

**Meeting Minutes**  
INTERNATIONAL FIRE SERVICE ACCREDITATION CONGRESS  
**COUNCIL OF GOVERNORS**  
Friday, April 14, 2023  
Sheraton Oklahoma City Downtown Hotel, Oklahoma City, Oklahoma USA

---

Eldonna Sadler called the scheduled regular spring meeting of the Council of Governors (COG) to order, Friday, April 14, 2023, at 1:02 PM local time.

**Attendance**

Members present: Eldonna Sadler (IFSAC Administration), Greg Palmer, Lori Howes, Tara Youngblood, Casey Hall, Josh Crisp, Rob Freese, Bernie MacKinnon, Lee Silvi, Paula Simone, and John Cunningham

**Minutes of the 2022 Fall Meeting (Agenda Memo A)**

**Motion:** Motion by Bernie MacKinnon to approve the minutes of the 2022 Fall Meeting. Second. Motion carried.

**Review of Agenda**

Eldonna Sadler reviewed the agenda. Governance structure was added under New Business.

**Administration Office Update**

Eldonna Sadler reported the coordinator position description was revised and has been reviewed and approved by Oklahoma State University's HR department. The position will be opened shortly along with a support position.

**Financial Report**

Eldonna Sadler reported on the third quarter financial report for Fiscal Year 2023 and the proposed budget for Fiscal Year 2024. These reports were previously distributed to the Council.

**Motion:** Motion by Tara Youngblood to approve Fiscal Year 2024 budget. Second. Motion carried.

**Committee Reports**

*Awards Committee*

The Committee did not meet as appointments for committee members have yet not been made since the Committee's structure changed at the 2022 Fall Meeting. Appointments will be made by the chairs of each assembly.

*Committee on Business Operations (COBO)*

Paula Simone reported for the Committee on Business Operations. The Committee has suspended activity of the Committee until Spring 2024.

**Motion:** Motion by Josh Crisp to accept the Committee on Business Operations report. Second. Motion carried.

### ***Committee on Rules***

Bill Benjamin reported for the Committee on Rules:

- The Committee reviewed agenda memos containing proposed amendments. There were a few editorial changes.
- The Committee discussed that IFSAC needs to move forward with separating policies and procedures that currently reside together.
- The Rules Open Forum is scheduled for 5:15 PM.

**Motion:** Motion by Paula Simone to accept the Committee on Rules report. Second. Motion carried.

### ***Ethics Committee***

Tara Youngblood reported for the Ethics Committee:

- The Committee elected Tara Youngblood for chairperson and Marc Rudder for vice chairperson.
- Discussion was held on a discrepancy found within the Bylaws and the Code of Conduct. The Committee is going to start reviewing the Code of Conduct to coincide with the Bylaws.

**Motion:** Motion by Lori Howes to accept the Ethics Committee report. Second. Motion carried.

### ***IT Committee***

Rob Freese reported the IT Committee did not have a quorum, but they did have a conversation about the history of the Committee, how the Committee should perform, and possibly disbanding the Committee for the purpose of forming a working group when needed. A conference call will be scheduled, possibly for May.

**Motion:** Motion by Greg Palmer to accept the IT Committee report. Second. Motion carried.

### ***Liaison Committee***

Eldonna Sadler reported that the Liaison Committee has not met, therefore there is no report from the Committee.

### ***Mentoring Committee***

Cindy Brun reported that the Mentoring Committee did not meet due to lack of a quorum. The Committee recommended suspending the Committee at least through Spring 2024.

**Motion:** Motion by Paula Simone to accept the Mentoring Committee report. Second. Motion Carried.

### ***NFPA 1000 Committee***

Eldonna Sadler reported that the NFPA 1000 Committee had no business, so they did not meet.

### ***Promotions Committee***

Casey Hall reported for the Promotions Committee:

- The Committee elected Bill Slosson for chairperson and Casey Hall for vice chairperson.
- The Committee will suspend activity until a strategic plan is in place.

**Motion:** Motion by Tara Youngblood to accept the Promotions Committee report. Second. Motion Carried.

### ***Travel Policy Committee***

Josh Crisp reported for the Travel Policy Committee:

- The Committee elected Bill Slosson for interim chairperson and Josh Crisp for interim vice chairperson pending approval of the proposed bylaw to make the Committee a standing committee.

**Motion:** Motion by Paula Simone to accept the Travel Policy Committee report. Second. Motion carried.

### ***Training Committee***

David Jolly reported for the Training Committee:

- The Committee discussed the training from this cycle and the desire to continue offering training twice a year.
- Discussion was held on offering virtual site team training.
- The Committee discussed a case-study-type training for the fall meeting.

**Motion:** Motion by Josh Crisp to accept the Training Committee report. Second. Motion carried.

### **Future Meetings**

The 2023 Fall Conference is scheduled for Seattle, Washington. The Travel Policy Committee helped Administration in choosing the meeting venue.

