

BELOW ARE THE MINUTES FOR THE SPRING BOARD MEETING

RKIFMC BOARD MEETING

April 6-8, 2017

1. Meeting called to order – **0801 4/6/2017**
2. Opening greeting from President
3. Roll Call-10 present 2 excused (Region 1 & 7)

Guest- Amy Gilliland 4/6, Alan Billings 4/7
-Chuck Weikel MAL, Alan Billings QM 4/8

Chris Gadway-President	Spike Ostiguy-VP
Jack Jarvis-Secretary	Scott Ryan-Treasurer
Matt Mattera-Region 1- ARRIVED AT 1450	Leo Patry-Region 2
Tim Reinard-Region 3	Joey Powell-Region 4
Gil Rekken-Region 5	Allen Aurich-Region 6
Pierre Halleux-Region 7- ARRIVED AT 1320	Jason Collins-Region 8

4. Rules of meeting- be aware of time to speak and times on same topic. Chris to summarize and move on. Raise hands until acknowledged. Twenty speakers max per topic. Keep on task and keep side bars to a minimum.
5. Officer Reports- Reports given by all officer's present.
6. Convention reports-2017 Syracuse, 2018 Pittsburgh, 2019 New Hampshire, 2020 Laon, France
7. Adjustments to the agenda-**COMPLETED**

THE FOLLOWING WERE CARRIED OVER FROM THE 2016 FALL MEETING

8. Complaints against the Red Knights' Book. Lots of errors and problems with some profiles. Must seek to establish who committed errors? Some European Presidents asked that. Information like start date of Chapters, Presidents listed in wrong chapter. If we have specific examples, we can check and confirm accuracy of information sent to publisher to see if there were any errors on our end. Pierre will send some specific examples to Scott. Follow up needed, **Pierre. Scott sent off questions to Harris Connect. Some of the answers have come back and some of the problems stemmed from the time between info and publishing (Rosters changing). Scott should go through the answers and the book to compare.**
9. Conflict of interest
Define what would be a conflict of interest and how to handle or excuse

It is a requirement of any 501 (c) company have a signed conflict of interest policy. RKR discussed this and will also be implementing a Conflict of Interest policy. RKR, needs to come to an agreement on what this might look like, it might include: the R.K.I.F.M.C. expect that all members will conduct themselves honestly, and in accordance with the best interest of the Red Knights at all times. Any potential financial gain unique to an individual officer is defined as a conflict of interest, any officer who has a relationship (business or personal) with a third party having a potential financial gain must be disclosed. If any pecuniary interest or appearance of such arises in relation to any matter, Members of the Board and any member with a quasi-judicial role or with a management function within the Red Knights Organization must declare the pecuniary interest in the matter being discussed and must physically leave the room during the discussion of the matter, and must not communicate with committee or Board members about the matter before, during or after the meeting at which the matter is discussed. The body has the responsibility to be vigilant during meetings to ensure that a conflict of interest is not allowed. The individual has the responsibility to declare any potential conflict as soon as possible after he/she becomes aware and remove him/herself from discussion and vote. Each officer has the responsibility to respectfully question the body if they believe there may be a conflict of interest unaddressed. By verbal agreement, we will follow the above until we have a formal written agreement.

A proper document still needs to be developed and, may be incorporated into a code of conduct. Follow up needed **Jack, Leo.** Jack and Jason agreed verbally. Chris is going to take it to a tax/real estate attorney to get it approved for legality reasons. Once it gets back from the attorney we will accept and vote on it by email unless lengthy discussion is needed.

10. New Chapter Procedure

Set up new/alternate procedure to avoid 8-week time frame for new Chapters (International mail) Treasurer and Secretary to work together to help ensure chapters are aware they can complete the process electronically in a very short period. Follow up needed, **Jack, Scott.** New Chapter application vetting. How do we accomplish the vetting? How many get vetted at beginning? Need to add some wording to application packet with Scott on new payment options and to make copies if they are to mail in the application. Secretary is to vet the original applicant before the application is sent out.

11. Member and Chapter retention. Looking for ideas on how to better retain members and chapters. Joey will share a presentation on this matter with the rest of the Regional Directors. Recruiting and retaining is a challenge at all levels of the organization and a key to all that we do. Follow up needed, **Joey** Membership PowerPoint to be placed on the website. Need to look toward getting younger members interested because we are aging out as a club. Chapter retention comes down to communication. Please remember and use the Promotional Grant for advertising.

