



PEAF Board Meeting Minutes

April 21, 2018@ 1000

Port St. Lucie Police Department

- **Call to Order at 1001**
- **Sheila welcomed all members – Introduction of board members**
 - **In attendance:**
 - Sheila Lustigman-President**
 - John Briney-Vice President**
 - Lori Arcomone-Treasurer**
 - Lisa Spencer-Secretary**
 - Kay Bradshaw-Communications Coordinator**
 - Scott Feldman –Sgt. at Arms/Historian**
 - Deborah Lanni-Conference Planner**
 - Colleen Coppola-Chapter 1 President**
 - Patricia Trovillion-Chapter 2 President**
 - Chandra Gaines-Chapter 3 President**
 - Beverly Hunt-Chapter 5 President**
 - Willie Williams-Chapter 6 President**
 - Diane Foreman-Chapter 7 President**
 - Steve Wisecup-Chapter 8 President**
 - Jennifer Bellamy –Chapter 9 President**
 - Ken Lininger-Former PEA President**
- **Minutes of the 01/27/2018 meeting**
 - **Minutes were silently reviewed by each member**
 - **Beverly made a motion to approve the previous meeting minutes and Lori seconded it.**
- **Reports from Board Members**
 - **President-Sheila Lustigman**
 - ✓ **Old Business**
 - **Sheila asked if there were any questions or concerns with the Certification or Recertification Lists, there were no concerns; it is now up to date and published on our website.**
 - **Results from Survey Monkey Questions-**
 - **The top reasons people did not renew memberships were that their agencies would not pay for it or the person was no longer in evidence.**
 - **The top reason people did not renew certifications were the conference requirement of once every 3 years was a burden.**

- The top reasons why people maintain certifications is that the agencies require it, reflects positively when we testify in court and that we are proud to say we are certified.
 - The full size certificates for certifications have been sent out.
- Vice President-John Briney
 - ✓ Total Members are 423
 - Membership Certificates have been emailed to everyone.
 - When someone applies for membership their employment is not verified, this verification process will be done by John.
 - ✓ Status of Chapter Presidents
 - Chapter 4 President Elizabeth Kamerick has resigned; this position is available at this time.
 - All other Chapter Presidents have been contacted; if anyone needs help the Chapter Presidents can nominate members for positions.
 - ✓ Membership Drive
 - The Vice President will be working with the Chapter Presidents should solicit agencies in their chapters, if they need assistance on who to contact, FDLE does have a list of agencies on their website.
 - ✓ Meeting Minutes format
 - Examples were passed out showing the format that should be used when submitting the meeting minutes; this is so the minutes will be standardized and easier to read when posted to the website.
- Treasurer-Lori Arcomone
 - ✓ Account Balance
 - Checking: \$26,676.18
 - Savings: \$21,209.32
 - ✓ Expenditures
 - 2 Payments of \$3500 each to the Hotel for the conference
 - UCF Fee \$2500 (semiannual fee)
 - Survey Monkey \$336.00 (annual)
 - Hampton Inn \$803.52 – January Board Meeting
 - Conference Committee Meeting Lunch \$208.95
 - Storage Fee \$56.45 (monthly)
 - Fed Ex to mail Pins \$56.45
 - In the future, the pins will be mailed with the Certification Certificates by UCF; this is how it was originally set up.
 - Sheila suggested having 2 Treasurers with different titles and different roles that would run at 2 separate terms. They would have different sets of responsibilities. This will be a proposed by law change.
 - ✓ Budget for Website
 - Currently, we spend \$336 for Survey Monkey and \$300 for Member Planet (annual fees)
 - Brian’s projected budget is approximately \$600.
 - ✓ Budget for Vendor/Logo Items for Conference