The 2024 Spring Conference is scheduled to be held in Oklahoma City, Oklahoma.

### **Old Business**

None.

### **New Business**

### ***Governance Structure***

Eldonna Sadler summarized the discussion held at the Governance Model Open Forum to look at IFSAC's governance model and whether IFSAC needs to go a different direction on how to handle business. There was a consensus made on how to move forward that will be possibly presented at the Congress Meeting in the form of a motion.

### **Announcements**

Oklahoma State University Fire Service Training will host a tour at Riversport OKC at 6:15 PM local time.

CABOG and DABOG meetings will begin at 2:15 PM local time.

*Certificate Assembly Committee on Site Teams Workshop*

The Certificate Assembly Committee on Site Teams is requesting to have a workshop in Fall 2023.

**Motion:** Motion by John Cunningham to approve expenditures, to be covered by the Fiscal Year 2023 carryforward balance, for a Certificate Assembly Committee on Site Teams workshop in conjunction with another meeting scheduled during the year. Second. Motion carried.

**Adjournment**

**Motion:** Motion by Rob Freese to adjourn the meeting. Second. Motion carried. The Council of Governors meeting adjourned on Friday, April 14, 2023, at 1:37 PM local time.

**Attendees – IFSAC Council of Governors (COG) 2023 Spring Meeting**

**Friday, April 14, 2023**

**Sheraton Oklahoma City Downtown Hotel, Oklahoma City, Oklahoma USA**

*Note: This list only includes individuals who signed the meeting roster, confirming attendance.*

<b>Attendee</b>	<b>Entity/Institution</b>
Brauneis, Mark	Alaska Fire Standards Council
Carroll, Richard	Cleveland Community College
Crisp, Josh	Gaston College
Cunningham, John	Nova Scotia Fire Service Professional Qualifications Board
Davis, Joel	Guildford Technical Community College
Freese, E. Rob	Bucks County Community College
Gagnon, Ben	Canadian Forces Fire Marshal's Office
Gallant, Serge	New Brunswick Community College Miramichi
Gamble, Susan	New Brunswick Office of the Fire Marshal
Hall, Casey	Kentucky Community and Technical College System
Henning, Andrew	CAL FIRE - Office of the State Fire Marshal
Hitch, James	Eastern Arizona College
Howard, Gary	Iowa Fire Service Training Bureau
Howes, Lori	Alabama Fire College
Johnson, Gary	Central Ohio Community College
Jolley, Donald	Justice Institute of British Columbia
Joos, Alan	Nebraska State Fire Marshal Training Division
Karl, Marie-Cristin	DRK Germany
Kutz, Marcy	Oklahoma State University Fire Service Training
Lohof, Alan	Montana State University Billings City College
Lowe, Michael	Delaware State Fire School
Lowinger, Damon	Phoenix Fire Department - Special Operations
Loyd, Jason	Blinn College
MacKinnon, Bernie	Certificate Assembly Public Member
Maxfield, Marianne	Colorado Division of Fire Prevention and Control
Mergenthaler, Dagmar	DRK Germany
Midkiff, Charles	Maryland Fire and Rescue Institute
Otting, Greg	Ohio Fire Marshal Office
Palmer, Greg	North Carolina Office of State Fire Marshal
Petty, Caryn	CAL FIRE - Office of the State Fire Marshal
Ragins, Dennis	The University of Akron
Renville, Laura	Colorado Division of Fire Prevention and Control
Rudder, Marc	Kentucky Fire Commission
Sagr, Zeyad	Arab Fire Safety & Security Academy
Silvi, Lee	Degree Assembly Public Member
Simone, Paula	Central Oregon Community College
Sinclair, Fiona	New Brunswick Office of the Fire Marshal
Vah Seliskar, Holli	Purdue University Global
Villines, Randy	Ozarks Technical Community College

Wade, Brian  
Ward, Paul  
Wenger, Holden  
Youngblood, Tara  
Youngling, Dave

North Carolina Office of State Fire Marshal  
North Carolina Office of State Fire Marshal  
Texas Commission on Fire Protection  
Oklahoma State University Fire Service Training  
District of Columbia Fire and Emergency Services Department

**IFSAC Revenue & Expense Report**  
**Fiscal Year 2022/2023 (July 1, 2022 - June 30, 2023)**  
*as of March 31, 2023*

**REVENUE AND EXPENSE SUMMARY**

---

<b>CARRY FORWARD (FY22)</b>		\$	301,099.27	
	<b>FY 2023 Budget</b>		<b>FY 2023 YTD Actual</b>	
FY23 REVENUE (Regular, Other)	\$ 392,860.00	\$	297,931.98	
FY23 EXPENDITURES (Op, Strat, SV)	\$ 390,585.06	\$	197,260.31	
Revenue less expenses balance		\$	100,671.67	
<b>TOTAL CASH BALANCE</b>				<b>\$ 401,770.94</b>
<i>(FY 2022 balance forwarded plus FY 2023 revenue over expenses)</i>				
Contingency funds as of June 30, 2022		\$	250,000.00	
<b>CONTINGENCY FUNDS BALANCE as of report date</b>				<b>\$ 250,000.00</b>

