



## **Special Board of Directors Meeting Minutes May21, 2022**

1. Attendance: President Candy McCullough, Vice-President and Past President Bob Skaggs, Secretary & Oregon State Director Dave Burnett, Treasurer Ken Schmalbeck, Missouri State Director Scott Barthlemass, Individual Director at Large Orlanda Smith, Washington State Director Gerry Gustafson, Executive Director Monte Olsen, Administrative Assistant Jeanne Ernst

Excused: Montana State Director Bruce Suenram, and Director at Large & ED Monte Olsen  
Unknown absence: Illinois State Director Tom Harnsberger

2. Meeting called to Order 0900 Pacific time
3. Recognition of Administration Staff and Guests Present  
Jeanne Ernst, Administrative Assistant &  
Billy Sladek with SCS Events Sladek Conference Services
4. Approval of Minutes from Previous Meetings
  - o March 19, 2022 Motion to approve by Scott, seconded by Dave and unanimously approved
5. Remarks and Reports - Candy McCullough, President

- Glitches in our Conference plans. Mark reported Clark County FD Training Center is being remodeled and will not be available for NAEFO to use this year.
- With the loss of the CCFD TC we will have to find another venue – possibly a conference room in the Orlean’s Hotel & Casino.
- We will have a guest today, referred to us by Cliff Avery with SAFE-D. Billy Sladek with Sladek Conference Services will speak with us about a possible partnership in producing our upcoming educational conference. SCS runs the Texas EMS conference, which Cliff said is a very well organized and successful conference.
- May provide additional support in bringing in sponsorships and membership expansion. Having SCS take over NAEFO Sponsorships in the future could alleviate the optics of possible conflicts of interest.
- Costs for SDC services is yet to be determined and we will discuss terms with Billy soon.
- We need to revise our website updated with conference details. Also, need to edit to allow for memberships for entire Boards. There are only options for State Associations, Individuals and Former Officials.
- We need Streamline and social media activists!!! Ken and our new Communications Chair Scott have offered to help.
- In the March meeting we agreed we would send out notifications of our upcoming BoD meetings with a link to the Agenda. No one specifically assigned as of yet.
- Strategic Planning Meeting in June – Decided on June 18, 2022
- Proposed “reimbursement policy” not yet presented to BoD
- Monte excused – no report
- Jeanne Ernst – Remarks:
- Discussed financial status: Current Bank Balance: \$4,602.  
Anticipated revenue from Conference, Membership and Sponsorships not included in current report
- Discussion related to increased conference costs and benefits to host in the Orleans’ and hire SCS to facilitate conference

- Motion to accept the financial report by Candy, second by Ken – unanimously approved.

## 6. Remarks and Reports

### Missouri-Scott

- Preparing for MFPD conference in June. Good speaker list, growing attendance and vendors – looking strong.
- Legislative session has ended. Critical illness pool for FD mirrors Colorado's. Will provide for additional benefits to firefighters with job related cancer with at least five years on Department with added coverage until age 70.

Montana - Bruce – Excused – no report

Texas – Cliff resigned replacement yet to be determined. Cliff will advise when he has appointed his replacement after he gets them up to speed on taking over his retirement in September

### Oregon-Dave

- Legislative session has ended  
HB4140 Ethics commission expansion of duties to investigate and levy penalties for violations for public meeting violations failed but will be back on the floor in 2023. OFDDA & SDAO adamantly opposed
  - SB1582 Allows Boards for Rural Fire Protection Districts to annex land within seven miles of their District. Failed, will be back in 2023 session.
  - HB4113 expands coverage for presumptive cancers has been signed by the Governor and is effective immediately
  - OFDDA Conference November 3 – 6, 2022 in Hood River
- Washington-Gerry – nothing to report
- WFCFA conference October 27 - 29, 2022 in Spokane
  - Member-at-Large-Orlanda: MACP preparing for conference and Scott covered other Missouri information

7. Standing Committee Reports:

Bylaws-Ken - No proposed bylaw concerns

Two Policy Amendment Proposals for Policy 1 & 2.

