



PEAF Board Meeting Minutes

January 27, 2018 @ 1000

Port St. Lucie Police Department

- **Call to Order: 1002**
- **Welcome all members – Introduction of board members**
 - In attendance: Sheila Lustigman, John Briney, Lisa Spencer, Scott Feldman, Deborah Lanni, Kay Bradshaw, Ken Lininger, Lori Arcomone, Theresa Adams, Beverly Hunt, Chandra Gaines, Colleen Coppola, Diane Foreman, Elizabeth Kamerick, Jennifer Bellamy & Steve Wisecup.
- **Minutes of the 10-21-2017 meeting was reviewed by the board via email prior to meeting**
- **Reports from Board Members**
 - **President-Sheila Lustigman**
 - ✓ **Old Business**
 - **Certification and Re-certification lists**
 - Certification lists, new and old are on the PEA Website. They have been updated. Master lists have been created and will be posted on the website as well for anyone to review. We will remove individual class lists and go with the master list. Sheila will be sending out the list again, Chapter Presidents please review for your Chapter Members and yourselves to make sure that all of the information is correct.
 - **Proposal of By-Law changes**
 - Discussed later in meeting under new business
 - **Vice President-John Briney**
 - ✓ **Total Members-429**
 - ✓ **Status of Chapter Presidents**
 - John has been checking in with all of the Chapter Presidents. There were only 2 that were not able to make it to today's meeting, Chapter 6 Willie Williams- everything is going ok, John has reached out to Chapter 2 Patricia Trovillion, but has not heard back.
 - Chapter Presidents, please add Sheila to the email list for when you are posting your meetings, she may be able to attend.
 - ✓ **Respect and Communication**
 - John stated that communication is a level of respect. Communication is key, when emails are sent out you must respond ASAP. All Committee Members and Board Members must make sure that we are communicating and that we are all on the same page.
 - Kay agrees; please respond to the newsletter requests when the deadlines are given. All of the Chapter Presidents should submit something for the newsletters.

- **Treasurer-Lori Arcomone**
 - ✓ **Account Balance**
 - Checking: \$25,935.63
 - Savings: \$21,207.75
 - ✓ **Expenditures**
 - Lori stated that Deborah's laptop is not working and needs a new one. Deborah will be assigned the spare laptop. Sheila does not use her laptop, it will become the spare.
 - ✓ **New Purchase Request Form**
 - Reimbursement Forms will start being used.
 - ✓ **Standard Incentives for Conference Speakers**
 - Ensure incentives that we are giving to speakers are typed up so that we are all on the same page and consistent.
 - Suggestions below: (they will be able to choose only one)
 - Chapter President's Rate for the conference (\$200)
 - \$100 travel reimbursements
 - Hotel room for either the night before or the night after
 - Mileage (not to exceed \$100)
 - Travel expenses
 - February 1st is the start date for vendors to register for the conference.
 - The price of the conference will remain the same.
- **Secretary-Lisa Spencer**
 - ✓ Nothing new to address
- **Communications Coordinator-Kay Bradshaw**
 - ✓ **Newsletter Update**
 - The next newsletter will go out in March, Board Members, please send your email updates to Kay by March 1st.
 - ✓ **Email Questions**
 - Kay will email questions to the Chapter Presidents and they will send the emails out to their members. Please cc Kay when you email your members so that she knows that the emails are being sent out.
- **Education Coordinator-Theresa Adams**
 - ✓ **Conference Speaker Update**
 - Joey Graves case as a possible topic
 - Sheila would like everyone to be invested and work to obtain speakers and wants Theresa to work with Deborah concerning Speakers so that the task is not so overwhelming for 1 person.
 - ✓ **Certification Committee Update**
 - A meeting was held via email to discuss the two committee openings. Sheila asked Theresa to have the Committee commit to a date and time for a meeting. An email should not be considered as a meeting.
 - Kaley Tilney and Paula Ostermeyer were the two members that the committee presented to the board for consideration.

