

November 20th, 2017

APCO Special Business Meeting

Location: Washington County Sheriff's Office

Attendees:

Heather Brown - In Person  
Joseph Thomas - In Person  
Renee Hoover - On Phone  
Theresa Hudson - On Phone  
Scott Ballard - On Phone  
Mike McCammon - On Phone  
Randi Jones - On Phone  
Carla Holcroft - In Person  
Alice Wallis - On Phone  
Nan Davenport - On Phone  
Mark Baughman - On Phone  
Shannon Gabbard - In Person  
Daryl Pemberton - In Person

**CALL TO ORDER**

Heather Brown called the meeting to order at 1105 hours.

**ACCEPTANCE OF MINUTES**

Carla Holcroft made a motion to accept the meeting minutes from the business meeting at the conference. Discussion: Renee Hoover asked if those minutes were sent to the entire membership. Joseph Thomas stated that they were sent to the board members, but was not sent to the entire membership. A 2nd was not received to accept the minutes. Motion failed.

**TREASURER'S REPORT**

Teresa Hudson gave the treasurer's report. Beginning balance before the state conference was \$17,295.12. After dues from International and 2017 Conference registrations, the balance was \$39,137.79. There was \$18,954.52 in overall conference payments and \$3,603.69 in other expenses for the year. This makes the total after conference and other expenses to \$16,619.58. A complete report can be obtained by reaching out to the Secretary or the Treasurer.

Motion to accept treasurer's report: Mary Kay Sullivan

Second: Renee Hoover

All in favor, motion passed

**EXECUTIVE COUNCIL REPORT**

Heather Brown advised that Kristi Key was unable to attend the meeting, but was able to send an email with the executive council report. Here is what was provided in that email from Kristi Key:

"The Executive Committee and Board of Directors are working to update the handbook for BOD. Basically, it is making sure APCO funds are used more efficiently for travel.

There is also an amendment being worked on in regards to new chapters. It is being recommended that new chapters being considered must have members from at least 3 different agencies unless the chapter is another country where the government operates under a unified command (such as the Saudi Arabia chapter). This amendment will be recommended to the entire Executive Council for vote at the conference this summer. There was a budget amendment for APCO International to pay for new burglar and fire alarms for the APCO headquarters, as the current one is 17 years old and has completely failed. Last, there were a lot of dispatchers affected by the recent hurricanes. Executive Council would like to encourage anyone who feels led to contribute to the Sunshine Fund to help these dispatchers.”

## **NEW BUSINESS**

### 1. Regional Liaisons

Heather Brown provided the bylaws for Oklahoma, Missouri, and Georgia. Those chapters have regional liaisons already within their bylaws. She stated that Missouri does not have it in their bylaws that they pay for the regional liaisons yearly membership, as stated in the previous business meeting. Heather also stated that if we put that in our bylaws, we would be the only chapter in the region that would pay for those membership fees. Renee Hoover stated that some people in the state are already creating working groups within their part of the state and would suggest that we hold off on any bylaw changes at this time. Heather stated that at the previous meeting, the membership requested a deadline for the changes to take place. Scott Ballard stated that those deadlines were to have the bylaws changed by November 10th and the regional liaisons in place by January 1st, 2018. Alice Wallis asked what the regional liaison position would require them to do. She has set up a meeting with the departments in the central part of the state for December 10th. Scott Ballard suggest we read through some of the other states' bylaws and adopt their wording. Heather Brown said we could do that, but we would have to add in the part about paying for the membership, if we were going to pay for it. Randi Jones stated that we do not have to pay the dues for the regional liaison. At this time, we talked about the other state bylaws, which can be provided to the membership if requested. Renee Hoover suggested that the liaison should be required to do a report after each meeting and present that to the Executive Board. Mary Kay Sullivan stated that if we had any questions, we could ask Roger Martin with Missouri APCO. Mike McCammon stated that he was on the board with Missouri and was a Member at Large. The jurisdictions in Missouri followed the Highway Troop patrol zones. With Missouri APCO being over all of the training in Missouri, the Member at Large had a large responsibility. The Member at Large was the one that sent out training, was required to attend quarterly meetings, and bring suggestions to the board yearly. Missouri APCO would pass a motion each year to pay the memberships for the Member at Large due to the hard work that they put in. The primary function of the Missouri Member at Large was training though. Joseph Thomas stated that we do not need to worry about what the positions do, but we need to have the position created first. Heather Brown stated that we still need to put in what the requirements we expect of the liaison. Heather also wants an email sent out to all of the members that were at the conference and to the membership to get a letter of intention from them for the position of the liaison. Mike McCammon asked if Arkansas APCO has a position for legislation representative. The Missouri Member at Large is who filled this position. Scott Ballard asked if APCO would sponsor any regional training or just stick with the conference as the training that is sponsored by Arkansas APCO. Heather Brown stated that our budget would not be able to handle the sponsorship of regional training. Scott Ballard stated that the regional liaison could be the one to push out training opportunities to their region.