- Policy #1 proposed change 1.14 Review of Policies change to “one or more policies to be reviewed” This way we will review all current policies over 15 months.

Motion to accept policy revision by Ken, second Dave, unanimously passed

- Policy #2 Amending and appealing bylaws, proposed change 2.10 Subsection a. change from 90 days to 14 days. This will align policy with remaining paragraphs in the policy. Motion: Ken, second Dave. Unanimously approved

Communications committee – Scott nothing to report

Education/Conference committee: Candy - More conversation after Billy with Sladek Conference Services (SCS) presents

- Currently secured the following speakers; Bill Webb, George Dunkel and two speakers Monte has lined up.
- SCS may take over conference advertising, registration and possibly provide technical support depending on the venue we secure.

Legislative Committee: Dave – no report today

Membership committee: Monte – no report today

- Monte attended the Arizona conference and he and Bruce attended the Idaho conference. Monte put out an encouraging email related to the Idaho State Association

Sponsorship – Candy – no new sponsors

8. Unfinished Business

Lapel pins – Orlanda reported he and Ken have purchased and donated 500 NAEFO pens. He ordered 100 gold embossed lapel

pins with logo on them for just over \$200. He will submit his invoice to Jeanne for reimbursement.

9. New Business

Strategic Planning meeting date set for June 18, 2022 – All in attendance available – will email Bruce and Monte to advise.

Please review and be ready to engage at the Strategic planning session.

10. Announcements:

Need as much exposure/presence as possible. Get out there and share your interest and excitement about our mission and our upcoming conference.

Next Board Meeting as well as our Annual Membership Meeting Tuesday September 20, 2022 time & location yet to be determined

RECESS 10 minutes Billy Sladek with SCS presentation to follow:

Welcome Billy Sladek with Sladek Conference Services.

Billy presented a briefing on SCS and the services, terms and conditions they are willing to provide to NAEFO to get our upcoming educational conference on a fast track to success.

Billy thanked the Board for the opportunity to talk with us. SDC has been in business since 2000. Began with Texas EMS Conference and it has become the second largest EMS conference in the Nation. They are a small company with five full time employees, mostly family. Their services are very affordable and because it is a small operation, they have good quality control and are readily available to their clients.

Texas EMS Conference currently has attendance between 3,400 – 3,500 with about 200 exhibitors.

An Educational Conference they started in 2015 started with about 75 attendees and increased attendance in 2022 to about 180.

Medical Directors Conference began in 2019 with 36 attendees and this past year attendance was up to 188 participants.

SCS prefers to produce a conference from start to finish to include site selection, program development, post event evaluations and provides at least two on site employees to run on-site registration, etc. Of course, developing the actual content will be a team effort.

SCS can build a complete start to finish package or parts of it in collaboration with our organization. We can work with you on calls for presenters, program and/or take care of the logistics.

Billy understands we want to improve and grow our conference. Thinks SCS can do that with our help. He needs to know about our organization to help us grow. Who are our clientele? Sponsors? He will need to build an email database to include ours and expand on it with others who may be interested in our program.

What they will need from NAEFO in short order to get the word out include:

Our contact emails

Clear expectations for conference – “quality and to grow event”

SCS can do marketing and expand contacts

NAEFO to provide program content – speakers bios, subject matter and blurbs relative to presentations and SCS will do the rest. To include negotiate with the Hotel for food, conference room, exhibitor space, etc.

SCS will do their best to control costs and make it profitable for both NAEFO and SCS.

This will be a joint venture. Billy proposed we work together this year and if mutually beneficial, go from there. Next year start earlier and SCS can do more marketing, possibly round up some exhibitors and sponsorships as well as increase attendance.

Would need to set up links from our website. Integrate to theirs for Registration, marketing for exhibitors and attendees on their stable and reliable conference website. They would provide two employees on site to facilitate on-site signage, provide badges and manage registration and manage the Hotel agreements.