- The question was asked if it is a concern if we have committee members that are from the same area of the state. No, it was seen more as a convenience. Qualifications are more important.
 - Ken made a motion to make Kaley Tilney and Paula Ostermeyer Certification Committee Members, Steve seconded the motion. All of the Board Members were in favor, no one was opposed. Kaley and Paula will both be added as members to the Certification Committee.
- ✓ **Certification and Re-certification**
 - Sheila stated that she received the recertification in the mail and the size is 3.5 inches by 8.5 inches. Sheila asked Theresa if this is the approved format that we requested. Sheila requested that going forward; the recertification certificate should be full size, should state Certified Evidence Specialist, not Recertified Evidence Specialist and should include the expiration date.
 - Scott stated that he received a digital copy of his certificate and that he could alter everything, including the date and name.
 - Sheila asked Theresa about the Certification Pins that were supposed to be given out to the Chapter Presidents. Theresa advised that she left them at home, but she would-mail the pins to each of the Chapter Presidents to give to their members who are now certified.
 - Ken stated to look into a new company that made the pins, he is not sure if the original company that made the pins is still around.
 - Sheila stated that out of 103 people took the Certification test in 2013 that only 39 recertified, this is only 38%, the next class was 40%, and we are under 50%. We need to find out why the recertifications are so low.
 - Sheila asked Kay to look into doing a Survey Monkey. Why are members not recertifying? Some of it can be due to people leaving the profession.
 - Deborah asked, are people not explaining to their agency how important the recertification is? CALEA has been known to ask if you are certified.
 - Ken stated that the original certification certificates did not have an expiration date on them.
 - Lori stated that members are also not renewing their memberships.
 - John said to look at sending something to Chiefs. Theresa said that she already does that, but did not do it this year. Beverly also sends letters out. Sheila wants the letter that Beverly and Theresa are using so that she can use it to send to other agencies and Chiefs so that they can be notified of PEAFF. We need to get the message out, we cannot be complacent anymore.
 - Another question for Survey Monkey is “are their agencies accredited?”
- **Sgt. At Arms/Historian-Scott Feldman**
 - ✓ **Plan for Chapter and All attendee photo at conference**
 - Scott already has some ideas of different locations where he would like to take the photos. Scott would also like to take photos of members with their agency’s vehicles.
 - ✓ **Dispersment of photos through Chapter Presidents**
 - Some emails cannot accommodate photos, Scott will find out what works best so that the Chapter Presidents can share the photos with their members.

- ✓ **Equipment**
 - Theresa brought Linda's equipment for Scott. Sheila asked Theresa if Linda is committed to PEAf, as she has not been corresponding with her consistently. Theresa stated that Linda has been communicating with her.
- ✓ **Emails**
 - Chapter Presidents please add Scott to the email notification when you are sending the minutes and the attendance sheets so that he can keep a record of them. Please use his work email which is scott_feldman@sheriff.org
- **Conference Planner-Deborah Lanni**
 - We had several issues at the hotel last year. Deborah has made sure that if anything happens this year, we will be getting out of that hotel contract.
 - If anyone has problems, Sheila will make sure that everyone goes to Deborah; she is the one who deals with conference issues. This can also be put in the pre-conference email. Ken suggested writing a letter to the members to be passed out at check in, include all of the Chapter President's cell phone numbers, and then the Chapter President will bring any issues to Deborah.
- ✓ **Conference Committee**
 - Lori motioned to accept all applicants for the Conference Committee, Chandra seconded the motion, all agreed, no one opposed.
 - New Conference Committee Members are Beth Fleet, Penny Cyr, Patricia Trovillion, Patricia Ballard, Kersten Frashier, Nicole Lunsford, Karen Watson, Dawn Ramage and Lori Arcomone.
 - Sheila stated, Conference Committee, make sure that we have clear round table procedures and more structure. Lori suggested not separating the tables by agency.
- ✓ **AV Assistant- assigned position from committee**
- ✓ **Party in lieu of Banquet**
 - We would still have food and still have a DJ.
 - Suggestions of having some type of Show, no dancing, maybe something involving the Orlando Eye.
- ✓ **New Dates and schedule-Sheila**
 - A 2 day agenda and a 3 day agenda were discussed.
 - Lori motioned to have the conference changed to 3 full days, Scott seconded it, all members were in favor, no one opposed.
 - The Board will arrive on Sunday, the conference will begin on Monday, 08/27/2018, with Monday, Tuesday and Wednesday being full conference days, Thursday will be a full day of training and Friday will be for the Certification Test.
 - Chandra asked that due to the days changing, will PEAf be paying for the Chapter President's stay at the hotel.
 - Chapter Presidents-PEAF will pay for 3 hotel nights instead of 2.
 - Executive Board-PEAF will pay for 5 hotel nights instead of 4.
 - Certification Committee Members-PEAF will pay for 1 hotel night, which will be Wednesday night because they will be teaching on Thursday.