## REVENUE DETAIL

	<i>Budgeted</i>	<b>Subtotal</b>	<b>Total</b>
<b>CERTIFICATE ASSEMBLY</b>			
CA MEMBERSHIP DUES	\$ 189,195.00	131,259.00	
CA SITE VISIT APPLICATIONS	\$ 17,000.00	4,000.00	
CA ADMIN REVIEW FEES	\$ 5,000.00	4,000.00	
CA ADDITIONAL SEALS PURCHASES	\$ 50,000.00	70,394.00	
IFSAC CERTS FOR ADDTL RECOGNITION	\$ 750.00	75.00	
		\$	209,728.00
<b>DEGREE ASSEMBLY</b>			
DA ANNUAL MEMBERSHIP DUES	\$ 75,865.00	45,915.00	
DA SITE VISIT APPLICATIONS	\$ 5,000.00	5,000.00	
DA ADMIN REVIEW FEES (ADD PROGRAM)	\$ -	-	
DEGREE COMPLETION CERTIFICATES	\$ 450.00	645.00	
		\$	51,560.00
<b>MEETINGS</b>			
2022 FALL MEETINGS REGISTRATION	\$ 16,000.00	8,500.00	
2023 SPRING MEETING REGISTRATION	\$ 30,000.00	16,275.00	
2023 EXHIBITOR REGISTRATION	\$ 3,600.00	1,200.00	
		\$	25,975.00
<b>MISC</b>			
MISC DEPOSITS	\$ -	9.60	
		\$	9.60
		<b>TOTAL REVENUE RECEIVED</b>	<b>\$ 287,272.60</b>

## OTHER PAYMENTS RECEIVED

<b>SITE VISIT TRAVEL COSTS REIMBURSED</b>	\$ -	10,659.38	
		<b>TOTAL OTHER REVENUE RECEIVED</b>	<b>\$ 10,659.38</b>



# EXPENSE DETAIL

## PAYROLL & OPERATING EXPENSES

		<b>Budgeted</b>	<b>Expenditures</b>
<b>PAYROLL AND BENEFITS</b>	\$	262,407.06	\$ 107,818.58
<b>COMMUNICATIONS</b>			
TELEPHONE EQUIP, LOCAL/LONG DISTANCE	\$	1,300.00	\$ 1,094.37
WEB CONFERENCING/ONLINE MEETINGS	\$	400.00	\$ 2,670.00
EMAIL/CALENDAR/GOOGLE APPS	\$	1,080.00	\$ 1,146.02
WEB DNS & SECURITY	\$	62.00	\$ 89.10
GITHUB	\$	180.00	\$ 180.00
DROPBOX	\$	240.00	\$ 119.88
ONLINE SURVEY SERVICE	\$	384.00	\$ 384.00
CONSTANT CONTACT (Newsletter)	\$	828.00	\$ 487.07
BLUEHOST (Website)	\$	-	\$ -
<b>BUILDING UTILITIES</b>	\$	5,500.00	\$ -
<b>BUILDING CUSTODIAL SERVICES</b>	\$	1,104.00	\$ 781.95
<b>BUILDING/GROUNDS REPAIR &amp; MAINTENANCE</b>	\$	-	\$ -
<b>MAILING/SHIPPING</b>	\$	5,000.00	\$ 3,897.33
<b>SUPPLIES</b>	\$	6,700.00	\$ 3,955.84
<b>EQUIPMENT MAINTENANCE/SOFTWARE</b>	\$	1,500.00	\$ 1,047.96
<b>FINANCE CHARGES</b>			
MERCHANT ACCOUNT FEES	\$	3,600.00	\$ 2,161.93
<b>PRINTING</b>	\$	1,000.00	\$ -
<b>PUBLICATIONS/RESOURCE MATERIALS</b>	\$	200.00	\$ -
<b>NFPA LICENSING</b>	\$	5,000.00	\$ -
<b>NETEXAM ANNUAL FEES</b>	\$	8,600.00	\$ 6,100.00
<b>CAPITAL EXPENSES</b>			
COMPUTER/OTHER EQUIPMENT	\$	2,500.00	\$ 629.99
<b>PROMOTIONS (ARTICLES, BROCHURES, PROMO ITEMS)</b>	\$	1,000.00	\$ -
<b>LIABILITY INSURANCE</b>			\$ -
<b>IFSAC MEETINGS (REGULAR)</b>			
2022 SPRING MEETINGS	\$	-	\$ 418.11
Travel Expenses - Staff	-		
Travel Expenses - DA Public Member	-		
Travel Expenses - CA Public Member	418.11		
<b>IFSAC MEETINGS (REGULAR)</b>			
2022 FALL MEETINGS	\$	20,000.00	\$ 22,407.97
Catering, AV, Meeting Space	12,660.75		

