



Chapter Executive Meeting

Date: February 3, 2021; 1400 Hours.

Location: Virtual- Microsoft Teams Meeting

[Click here to join the meeting](#)

Roll Call: (Carla Holcroft)

Attending:	Not Attending:
Scott Ballard, President	
Ronya Marveggio, 1st Vice President	
Jeff Turner, 2nd Vice President	
-	Michael McCammon, Immediate Past President
Kristy Key, Executive Council	
Carla Holcroft, Secretary	
Shannon McCuin, Treasurer	
Kristi Key, Executive Council	
Stuart Peters, Commercial Advisor	

Call to Order: 1403 Hours

Previous Meeting Minutes, Change/Acceptance:

Motioned:	
Seconded:	
Discussion:	Will Review at the Mid-Year Meeting

President Report:

Membership Count: 271 Members

Facebook: 519 Page Likes

56% Women, 42% Men

Top 3 Cities: Rogers, Fayetteville, Bentonville

Website Updates:

Updated Board of Officers Page

Dropbox Account Created and being used for the Board, and another folder for the conference committee.

Vendors have been sending emails inquiring about our conference.

APCO International Conference: Aug 15-18. 2021, San Antonio, TX
Per Kristy- they will still be having it.

Agenda Items:

1. Arkansas APCO/ NENA Conference Date/ Postponement?

Arkansas Judges Association had their conference and had Arkansas Department of Health approval after submitting a floorplan.

Shannon asked how many people attend their conference. Stuart said they 4-5 a year. They are fairly well attended and close to our numbers.

Shannon suggested we put a survey out to see how many agencies would be able to attend per their agency's directives.

Shannon asked if AWIN would be having a meeting. Jeff said ADAM/ AWIN will be having a conference together. It is usually in the last month of August at the Rogers Convention Center.

Ronya said there is a lot of risk of having a conference with current COVID-19 restriction. Shannon also mentioned that the ADH currently requires any events with 10 or people to be approved by them.

Jeff said the County Judges Association is having a strictly in-person conference this year. They usually have 150+ people.

The Board also discussed the possibility of having a virtual or hybrid conference. Colorado utilized a company called Motivations to host their virtual conference. They managed the entire conference.

a. Benton Event Center Contract Information

- i. Charge \$7,634.60
- ii. Remaining Balance \$ 7,634.60
- iii. Down Payment: \$ 1290.00
- iv. Security Deposit \$ 967.50
- v. Dates Scheduled: 10/18-10/20

Shannon checked the bank account and did not see anything showing that we paid a deposit or payment of any kind to the Benton Event Center yet.

Scott will check in with the Fairfield Inn on room block information and report back.

Board agreed to wait to hear back from the Benton Event Center and the Fairfield Inn on what their reservation requirements are.

2. Joint Chapter Conference Committee

- a. The Board had previously agreed to create a Joint Chapter Conference Committee Guide.
- b. The Guide was made to mirror the APCO regional meeting.
- c. The Board briefly introduction, scope, and then some financial details:
 - i. Scott recommended that AR-APCO and AR-NENA split whatever revenues were left over from the conference by the attendance from each Chapter. (i.e. AR- APCO has 60 attendees, AR- NENA has 40 attendees, then left over revenue would be 60/40; this includes any revenues obtained through vendors or sponsors). The excess revenue would be anything left over after refilling our Conference Savings to whatever amount the Board approves to keep in the account.
 - ii. Shannon made a motion to establish a separate checking account under the Arkansas APCO Chapter to be used for the Arkansas APCO/ NENA Conference Committee expenses. Carla made a 2nd Motion. All agreed, no one opposed.
 - iii. It was agreed that all revenues, fees, registrations, and anything related to conference, would be going into the Arkansas APCO/NENA Conference Committee account. This account will be controlled by the Arkansas APCO Board in conjunction with the Conference Committee.

3. Conference Committee Chair

- a. Scott said we would hold off on final appointment once a determination has been made about having a conference this year.

