

**Location: Virtual Meeting**

<https://attendee.gotowebinar.com/register/6208872200763314188>

**Date: Friday, June 12, 2020**

**Time: 2 p.m.**

1. **Arkansas APCO Mid-Year Meeting Minutes**
2. **Call to order**

President, Michael McCammon will call the meeting to order at ***1420***

1. **Prayer and Pledge of Allegiance**

1st Vice President, Scott Ballard (Prayer)

All attending (Pledge of Allegiance)

1. **Roll call**

Secretary, Carla Holcroft will call the roll.

* Michael McCammon, President- Present
* Scott Ballard, 1st Vice President-Present
* Ronya Marveggio, 2nd Vice President-Present
* Carla Holcroft, Secretary-Present
* Shannon McCuin, Treasurer-Present
* Kristi Key, Executive Council-Present
* Stuart Peters, Commercial Advisory Member-Present
* Renee Hoover, Immediate Past President-Present
1. **Introduction of APCO International 2nd Vice President Candidates**

Kristi Key, Executive Council

Michael McCammon, introduced Angela and Mark

Candidates: Angela Bowen and Mark Pallans- spoke with the board and chapter members.

1. **Approval of minutes from last meeting (See attached meeting minutes)**

President, Mike McCammon- chance to review them.

Vice President, Scott Ballard made a motion to approve the minutes

Executive Council, Kristi Key, 2nd

President, Mike McCammon- all in favor of approval of the last meeting minutes say “I”, no one opposed.

1. **President’s Welcome and report**

President, Michael McCammon

Currently I am the President of Arkansas APCO, new to Arkansas only been here for 3 years. It has been a pleasure working with everyone, being involved and seeing this chapter move forward and grow. As both of the previous candidates stated about getting involved in voting and staying active, I do encourage everyone to get involved. We have many people that have a lot of knowledge that could take our chapter a long way. I would really encourage those folks to step forward, put their name in the hat when it comes time to election, and be parts of these committees, that way we can move forward and explore new ideas. If you are interested or know someone that is interested tell him/her to come on we welcome them.

1. **Treasurer’s Report**

Treasurer, Shannon McCuin

|  |  |
| --- | --- |
| ***AR APCO Balance 2020*** |  |
|  |  |  |
| **Beg balance** |  | **$24,561.24** |
|  |  |  |
| **Dues from International** |  | $976.83 |
| **Electronic Withdrawal - Merc Svc** |  | -$5.75 |
| **Electronic Deposit - Merc Svc** |  | $150.00 |
| **Check Printing Charge** |  | -$29.05 |
| **Dynamic Storage Charges** |  | -$195.00 |
| 2020 Conference registration |  | $1,300.00 |
| **Total Account Balance** |  | **$26,758.27** |

This account balance is through May 31.

President, Mike McCammon- Does anyone have any questions for Shannon? I will accept a motion to accept the Treasurer’s report.

Past President, Renee Hoover, 1st motion

Vice President, Scott Ballard, 2nd motion

 President, Mike McCammon- all in favor, “I” no one opposed.

1. **Executive Council Report**

Executive Council, Kristi Key- See Executive Council Joint Chapter information.

1. **Old Business**

President, Michael McCammon- Randie, Social Media Policy, and a draft for joint APCO/NENA Chapter.

Executive Council, Kristi Key- I have not heard anything about the joint chapter.

President, Michael McCammon- will send it out. See attached information from Randie Jones.

1. **New Business**
2. President, Michael McCammon- 2020 Arkansas APCO/NENA Conference discussion on postponing it to 2021

Past President, Renee Hoover- we feel it is in the best interested of all our members to cancel this year’s conference, and start planning on next years. Spoke with Nicki and has confirmed that they are willing to roll the existing deposit forward to next year. The date that they have open is October 18-20, 2021.

President, Michael McCammon- does anyone have any questions about that, is so we can go over those. If not, I will accept a motion to cancel Arkansas APCO/NENA state conference.

Treasurer, Shannon McCuin 1st motion

Executive Council, Kristi Key 2nd motion

President, Michael McCammon- all in favor say “I”, no one opposed

President, Michael McCammon- would like to seek out one day training/meeting. If the board is good with this if, the conference committee could move forward or seeking out one day training or virtually. Will get some ideas in place. Do not think we will need a vote at this time. Will take it back to the conference board.

1. Conference-Budget, Chair/Committee- Renee Hoover- Committee call will continue monthly.

Vice President, Scott Ballard- would like us to check about how we file with the IRS. He does not want us to exceed by the end of the year if we do not spend that money on a conference at the end of the year.

Treasurer, Shannon McCuin- did not think our bank account would exceed. She would be checking into it.