12. Should we be looking to recover grant money from events that run a profit?
What is the intent of the grant program including the \$9,000 we give to conventions, to feed into a profit of the host chapter/association or was it intended to ensure chapters do not go into debt to host events? The language in our bylaws and SOGs is not the greatest for either case. Some events have refunded profits back, and some regions have could fund additional events from money refunded from events that made a profit. For discussion purposes, funds were broken into regional funds, convention, and grants for international sponsored events. A multi chapter event is defined as an event organized and intended for members from multiple Red Knights chapters and which is NOT advertised to the public. The funding form has been redrafted for Regional Grant funding. An application form for Internationally funded events has been created. Profits from the \$8,000 Regional fund are to be refunded. The question of refunds on Internationally funded events and Convention will be **tabled** to the Spring meeting. **Convention is a By-Law and cannot be forced to refund. We can only suggest and they are to give itemized reports at the end of convention, it is the CLP responsibility to make sure this is completed. The Regional Directors are still responsible to handle their monies as they see fit. The Dixie, Yankee, Western, Americade funds are not needed to be refunded. The suggestion can still be made but it is not mandatory.**
13. TMLA's
Does a « Clothing » TMLA allow a chapter to produce clothing only for their chapter or can they sell it as well? Jack joined by conference call briefly and noted once you get a clothing TMLA you could sell to both your chapter and other chapters if you check that box. But if you come up with a new emblem it must be submitted so that it can be approved and added to your existing TMLA. More discussion is needed on TMLAs. **Tabled** till Spring Meeting. **The Chapter can sell the merchandise to the public if the correct box is checked on the application.**
14. A Code of Conduct
We need to get a printed copy of a code of conduct for members made and posted and included in either the Constitution or at least the SOG's or rules and regulations which has a very basic outline that doesn't meet the needs of the Organization in today's fast pace social environment. (Leo and Jack)
A copy of the proposed document will be shared with board members for review and suggestions and further review will be **Tabled** to the Spring meeting. **Item was edited line by line by the entire Board. To be edited and sent to Leo.**
15. Discussion on the possibility of a fund raiser for the memorial site with some of the proceeds from the event and from the memorial donations going to help offset the cost of travel for the Heavens 1 program up to matching 50–50 cost with international budgeted funds. **Tabled** to spring meeting. **Leo is to approach the host of the 2017 Convention to see if a fund raiser would be allowed by the International.**

16. We need to fix the Bylaws and or SOG's to make it easier for the regular membership and people wanting to start new chapters to find out how much it will cost. Dues information should be in a clear document that we can put in the website and/or a document on steps to create a new chapter. Scott and Jack will work on these. Follow up needed, **Jack, Scott. By-Law Chair will work to make the document easier to read and locate the dues into one location.**

16A Full discussion on the Administrative Assistant proposal to get a full plan of action with details before presentation to the membership in any form. **CARRY OVER TO FALL 2017**

PRESIDENT

17. Where are we now? Broad review of how we operate and how it is working. What can we do better? **This Board functionality only. Mentor program for new Board Members is working. Assigning individuals for the research and development of documents or programs is working well. Answering the questions sent out by Board Members because they are looking for answers and you are not stepping on toes. Responding to emails in a timely manner is requested. Secretary to send conference call minutes out to board members within a timely manner.**

Come up with ideas that we can do better and send it out for review.

~~18. Reports on Committees.~~

19. Review of insurance policies. **Chris and Scott to do research on whether we are covered or whether we need to look for some new coverage. TO BE REVIEWED AT SUMMER MEETING. FOLLOW UP-CHRIS, SCOTT**

20. Presentation from Tom Caisse on election process. Need motion to have Tom enter a contract with an electronic election agency. **Presentation given by Chris and it was decided that no motion is needed to complete a By-Law mandate.**

**2115-MEETING RECESSED UNTIL 4/7/2017 AT 0800
0755-MEETING CALLED TO ORDER 4/7/2017**

VICE PRESIDENT

21. **COMPLETED IN EXECUTIVE SESSION**

22. **Revisit By-Law 2:01 II COMPLETED WITH #21 IN EXECUTIVE SESSION**

23. State of the MAL program. Small change to online application, Region 7 & 8 now go directly to those Directors for vetting. **Online application has been tweaked for easier vetting. All online applications for Region 7 & 8 are now sent by Scott to those Regions for vetting.**

