

Minutes of the Meeting of the National Police Canine Association Executive Board

Tucson, AZ Sunday September 13, 2015

Attendance:

Officers in attendance: President Terry Anderson, Treasurer Mark Green, Secretary Joe Caponetto, South West Regional Director Tim Norton, North Central Director Ryan Sumner, South East Regional Director Fred Janke, North East Director Mark Tobin. Also present: Administrative Assistant Katy Farnsworth, Standards Committee Chairman Frank Glover and Recruitment Director Rich Maiocco.

The meeting was called to order at 1403 hours.

Motion to waive the reading of the minutes was made by Mark Tobin, 2nd by Ryan Sumner. Motion passed.

Presidents Report:

The By-Laws and the Policy and Procedures Manual have been updated this past year and are now current. This was a big undertaking and thanks to those that completed this task.

Recommendation to add Section 7.9, Role of Recruiter and Section 7.10, Role of Sales Director to the Policy and Procedures Manual.

7.9 Role of the Director of Recruiting

The selection of the Director of Recruiting must be approved by the President. The Director of Recruiting must:

- a) possess strong leadership skills;*
- b) possess the ability to work with minimal supervision;*
- c) possess strong communication skills;*
- d) possess organizational skills;*
- e) exhibit an attention to detail;*
- f) at all times have the best interest of NPCA in mind.*

The Director of Recruiting shall be responsible for the following:

- a) contact the Regional Directors bi-annually to inquire about departments within their region that they feel could benefit from our association or show potential for recruitment;*
- b) prepare a short bio to include on a flier (hard copy or electronic) that contains the, who, what, when, why and where of the NPCA. Quarterly this would be forwarded to 10 units not currently affiliated with the NPCA;*

- c) *follow up on any prospective membership contacts provided by Regional Directors within 1 week;*
- d) *bi-annually send out a memo/email to all of our current membership to inquire to any needs they may have to include certifications, training, etc.;*
- e) *establish relationships and be the point of contact with industry vendors;*
- f) *participate in obtaining and the contractual agreement with vendors for NPCA events;*
- g) *attend all board meetings unless excused by the President;*
- h) *provide input and discussions at meetings;*
- i) *attend when possible and financially reasonable any event NPCA has the merchandise booth.*
 - i. *assist with the sales/merchandising,*
 - ii. *market the association and what we offer. NPCA should have a pamphlet that could be provided to prospective members that explains some of the nuts and bolts of the association.*

7.10 Role of the Sales Director

The selection of the Sales Director must be approved by the President. The Sales Director must:

- a) *possess the ability to work with minimal supervision;*
- b) *possess strong communication skills;*
- c) *possess organizational skills;*
- d) *exhibit an attention to detail;*
- e) *at all times have the best interest of NPCA in mind.*

The Sales Director shall be responsible for the following:

- a) *represent NPCA at conferences, trade shows and NPCA events approved by President;*
- b) *keep good records of merchandise inventory and sales;*
- c) *promote and market ideas to increase sales;*
- d) *develop new products;*
- e) *manage and promote merchandise;*
- f) *select and purchase items to be sold; (Purchasing limit set at \$2500.00)*
- g) *keep items in stock for sale;*
- h) *keep web designer up to date with merchandise for sale on web store;*
- i) *process orders in a timely manner from web store;*

Motion to accept adding Section 7.9 and 7.10 to the Policy and Procedures Manual was made by Fred Janke and 2nd by Mark Tobin. Motion passed.

The rule book printing will be delayed until it can also be updated.

With the Classroom only (Dog less) National Seminar in place more effort needs to be given to have Regional Seminars so that members can attend with their canine partners for hands on canine training.

The International Committee is now up and running with international certifications. Work was completed on verifying international members law enforcement status and policy put into place to ensure members safety while travelling abroad. Forty three (43) narcotic teams were certified this past year in Veracruz, Mexico.

Secretary Report:

Elections were held for the South West Regional Director. Steve Lowe received 42 votes and Tim Norton received 45 votes.

Elections were held for the North East Regional Director. Jason Laky received 8 votes and Mark Tobin received 11 votes.

Recommendation that the current By Laws Article VIII, Section 8.01 to Section 8.03 be eliminated and replaced with following:

ARTICLE VIII ELECTION OF REGIONAL DIRECTORS AND OFFICERS

Section 8.01 Nomination of Regional Directors:

(a) A regular or associate member, in good standing, may nominate a candidate for the Regional Director position for his or her region no later than sixty (60) days prior to the annual meeting.

