

Alabama Firefighters' Annuity & Benefit Fund
Meeting Minutes
Alabama Fire College 1:30 pm
11/01/2012

Members Present:

Chairman Dale Wyatt
Vice Chairman Reid Vaughan
Robert Ezekiel
Charlie Dixon
Billy Doss

*A Quorum was present at this meeting to conduct business.

Dale commented that the Executive Director was not present. There was discussion about the Executive Director position and options that could be considered. No action will be taken at this time.

Approval of Minutes and Financial Report:

Meeting minutes from 10/11/2012 were presented.

Motion made by Reid Vaughan to accept minutes.

Second by Charlie Dixon.

Motion passed unanimously

Financial report for the dates 10/11/2012 – 11/01/2012 presented.

Motion made by Robert Ezekiel to accept financial report.

Second by Charlie Dixon.

Motion passed unanimously.

Financial report for the dates 09/27/2012 – 10/11/2012 corrected and represented because of clerical error.

Motion to approve corrected financial report made by Robert Ezekiel.

Second by Charlie Dixon

Motion passed unanimously.

Reports

Secretary reported that mail from Montgomery has not been received in a while.

Discussion that we need to correct our mailing address with all the counties. The address needs to be changed to the Tuscaloosa PO Box.

Discussion about how to get money from counties and be sure of it.

Discussion about the check from Monroe County has not been replaced. The check was dated for 12/02/2011 in the amount of \$92 but never received by the AFABF. A form was sent to AFABF and the secretary sent the form back requesting a replacement check.

Secretary reported that the Auto Debit draw would be today on 11/1/2012 for \$100.

Secretary reported that there need to be a buyback remittance form for the four installments members can make over 2 years. A form was presented for review. Discussion followed. It was decided that the form did not need to be put online but sent directly from the AFABF office with amounts prefilled and chart explaining buyback amount. Form will be adjusted and hopefully approved at the next meeting.

Discussion about Tracy creating a reminder to pop up in secretary email so that the secretary can send an automatic reminder email to members approaching the 2 year buyback deadline. The Fund also discussed having Tracy have the database to prefill member information into the buyback remittance form.

The Fund discussed the forwarding of the mail from the Montgomery PO box to the Tuscaloosa PO box because of the impending closure of the Montgomery PO box account.

**Motion to pay expenses incurred by one time forwarding of mail from
Montgomery PO box to the Tuscaloosa PO Box made by Reid Vaughan.**

Second by Charlie Dixon.

Motion passed unanimously.

Old Business:

Dale's Report

Discussion about audit. An email was sent from auditor requesting additional Information. There was a question about a written and signed contract with Diana. The conclusion about this question was that Diana has not yet signed the contract and the Fund does not need to send a copy of this to auditor. The second question regarding a meeting on August 19, 2011 was not fully resolved. The auditor also needs a signed document from the ED stating that Dale Wyatt and Tiffany Crutchfield have the authorization to sign checks as well as be on the checking account, this will be done by Dale. Finally the auditor needed a copy of Billy Doss' re-appointment letter. The secretary will be resolving this issue by sending an electronic copy of the letter to the auditor, James Miller.

Dale reported that he emailed John Merrel about the tag bill as well as other bills. John wants to sit down and meet with Dale at a later date to discuss these topics.

General Discussion

The Board discussed how to deal with departments paying member dues especially if a member decides to leave a particular department. Legal advice is necessary to resolve this issue. Dale Wyatt will be contacting Attorney Boardman about this.

New Business:

Charlie and Billy need brochures. More brochures need to be printed. The secretary will contact Diana about printing 1,000 more brochures.

The Fund discussed how the website needs to be changed to include how much the retirement benefit is at this time as well as how it is calculated.

Discussion about getting a letter to Ed Paulk to get a donation from the AFC Fund. Dale will be doing this.

Discussion about the insurance premium tax and possibly getting some of the money from it for investment. Reid will be researching as to how and who all receives these funds. Dale will take this information to use on November 26th.

Dale will draft some new resolutions for next meeting. One of the resolutions will be that we will not issue any checks to "cash" or "bearer".


Next meeting will be held December 14, 2012 at 1:00 pm at AFC.

Motion to adjourn made by Reid Vaughan

Second by Billy Doss

Motion passed unanimously.

 12-14-12
Chairman Dale Wyatt/ Date

 12-14-12
Secretary Tiffany Crutchfield