23A. OCA Awards- **COMPLETED IN EXECUTIVE SESSION**

SECRETARY

24. Regalia concerns as it pertains to the RKIFMC. What items are allowed in certain areas? 2 or 3 letter abbreviations for states and do we grandfather the chapter or just the patch order? Regional Directors are to have a list for their region at meeting. By-Law 3:02 **MOVED TO SATURDAY WITH QM. COVERED UNDER RKR.**
25. Heaven 1 photos and attendance. We need to get these in ASAP because I cannot create a PowerPoint presentation with only 20% of the photos. Need someone to take photos of all name plates from the memorial stone. **Photos will be used whether we have 100% or not. Heaven 1 nameplate will be used in place of those without photos. Notified the Board of the fall in attendance. Discussion was had and the importance was reiterated to the Board.**
26. All dimes and cards are now the responsibility of the Chaplain. I still have the information to order the coins. **COMPLETED INFORMATIONAL ONLY**
27. Report due dates. EOY-January, 1st QTR-April, 2nd QTR-July, 3rd QTR-October. These are published for our members and it looks bad when we don't get anything in until the end of the next QTR. **Four report system is to be changed. Moving to a 2 report system. Convention report due by June 30th, and an End of the Year report due by January 31st. MOTION 2017-001 Motion passed 12-0.**
28. Adobe Sign is our current electronic signature vendor. The site is working perfectly and even gives me reports on time and completion. Will be making a request that we continue with this company with an annual contract. **Secretary to get with the Treasurer to get the purchase of the annual rate.**
29. ~~Digitizing of all the TMLA's is still ongoing. It is a very time consuming issue, but will be worth all the front load due to the ease of use. Coming up with other filing formats to simplify the process as I am doing what we have.~~ **COMPLETED IN REPORTS**
30. **COMPLETED IN EXECUTIVE SESSION**
31. **COMPLETED IN EXECUTIVE SESSION**

TREASURER

32. What is the approval process for reinstating a Chapter that has been voted out by the membership at the ABM and what dues, fees, and/or penalties should be applied? **What process needs to be used to allow voted out Chapters back into Active status? We have Chapters that will wait until being voted out by membership and come back as new Chapter to save money. Scott was given the vote of confidence to use his discretion and collect dues as possible.**
33. Financial statement to review. Will be a separate attachment to the agenda. **Financial statement reviewed and accepted as presented. Financial statements will be posted on the website from here on out.**

REGION 8

34. **COMPLETED IN EXECUTIVE SESSION**
35. **COMPLETED IN EXECUTIVE SESSION**
36. **COMPLETED IN EXECUTIVE SESSION**

REGION 7

37. Answer to Facebook questions. I think we must discuss about the answer from reaction of Social Network Question. We have a significant risk of drift which we must consider. I want to propose, for next time, to collect all questions from International Board Members and from Regional Members via Regional Director, to discuss during the Board meeting and send a global answer to all question. Probably at next week we will receive questions and give answer without concertation. **The International Board needs to create a disclaimer or social media SOG. "Official answers from the International Board cannot be answered via social media". BUILD A SOCIAL MEDIA POLICY FOR FALL MEETING. FOLLOW UP-JACK, JASON**
38. Lack of communication Several members, in recent months, have complained about the lack of responsiveness to emails sent. I understand that it is not easy to respond to emails as if it were chat but I think we should agree on a maximum response time. I propose 48 hours of delays except for imperious prevention or message of absence. **Pierre was right on point and we should all strive for this time frame as a minimum for all communications.**
39. Link of European Website on International Website The EU Board ask if we can have a link (of EU Website) on the International Website. **Get with the Communications Chair to assist in creating a web page for RK links.**
40. Promotional Movie European Red Knights propose to realize a promotion Red Knights video to share with fire-fighters. **Green light given to start receiving video stock from all Regions. Need a script of what we need from the Regions to put together. Matt and Pierre will be the committee heads for this project. A video sample will be brought to Summer Meeting for review.**
41. European Grand Tour Chairman Not a position, it's more a postman. In this case is it necessary? **European GT needs to be informed of his authority and needs to be given the supplies needed. Roger will email Tom and copy Perry on the email.**