		<b>Budgeted</b>	<b>Expenditures</b>
<i>GoToWebinar</i>	-		
<i>Lodging - Staff</i>	469.08		
<i>Airfare - Staff</i>	3,748.66		
<i>Travel Expenses - Staff</i>	3,852.82		
<i>Travel Expenses - DA Public Member</i>	1,353.27		
<i>Travel Expenses - CA Public Member</i>	323.39		
<b>2023 SPRING MEETINGS</b>	\$	25,000.00	\$ -
<i>Food &amp; Beverage, Meeting Space</i>	-		
<i>AV</i>	-		
<i>Lodging - Staff</i>	-		
<i>Travel Expenses - Staff</i>	-		
<i>Travel Expenses - DA Public Member</i>	-		
<i>Travel Expenses - CA Public Member</i>	-		
<i>Motorpool Vehicle Lease</i>	-		
<b>NFPA MEETINGS</b>			
NFPA PROF QAUl CORR COMM MEMBER TRAVEL	\$	1,500.00	\$ 930.43
NFPA 1000 COMMITTEE MEMBER TRAVEL	\$	-	\$ -
<b>CHEA</b>		-	\$ -
<b>NAFTD MEETINGS</b>	\$	2,000.00	\$ 1,315.70
<i>Annual Meeting (Fall 2022)</i>	1,315.70		
<i>Meeting at FDIC (Spring 2023)</i>	-		
<b>FDIC</b>			
FDIC 2023	\$	6,000.00	\$ 401.82
<b>NATIONAL PROF DEVELOPMENT SYMPOSIUM (NPDS) - NFA</b>	\$	-	\$ -
<b>MISCELLANEOUS</b>			
AWARDS/PRESENTATIONS	\$	500.00	\$ -
STAFF PROFESSIONAL DEVELOPMENT	\$	500.00	\$ -
SV TEAM TRAVEL COSTS NOT REIMBURSED TO IFSAC	\$	-	\$ -
UNFORESEEN EXPENSES			\$ -
<b>TOTAL PAYROLL &amp; OPERATING EXPENSES</b>		364,085.06	<b>\$ 158,038.05</b>

## **STRATEGIC EXPENSES**

		<b>Budgeted</b>	<b>Expenditures</b>
<b>COG WORKSHOP (Stillwater, OK)</b>	\$	18,000.00	\$ 20,079.32
<b>UNFORESEEN TRAVEL</b>	\$	5,000.00	\$ -
<b>ADDITIONAL PROMOTIONAL/MARKETING MATERIALS</b>	\$	1,000.00	\$ -
<b>UNFORESEEN EXPENSES</b>	\$	2,500.00	\$ -
<b>TOTAL STRATEGIC EXPENSES</b>	\$	26,500.00	<b>\$ 20,079.32</b>

## **SITE VISIT TRAVEL EXPENSES**

		<b>Budgeted</b>	<b>Expenditures</b>
<b>SITE VISIT TRAVEL EXPENSES (IFSAC to be reimbursed)</b>	\$	-	\$ 19,142.94
<b>TOTAL SV TRAVEL EXPENSES</b>	\$	-	<b>\$ 19,142.94</b>

# IFSAC

## Actual vs Budget Report

as of March 31, 2023

FY2023 Quarter 3

Contingency Fund: 1-326633	\$ 250,000.00
----------------------------	---------------

Operating and Strategic Fund: 1-326171			
	FY 2023 Budget	FY 2023 YTD Actual	FY 2023 Remaining
CARRY FORWARD (FY22)		\$ 301,099.27	
FY23 REVENUE (Regular, Other)	\$ 392,860.00	\$ 297,931.98	\$ 94,928.02
LESS FY23 EXPENDITURES (Op, Strat, SV)	\$ 390,585.06	\$ 197,260.31	\$ 193,324.75
<b>CASH BALANCE TO DATE</b>			
Operating, Strategic Fund (326171)		\$ 401,770.94	

