b>\$71.42</b>	
<b>General/Undesignated Fund Deposits</b>			
Raffle Sales	4/7/2023	\$4,840.00	
<b>Total</b>		<b>\$4,840.00</b>	
<b>Trailer Capital Campaign</b>			
Jerry & Lois Loos	4/7/2023	\$150.00	
<b>Total</b>		<b>\$150.00</b>	
<b>Big Tow Fund Deposits</b>			
No Activity			
<b>Total</b>			
<b>New In-Kind Donations</b>			
No Activity			
<b>Total</b>			
<b>Funds Available In:</b>			
Big Tow		\$77,362.95	
General Fund		\$38,307.40	
Trailer Capital Campaign		\$19,954.06	
<b>Total</b>		<b>\$135,624.41</b>	

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## Treasurer's Report For May 2023

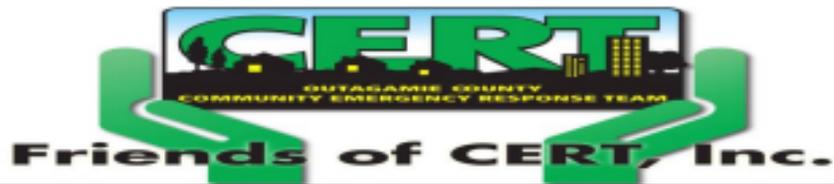
<i>General Fund Expenditures</i>		Date	Amount	Purpose
	Jolene Van Thiel	4/21/2023	\$38.49	Printer Ink & Shipping
	OCEM	4/21/2023	\$1,557.28	Chairs & Outreach
	Don Marx	5/3/2023	\$443.23	Vehicle Rental/Gas
	<b>Total</b>		\$2,039.00	
<i>General/Undesignated Fund Deposits</i>				
	Stripe Deposit	4/24/2023	\$47.85	Gene Reese Donation
	Outagamie County	5/3/2023	\$50.00	
	Amazon Smile	5/12/2023	\$5.00	
	Raffle Sales	5/15/2023	\$10,500.00	\$8020 Cash, \$2480.00 Checks
	<b>Total</b>		\$10,602.85	
<i>Trailer Capital Campaign</i>				
	Community Foundation/Rob Olson	4/21/2023	\$500.00	
	Brat Fry	5/12/2023	\$948.25	
	<b>Total</b>		\$1,448.25	
<i>Maintenance of Big Tow Fund Deposits</i>				
	No Activity			
	<b>Total</b>			
<i>New In-Kind Donations</i>				
	Gift Card	5/12/2023	\$100.00	Woodmans
	Gift Card	5/3/2023	\$50.00	Walmart
	<b>Total</b>		\$150.00	
<i>Funds Available In:</i>				
	Maintenance of Big Tow		\$77,362.95	
	General Fund		\$46,871.25	
	Trailer Capital Campaign		\$21,402.31	
	<b>Total</b>		\$145,636.51	



## Treasurer's Report For June 2023

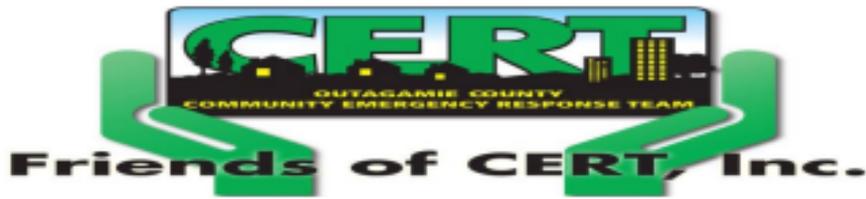
<b>General Fund Expenditures</b>		<b>Date</b>	<b>Amount</b>	<b>Purpose</b>
	Don Marx	5/19/2023	\$282.89	Vehicle Rental/Gas to InTech
	Charitable Organization Renewal	6/14/2023	\$54.00	
	Karl Held (Debit Card)	6/15/2023	\$200.00	20 X \$10 Kwik Trip Gift Cards
	<b>Total</b>		\$536.89	
<b>General/Undesignated Fund Deposits</b>				
	K of C	6/11/2023	\$250.00	Donation
	Amazon Smile	5/22/2023	\$16.87	Donation
	<b>Total</b>		\$266.87	
<b>Trailer Capital Campaign</b>				
	<b>Total</b>			
<b>Big Tow Fund Deposits</b>				
	<b>Total</b>			
<b>New In-Kind Donations</b>				
	<b>Total</b>			
<b>Funds Available In:</b>				
	Big Tow Capital Campaign		\$77,362.95	
	General Fund		\$46,601.23	
	Trailer Capital Campaign		\$21,402.31	
	<b>Total</b>		\$145,366.49	

