



From the Office of the Executive Director Kenneth R. Adams

- **Toyota Grant & EMT Scholarship Program**
The scholarships are available now. We had a meeting with the directors to give the requirements and guidelines. Darren has added the application to the website and we are getting requests.
- **Record Retention Policy**
This has been completed and the policy is located on the website on the announcement page. It will be moved to documents. It has also been distributed to all regions.
- **FEMA Training**
Meeting with Lance and Sharon (Training Chair and Co-Chair) this Thursday. We will discuss direction, purpose, expectations and resources.
- **Merchandising**
The Mall has been completed with vendor contracts in place.
- **The Office**
The agreement has been signed.
- **IABPFF E-mail**
Darren informed me that you and Gwen was working with him on this issue.
- **Bios for Webpage**
Still waiting for some board members to submit resume.
- **NFPBA**
The M.O.U. was approved by the Executive Board.
- **Constitutional Changes**
Kenyatta Smith is the Constitution and Bylaw Chair.
- **Website**
IT Chair and Co-Chair will be responsible for maintenance of the website.
- **Urban League**
Meeting held with the leadership of the Urban League.