	FY 2023 Budget	FY 2023 YTD Actual	FY 2023 Remaining
<b>REVENUE:</b>			
<b><i>CERTIFICATE ASSEMBLY</i></b>			
CA MEMBERSHIP DUES	\$ 189,195.00	\$ 131,259.00	\$ 57,936.00
CA SITE VISIT FEES	\$ 17,000.00	\$ 4,000.00	\$ 13,000.00
CA ADMIN REVIEW FEES	\$ 5,000.00	\$ 4,000.00	\$ 1,000.00
CA ADDITIONAL SEALS	\$ 50,000.00	\$ 70,394.00	\$ (20,394.00)
IFSAC CERTIFICATES OF RECOGNITION	\$ 750.00	\$ 75.00	\$ 675.00
<b><i>DEGREE ASSEMBLY</i></b>			
DA ANNUAL MEMBERSHIP DUES	\$ 75,865.00	\$ 45,915.00	\$ 29,950.00
DA SITE VISIT FEES	\$ 5,000.00	\$ 5,000.00	\$ -
DA ADMIN REVIEW FEES (ADD PROGRAM)	\$ -	\$ -	\$ -
DEGREE COMPLETION CERTIFICATES	\$ 450.00	\$ 645.00	\$ (195.00)
<b><i>MEETINGS</i></b>			
2022 FALL MEETINGS REGISTRATION	\$ 16,000.00	\$ 8,500.00	\$ 7,500.00
2023 SPRING MEETING REGISTRATION	\$ 30,000.00	\$ 16,275.00	\$ 13,725.00
2023 EXHIBITOR FEES	\$ 3,600.00	\$ 1,200.00	\$ 2,400.00
<b><i>MISC</i></b>			
MISC DEPOSITS	\$ -	\$ 9.60	\$ (9.60)
<b>Total Revenue</b>	<b>\$ 392,860.00</b>	<b>\$ 287,272.60</b>	<b>\$ 105,587.40</b>

### EXPENSES (PAYROLL & OPERATING):

PAYROLL & BENEFITS	\$ 262,407.06	\$ 107,818.58	\$ 154,588.48
COMMUNICATIONS	\$ 4,474.00	\$ 6,170.44	\$ (1,696.44)
BUILDING UTILITIES	\$ 5,500.00	\$ -	\$ 5,500.00
BUILDING CUSTODIAL SERVICES	\$ 1,104.00	\$ 781.95	\$ 322.05
MAILING/SHIPPING	\$ 5,000.00	\$ 3,897.33	\$ 1,102.67

SUPPLIES	\$ 6,700.00	\$ 3,955.84	\$ 2,744.16
EQUIPMENT MAINTENANCE/SOFTWARE	\$ 1,500.00	\$ 1,047.96	\$ 452.04
FINANCE CHARGES	\$ 3,600.00	\$ 2,161.93	\$ 1,438.07
PRINTING	\$ 1,000.00	\$ -	\$ 1,000.00
PUBLICATIONS/RESOURCE MATERIALS	\$ 200.00	\$ -	\$ 200.00
NFPA LICENSING	\$ 5,000.00	\$ -	\$ 5,000.00
NETEXAM ANNUAL FEES	\$ 8,600.00	\$ 6,100.00	\$ 2,500.00
CAPITAL EXPENSES (COMPUTERS/EQUIP)	\$ 2,500.00	\$ 629.99	\$ 1,870.01
PROMOTIONS	\$ 1,000.00	\$ -	\$ 1,000.00
2022 SPRING MEETINGS	\$ -	\$ 418.11	\$ (418.11)
2022 FALL MEETINGS	\$ 20,000.00	\$ 22,407.97	\$ (2,407.97)
2023 SPRING MEETINGS	\$ 25,000.00	\$ -	\$ 25,000.00
NFPA MEETINGS	\$ 1,500.00	\$ 930.43	\$ 569.57
CHEA RELATED	\$ -	\$ -	\$ -
NAFTD MEETINGS	\$ 2,000.00	\$ 1,315.70	\$ 684.30
FDIC 2023	\$ 6,000.00	\$ 401.82	\$ 5,598.18
NPDS	\$ -	\$ -	\$ -
MISCELLANEOUS	\$ 1,000.00	\$ -	\$ 1,000.00
<b>Total Payroll &amp; Operating Expenses</b>	<b>\$ 364,085.06</b>	<b>\$ 158,038.05</b>	<b>\$ 206,047.01</b>

#### **EXPENSES (STRATEGIC):**

COG WORKSHOP (Stillwater, OK)	\$ 18,000.00	\$ 20,079.32	\$ (2,079.32)
UNFORESEEN TRAVEL	\$ 5,000.00	\$ -	\$ 5,000.00
ADDT'L PROMOTIONAL MATERIALS	\$ 1,000.00	\$ -	\$ 1,000.00
UNFORESEEN EXPENSES	\$ 2,500.00	\$ -	\$ 2,500.00
<b>Total Strategic Expenses</b>	<b>\$ 26,500.00</b>	<b>\$ 20,079.32</b>	<b>\$ 8,500.00</b>

<b>Revenue/Expenses Balance</b>	<b>\$ 2,274.94</b>	<b>\$ 109,155.23</b>
---------------------------------	--------------------	----------------------