(b) A nomination must be accepted by the nominee within ten (10) days of receiving the nomination. To be eligible for office, the nominee shall accept the nomination in writing (electronically or by paper) to the chairman of the election committee, if applicable, or the Secretary.

Section 8.02 Nomination of Officers:

(a) A regular or associate member, in good standing, may nominate an Officer at the annual meeting.

(b) A nomination must be accepted by the nominee within ten (10) days of receiving the nomination. To be eligible for office, the nominee shall accept the nomination in writing (electronically or by paper) to the chairman of the election committee, if applicable, or the Secretary.

Section 8.03 Election of Regional Directors and Officers:

(a) The Secretary shall establish, if not already in existence, and maintain an e-mail account and address

book to be used strictly for nomination and election proceedings. The address book shall contain a record of all members, their e-mail addresses, their class of membership, and their designated region.

(b) Election of Regional Directors and Officers:

1. Each Regional Director and Officer shall be elected to a term of service to last two (2) years.

A. The Regional Directors from the North Central, South Central, and Southeast Regions, the President and CFO shall be nominated and elected in the even numbered years and take office on January 1 of the odd numbered years.

B. The Regional Directors from the North East, Southwest, West Coast, and Northwest regions, and the Secretary shall be nominated and elected in the odd number years and take office on January 1 of the even numbered years.

2. Regional Directors and Officers are to be elected by electronic ballot by the regular (K-9) and associate members that are in good standing within the designated region for Regional Director elections or all regular (k-9) and associate members in good standing for the election of Officers..

A. No later than sixty (60) days prior to the annual meeting of the membership, electronic ballots will be sent to the last known e-mail address of each member entitled to vote. A biography of each candidate and the electronic voting procedures outlined in these By-Laws shall be attached to the electronic ballot e-mail.

B. The election shall be 30 days in length. Each member entitled to vote must send the email vote to the election e-mail address no later than the thirtieth (30th) day before the annual meeting. Each member entitled to vote may cast only one vote for each available position.

C. The elections committee, if applicable, or the Board shall tally the votes. The candidates who receive the highest number of votes shall be elected to the respective positions. The results of the election shall be announced via email and website posting. A written record of the votes shall be recorded in the minutes of the annual meeting.

D. Any newly elected member shall be afforded the opportunity to attend the current year's National Conference.

Motion to except the proposed By Law changes was made by Fred Janke, 2nd by Mark Green.
Motion passed.

Treasurer Report:

Current account balances are as follows: Main account, \$93,201.12, Certificate of Deposit, \$11,595.60 and the Seminar Account \$12,000.00

Regional Director Reports:

See attached reports.

Administrative Assistant Report:

Please make sure everyone updates their email address as they change and make sure it is legible. Membership Applications need to be filled out every year so we are getting updated information on members.

Awards Committee Report:

The Awards Committee has processed 16 awards total for the First and Second quarters of 2015.

We are receiving nominations mostly from North Central, North West, South Central regions, Brad Smith keeps the west coast involved each quarter. He submits nominations each quarter for the K9 teams from West Covina PD.

Patrol Case of Year: Nick Franco, West Covina PD, Ca. K9 Rocco. West Coast Region.
Patrol Honorable mention: Officer Shaun Boudreaux, K9 Nicky. Beaumont PD. Texas. South Central Region.

Detection Case of the Year: Deputy Steve Off and K9 Danco. Rapides Parish. La. South Central Region

Detection Case Honorable Mention: Antonio Garcia and K9 Zina. Kansas City PD. Missouri. North Central Region

Training Division Report:

A presentation was made by Training Division to have the 2016 National Seminar in Pittsburgh, PA, October 8th thru October 14th, 2016 at the Sheraton Hotel at Station Square.

Motion to enter into contract with the Sheraton Hotel at Station Square, Pittsburgh, PA for the 2016 National Seminar was made by Mark Tobin, 2nd by Tim Norton. Motion Passed.

Standards Committee Report:

Standards Committee was tasked with updating the Rule Book, those changes were presented. Some more minor changes were required, therefore Rule Book changes will be presented at a later date.

Motion to accept all reports was made by Fred Janke, 2nd by Ryan Sumner. Motion passed.

Motion to Adjourn was made by Tim Norton, 2nd Mark Green. Motion passed and meeting was adjourned at 1735 hours.

Submitted by,

Joseph M. Caponetto

NPCA Secretary

Kansas City, MO Police Department