



PEAF Board Meeting
Port St. Lucie P.D.
November 3, 2018

- Call to Order at 1003
- Welcome all members – Introduction of Board Members
 - Sheila Lustigman-President
 - John Briney-Vice President
 - Gina Pirtle- Assistant Treasurer
 - Scott Feldman- Historian
 - Kay Bradshaw – Communications Coordinator
 - Patricia Trovillion – Education Coordinator
 - Conference Planner – Deborah Lanni
 - Colleen Coppola – Chapter 1 President
 - Patricia Trovillion – Chapter 2 President
 - Chandra Gaines – Chapter 3 President
 - Mike Heneks – Chapter 4 President
 - Beverly Hunt – Chapter 5 President
 - Willie Williams – Chapter 6 President
 - Diane Foreman – Chapter 7 President
- Review of July 28th Board meeting minutes
 - Motion to approve minutes by Mike Heneks, motion seconded by Patricia Trovillion, minutes approved
- Review of August 29th Board meeting minutes
 - Motion to approve minutes by Patricia Trovillion, motion seconded by Willie Williams, minutes have been approved
- Reports from Board Members
 - President – Sheila Lustigman
 - ✓ Congratulations and welcome to newly elected board members: Patricia Trovillion, Gina Pirtle and Dawn Ramage
 - ✓ Discussion from last meeting about continuing to sell PEAf logo items. Had no feed back from others. Sheila and John had discussed some options. Ideally having an outside source would be the best option. Don't need to necessarily make a profit. Have not found a company. No one had any more input. Will discuss further later.

- ✓ Asked Deborah for a printout inventory of items. She had no print out. Deborah said what was sold is kept in the 'Square'. Deborah will get the inventory of what was purchased to Sheila. Sheila will look into it (the Square) so we have a record of what was purchased/sold/current inventory.
- Vice President – John Briney
 - ✓ Current membership 412
 - ✓ Membership rosters – been in contact with Presidents who have scheduled end of the year meeting. Chapter 8 is in the midst of holding elections
 - ✓ Was approached by a couple of members about certification; if member was certified in 2018, do they have to attend a chapter meeting before the end of the year? The answer is no. They do have to attend a chapter meeting in 2019 and thereafter.
- Assistant Treasurer – Gina Pirtle
 - ✓ Handed out the new Financial policy for consideration and approval
 - ✓ After approval, can start preparing a budget
 - ✓ Financial policy gives structure to how we do business as it comes to our finances: budgets, checking/savings accounts, obtaining vendor bids, use of credit and debit cards, cash reimbursements, etc.
 - ✓ Handed out debit card usage sheet and reimbursement request sheet to keep track of records (will be available in digital form)
 - ✓ Dawn and Sheila met with the accountant and the paperwork was submitted to the IRS to change our tax year to January 1st to December 1st (QuickBooks wasn't in line with the fiscal year Jan-Dec and IRS hadn't been informed of the change)
 - ✓ Account recommended recreating QuickBooks from April 1st to present, Dawn is in the process of doing that now
 - ✓ New computers were purchased and are being set up for those who requested them. (Theresa (former Educational Coordinator) has not turned in her laptop or hard drive. Scott and/or Sheila will follow up with her)
 - ✓ Division of duties between the treasurer and assistant treasurer which will be on-going:
 - Dawn will be handling the expenditures going into quick books
 - Gina will be doing the reconciliation of the bank accounts as a checks and balance of the accounts.
 - Paperwork has been submitted to SunBiz to update the current officers. Waiting on confirmation that the change has been updated
 - Post office box has been established and the address is 934 North University Drive #439, Coral Springs, FL 33071 (has also been updated on the website)
 - Cube Smart (Storage unit) address for PEAFF has been updated and the billing of the storage unit has changed to

Dawn's debit card. An on-line account was created and the information for the username and password were given to Gina, John and Sheila

- ✓ Motion to accept the presented Financial policy and forms was made by Patricia Trovillion and seconded by Scott Feldman. Forms were approved
- Communications Coordinator – Kay Bradshaw
 - ✓ Next newsletter will be in December. Have articles by December 5th so the newsletter can be out by the 15th or so. Sheila asked that all Chapter President submit something.
- Educational Coordinator – Patricia Trovillion
 - ✓ Spoke with some possible speakers directly and have letters prepared to send out
 - Joe Latta, UCF, FDLE-sex kits, Seminole Co S.O. (dirty electronic evidence how to clean it, Ron Smith -Courtroom testimony, Brian Cash – PRI, Judge, David Perry, UCF PD Secret Service Agent, Investigator – Evidence collection for sexual assault kits, Accreditation manager – inventories/audits
 - ✓ Break out session for Evidence 101block – possible Dana with Boca and Clerk of Courts block at the same time
 - ✓ Request for other ideas for subjects and speakers – dynamic and energized speakers
 - Mike suggested John Collins
 - ✓ Certification – Has not had contact with Mari – our liaison with UCF IOG - Meeting was canceled have to reschedule. All passed certification
 - ✓ Need to check the supply of pins
 - ✓ Will check with UCF IOG when the certification renewal notifications will go out
 - ✓ Possibilities for keynote speaker – John Mena - Orlando, State Attorney RJ Lewis, or Coral Springs Chief
- Conference Coordinator – Deborah Lanni
 - ✓ Had four applications for new Conference Committee members
 - Ann Antoniello - Clay County S.O.
 - Beverly Hunt - Lake Placid P.D.
 - Gerilynn Barton - Green Cove Springs P.D.
 - Renee Bassett - Riviera Beach P.D.
 - ✓ Motion made by Patricia Trovillion to accept all four as committee members seconded by Mike Heneks. Members were approved
 - ✓ Motion to excuse Lori Arcomone from being a member of the conference committee made by Willie Williams, seconded by Chandra Gaines. Lori has been removed from the Conference Committee
 - ✓ Committee meetings for the Conference and Certification committees to coincide with each other for the same date
 - ✓ Dates will be submitted to Sheila by January 1st