Heather Brown stated that we need to figure out if we will create our own bylaws for this position, or accept another chapter's bylaws for this position.

Renee Hoover made a motion to adopt the language from Georgia's bylaws

Alice Wallis seconded

All was in favor and the motion passed

"Section 5.1 Selection. The Regional Ambassadors Committee shall consist of one non-commercial, voting-eligible member selected from each region of the state in accordance with a nomination process established by the Executive Committee of the Board of Officers in 2010.

Section 5.2 Duties. The Regional Ambassadors Committee shall:

- (a) serve as a direct conduit for the exchange of information to and from the members within the regions and the Board of Directors;
- (b) make recommendations on any proposed Bylaw amendments or certain Policy changes that require ratification by the Membership Quorum;
- (c) provide advice to the Board of Directors on matters of importance to the public safety communications industry;
- (d) offer guidance to the Board of Directors on strategic planning;

Section 5.3 Meetings. The Regional Ambassadors Committee shall meet in conjunction with the Annual Conference in furtherance of its duties and as directed by the Executive Committee of the Board of Directors."

Heather Brown did suggest that we add in that the representative would be required to have quarterly meetings, the boundary would follow the ADEM, report to the board of officers, and attend all board meetings.

## 2. Judges and Sheriffs Meetings

Heather Brown stated that it has been suggested that the APCO/NENA Boards have someone present at the county judges and sheriffs meetings. Renee Hoover stated that she will be attending those meetings with the Arkansas ETSB. She stated she can support the APCO/NENA chapters as well. Heather Brown said that we need to get a list of the dates for those meetings. Randi Jones said that each event would have a different vendor or exhibitor fee. Heather Brown said that if we have a booth, we could have better representation. Scott Ballard prefers 2 board members attend each meeting. Renee Hoover said we could combine with the ETSB at their booth, but would need a banner. Renee will check into prices for banners for APCO / NENA. Renee and Heather will look at the dates for the meetings. Renee said some of the meetings are multiple days. Nan Davenport said that she could speak with her judge about helping out, and also suggest that the regional representatives could also go to some meetings that are within their region.

## 3. Classes

Heather Brown stated that Liz Jones is willing to help with speakers for next year conference with no charge to the association. Liz paid for the speaker at the 2017 conference. Mary Kay Sullivan stated that we had talked before the last conference about getting new classes. Heather stated that there were several complaints about the classes at the conference. Renee Hoover suggest the board get a proposal about Liz Jones plan so that we can disseminate the information to the membership. Renee also stated that registration should be ready when we get the class schedule done. Scott Ballard suggest to allow suggestions on what type of training is needed. Several

members suggest we get the proposal by June 1st, 2018 and have registration open June 15th, 2018.

#### 4. Website

Heather Brown suggest that we get someone that can work on the website and keep it up do date. Heather suggested Scott Ballard and Renee Hoover suggested Randi Jones. The board decided on both of them to assist with the website.

#### 5. Vendor Registration

Heather Brown stated that she was approached about corporate sponsors for APCO. Scott Ballard said that this sponsor could help revamp the website. Joseph Thomas stated that would have to look into this further before we step into something since we are a 501c6 non-profit. Carla Holcroft suggest we get someone to start working with the vendors now. Mary Kay Sullivan suggest it be someone that will stay with it. Teresa Hudson and Renee Hoover stated that they could work with the vendors. Heather suggest that the vendors not having to stay past lunch this year on the Tuesday.

#### 6. Open Discussion

- Vendor Involvement

Alice Wallis stated that we need to get the attendees to be more involved with the vendors. Joseph Thomas suggest that we put a area on the vendor registration where they can put a question that you will only find the answer to by asking the question. We could do more that one question for each company to keep people from sending one runner and several people copying their answers.

- Door Prizes

Carla Holcroft stated that we need a better way to draw for door prizes. She said that it appears that the Northwest part of the state was getting hand picked for prizes this last conference. Heather stated that they were sometimes getting picked due to the prizes being centered around the Northwest part of the state.

Motion to Adjourn the Meeting by Joseph Thomas

2nd by Carla Holcroft

All in favor