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## Treasurer's Report For July 2023

<b>General Fund Expenditures</b>		<b>Date</b>	<b>Amount</b>	<b>Purpose</b>
	Scheels	6/16/2023	\$9,985.00	Raffle Payment (Check 541)
	Kwik Trip	6/15/2023	\$200.00	Gift Cards (Karl Debit Card)
	<b>Total</b>		\$10,185.00	
<b>General/Undesignated Fund Deposits</b>				
	Raffle Sales	6/26/2023	\$4,660.00	Checks & Cash
	<b>Total</b>		\$4,660.00	
<b>Trailer Capital Campaign</b>				
	Jerry & Lois Loos	6/18/2023	\$150.00	
	Tony Desmond	6/26/2023	\$10.00	
	Anonymous Donors at Festival	6/26/2023	\$11.00	
	<b>Total</b>		\$171.00	
<b>Big Tow Fund Deposits</b>				
	No Activity			
	<b>Total</b>			
<b>New In-Kind Donations</b>				
	Scheels	6/15/2023	\$200.00	20 X \$10 Gift Cards
	Thrivent	7/3/2023	\$250.00	Debit Card
	<b>Total</b>		\$450.00	
<b>Funds Available In:</b>				
	Big Tow Capital Campaign		\$77,362.95	
	General Fund		\$41,276.23	
	Trailer Capital Campaign		\$21,573.31	
	<b>Total</b>		\$140,212.49	



## Treasurer's Report For August 2023

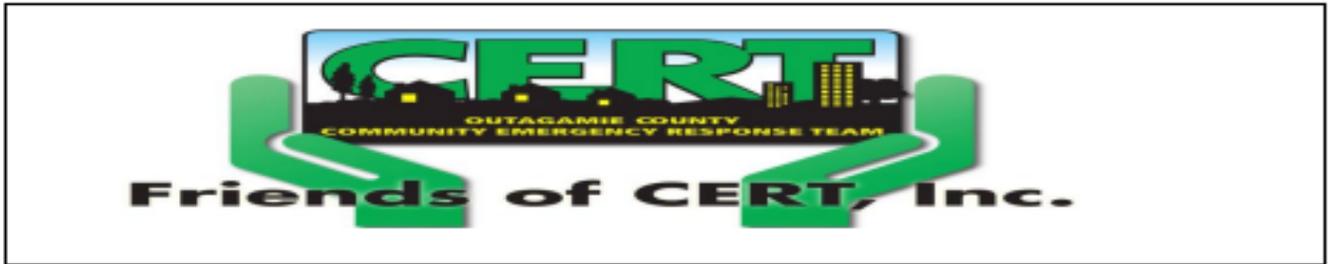
<b>General Fund Expenditures</b>		<b>Date</b>	<b>Amount</b>	<b>Purpose</b>
	Gene Reece (Check 542)	7/21/2023	\$125.50	Postage
	911 Response Lights (Check 543)	7/21/2023	\$1,938.00	Invoice #50-230235 Tow Vehicle Lights
	<b>Total</b>		\$2,063.50	
<b>General/Fund Deposits</b>				
	Secura	8/8/2023	\$500.00	Outreach per Jolene Blake
	Dennis & Lisa Oudenhoven	8/10/2023	\$25.00	Purchase of supplies as needed
	Linda Probst	8/16/2023	\$500.00	General Donation
	Stripe (Lori Marcotte)	8/10/2023	\$96.00	General Donation
	<b>Total</b>		\$1,121.00	
<b>Trailer Capital Campaign</b>				
	Harrison Fire Dept	8/8/2023	\$1,000.00	
	<b>Total</b>		\$1,000.00	
<b>Big Tow Fund Deposits</b>				
	<b>Total</b>		\$0.00	
<b>New In-Kind Donations</b>				
	<b>Total</b>		\$0.00	
<b>Funds Available In:</b>				
	Big Tow Capital Campaign		\$77,362.95	
	General Fund		\$40,333.73	
	Trailer Capital Campaign		\$22,573.31	
	<b>Total</b>		\$140,269.99	

