



MID-YEAR MEETING
AGENDA
11:00 a.m.
December 10, 2013

Board of Officers Present:

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|-------------------|--------------------------------|
| Kristi Key | President |
| Joseph McMillan | 1 st Vice President |
| Carla Holcroft | 2 nd Vice President |
| Brianna Fields | Secretary |
| Steven Harrison | Treasurer |
| Stuart Peters | CCAM |
| Mary Kay Sullivan | Immediate Past President |

Members Present:

| | |
|-------------------|-----------------------------------|
| Gary "Bud" Gray | North Little Rock OES-911 |
| Greshin Brown | Conway Police Dept |
| Jeff Turner | Sebastian County Sheriff's Office |
| Michael DeRose | Benton County OEC |
| Ronya Marveggio | Bentonville Police Dept |
| Natisha Claypool | Fayetteville Police Dept |
| Misti Selph | Fayetteville Police Dept |
| Joshua Billis | Harris Corporation |
| Jennifer Reynolds | Fayetteville Police Dept |
| Yvonne Walker | Bentonville Police Dept |
| Mary Rosebaugh | Bentonville Police Dept |

- I. Call to Order
 - a. Meeting called to order by President Kristi Key at 11:15 a.m.

- II. Board Roll Call
 - a. Kristi Key, President – Present
 - b. Joseph McMillan, 1st Vice President – Present
 - c. Carla Holcroft, 2nd Vice President – Present
 - d. Brianna Fields, Secretary – Present
 - e. Steve Harrison, Treasurer – Present
 - f. Executive Council Member – Vacant position
 - g. Stuart Peters, Commercial Advisory Member – Present
 - h. Carl Jacobs, Frequency Advisor Member – Not Present
 - i. Mary Kay Sullivan, Immediate Past President – Present

- III. Old Business
 - a. Update on 2014 State Conference – Brianna Fields, Conference Chair
 - i. Conference Contract with the Crescent & Basin Hotels signed
 - ii. Contract with the City of Eureka Springs is signed
 - iii. Reminder of conference dates: Sunday April 13th – Wednesday April 16th

- iv. Registration will be open soon. The information will be sent out via email, ACIC, and mail. It will also be posted on the facebook page
- b. Open Executive Council Position and Executive Council Update
 - i. We currently have a vacant Executive Council position as of July 2013.
 - ii. Board members spoke with National on how to handle the immediate vacancy before the EC meetings at conference in Anaheim. At the advice of Ann Russo with APCO, they stated to have a current board member fill in as proxy until we hold elections. Kristi Key was present for the EC meetings in Anaheim.
 - iii. This position will be voted on at the April 2014 conference. Nominations open for this position February 1st, 2014.
 - iv. For those interested or wanting further information about the Executive Council Role, the Arkansas APCO Bylaws state the following for the Executive Council Position:
 - 1. The Executive Council Member shall: (a) serve as a direct conduit for the exchange of information to and from the Regional Representative on the Board of Directors of APCO International, Inc., the Chapter and its membership; (b) consider any requests to create, modify, or cancel the charters of Chapters, except the Internal Chapter; (c) make recommendations on any proposed Bylaw amendments or certain policy changes that require ratification by the Membership Quorum of APCO International, Inc.; (d) provide advice to the Board of Directors of APCO International, Inc. on matters of importance to the public safety communications industry; (e) offer guidance to the Board of Directors of APCO International, Inc. on strategic planning; (f) Select one Executive Council member per Region to serve on Executive Council Committees; and (g) attend Executive Council meetings in conjunction with the APCO International, Inc. Annual Conference in furtherance of its duties.
 - v. For anyone that has any questions about this position, you can contact any of the Arkansas APCO Board members, a past Executive Council person(s), or past Board Members.

IV. New Business

- a. Proposed Bylaw changes
 - i. I have attached a copy of the proposed Bylaw changes to this email in case you have not had a chance to read them.
 - ii. Bud suggested the wording should be change on section (c) to “more” rather than less.
 - iii. Steve suggested the wording also be changed “A vacancy ... that lasts more than 90 days will be filled by the President or appointed person until election
 - iv. We discussed the possibility of “special elections” for vacancies for 2nd Vice President, Treasurer, Secretary, and Executive Council.
 - 1. Kristi Key is going to check with APCO International, Inc (specifically Ann Russo) for their suggestions on these items
 - 2. Brianna Fields will research other states in the Gulf Coast Region and how they handle these types of situations
- b. Budget/Finance Update from Treasurer Steve Harrison
 - i. He is working on completing the financial statement as he clears out all expenses from 2013 conference and year
 - ii. Approximate financial breakdown as follows:
 - 1. 10-15-12 to 10-15-13 \$26,331 in the bank
 - 2. Collected conference registration \$14,865 (this is not final, will jump up to approximately \$15,500