- PEAFF will have our own booth at the conference.
- More information under Conference Planner
- Secretary-Lisa Spencer
 - ✓ Meeting Minutes and Email Correspondences
 - Please do not hesitate to add information that I may miss or point out any corrections that need to be made. Everyone's assistance is greatly appreciated.
- Communications Coordinator-Kay Bradshaw
 - ✓ Newsletter Update
 - Email Kay with any updates for the newsletter by June 1.
- Education Coordinator-Theresa Adams was unable to attend, information provided by Sheila Lustigman
 - ✓ Conference Speaker Update
 - All spots have been filled
 - Thanks to Dawn, Beth, John, and Sheila for assisting in finding speakers
 - Will have presentation titles to President Lustigman by April 27
 - ✓ Committee Update
 - Meeting -March 24
 - Submitted minutes to Executive Board
 - Minutes are attached to this email for all board members, please ensure that future minutes are submitted to all board members.
 - **Worth mentioning ===== discussed possible concessions [both are included in the minutes the first one is an explanation if Board members ask]**
 - Missed membership fees for given year(s) -*In the minutes the Committee decided this concession, if Board approves, would be good. This may come in to play when someone thinks their agency is paying their membership fees since they did the year before but the agency stopped. The administrative fee suggested by the Committee is \$10.*

FOR EXAMPLE = I thought my agency paid my membership fees for 2017 but they actually didn't, I now owe \$35 to bring my membership fee current and keep my certification in good standing.

- The Board agrees to go with what the Bylaws already state, 60 days.
- Beverly motioned to disapprove suggestion from the Certification Committee, refer to the section of the Bylaws, this was seconded by Chandra, all in favor of motion, no one opposed and motion was passed.
- The Certification Committee members are Theresa Adams, Kay Bradshaw, Linda Hypes, Pam Schmitt, Frances Gallagher, Paula Ostermeyer and Kaley Tilney.

- Discussion for ability to make up for a missed Chapter meeting in a given calendar year
 - *Committee was opposed to this due to the amount of meetings there are statewide.*
 - Next meeting June 30
- ✓ **Certification and Re-certification**
 - Covered under Committee minutes
- **Sgt. At Arms/Historian-Scott Feldman**
 - ✓ **Scott is uploading photos to Flip Drive, Kay is assisting him, he may need to open a Flickr Account, and it is free.**
 - ✓ **If anyone is Drone Certified, let Scott know, he is in the process of getting Drone Certified. We could possibly use the drone for outdoor conference photos.**
 - ✓ **Group photo of Chapter Presidents**
- **Conference Planner-Deborah Lanni**
 - ✓ **Entertainment options: Luau or Magician**
 - **We had a vote, the Magician won; this is an hour show for \$300. The dinner menu will be shared with us at the next meeting.**
 - ✓ **Dinner on Monday or Tuesday night?**
 - **The dinner will be Tuesday night due to vendors not arriving until Tuesday.**
 - ✓ **Vendor Update; # paying to speak on Tuesday**
 - **we have two vendors for 10-minutes each**
 - ✓ **Vendor Booth Choices of Logo items**
 - **Deborah showed us several examples of items that could be sold at the booth: Shoe Light w/safety clip, Trunk Organizer, car shields, tape measure w/level, notepad w/pen, Chap Stick, hand sanitizer, etc. A short list will be created by the Conference Committee for final review and budgeting.**
 - **Chapter Presidents should email their suggestions for logo items to Deborah by the end of June.**
 - **Agency Logo items were brought in by several agencies to be raffled off at the Conference, it will be up to the Conference Committee if they would like to do a basket from all of the donated logo items.**
 - ✓ **Gift Baskets from Chapters? If so, criteria.**
 - **We took a vote from the Chapter Presidents on if they wanted to do a basket to be raffled off by their Chapter. 3-voted yes, 5-voted no. The Chapter gift baskets will be optional as Conference Door Prizes.**
 - ✓ **Shirts**
 - **Deborah showed options for shirts, the two toned shirts were favored, but we would need to find a company that offers enough colors to represent each Chapter.**

- Ken found Sport Tech, ST685, \$21 for two toned shirt, this comes in 9 different colors.
- The Conference Committee will finalize the shirt options.
- ✓ **Review of Roundtable Procedures**
 - Roundtable Format and Programming by Beth Fleet and Penny Cyr was passed out to everyone.
 - There will be a Facilitator and a Scribe for each table.
 - Sheila stated we need to try this different format for the Roundtable Discussions to see if it works better than how it has been done in the past rather than just getting rid of the Roundtable.

