



**PEAF Executive Board Meeting Agenda**  
**University of Central Florida Police Department**  
**June 30, 2018**

- **Call to Order at 1421**
- **Welcome all members – Introduction of board members**
  - In attendance were the President Sheila Lustigman, Vice President John Briney, Secretary Lisa Spencer, Historian/Sgt. at Arms Scott Feldman, Communications Coordinator Kay Bradshaw, Education Coordinator Theresa Adams and Conference Coordinator Deborah Lanni
- **Minutes of the April 21, 2018 meeting were tabled for review at the next meeting.**
- **Reports from Board Members**
  - **President-Sheila Lustigman**
    - ✓ **Old Business**
      - **Possible By-Law changes**
        - An email was sent out for the Executive Board Members to review before the meeting, the proposed changes were also emailed after the meeting. Those proposed changes are in this email attachment.
        - All of the members will get the By-laws by email and also in person if they attend the conference. An absentee ballot will be included for anyone that is not able to attend the conference.
        - If a member has a question about a By-law change they shall submit the question in writing to the President, via email, for the question to be discussed at the conference.
    - **Vice President-John Briney**
      - ✓ **Total Members**
        - **372 voting members**
        - The verification process of new members was discussed and determined that the Vice President isn't seeing the membership applications; they go directly to the Treasurer. Theresa stated that in the past the Vice President would receive a paper copy of the application first. With the new website, the Vice President and the Treasurer should be notified about a new application at the same time.
        - The Chapter Presidents should maintain accurate files of their members and should notify the Vice President as changes arise.
        - Non-members will have the same fee of \$25.00.

- ✓ **Status of Chapter Presidents**
      - John has been in contact with all of the Chapter Presidents
      - The new President for Chapter 4 is Mike Heneks.
  - **Treasurer-not in attendance**
    - ✓ **Account Balance**
      - A balance sheet was provided with all the current information, this is in this email attachment.
  - **Secretary-Lisa Spencer**
    - ✓ **Annual Report Discussion**
      - The Annual Report will be for the fiscal year which is January through December.
      - A template was passed out, which is also in this email attachment, also an email will be sent out to all of the Executive Board Members so that they can make any suggestions to add to the Annual Report.
  - **Communications Coordinator-Kay Bradshaw**
    - ✓ **Newsletter Update**
      - The next newsletter will be sent out in September
    - ✓ A survey was sent out yesterday about the Roundtable for the conference.
  - **Education Coordinator-Theresa Adams**
    - ✓ **Conference Speaker Update**
    - ✓ **Committee Update**
      - The new Certification Committee Members that have filled the vacant positions are Brooke Green from Sarasota PD and Diane Foreman from St. Augustine PD.
      - Paula Ostermeyer was terminated by her agency.
    - ✓ **Certification and Re-certification**
      - The Certification Committee met today, they are working on the certification class.
    - ✓ **Slogan Contest**
      - Theresa will be sending out the information to the Executive Board to decide on a slogan. Deadline is June 30<sup>th</sup>.
  - **Sgt. At Arms/Historian-Scott Feldman**
    - ✓ **PEAF External Hard drive download at each Board Meeting**
      - The downloading of the hard drives has been completed.
- **New Business-Sheila Lustigman**
  - ✓ **IRS status with Fiscal Year**
    - The taxes were filed incorrectly,
      - The wrong year was filed, but this has been fixed. The fiscal year is still showing from April to March, the IRS wasn't notified by PEAf of the change. The paperwork will be filed to change this to January to December; this is also in the proposed By-law changes.

- We were filing under the 990N status, this is for nonprofit organizations that have under \$50,000, and we are over this amount.
    - We need to file correctly. Lori has provided the information to Sheila and Sheila will get with the CPA, Robert Garick, and his number is 561-504-9041.
    - \$150 an hr. for consultation, which will satisfy the financial review.
    - 990EZ is the form that we need to utilize because our annual income is over \$50,000.
  - ✓ Detailed Certification Requirements, add to By-laws?
    - Yes, this needs to be added to the By-laws.
  - ✓ Detailed Responsibilities of each Executive Board Member
    - Sheila will be following this up with an email.
  - ✓ Time line for items leading up to Conference
    - Proposed deadline for nominations of Board positions will be July 15<sup>th</sup> acceptance of the nomination along with a bio will need to be submitted by July 22<sup>nd</sup>.
  - ✓ ESOY-Evidence Specialist of the Year
    - This is an Executive Board decision, the decision is made by looking at information without knowing the names.
  - ✓ Next Board Meeting July 28, Orlando
- Adjourn at 1619
  - Theresa Adams motioned to adjourn the meeting, Scott Feldman seconded the motion.