- Conference Committee-PEAF will not pay for their hotel, but they will get the Chapter President's Conference rate of \$200.
 - Webmaster will get Executive Board Conference rate \$150, no rooms.
 - Change breaks from 15 minutes to 20 minutes
 - Vendors would have 3 minutes to speak, spread out over the 2 two days, Tuesday and Wednesday. Look into asking the vendors if they would like to speak longer and charge them, \$200 for ½ hour, \$300 an hour.
 - Theresa wanted to know who schedules speakers and dates. Sheila will be involved in the agenda. Google docs. was suggested, as soon as one person updates the agenda, it would notify Deborah, Sheila and Theresa.
- **Webmaster-Ed Bigley-unable to attend**
 - ✓ **Not present- review of application for Webmaster**
 - Ed wished to remove himself; his commitment wasn't what it could be due to personal reasons.
 - The PEAf website could use some updating
 - Sheila discussed Brian Cash's application
 - Theresa motioned to vote Brian Cash in as Webmaster, Lori seconded it, 1 of the members opposed all others agreed.
 - The Communications Coordinator will be listed as backup to the Webmaster.
- **Chapter Presidents**
 - ✓ **Chapters 1-9**
 - **Chapter 1 President Colleen Coppola is from Sebastian Police Department**
 - The next Chapter 1 meeting will be in early February, Stephen Barborini- firearms expert, will be the guest speaker. Shelia asked if Colleen would ask Mr. Barborini if he would be interested in being a conference speaker.
 - Chapter 1 is starting to do raffles to bring more members to the meetings. Sheila suggested that Chapters consider doing the 50/50 game as well.
 - **Chapter 2 President Patricia Trovillion-unable to attend**
 - Represented by Chapter 2 Vice President Deborah Lanni
 - The next Chapter 2 meeting will be the week of March 26th.
 - **Chapter 3 President Chandra Gaines**
 - The next Chapter 3 meeting is on Feb 16th from 1000-1200 at Tarpon Springs Police Department
 - **Chapter 4 President Elizabeth Kamerick**
 - They had a mini vendor conference with 9 vendors; Sheila was the winner of the 50/50.
 - The next Chapter 4 meeting is in March at Boynton Beach
 - The following meeting in May is at the Keys
 - **Chapter 5 President Beverly Hunt**
 - The next Chapter 5 meeting is 1000 on Feb 15th at Lee County Sheriff's Office Forensic Section.
 - The Secretary position is open and the Chapter President's position will be opening soon.

- Chapter 6 President Willie Williams-unable to attend
 - Chapter 7 President Diane Foreman
 - The next Chapter 7 meeting is in February, date TBA, suggested Gun Busters as a vendor.
 - Chapter 8 President Steve Wisecup
 - The next Chapter 8 meeting is in March, date TBA
 - Chapter 9 President Jennifer Bellamy
 - The next Chapter 9 meeting TBA
 - Requested a template for the letter to get new members
 - Asked if Military Police could be a member of PEAFF? Yes
 - Chapter Presidents should send info to Theresa on training that is done at the meetings so that we can create a list that would give ideas of speakers and training for conferences and other Chapters' meetings.

- **New Business**
 - ✓ **Executive Board photos**
 - These were taken by Scott after the meeting was adjourned.
 - Executive Board members signed for shirts
 - Board members signed for jackets.
 - ✓ **Review of Committee Applications**
 - All applications were reviewed, results are above under Conference Committee and Certification Committee.
 - ✓ **Logo items for give away and PEAFF booth**
 - Sheila asked Deborah to leave PEAFF a spot for our booth
 - An umbrella was suggested, Deborah will be given the Roar Branding book for the Conference Committee to make suggestions for promos to the Board.
 - Chapter Presidents, please ask your members for logo items from their agencies to donate. Deadline to get the items is TBA. Bring any items that are given to you to the next Board meeting.
 - Every Chapter President can submit ideas to see to the Conference Committee.
 - ✓ **Consideration of appropriate name for the Party at the conference**
 - Deborah is looking into this, more info under Conference Coordinator.
 - ✓ **Inventory of PEAFF items after each conference by President and Vice President**
 - Sheila inventoried the PEAFF items given to her at the conference. They are now stored in our new storage unit in Port St. Lucie . Moving forward, the President and Vice President will do an inventory after each conference.
 - Ed gave Lori the old ID card printer; make sure it is included on the inventory.
 - ✓ **Contract for Executive Board Members- Bylaw addition**
 - A contract for each of the Executive Board Members has been created; Sheila will be changing the verbiage and putting it into the bylaw changes. This will also include the Webmaster and the Conference Coordinator positions.
 - ✓ **Consideration for attending the CJIS Annual Training Conference as a vendor to promote PEAFF membership**
 - July 10th-12th, this was more geared toward Dispatch in the past, but has gone more toward Records and now Evidence.

- Cost is \$635 for 2 registrations, \$725 per booth.
 - Ken said the Sheriff's Association Conference in July is \$1200 per booth.
 - Sheila will reach out to FL-PAC Conference, would be a better venue than CJIS Conference.
 - Look into different prices for Vendors, such as if they want to teach or speak.
 - ✓ Video Recording and Streaming
 - The Professional Package would be 1 day-\$2,850 which is early booking.
 - The consensus was that we were not in favor of videotaping the conference, but Kay suggested doing the certification class only.
 - Scott can also do video recording.
 - ✓ Next Board Meeting April 21, Location and time to be announced {Discuss having a meeting on a Friday; on duty?}
 - Some people could not do Fridays since they have limited personnel at their agency. After a vote, 7 liked the idea of Friday meetings, 7 liked Saturday meeting, 2 were undecided. Our next meeting will be on a Saturday.
- Adjourn: 1340