#### **SITE VISIT TRAVEL:**

SITE VISIT TRAVEL COSTS REIMBURSED	\$	-	\$	10,659.38	\$	(10,659.38)
SITE VISIT TRAVEL COSTS	\$	-	\$	19,142.94	\$	(19,142.94)
<b>Other Revenue/Expenses Balance</b>	<b>\$</b>	<b>-</b>	<b>\$</b>	<b>(8,483.56)</b>		

# IFSAC Revenue & Expense Report

Fiscal Year 2022/2023 (July 1, 2022 - June 30, 2023)  
*as of March 31, 2023*

## REVENUE AND EXPENSE SUMMARY

<b>CARRY FORWARD (FY22)</b>		\$	301,099.27
		<b>FY 2023 Budget</b>	<b>FY 2023 YTD Actual</b>
FY23 REVENUE (Regular, Other)	\$	392,860.00	\$ 297,931.98
FY23 EXPENDITURES (Op, Strat, SV)	\$	390,585.06	<u>\$ 197,260.31</u>
Revenue less expenses balance			\$ 100,671.67
<b>TOTAL CASH BALANCE</b>			<u>\$ 401,770.94</u>
<i>(FY 2022 balance forwarded plus FY 2023 revenue over expenses)</i>			
Contingency funds as of June 30, 2022		\$	250,000.00
<b>CONTINGENCY FUNDS BALANCE as of report date</b>			<u>\$ 250,000.00</u>

## REVENUE DETAIL

	Budgeted	Subtotal	Total
CERTIFICATE ASSEMBLY			
CA MEMBERSHIP DUES	\$ 189,195.00	131,259.00	
CA SITE VISIT APPLICATIONS	\$ 17,000.00	4,000.00	
CA ADMIN REVIEW FEES	\$ 5,000.00	4,000.00	
CA ADDITIONAL SEALS PURCHASES	\$ 50,000.00	70,394.00	
IFSAC CERTS FOR ADDTL RECOGNITION	\$ 750.00	75.00	
		\$	209,728.00
DEGREE ASSEMBLY			
DA ANNUAL MEMBERSHIP DUES	\$ 75,865.00	45,915.00	
DA SITE VISIT APPLICATIONS	\$ 5,000.00	5,000.00	
DA ADMIN REVIEW FEES (ADD PROGRAM)	\$ -	-	
DEGREE COMPLETION CERTIFICATES	\$ 450.00	645.00	
		\$	51,560.00
MEETINGS			
2022 FALL MEETINGS REGISTRATION	\$ 16,000.00	8,500.00	
2023 SPRING MEETING REGISTRATION	\$ 30,000.00	16,275.00	
2023 EXHIBITOR REGISTRATION	\$ 3,600.00	1,200.00	
		\$	25,975.00
MISC			
MISC DEPOSITS	\$ -	9.60	
		\$	9.60
TOTAL REVENUE RECEIVED \$			287,272.60

## OTHER PAYMENTS RECEIVED

SITE VISIT TRAVEL COSTS REIMBURSED \$ - 10,659.38

TOTAL OTHER REVENUE RECEIVED \$ **10,659.38**

## EXPENSE DETAIL

### PAYROLL & OPERATING EXPENSES

		Budgeted	Expenditures
PAYROLL AND BENEFITS	\$	262,407.06	\$ 107,818.58
COMMUNICATIONS			
TELEPHONE EQUIP, LOCAL/LONG DISTANCE	\$	1,300.00	\$ 1,094.37
WEB CONFERENCING/ONLINE MEETINGS	\$	400.00	\$ 2,670.00
EMAIL/CALENDAR/GOOGLE APPS	\$	1,080.00	\$ 1,146.02
WEB DNS & SECURITY	\$	62.00	\$ 89.10
GITHUB	\$	180.00	\$ 180.00
DROPBOX	\$	240.00	\$ 119.88
ONLINE SURVEY SERVICE	\$	384.00	\$ 384.00
CONSTANT CONTACT (Newsletter)	\$	828.00	\$ 487.07
BLUEHOST (Website)	\$	-	\$ -
BUILDING UTILITIES	\$	5,500.00	\$ -
BUILDING CUSTODIAL SERVICES	\$	1,104.00	\$ 781.95
BUILDING/GROUNDS REPAIR & MAINTENANCE	\$	-	\$ -
MAILING/SHIPPING	\$	5,000.00	\$ 3,897.33
SUPPLIES	\$	6,700.00	\$ 3,955.84
EQUIPMENT MAINTENANCE/SOFTWARE	\$	1,500.00	\$ 1,047.96
FINANCE CHARGES			
MERCHANT ACCOUNT FEES	\$	3,600.00	\$ 2,161.93
PRINTING	\$	1,000.00	\$ -
PUBLICATIONS/RESOURCE MATERIALS	\$	200.00	\$ -
NFPA LICENSING	\$	5,000.00	\$ -
NETEXAM ANNUAL FEES	\$	8,600.00	\$ 6,100.00
CAPITAL EXPENSES			
COMPUTER/OTHER EQUIPMENT	\$	2,500.00	\$ 629.99
PROMOTIONS (ARTICLES, BROCHURES, PROMO ITEMS)	\$	1,000.00	\$ -
LIABILITY INSURANCE			\$ -
IFSAC MEETINGS (REGULAR)			