4. Joint Chapter/ Venture Research Committee

- a. Arkansas APCO & Arkansas NENA Member Randie Jones has previously suggested the chapters merge together.
- b. The Arkansas APCO Board formally voted to establish a Joint Chapter/ Venture Research Committee. The committee would be charged with the research and develop of a tentative plan to form a joint chapter or joint venture with the Arkansas NENA Chapter. The plan shall illustrate how a joint chapter or joint venture would benefit the Arkansas Chapter Membership; as well as outline protentional negative outcomes of the transition. The Arkansas Board will create a guideline for the committee. Motion was made by Shannon and a 2nd motion was made my Kristy. None opposed.
- c. Kristy and Shannon agreed to assist the committee, but would not be able to serve in a full-time capacity.

5. Creation of a Legislative Committee:

a. Arkansas 911 Board

With the passage of Arkansas HB 1564 and establishment of the 911 Board which will increase tax revenue to provide training, support, equipment upgrades, as well as the consolidation of over 100 PSAPS to 77 PSAPS; would it be in the best interest of our Chapter to have a board member assigned as a liaison to represent our Chapter and provide updates back to the Chapter?

- b. The creation of a legislative committee was discussed. However, it was decided that it would be best to have a Liaison to the Arkansas 911 Board to keep our Chapter informed of any updates/ changes.
- c. Scott appointed Shannon McCuin as the Arkansas APCO Liaison to the Arkansas 911 Board. Shannon accepted.

6. Goals/ Outreach:

- a. Growing Membership
- b. NPSTW- April 11-17th, 2021
 - i. Scott will start an email thread of ideas.
- c. Accolades

Scott mentioned he would like to start recognizing members for the following accomplishments:

- i. Life Member
- ii. Senior Member
- iii. RPL

- iv. Special Recognition
- d. Chapter Newsletter- Every 6 months?
 - i. Provide updates to International Newsletter

7. Tasks:

Would any Board Members be willing to assist with?

- a. Social Media
 - i. Shannon offered to assist.
 - ii. Carla & Scott also post on social media.
 - b. Website Updates
 - c. Website Training Calendar
 - i. Shannon said she will start adding training to the training calendar.
 - d. Job Posting Page
8. Establish AR-APCO Mid-Year Meeting Date
Will establish a date at our next Executive Meeting.

9. New Business from the Board:

Treasurer Shannon McCuin:

Rep. Andrew Collins wanted to put fourth legislation to provide telephone CPR Training to PSAPs and Dispatch Centers in Arkansas. Shannon and DPS Secretary, American Heart Association met. They provided him with some information on PSAP's across the state.

A rough study says:

- 2/3 Dispatch Centers in Arkansas provided pre-arrival or EMS response.
- Out of the 2/3, some were transferred to a for-profit private ambulance service provider- which were all EMD Certified.

The bill currently says: An act to amend the law to require that personnel of public safety answering points be training in telephone CPR, and for other purposes. However, this needed to be fixed to fit what the actual bill details.

CCAM Stuart Peters:

Wanted to make sure we were doing awards and recognition in the event we do not have a conference.

Mentioned the Denise Amber Lee training available for PSAP's.

Old Business:

1. **Jeff Turner was sworn in as the 2nd Vice President on Wednesday, December 2, 2020.**

Executive Council Report:

Kristy Key

In August, APCO International will be moving the Compassionate Care Committee back to the Chapters. Kristy said this is something the Chapter might want to start looking at as we approach August.

Treasurer Report:

Shannon McCuin

Ending balance from December 2020 was \$28,725.91

Beginning balance for January 2021 was the same.

Secretary Report:

Carla Holcroft

Chapter Committee Updates:

Conference Committee:

Will reconvene when a decision has been made by the Board to do so.

Joint Chapter/Venture Committee:

- AR- NENA has offered Bud Gray to assist on the committee as a representative from NENA.
- Stuart Peters has offered to assist with the committee.
- A draft has been created for the guidelines for the research committee.

Adjournment:

The meeting adjourned at approximately 1600 hours.

Respectfully submitted,

Scott Ballard

The minutes will be part and parcel of the formal record of the Arkansas Chapter and will be retained on March 16, 2021.