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## Treasurer's Report For Sep/Oct 2023

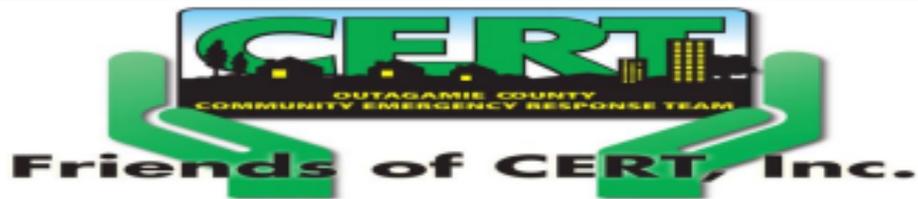
<b>General Fund Expenditures</b>			
	Date	Amount	Purpose
Dan Lenz (Check 544)	8/18/2023	\$31.27	Replace CERT Water Jugs
Bergstrom Ford Lincoln (Check 545)	8/30/2023	\$67,368.16	New Tow Vehicle Purchase Deal #49900
Bob Van Thiel (Check 546)	9/12/2023	\$294.96	NETC Meal Ticket Order #119070
Don Marx (Check 547)	9/18/2023	\$294.96	NETC Meal Ticket Order #119092
Fast Signs (Check 548)	9/20/2023	\$877.04	Tow Vehicle Decals Deposit
OCEM (Check 549)	9/27/2023	\$971.49	Tow Vehicle Light Bar Installation
Bob Van Thiel (Check 550)	10/3/2023	\$152.87	Vehicle Rental Reimbursement in PA
Fast Signs (Check 551)	10/2/2023	\$877.04	Tow Vehicle Decals Final Payment
Postmaster (Check 552)	10/11/2023	\$194.00	Annual P.O. Box Service Fee
	<b>Total</b>	\$71,061.79	
<b>General Fund Deposits</b>			
Ginger Muenster	10/18/2023	\$50.00	Eagle Point Senior Living Resident
Gerald & Karen Kuborn	10/18/2023	\$30.00	Eagle Point Senior Living Resident
Martha Wilke	10/18/2023	\$200.00	Eagle Point Senior Living Resident
Brenda Wolf	10/18/2023	\$20.00	Eagle Point Senior Living Resident
	<b>Total</b>	\$300.00	
<b>Trailer Capital Campaign Deposits</b>			
Linda Probst	8/19/2023	\$500.00	Xfr from August General Fund Donation per the board
Jerry & Lois Loos	9/20/2023	\$150.00	
First Response Lawn Services	9/27/2023	\$250.00	
C & D Investments (Gary & Debra Evers)	10/10/2023	\$500.00	
Brat Fry of 9/28/2023	10/11/2023	\$1,000.00	
Thrivent	10/11/2023	\$7,500.00	
	<b>Total</b>	\$9,900.00	
<b>Big Tow Maintenance Deposits</b>			
Bergstrom Corp	9/14/2023	\$16,842.00	
	<b>Total</b>	\$16,842.00	
<b>In-Kind Donations</b>			
	<b>Total</b>	\$0.00	
<b>Funds Available In</b>			
Big Tow Maintenance		\$26,836.79	\$9994.79 Remaining from Capital Campaign
General Fund		\$36,940.10	
Trailer Capital Campaign		\$31,973.31	
	<b>Total</b>	\$95,750.20	



