

**PSCASN Minutes
Pasadena, CA
March 17, 2004**

Board Members:

Debbie Gailbreath, President - In Attendance
Cheri Pickard, Vice-President - In Attendance
Mary Sue Robey, Treasurer - Absent
Catherine Hartley, Secretary - Absent

CALEA Liaison:

Karen Shepard, Program Manager – In Attendance
Bob Greenlaw, CALEA Commissioner – In Attendance

The meeting was called to order at 3:00pm.

Treasurer's Report

Debbie read the following Treasurer's Report and copies were handed out to each agency.

Year ending 2003

We received \$1100.00 in dues. Our membership count is now at 22 agencies. Expenditures totaled \$169.84 Interest earned for a one-month period only (we have a non interest account). Our year-end cash balance on December 31, 2003 was \$930.18.

January 1 through March 17, 2004

We have 19 member agencies @ \$50.00 per agency, totaling \$ 950.00 and expenses of \$25.00 (Annual Report Filing fee for State of NJ) for a total of \$925.00.

Our overall cash on hand total as of March 17th is \$1855.18.

Secretary's Report

The minutes from the Colorado Springs meeting were not available. Debbie noted the minutes would be posted on the web once available and voted on at the Buffalo Meeting.

Old Business

The web page is running wonderfully and special appreciation was given to Mark Douglas for his efforts. Keith Cleasby is our Webmaster and continues to keep our web page updated. He was commended for his efforts.

Vice-President Pickard stated a SRIC committee would be started at the Buffalo meeting to give feedback on the CALEA Standards manual to the SRIC appointed by CALEA.

A motion was made and passed to have a By-Law change to reflect the position of Past-President remain on the Board of Directors/Officers for a two-year term.

New Business

President Debbie Gailbreath announced she would be stepping down as President to pursue other commitments, she continues to be on the board as the Past- President. Vice-President Pickard will perform the duties of President, until the next nomination of officers, which will be in November, with appropriate elections held in March 2005.

The CASN web page can be found at <http://www.casn.net/> and includes copies of the By-Laws, Member Contact Information, and Discussion Forum. The web page is constantly being updated and suggestions are welcome.

CASN would like to see more Communication people join the CALEA assessor pool. This will help ensure that at least one of the assessors on a Public Safety Communications on-site will have a communications background.

The election process for the vacant Vice-President position was discussed and it was decided that e-mails and notification would be made via our web page. The

process included:

Letter of intent from Candidate
Letter of Support from Agency CEO

Election and nominations from the floor will take place at the Buffalo meeting.

The Communications Class was canceled this conference because the instructor had a family emergency. Discussion was led by Debbie to provide CALEA with a list of instructors attending the conference to ensure a communications class is given. CALEA has been including more Communications Related classes to each conference.

Discussion about ways to continue to get CALEA/APCO's involvement at each conference was held. Debbie stated a CALEA panel discussion would take place at the APCO Int. conference in Montreal; this would be the 2nd year. It would consist of communication professionals who are in different phases of the CALEA process. CALEA usually has a booth at the International Conference. Discussion and ideas were brought forward to find ways to offer CALEA Accreditation training at future APCO Conferences. Discussions will continue.

Discussion regarding the new Missing Exploited Children standards was presented by AMTRAK. They were concerned because their jurisdiction goes over many borders and ways to meet the standard. Karen Shepard gave them resources and names to contact to determine the best course of action.

Plaque presentation was put on hold because the plaque had the incorrect name and had to be reordered.

Meeting was adjourned at 4:10 pm.