		<b>Budgeted</b>	<b>Expenditures</b>
2022 SPRING MEETINGS	\$	-	\$ 418.11
<i>Travel Expenses - Staff</i>	-		
<i>Travel Expenses - DA Public Member</i>	-		
<i>Travel Expenses - CA Public Member</i>	418.11		
<b>IFSAC MEETINGS (REGULAR)</b>			
2022 FALL MEETINGS	\$	20,000.00	\$ 22,407.97
<i>Catering, AV, Meeting Space</i>	12,660.75		
<i>GoToWebinar</i>	-		
<i>Lodging - Staff</i>	469.08		
<i>Airfare - Staff</i>	3,748.66		
<i>Travel Expenses - Staff</i>	3,852.82		
<i>Travel Expenses - DA Public Member</i>	1,353.27		
<i>Travel Expenses - CA Public Member</i>	323.39		
2023 SPRING MEETINGS	\$	25,000.00	\$ -
<i>Food &amp; Beverage, Meeting Space</i>	-		
<i>AV</i>	-		
<i>Lodging - Staff</i>	-		
<i>Travel Expenses - Staff</i>	-		
<i>Travel Expenses - DA Public Member</i>	-		
<i>Travel Expenses - CA Public Member</i>	-		
<i>Motorpool Vehicle Lease</i>	-		
<b>NFPA MEETINGS</b>			
NFPA PROF QAUl CORR COMM MEMBER TRAVEL	\$	1,500.00	\$ 930.43
NFPA 1000 COMMITTEE MEMBER TRAVEL	\$	-	\$ -
<b>CHEA</b>		-	\$ -
<b>NAFTD MEETINGS</b>	\$	2,000.00	\$ 1,315.70
<i>Annual Meeting (Fall 2022)</i>	1,315.70		
<i>Meeting at FDIC (Spring 2023)</i>	-		
<b>FDIC</b>			
FDIC 2023	\$	6,000.00	\$ 401.82
<b>NATIONAL PROF DEVELOPMENT SYMPOSIUM (NPDS) - NFA</b>	\$	-	\$ -
<b>MISCELLANEOUS</b>			
AWARDS/PRESENTATIONS	\$	500.00	\$ -
STAFF PROFESSIONAL DEVELOPMENT	\$	500.00	\$ -
SV TEAM TRAVEL COSTS NOT REIMBURSED TO IFSAC	\$	-	\$ -
UNFORESEEN EXPENSES			\$ -
<b>TOTAL PAYROLL &amp; OPERATING EXPENSES</b>		364,085.06	<b>\$ 158,038.05</b>

## **STRATEGIC EXPENSES**

		<b>Budgeted</b>	<b>Expenditures</b>
COG WORKSHOP (Stillwater, OK)	\$	18,000.00	\$ 20,079.32
UNFORESEEN TRAVEL	\$	5,000.00	\$ -
ADDITIONAL PROMOTIONAL/MARKETING MATERIALS	\$	1,000.00	\$ -
UNFORESEEN EXPENSES	\$	2,500.00	\$ -
<b>TOTAL STRATEGIC EXPENSES</b>	\$	26,500.00	<b>\$ 20,079.32</b>

**SITE VISIT TRAVEL EXPENSES**

		Budgeted	Expenditures
SITE VISIT TRAVEL EXPENSES (IFSAC to be reimbursed)	\$	-	\$ 19,142.94
TOTAL SV TRAVEL EXPENSES	\$	-	<u>\$ 19,142.94</u>





**International Fire Service Accreditation Congress**  
1723 W. Tyler | Oklahoma State University | Stillwater, OK  
405-744-8303 | admin@ifsac.org

**Budget/Spending Plan**  
**FY 2024**

**Projected Revenue and Expense Summary**

<b>Projected Revenue</b>	412,920.00	
	<b>Total Revenue</b>	<b>412,920.00</b>
<b>Projected Operational Expenses</b>		
Payroll & Benefits	230,753.62	
Administrative Expenses	41,883.00	
Capital Expenses	2,500.00	
Promotions Expenses	1,000.00	
IFSAC Meetings	70,000.00	
NFPA Meetings	1,500.00	
Conferences/Tradeshows Other	8,000.00	
Miscellaneous	7,000.00	
	<b>Total Operational Expenses</b>	<b>362,636.62</b>
<b>Projected Strategic Expenses</b>		
Strategic Planning	20,000.00	
COG Workshop	20,000.00	
Seal Registry	10,000.00	
	<b>Total Strategic Expenses</b>	<b>50,000.00</b>
	<b>Revenue over Expenses</b>	<b>283.38</b>