3. Conference costs (approximate) \$12,500
4. APCO attendance for Kristi Key \$3300
5. Total in checking account now: \$21,570.50
6. Total in PayPal account now: \$8,013.99
 - a. The PayPal account will be moved to checking before we begin taking 2014 conference registration money
- iii. Steve will have a breakdown completed for membership at the business meeting at the 2014 conference
- c. Executive Council Update
 - i. There is a planned training webcast for 12/12/13 with attendance slots still available. Webcast will be in reference to "Top 40 PSAP Best Practices"
 - ii. APCO International, Inc. conference locations have been decided
 1. 2014 – New Orleans
 2. 2015 – Washington DC
 3. 2016 – Orlando
 4. 2017 – Denver
 - iii. Flash Day for APCO International, Inc. Conference in New Orleans is April 2nd, 2014. Registering for the National conference on this date will save you \$100 on registration fees.
 - iv. Pre-conference and post-conference classes are as follows:
Communications Center Supervisor, Communications Training Officer, Active Shooter, and Comprehensive Quality in the Communications Center
 - v. For information on the 2014 conference, you can go to www.apco2014.org
 - vi. There are now over 26,000 members
 - vii. Arkansas APCO has 247 members. 114 Full Members, 126 Non-voting members, 4 Commercial members
 - viii. There will be more Chapter leader webinars available in 2014. If you are interested in becoming more involved in a Chapter Leader position, these are great webinars to attend. You can contact any board member about these. Mary Kay Sullivan, Immediate Past President, is on the Member & Chapter Services committee with APCO International and often has information available reference the webinars.
- d. Positions for Election at 2014 Arkansas APCO Conference
 - i. The following positions are up for election: 2nd Vice President and Executive Council
 - ii. Nominations will open February 1st at 8 am. They will close February 28th at 5 pm.
 - iii. Nominations need to be sent to Carla Holcroft, 2nd Vice President. Her email address is cholcroft@co.washington.ar.us
- e. Committees: After attending the conference in Anaheim, speaking with other State's Board Members, the board has decided one of the best ways to allow for membership participation is with the option of Committees on the state level. We have not set committee limits at this time. We will also need to come up with goals, responsibilities, and tasks for each committee.
 - i. Conference Committee: Responsible for the organization and planning of the yearly Arkansas State APCO Conference. Board members serve on this committee as well as approximately 7 others.
 - ii. Bylaws Committee: This committee is going to be responsible for updating, reviewing, etc. our Chapter Bylaws. This is currently going to be a 5 person committee that consists of 2 Board Members, 2 members, and 1 commercial member. Bud Gray will be the Chairperson for this committee. Kristi Key, Mary Kay Sullivan, Natisha Claypool, and Joshua Billis will be on this committee.
 - iii. Policy Manual Committee: This committee will be responsible for researching other states Policy Manual and creating a policy manual for

Arkansas APCO. This policy manual will be a guiding document for membership, committees, board positions, etc. This is currently going to be a 5 person committee. Brianna Fields will chair this committee. The following people will participate in this committee: Kristi Key, Brian Edwards, Michael DeRose, and Misti Selph.

- iv. ProCHRT Committee: APCO International, Inc created a taskforce in 2009 called ProCHRT. That taskforce was formed to create a “toolbox” of resources for the public safety communications industry. Brianna has been speaking with our ProCHRT liaison as well as members of the original ProCHRT taskforce, as they are urging all State Chapters to create a State ProCHRT committee. This will be a 5 person committee. Brianna will chair this committee with Bud Gray and Natisha Claypool as members. There are 2 vacant positions on this committee. Information will be sent out to the membership with more details if anyone is interested in participating in this committee.
 - v. Membership & Leadership Committee: This committee is to allow for mentoring of new members who have questions about APCO, for members who are interested in becoming more involved, etc. Mary Kay Sullivan is on the national Member & Chapter Services committee. She has been elected as Chairperson of this committee. This will also be a 5 person committee at this time. Information will be sent to the membership with further details if you are interested in participating in this committee.
 - vi. All these committees will also be addressed at the 2014 Arkansas APCO State Conference in April.
- f. Chapter Life/Senior Member policy: APCO International, Inc. has urged states to look at their Chapter Life/Senior member eligibility and policies. We will be discussing this further during the 2014 Conference business meetings.
- g. Possibility to add a Member at Large or Sergeant of Arms position to the Board of Officers
- i. Discussion was made that we don’t need to add a Board member.
 - ii. It was also discussed by multiple members to look at other states and see what the roles and responsibilities are listed as for these two positions.
 - iii. Mary Kay suggested that we have a Sergeant of Arms but they not be considered a Board member; but they be used simply as a mediator during business meetings, during votes, and assist board members when necessary. Brianna agreed that this would help the 2nd Vice President to have someone also designated to this, but not necessary for them to be a board member.
 - iv. Misti suggested that it not necessarily be a new board position added, but someone from the conference committee take on these roles.
 - v. Joseph stated that the 2nd Vice President is responsible for these things and we should keep that in mind when looking at these options.
 - vi. Conclusion: Board members will do further research on what other states in the Gulf Coast Region are doing.
- h. Members eligible for APCO Senior or Life members:
- i. Mary Kay Sullivan, Bud Gray, John Gibson (if he is still a member) were mentioned they might meet the criteria for one of these memberships. If you can think of anyone else that would meet the criteria for one of these memberships or you have questions about the memberships, please contact a board member.
- i. Voting privileges at the state level:
- i. As a state chapter, we are able to create our own guidelines for voting privileges on state items and elections.

- ii. It was proposed we begin looking at the possibility of both voting and non-voting members be allowed to vote on state elections and items up for a vote of the membership.
 - iii. Stuart Peters, CCAM, made a valid consideration that this could cause some issues. Stuart, Steve, and Joseph all made points that the voting is a privilege because they have paid the extra cost to become a voting member. If we change this, we could possibly lose full voting members, because they can still vote for a lower cost.
 - iv. Josh Billis made a statement that a lot of membership is purchased as a “group” membership and not individual.
 - v. We will be discussing this further at the 2014 state conference.
- V. Other Business:
 - a. AppComm: APCO International, Inc. has launched a new website. This website is a location for you to search for apps related to public safety. The website is www.appcomm.org APCO is suggesting to the membership to check out the website. They have a variety of APPS listed on the site with comments from members who have tested the apps they list. If you have questions, you can contact a board member.
- VI. Next Business Meeting
 - a. Tuesday, April 15th, time to be determined in Eureka Springs at the State Conference
- VII. Adjournment