- ✓ Hotels for 2020 conference
 - Rosen – Shingle Creek – Orlando
 - Sandestin – Orlando
 - Mission Inn – Howie in the Hills
 - Sheraton North – Maitland
 - Marriott - Orlando
 - Reunion – Orlando
- ✓ Will send out inquiries to these and others through middle of the state on Monday and give them a deadline of 2 weeks so a comparison spreadsheet can be compiled to narrow down to 2-3 to visit
- Webmaster – Not present
 - ✓ Brian Cash is resigning his position – posting was sent out but no responses
 - ✓ Since no applications, a new direction for consideration is to have an outside source build the website with us maintaining it afterwards. Have one quote, will obtain others. Mike Heneks will ask members in his agency
 - One site to eliminate Member Planet and make the site user friendly, February is the drop-dead date so can open conference registration through the new site
 - Live will still be peaf.us – peaf.net will direct them to peaf.us
 - ✓ Once quotes are provided, Sheila will email them out
- Chapter Presidents
 - ✓ Chapter 1 – Colleen Coppola
 - Next meeting November 8 11am-1pm Indian River Co. S.O.
 - Fentanyl training
 - ✓ Chapter 2 – Patricia Trovillion
 - Next meeting December 12th – Patterson Pope
 - ✓ Chapter 3 – Chandra Gaines
 - Next meeting in December date TBA
 - ✓ Chapter 4 – Mike Heneks
 - Last meeting was September 27th at PBSO next meeting will be November 29th – Holiday party
 - ✓ Chapter 5 – Beverly Hunt
 - Next meeting November 15th at Cape Coral P.D. 10 am
 - ✓ Chapter 6 – Willie Williams
 - Next meeting November 6th at Alachua Co. S.O. then February 13, 2019
 - ✓ Chapter 7 – Diane Foreman
 - Next meeting the end of November
- New Business
 - ✓ Sheila handed out a ‘to do’ list with deadlines/tasks/whose assigned – success of the past conference was having the agenda out early
 - Each task was reviewed; some which included:
 - Vendor agenda

- Dinner agenda
- Roundtable survey
- Use survey monkey for members to vote on slogan of the year
- Nominations
- Chapter member of the year
- Items that need to be printed
- Items that need to be ordered
 - Maximum attendees is 199
- ✓ Black PEAFF bags (vendor provided wrong bags for conference [three cases to be brought to next board meeting by Deborah] will be given to the Chapter Presidents to hand out as door prizes or to the guest speakers along with the coins for the speakers)
- ✓ Next large project is to create a budget – (each account now has more than \$20,000)
- ✓ Conference will be 3 days
 - Vendors
 - Set up Sunday, all day Monday and Tuesday and breakdown after first break on Wednesday
- ✓ Conference registration deadlines
 - Registration deadline July 1, 2019
 - Late registration accepted up to July 15, 2019
 - Refunds
 - 100% before July 1, 2019
 - 50% after July 1 and before July 15, 2019
 - No refunds after July 15, 2019
 - Certificates for conference attendance will be given out at the conference rather than emailed out afterwards
- ✓ Liability Insurance – accountant recommended that we purchase liability insurance around \$550.00 annually. Sheila will work on getting quotes
- ✓ Vertical banner was purchased that shows the state chapter breakdowns to be displayed at the conference
- ✓ Discussion to have membership dues separate from conference fees may have to be postponed until after this upcoming conference
 - Separate buttons/forms for each purchase
 - Vice president has issues with keeping track as it is now
 - Will depend on when the new website is set up
 - Those taking the certification test will have to purchase membership for that year prior to taking the test
- Historian/Sgt-at-Arms
 - ✓ Photos are all uploaded to the website 2011-2018
 - ✓ Back up photos are in flicker account
 - ✓ If anyone has photos prior to 2011, send to Scott
 - ✓ Send meeting postings and minutes to Kay to forward to Scott

- Suggestion to organize PEAFF members to deploy to Florida disaster areas to assist other members was discussed. Scott will start up a list of those willing to help
- Motion to adjourn by Mike Heneks seconded by Scott Feldman. Meeting adjourned at 1308 hours.

Respectfully submitted
Kay Bradshaw