

Property and Evidence Association of Florida Board Meeting Minutes

June 17, 2017

Location: winter Garden Police Department

1. Called to order at 10:35
2. In attendance: President Ken Lininger, Vice President Yoli Brennan, Secretary Frances Gallagher, Treasurer Lori-Ann Arcomone, Conference Planner Debra Lanni, Communications Coordinator Kay Bradshaw, Educational Coordinator Theresa Adams, Sergeant At Arms Linda Hypes, Chapter Presidents: Lisa Spencer, John Briney, Chandra Gains, Sheila Lustigman; Lara Hoechst and Cheryl Fields from Seminole County Sheriff's Office
3. Old business
 - a. Historical photos are on the website
4. New Business
 - a. Membership fees: Membership fees do not include the cost of Certification
 - b. Scholarship: three people have been nominated
 - c. Speakers: must also pay membership dues if the conference is paid by PEAFO
 - i. Speakers attending the conference will be charged a set cost to cover the charges of the conference
 1. Motion was made by Lori-Ann on charging speakers \$200
 2. Motion was 2nd by Yoli
 3. All were in favor
 4. Motion passed
5. Discussion about PEAFO paying for 4 nights for Executive Board rooms and 2 nights for Chapter Presidents.
 - a. Motion was made by Sheila
 - b. Motion 2nd by Chandra
 - c. All were in favor
 - d. The motion passed

6. Discussion regarding Conference Planner to sign any checks/money received for the Conference Planner as payment from the hotel negotiations be signed over/given to PEAFA
 - a. Motion made by Lori-Ann for checks/money to be signed over to PEAFA
 - b. Motion 2nd by Debra
 - c. All were in favor
 - d. The motion passed
7. Education Coordinator: Theresa will draft guidelines for being on the Certification Committee
 - a. Include what happens when a member leaves the committee and who is the head of the committee
8. Grant Fund Board information on the website is not correct since we do not have that committee
 - a. Discussed the wording and who reviews the application
 - i. Grant Fund Board will be changed to Executive Board member
 - ii. Treasurer verifies the information and that the submitter is an active member
 1. Was explained how the application goes to vendors
 - iii. Communications Coordinator verifies information also and provides the applications, without the identification of the agency that submitted the application to the vendors for voting
 - b. Kay will re-word the form and send to Ed to update on the website “newly established form”
9. By-laws to be amended:
 - a. Article IV, Section 3, sub A Bank Accounts
 - i. Treasurer, President and Vice President will have a debit card and other Executive Board members will have purchasing cards
 - b. Article VI, Section 2 Committees and Chapters
 - i. Minutes shall be recorded, prepared and maintain on all committee meetings. The minutes shall be submitted within 15 days of the meeting.
 1. Chapter meeting minutes are submitted to the Communications Coordinator and Webmaster

- a. Communications Coordinator is able to distribute the Chapter minutes via the newsletter.
 - c. Suggested to change the by-laws regarding 2 years to 4 years as length of time to serve
 - i. President, Treasurer and Educational Coordinator will be elected every 4 years beginning 2018. (2018, 2022, 2026...)
 - ii. The Vice President, Secretary, Communications Coordinator and the Sergeant-At-Arms/Historian will be elected starting in 2020, then 2024, then 2028 and so on
 - d. Was suggested that the By-laws indicate where the minutes go, but was dismissed as it is harder to change the by-laws.
10. Breakdown of what each person does during the conference
- a. New board members have not seen what goes on behind the scenes to put the conference together, ie what the Treasurer does during the conference, who puts items into the neck wallets or into the bags
 - i. Was requested to further expand and explain what each of the Executive Board members do
 - ii. Was suggested those who are running for one of the Executive positions, should shadow that member during the conference
 - 1. Members that have been nominated should come to the board meetings to get a better idea of what goes on
 - a. Write a Job Duty paper
11. Certification:
- a. Send 2013 certificates to the Webmaster to be posted on PEAFF's website
 - i. 2013 Evidence Specialist are not listed on the website
 - b. Re-certification will cost \$50 and no test is required
 - i. UCF will send information to each member
 - ii. If a member moves or the email address changes, it is the responsibility of the member to notify the Educational Coordinator of any changes
 - 1. The Educational Coordinator will inform UCF of the changes

2. If a member paid to take the re-certification test and it is not time for them to test, the Treasurer will refund the money

12. Discussed changing the current time frame for an Executive Board position from 2 years to 4 years

- a. Terms would be for 4 years and would begin after the 2017 Conference and start in 2018. The 2018 term would only be for 3 years in order to get in line with upcoming year

13. Lunch was taken, meeting called back to order at 12:30

14. Discussed ordering various items for the conference

- a. Each Chapter President in attendance choose a different color of shirts for their chapter members. Started with Chapter 9
 - i. Cut-off date to order a shirt is July 15
- b. Neck wallets will be provided by a new vendor
 - i. Star and Shield has not responded about lunch boxes
- c. More bags will be ordered when we get closer to Conference,
 - i. thumb drives will be purchased from a California company
 1. 4 gig is what we have used in past
 2. Ken will order 200 thumb drives

15. Discussed Registration

- a. It is going well. Over 100 members registered and approximately 18 vendors and several being new to PEAFA
 - i. Insurance will be taken care of by Theresa
 - ii. Room count is 337 booked, almost 100%
 1. 350 was required by hotel
- b. Cut-off date for registration is July 30
- c. Cut-off date to secure a room with the PEAFA rate is July 26
- d. For 100% refund is July 30
- e. For 50% refund is August 11

16. Member Planet

- a. Suggested to have a power point presentation on how to navigate around the program
 - i. Not saving time
 1. No different levels of access – administrators rights or no rights

2. Information will continue to go to Vice President
 - ii. No one knows when something is posted to member planet, notification isn't sent to members letting them know someone posted a question
 1. Benefit of Member Planet was the automatic notification that your membership was about to expire, does registration and shirt sizes, events information can be added
 - a. Further discussion will be required on this item
 - b. Presentation would be sent to all Chapter Presidents to show to the members
 - i. Lori-Ann will put the Power Point together and will be put on the thumb drives for members at the Conference
17. Our current President will not be able to attend the entire conference
- a. Ken discussed he was leaving
 - i. He is resigning
 - ii. New President can have President's Dinner on Wednesday and the Treasurer can pay the bill
 - b. The Vice President will run the conference until a new President is elected
 - c. Discussed nominations and when absentee ballots will be sent
 - i. Not everyone has been notified
 - ii. Must have absentee ballots out 35-40 days prior
18. Next meeting will be July 29, 2017 at the Wyndham Resort
- a. Some of the agenda will cover food for the conference, storage unit, set-up of the conference
19. Motion to adjourn by Yoli and 2nd by Linda, meeting closed at 2:30