1811-MEETING RECESSED UNTIL 4/8/2017 AT 0800
0802-MEETING CALLED TO ORDER 4/8/2017

42. Dysfunction and slowness of merchandising The current system is not working properly. We hope that it is more related to a problem of competence than methodology. I have a lot of hope if we have an assistant, but if we do not, we must

find some structural solutions. **MOVE TO SATURDAY WITH QM. COVERED UNDER RKR.**

43. We need to work out email being reset even if Chapter has not paid dues. **The Regional Directors must request the password reset if a Chapter is in arrears.**

REGION 5

- ~~44. Chapter retention and communications~~ **ALREADY COVERED PREVIOUSLY**
45. Perry Carter Award **Five nominations were brought forward and the recipient has been chosen. COMPLETED**

REGION 4

46. Discuss possible scholarship program per Region for members. The membership is always asking what they get for their dues. Here is another opportunity to give back. **Joey to head a feasibility study and bring a written proposal by the Summer Meeting.**
47. ~~Program to recruit younger members. We need to prepare for the future of our club.~~ **COMBINED WITH #11 COMPLETED**

REGION 2

- ~~48. Notice from New Brunswick 1 to bid for hosting the 2021 International Convention.~~ **ALREADY COVERED IN REPORTS**
- ~~49. Code of Conduct document to be included in the SOGs with reference to it in the Bylaws under sections 3:26—3:27 & 3:27A.~~ **COMBINED WITH #14 COMPLETED**
- ~~50. Letter or recommendation for the outstanding achievement award for a member in their chapter.~~ **ALREADY SENT TO SPIKE-COMPLETED**
51. ~~Re-open discussion on the conflict of interest document.~~ **COMBINED WITH #9 COMPLETED**
- ~~52. Full discussion on the Administrative assistant proposal to get a full plan of action with details before presentation to the membership in any form.~~ **COVERED IN #16A COMPLETED**
53. **COMPLETED IN EXECUTIVE SESSION**
54. **COMPLETED IN EXECUTIVE SESSION**
55. **COMPLETED IN EXECUTIVE SESSION**

REGION 1

56. ~~Financial reports added to website-I know we publish our reports in the Convention Book, but I feel this would reach a larger amount of our membership and improve our transparency.~~ **COMBINE WITH #33 COMPLETED**

57. **COMPLETED IN EXECUTIVE SESSION**

58. Discussion of Membership dues and Convention Registration costs. **The \$1 increase was brought up and voted on at the 2007 Convention by the floor. New Members have always been charged \$3 more than renewals.**

59. Americade insurance and publicity info – Bob Hollner has worked with the Americade organizer and will have a booth in the vendor area to promote the Red Knights. He is asking, since Americade is a RK sponsored event, will International pay for the insurance costs? Also, will the International provide tri-folds or some other materials to be handed out? **Secretary to work with Matt and Americade to find out how many are to be produced. Money will come out of the Secretary marketing line item.**

60. **COMPLETED IN EXECUTIVE SESSION**

61. Removal of 19:02 Forum Moderator and all related items. **MOTION 2017-004**

MOTION 2017-001 International Board Reports- Passed 12-0

Motion to eliminate SOG 14:03 and adjust 14:02 to be titled “Board Officer Reports”. Officers will complete two reports per year. Those will be the Convention Report due by June 30th, and the End of Year Report due by January 31st.

MOTION 2017-002 Amendment to SOG 3:05- Failed 0-12

Motion to add to SOG 3:05 at the end, “No Member shall wear any diamond shaped patches and/or large side rockers”.

MOTION 2017-003 Amendment to SOG 3:05- Passed 12-0

Motion to add to the bottom of the paragraph in SOG 3:05, “No Member shall wear any diamond shaped patch, the “MC” cube, the swastika, or side rockers over 4 inches”.

MOTION 2017-004 Amendment to SOG about Forum Moderator- Passed 11-0

(Region 1 excused) Motion to remove SOG 19:02 Forum Moderator and all items related to that position.

MOTION 2017-005 North American Chapter Specific Rockers- Passed 6-4

(Region 1 excused, Region 7 abstained, Pres., VP, Treas., Region 5 voted against)

Effective April 8, 2017, all International QM regalia orders for North American Chapter Specific Rockers will only be allowed in two (2) letter abbreviations. All orders placed before this date will be grandfathered.

REGION 6-No Agenda Items

REGION 3-No Agenda Items

MEETING ADJOURNED 1620 4/8/2017