**Revenue and Expense Breakdown**

<b>Revenue Breakdown</b>		
Certificate Assembly Dues	191,695.00	
Degree Assembly Dues	79,825.00	
Certificate Assembly Site Visit Applications	17,000.00	
Degree Assembly Site Visit Applications	6,000.00	
CA Administrative Review Fees	5,000.00	
Spring Meeting Registrations (\$350/person)	31,500.00	
Fall Meeting Registrations (\$350/person)	28,000.00	
Exhibitor Fees	3,600.00	
Sale of IFSAC CA Certificates	300.00	
Sale of Additional Seals	50,000.00	
Sale of Degree Completion Certificates	600.00	
	<b>Total Revenue</b>	<b>\$ 412,920.00</b>



**International Fire Service Accreditation Congress**  
 1723 W. Tyler | Oklahoma State University | Stillwater, OK  
 405-744-8303 | admin@ifsac.org

**Budget/Spending Plan**  
**FY 2024**

**Operational Expenses Breakdown**

<b>Payroll and Benefits</b>	<i>Annual Gross Pay</i>	<i>Total With Benefits</i>	<i>FY23-35.70%</i>
Manager's salary (100% time)	59,200.00	80,695.52	
Coordinator (100% time)	38,563.20	52,565.50	
Coordinator (100% time)	38,563.20	52,565.50	
Admin Support Specialist	23,594.40	32,161.53	
IT Specialist (25% time)	4,391.92	6,044.60	
<b>Total Payroll with benefits</b>	<b>\$</b>	<b>224,032.64</b>	
<b>Potential Raise Program</b>	<b>\$</b>	<b>6,720.98</b>	<b>3%</b>
		<b>Total Payroll and Benefits</b>	<b>\$ 230,753.62</b>

**Administrative Expenses**

Communications	
Telephone/Fax Equipment, Local/Long Distance	1,300.00
Email/Calendar/Google Apps	1,944.00
Web DNS Service	135.00
Web Hosting Service	400.00
Dropbox	120.00
Online Survey Service	384.00
Building Utilities	5,000.00
Building Custodial Services	1,000.00
Mailing Services	5,000.00
Supplies	6,700.00
Equipment Maintenance	
Computer/Software expenses	1,500.00
Finance Charges	
Merchant Account Fees	3,600.00
Printing	1,000.00
Publications/Resource Materials	200.00
NFPA Licensing	5,000.00
Netexam (platform annual fee)	8,600.00
<b>Total Administrative Expenses</b>	<b>\$ 41,883.00</b>

**Capital Expenses**

Computer	2,500.00
<b>Total Capital Expenses</b>	<b>\$ 2,500.00</b>

**Promotions Expenses**

Articles, brochures, promotional items	1,000.00
<b>Total Promotions</b>	<b>\$ 1,000.00</b>

**IFSAC Meetings**

Spring Meeting - OKC (4 days)	35,000.00
-------------------------------	-----------



**International Fire Service Accreditation Congress**  
1723 W. Tyler | Oklahoma State University | Stillwater, OK  
405-744-8303 | admin@ifsac.org

**Budget/Spending Plan**  
**FY 2024**

Fall Meeting (4 days)	35,000.00	
<b>Total IFSAC Meetings</b>	<b>\$</b>	<b>70,000.00</b>
<b>NFPA Meetings</b>		
Tech. Corr. Com Meetings (1 meeting)	1,500.00	
NFPA 1000 Meeting	0.00	
<b>Total NFPA Meetings</b>	<b>\$</b>	<b>1,500.00</b>
<b>Conferences/Tradeshows Other</b>		
NAFTD (2 meetings)	2,000.00	
FDIC	6,000.00	
<b>Total Conferences/Tradeshows Other</b>	<b>\$</b>	<b>8,000.00</b>
<b>Miscellaneous</b>		
Awards/Presentations	500.00	
Staff Professional Development	500.00	
Unforeseen Expenses	6,000.00	
<b>Total Miscellaneous</b>	<b>\$</b>	<b>7,000.00</b>
<b>Total Operational Expenses</b>	<b>\$</b>	<b>362,636.62</b>
<b>Strategic Expenses Breakdown</b>		
<i>Strategic Planning Facilitation/Consultant</i>	20,000.00	
<i>COG Workshop</i>	20,000.00	
<i>Seal Registry</i>	10,000.00	
<b>Total Strategic Expenses</b>		<b>50,000.00</b>