

**CSRB Meeting Minutes**  
**Director Meeting – 27 February 2016**  
**CO Div. of Homeland Security and EM**  
**Centennial, CO**

Director Attendance:

*Note: An “X” indicates attendance. A “P” indicates attendance via phone*

Paul Woodward President	X	George Janson VP	X	Dan Rensburg Secretary	X
Mark Rowland Treasurer	X	Greg Foley Director	P	Tim Schlough Director	X
Jeff Sparhawk Director	X				

On phone via Conference Call: Greg Foley, Dave Thorson, Dave Haskins

Meeting started at 1200.

1. Sign in Sheet for those in attendance.
2. **Minutes** – Minutes from 11/14/15 BOD meeting approved by consensus.
3. **Financials** – Treasurer Mark Rowland went over the financial report provided for the meeting. Discussed income explanations, donations, and help received from Lisa Sparhawk on setting up the new online QuickBooks.
  - a. 2015 Year-End financial report approved by board consensus.
  - b. 2016 Budget – Scholarships like 2015 were included in the budget. MLSO budgeted for minimum class enrollment. If more in the class, then a profit will be generated. After discussion – the 2016 budget was approved by consensus.
4. **Administrative** –
  - a. MOU between DHSEM and CSRB – Working on the Workman’s Comp issue. Trying to develop language for SAR response through the state to put into the document. Need to ensure there is a sufficient documentation trail for those resources. Will reconvene in March to hammer out the details.
  - b. Appointment of CSRB fund rep – Howard Paul has agreed to and was approved for a 2 year term starting July 1, 2016.
  - c. Discussed the engagement letter from Jeff Sparhawk to serve as legal counsel to CSRB. All okay with it.
  - d. CSRB files located at DOLA. CSRB generating letter to have records returned for archive.
  - e. State Coordinators – renamed the “Policies” of the group to “Guidelines”. Should be done by the next meeting.
  - f. **NOTE : When renewing dues – please fill out the form completely with all requested information.**

Meeting adjourned at 1235.

Submitted,  
 Dan Rensburg  
 CSRB Secretary