## Treasurer's Report For November 2023

<b>General Fund Expenditures</b>	<b>Date</b>	<b>Amount</b>	<b>Purpose</b>
Secura Insurance Co. (Check 553)	10/24/2023	\$794.00	Annual Insurance
Truck Equipment Inc (Check 554)	10/26/2023	\$1,795.33	5th Wheel Mod
Freedom School District (Check 555)	11/10/2023	\$20.00	Freedom Christmas Parade
<b>Total</b>		<b>\$2,609.33</b>	
<b>General Fund Deposits</b>			
<b>Total</b>		<b>\$0.00</b>	
<b>Trailer Capital Campaign Deposits</b>			
Ginger Muenster	10/18/2023	\$50.00	Xfr From General Fund
Gerald & Karen Kuborn	10/18/2023	\$30.00	Xfr From General Fund
Martha Wilke	10/18/2023	\$200.00	Xfr From General Fund
Brenda Wolf	10/18/2023	\$20.00	Xfr From General Fund
Town of Center 1st Responders	10/20/2023	\$200.00	
Freedom Lions Club	10/25/2023	\$5,000.00	
Appleton Lodge #349 F&AM	11/1/2023	\$1,000.00	Submitted by Dan Basset
<b>Total</b>		<b>\$6,500.00</b>	
<b>Big Tow Maintenance Deposits</b>			
<b>Total</b>		<b>\$0.00</b>	
<b>In-Kind Donations</b>			
<b>Total</b>		<b>\$0.00</b>	
<b>Funds Available In</b>			
Big Tow Maintenance		\$26,836.79	
General Fund		\$33,530.77	
Trailer Capital Campaign		\$38,973.31	
<b>Total</b>		<b>\$99,340.87</b>	

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## Treasurer's Report For December 2023

<i><b>General Fund Expenditures</b></i>	<b>Date</b>	<b>Amount</b>	<b>Purpose</b>
Bob Van Thiel (Check 556)	11/17/2023	\$146.55	\$35.45 Toll Fare, \$111.10 Childrens AED Pads
Jolene Blake (Check 557)	11/29/2023	\$125.42	Parade Candy
OCEM (Check 558)	11/30/2023	\$764.80	Incentive Program
Bob Van Thiel (Check 559)	12/14/2023	\$379.38	\$292.01 Mud Flaps/Floor Mat, \$87.37 Misc Trailer Replenishment
<b>Total</b>		<b>\$1,416.15</b>	
<b>General Fund Deposits</b>			
<b>Total</b>			
<b>Trailer Capital Campaign Deposits</b>			
Murphy Concrete & Construction (MCC)	11/17/2023	\$500.00	
Little Chute PTO	11/17/2023	\$175.00	
Tip Jar	11/17/2023	\$66.00	
Nichols Fire Fighters	11/22/2023	\$2,500.00	
Stripe (Friends of Appleton Fire Dept)	11/27/2023	\$239.82	
Regency Wealth Management	12/6/2023	\$250.00	
Kenneth Baierl	12/6/2023	\$30.00	
<b>Total</b>		<b>\$3,760.82</b>	
<b>Big Tow Maintenance Deposits</b>			
<b>Total</b>		<b>\$0.00</b>	
<b>In-Kind Donations</b>			
<b>Total</b>		<b>\$0.00</b>	
<b>Funds Available In</b>			
Big Tow Maintenance		\$26,544.78	
General Fund		\$32,406.63	
Trailer Capital Campaign		\$42,734.13	
<b>Total</b>		<b>\$101,685.54</b>	