Vice President, Scott Ballard- we task the conference committee be tasked with some kind of training this year. For clarification, the conference has been canceled and we can update our website and social media?

President, Michael McCammon- yes, it has been canceled.

Treasurer, Shannon McCuin- suggest looking close at getting a separate budget for the conference, we separate everything out, and it would make everything a lot easier. I think we should come up with some bylaws for responsibilities and accountability

Vice President, Scott Ballard- there should be a budget set by the board each year so we do not exceed that for each individual chapter. Just want to make sure we do not exceed a certain dollar amount that the board approves. Any type of expenses for the conference go through the treasurer or the designee.

Treasurer, Shannon McCuin-I think there should be a procedure set in place that everyone goes through to be accountable. I think we should be transparent.

President, Michael McCammon- putting this in place, one is accountability and two so the executive board can focus on other things than the conference. This is a good opportunity to draft up conference bylaws since we are not having a conference.

Treasurer, Shannon McCuin- if we could have a procedure set in place it would be more efficient and no one should have to wait for re-imbursement.

Vice President, Scott Ballard- just setting a budget and to protect us in case we are audited by the IRS. No one should have to spend their own money and wait for re-imbursement checks.

Past President, Renee Hoover- I support the conference bylaws and procedures 100%

President, Michael McCammon- motion for by-laws for conference Committee-Michael McCammon

Past President, Renee Hoover, 1st motion

Treasurer, Shannon McCuin, 2nd motion

1. Dropbox-Keeping all documentation online

Vice President, Scott Ballard- in years pass we have had binders would recommend we get it in one drive, everything in real time. Anything saved would allow everyone to see it. Google drive allows you to have the most space available.

President, Michael McCammon- would like to check on the storage unit we have.

Treasurer, Shannon McCuin- there is not a whole lot items in the storage unit. I will go and get the items and do an inventory on it.

President, Michael McCammon- if there is paperwork that is being stored we could scan it, to have access to it.

President, Michael McCammon, I make a motion to move our paperwork into a cloud based format.

Vice President, Scott Ballard, 1st motion

Commercial Advisory Committee, Stuart Peters 2nd motion

President, Michael McCammon- all in favor say “I”, no one opposed.

1. Storage unit

President, Michael McCammon-makes a motion that the storage unit be moved to the Little Rock area and stay within in the $50.00 mark. If it costs more would we could go back to the board for approval. The Conference chair would maintain that unit.

Executive Council, Krisi Key 1st motion

Commercial Advisory Committee, Stuart Peters 2nd motion

President, Micahel McCammon- all in favor say “I”, no one opposed

1. Regional Liaison positions

President, Mike McCammon-is going to take on the challenge of reaching out for the regional liaison positions.

Vice President, Scott Ballard- since we have had trouble filling those positions, I did not know if we want to put it to a vote from the membership to keep those positions.

Executive Council, Kristi Key- if were to try to change that we would have to do a bylaw change at least 30 days ahead a time before it can be put to a vote.

President, Michael McCammon- I think we should leave those positions; we just need to work to educate and make the members aware of them.

Executive Council, Kristi Key- the membership was very clear that they wanted those positions. As board members, it is our duty to make sure they happen. We just need to do better at letting the members know these positions are available.

Vice President, Scott Ballard- will draft an amendment to the bylaws regarding the Liaison Positions and will send them to Michael to vote on at our next board meeting.

1. Arkansas APCO logo

Vice President Scott Ballard- adopt the APCO logo on the website as our official logo. It was designed and created in collaboration between APCO International and myself. It has to be at a certain resolution to in order to follow their guidelines.

Vice President, Scott Ballard- I would like to make a motion to adopt Arkansas APCO logo as our official logo.

Executive Council, Kristi Key, 1st motion

President, Michael McCammon, 2nd motion

President, Michael McCammon- all in favor “I”, no one opposed.

1. APCO Chapter Nominations-

Nominations for 2nd Vice President, Executive Council and Commercial Advisory Member will open on Saturday, August 1, 2020 at 8:00 a.m. CST and close on Monday, August 31, 5:00 pm

1. Awards

President, Michael McCammon- awards

Past President, Renee Hoover- if we do the awards we would need to determine a time frame between our October- November time frame either virtual or mail it to them.

President, Michael McCammon- would everyone be ok to continue with the awards so we can recognize our people?

Executive Council, Kristi Key-yes on the awards.

Nothing further was discussed.

1. Adjourn

President, Michael McCammon**-** I set the motion to adjourn Arkansas APCO midyear meeting at 4pm.

Executive Council, Kristi Key, 1st motion

Past President, Renee Hoover, 2nd motion