Candy mentioned we were recently informed by Clark County FD Training Division we will not have access to the conference room we have used in the past. The TC is being remodeled and the space is now office space.

Billy said if we authorize SDC to negotiate on our behalf he could probably modify the current contract with the Orleans, revised to include food and a conference room.

SCS will need from us information on contacts for attendees, sponsors, possible exhibitors, Hotel contract and account manager. Speaker bios and information and schedules for speakers. With this information they may be able to increase attendance, participation, sponsorships, exhibitors through advertising through a larger network.

SCS may provide tech support for our presenters? It is dependent on the Hotel AV policy – SCS prefers to provide the AV service.

Discussion on terms of service...

Billy proposed a flat fee of \$5,000 +20% of total revenue on a sliding scale.

If more than 50 attendees \$3,00 - \$3,500 +20%

This would include setting up the conference website which would be linked from our Streamline website. Setting up on-line registration as well as an adjunct site for exhibitor registration. Marketing the conference through Constant Contact with guidance on who we want to promote the conference to and who may be interested in our program.

SCS could add an option to collect membership dues when they sign up for the conference.

When Billy gets the information he needs, a program could be put in place in 2 – 2/12 weeks. He believes we can be successful if we act now to get this show on the road.

Candy suggested the flat fee is too steep for NAEFO at this time and proposed a counter offer that would not have a flat fee, but instead work on a partnership agreement to split profits 50/50.

Billy agreed to the counter proposal presented by Candy.

Billy said he is willing to put some resources into exploratory work without an expectation of anything in return, if NAEFO gives SCS the authority to contact the Orleans Hotel contract manager, on behalf of NAEFO.

Candy suggested we start with the option of a conference room for 50 that may be expandable if needed. Current need is for one conference room for eight hours each day. In past we have provided lunches and a continental breakfast both days. We could revise that plan, dependent on costs for the Hotel catering services. Coffee and tea will be needed both mornings. The rest is optional.

What are the Orleans requirements and costs? Tech support? Can SCS use their AV equipment and provide a tech support person?

If SCS solicits vendors, sponsors, that would be great news.

Tentative agreement “let’s see if a possibility for us” – see if over the next week Orleans’ costs are feasible. If so, Billy agrees to a 50/50 split of profit for this year’s event.

NAEFO goal of breaking even and hopefully this agreement will allow for a profit for SCS. Billy’s team will do some legwork and hopefully the 50/50 split gives us both a chance and results in a profitable future partnership between NAEFO and SCS.



Billy said; let's grow it! "The key is to offer a fantastic educational opportunity and they will come!"

Scott made a motion we move forward, take action and authorize Billy to contact the Orleans on our behalf. Second by Dave.

Start with tentative agreement 50/50 split, open to negotiate further as things develop and change may be mutually beneficial.

Unanimously approved.

Bob suggested Mark be contacted about us using SCS and get our Orleans contract account manager contact information for Billy.

Jeanne will connect Billy to the Orleans contract contact and get him access to Streamline?

Ken made a motion to put the authority on the four executive officers to make decisions (with Billy) and report back to the members of the BoD.

Second by Bob.

Friendly amendment by Candy to add Jeanne to the list – amendment accepted. Motion with amendment unanimously approved.

Billy agreed to a 50/50 split. We authorize Billy to contact the Orleans on our behalf to check on costs for a conference room, potential vendor space, coffee and food options for attendees.

Need to get information from Monte on speakers he has lined up to Billy and posted on Streamline and on social media asap.

Candy to send Bill Webb and George Dunkel's information to include bio and subject of their presentations to Billy.

Billy will contact us Wednesday or Thursday.

Billy said he appreciates our confidence in SCS and he will do his best to make it a great conference. He appreciates and looks forward to working with all of us.

Motion to adjourn by Candy, second by Ken.

Invited Billy and others to stay later for unofficial conversation.

Motion to adjourn unanimously approved.

DRAFT