Break for lunch 1201, reconvened at 1231

- **Webmaster-Brian Cash was unable to attend, information was provided by Sheila Lustigman**
 - ✓ **Proposed changes to website and server**
 - The Board agreed to proceed with the Social Network Based site.
- **Chapter Presidents**
 - ✓ **Chapters 1-President Colleen Coppola**
 - The last Chapter Meeting had speakers from Biology and CODIS
 - The next meeting is next month, date TBA
 - ✓ **Chapter 2-President Patricia Trovillion**
 - The last Chapter Meeting was 03/28/2018, Casey Lancaster from FDLE was the guest speaker
 - The next Chapter Meeting will be June 20th at Daytona Beach from 1100-1300.
 - ✓ **Chapter 3-President Chandra Gaines**
 - The next Chapter Meeting is May 11th at FDLE in Tampa 1000-1200.
 - ✓ **Chapter 4-has no president at this time, Shelia provided the information**
 - The last Chapter Meeting was a round table discussion
 - The next Chapter Meeting is in Key Largo on May 18th, lunch will be provided and the discussion will be on Risk Protection Orders.
 - ✓ **Chapter 5-President Beverly Hunt**
 - The last Chapter Meeting had a group from Homeland Security Investigations to speak.
 - Beverly was re-elected as President for her Chapter
 - The next Chapter Meeting is May 16th at Naples PD.
 - ✓ **Chapter 6-President Willie Williams**
 - The next Chapter Meeting will be next month with topics on Victim's Advocates and Baker Act Laws. Willie is also looking for a speaker to talk about Sovereign Citizens. One of our previous Conference Speakers that spoke on that topic was from Seminole County, so that was suggested to assist him.

- ✓ Chapter 7-President Diane Foreman
 - The last Chapter Meeting was in February they spoke on different types of packaging that are best to protect the items and for employee safety.
 - The next meeting is May 9th at the St. Johns County SO at 1300.
- ✓ Chapter 8-President Steve Wisecup
 - The last Chapter Meeting was April 4th; the guest speaker was an Undercover Officer from Leon County who spoke on the safe handling of drugs and an overview of new drugs that are seen on the street.
 - The next meeting is TBA.
- ✓ Chapter 9-President Jennifer Bellamy
 - The last Chapter Meeting was March 9th at Crestview PD
 - The next meeting is June 14th at Escambia County SO, Jane from Patterson Pope will be the Guest Speaker.
- **New Business**
 - ✓ **Committee Members no longer in Evidence (Employed or in Property/Evidence)**
 - Sheila let us know that Paula Ostermeyer is no longer in Evidence
 - When someone applies for membership their employment is not verified, this verification process will be done by the Vice President.
 - A request came from a member to change the Bylaws: Section 1 under Special Committees needs to state current employed member in a current evidence function.
 - ✓ **Board Members no longer in Evidence (Employed or in Property/Evidence)**
 - A change to the by-laws will be proposed that requires Executive Board members to be employed in an evidence related position within their agency. If their status changes during a term, they can finish the portion of the term until the next Education Conference.
 - ✓ **Communication**
 - If you are sent an email that contains a question, please respond within 2-3 days.
 - ✓ **Budget for website**
 - Information under Webmaster
 - ✓ **Budget for Accountant-audits**
 - An audit of the PEAf accounts is looked at when there is a new President elected. An Accountant was contacted, but he did not follow through. A new Accountant was located, but stated since we are such a small organization that a full audit would be very expensive. Beverly stated that the budget for a financial review is \$600-\$1000 from the contact that she has.
 - We will continue this effort to identify a CPA that can provide an account review for an affordable price.
 - ✓ **Bylaw about monies held by Chapters over \$100**
 - Some Chapters have money from 50/50, some Chapters do not.

- **Deposit slips could be given to the Chapter Presidents by the Treasurer is had over \$100 that needed to be deposited. At the end of the year you would deposit what you have left over.**
 - **A proposed change in the by-law will be made.**
- ✓ **Next Board Meeting July 28, Wyndham Resort, Orlando at 10 a.m.**
- **Adjourn 1349-Motion to Dismiss by Patricia Trovillion, seconded by Lori Arcomone**