

CTCPA Meeting Minutes

Date: Wednesday, May 5th, 2021

Austin, TX

Time: 11:30am-1:30pm

Attendees: Dennis Gutierrez, Bruce Harlan, Mark Andrews, (Hays County S.O), Kristi Hosea & Rosie Salinas (Retired), Matt Perritte & Frank Creasey (Austin PD), Dee Donovan, Adam Cobos & Jennifer Enloe (Texas A&M PD), Robert Rangel (Texas Mutual Ins.), Rod Reyna (Travis County Constable Pct. 2), Visitors: Anna Blake, Kathryn Houlton, & Jaclyn Ownsu (Texas Dept of Family & Protective Services).

Synopsis: Family & Protective Services would like to partner with Agencies across Texas on NNO. Andrew Samarripa provided a 1 hr NNO training. Planning on CP1 in August and CP2 in Sept. Need members to become adjunct instructors. CTCPA/TCPA marketing video being made. John would like to hire Marcus Davis to create a CTCPA website. Members wondered if there should be a bidding process. Website features were provided below under President’s Report. Recommendation made to move the meeting time up to 10:30 or 11:00 (depending on what time the restaurant opens) if training is provided at the meeting. Members need to try and attend the TCPA General Membership Meeting if not attending the Conference to vote on TCPA Ex. Board and Bylaws. ByLaws amendments need to be added to the June CTCPA Meeting Agenda. Need to look at the budget when voting on financial items: website, flash drives, and challenge coins. Kristi is obtaining an updated estimate on the challenge coins.

1. Pledge of Allegiance, Welcome of guests, & Opening Remarks
2. Guest Speaker / Training: NNO Training – Andrew Samarripa
3. Administrative Announcements:
4. First VP Report – Veronica (Unable to attend - on vacation)
	1. Call for new instructors – need to add new instructors in the region. Need to be a current CCPS and have the TCOLE Basic Instructor with a desire to teach.
	2. Training class CP 1 August 16th – 20th, 2021 in Austin. (Place TBD)
	3. Training class CP 2 September 6th - 10th, 2021 in Austin (Place TBD)

1. Second VP Report – Dee Donovan

 Membership: 71 members. 3 Life 1 Corporate 1 new member (Kristi: TEEX’s Corporate membership was probably just good for last year.)

1. Third VP Report – Rod Reyna

 Communications: John and Rod met for a pre planning meeting. Video taping of CP2 for the marketing video to be debuted at TCPA Conference was done. John would like a newsletter again. Everyone would need to submit for the newsletter. The past CTCPA newsletter was quarterly. Some use Facebook as an alternative. Do agencies use Twitter and Instigram. Robert said there is a program that connects all social media together called HubSuite which costs $. CTCPA’s website is basic which crashed. Robert and Rod worked to put it back together. John is looking into having someone design it for us for a one time fee. Dee’s idea is a news blast which would be shorter. Mark said Hays County has an app which shares information. Mark said it would be great if TCPA had an app each Region can share and push out information. Robert used to run the ASIS newsletter. It took 12 hours to create and only 3 people read it.

1. Secretary Report – Kristi Hosea

 Minutes: Add Gary Anderson as an attendee. Mark Andrews made a motion to accept meeting minutes with amendment. Gary Anderson Second. Motion Passed.

1. Treasurer Report – Robert Rangel

Report: $8,841.78 balance. Still processing training classes. $250 video expense. Weston and Archer Hotel expenses. $2250 CP2 attendees. Motion made by Rosie Salinas to table treasury report until audit. Seconded by Dee Donovan. Robert Rangel abstained. Motion passes. Rod: Expenses at the hotel for CP2 training was reasonable. Jennifer: It was convenient for out of towners. Robert: Challenges around tax exempt status. Kristi said the forms are in John’s 2019 binder.

1. Civilian-at-Large Report – Richard Wright (Unable to attend)

 Report: None

1. Past President’s Report – Kristi Hosea

Report: If not attending the TCPA Conference, try to attend the General Membership Meeting to vote on TCPA Executive Board and ByLaws. ByLaws will be sent out by TCPA mid May. Add to CTCPA June Meeting Agenda.

1. President’s Report – John Gabrielson

(John had to leave for a meeting after opening the CTCPA meeting)

1. Crime Prevention Training Course Promo video is being produced ready by June 2021. Paid video crew $250.00 authorized by John. Will pay editor and creator $250.00 also authorized by John. Video will premiere at Summer Conference.

This is a discounted price and will feature CTCPA and TCPA for the CTCPA Website.

1. John would like CTCPA to hire Marcus Davis to create a new CTCPA Website. The new website would be fully custom and integrated for easy membership sign up and course registration. Website total cost is a **one-time** fee including hosting on web designers server. (Estimated cost $2100.00) We will need to vote on approving $1000.00 down payment. (Matt Perritte: should we take bids?). (Voting postponed. Will address at Executive Board meeting.)
	1. Before down payment need to know what features membership wants and submit blue print to Marcus Davis to build the website from. Need to have this blue print by May 14th to have website up and built before conference. (Suggested features: New Flash, Historical folder, meeting minutes, upcoming meeting locations, password protected, public/members access, social media links/news feeds, mobile application format, updates notification alerts, executive board contact information, sponsors page, training announcements, email address for questions, list of member’s agencies.)
2. John is intending on running for Communications on the TCPA executive board at Summer Conference.
3. Committee Updates:

Awards Committee – Robert Rangel and Kristi Hosea volunteered

Marketing Committee – Nothing to report

1. Training and Event Announcements:
	1. TCPA Summer Conference be sure to register ASAP
2. Old Business:

Challenge Coins

Symbolarts :

100 pieces $6.98 each plus a mold of $240 ($938)

200 pieces $6.63 each plus a mold of $240 ($1,566)

300 pieces $6.25 each and no mold fee ($1,875)

Andrew: Made a motion to table until the next Executive Board Meeting. Seconded by Rod Reyna. Kristi will get an updated quote.

 L) New Business:

1. Need meeting sites for the rest of the year. Buda PD is getting location for the June meeting (TBA) (Since meeting ran long due to NNO training, this was postponed.)
2. Discuss and possible approve moving forward with new website for CTCPA. This is going to be the model for the new TCPA website. (needs discussion with Ex. Board)
3. Order new Thumb Drives for TCPA trainings (need new flashdrive design.) Robert: new method is using One Drive. Andrew: Some agencies won’t let you into One Drive or Google Drive. (advised the round end makes it impossible to install 2 side by side.)

Training meetings: Recommended starting at 10:30 or 11:00

Motion made by Rosie Seconded by Rod to adjourn.

1. **Locations / Hosts for future CTCPA 2021 meetings: (11:30 am – 1:30pm)**[These locations below are from this past year and next year’s board will need to determine if same day works and will be online or in person].

January 8th – Online

July 7st – TBA

August 4th – TBA

September 1st – TBA

October 6th – TBA

November 3rd – Elections (Austin area)

December – Awards Banquet

February 5th – Online

March 3th – Online

April 7st – Online

May 5th – Austin PD

June 2rd – Buda PD