

Property and Evidence Association of Florida

Meeting Minutes

July 28, 2017

❖ Call to order

- Secretary called to order the regular meeting of the Property and Evidence Association of Florida at 10:09 on July 28, 2017 at Wyndham Resort of Orlando.

❖ Roll call

- Frances Gallagher conducted a roll call. The following persons were present: 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, Chandra Gaines, Sheila Lustigman, Beverly Hunt, Patricia Trovillion
- Absent: Webmaster Ed Bigley, Chapter Presidents John Briney, Willie Williams, Steve Wisecup, Jennifer Bellamy

❖ Old business

❖ Chapter minutes go to Historian and Webmaster

- Secretary will send Board meeting minutes to Chapter Presidents

❖ Slogan

- Due to email issues, the slogans are still being reviewed

❖ By Law changes were discussed. The proposed changes will be sent out by the Communications Coordinator via email.

- Clarification was needed for Article 2, Section 3,H: non-voting members are those members from out-of-state
- The Historian is to receive a scanner. One is in the storage room. President will bring to go to the new Historian at the conference. The scanner is so all historical records can be scanned and maintained on the computer.
- There is only 4 past presidents.

- ◆ The history page for the PEAFF website has not been completed as information is difficult to find. Long time members of the Board will try to provide information to the Historian along with any photographs they have.
- ❖ Job descriptions will be provided at a later date
- ❖ Honor Guard has not been confirmed. Deborah will check into someone from her agency.
- ❖ New attendees will have a star on their lanyards
- ❖ Opening speaker has not been confirmed. Patricia will contact Danny Banks and Lori Napolitano both from FDLE. Deborah mentioned that she would contact Sheriff Mike Chitwood as a possible speaker.

❖ **New business**

- ❖ Conference
 - Updates on progress of conference was provided
 - ◆ Dress code will be business casual to include jeans with no holes for the conference and semi-formal for the banquet
 - ◆ Food for the conference was discussed and decided on. The banquet will be an All American Buffet Dinner
 - Assignments
 - Round table discussion will be ran by the Vice President
 - Topics are needed
 - ◆ Communications Coordinator will send email requesting topics
 - The tables for the round table discussion will be separated by agency type i.e Sheriff's office, Police Department, Clerks Office...
 - Signs for the tables will be done by Deborah Lanni
 - Sign-in sheet will be provided by Educational Coordinator
- Set-up

- Board members, also known as the Conference set-up team should be at the hotel between noon and one o'clock
- Registration will be on Monday from 3:00pm to 7:00pm with Chapter Gathering to follow
- AV set-up
 - Ken showed Theresa and Kay how to set up the equipment.
- Awards will be handed out on Tuesday July 29th starting at 8:30am. Evidence Specialist of the Year and swearing in of the new Executive Board will be Tuesday night at the banquet.
- ❖ Absentee ballots have not been sent yet. Sending updated proposed by-laws, ballots and bios out by Monday July 31. The ballots shall be post marked or emailed by August 18.
 - Votes for the nominees will go to President since Vice President is up for election
 - ◆ Ballot boxes will be used and brought to the conference by Ken
- Ken will discuss with new candidates, the changes in length of the terms to confirm they are still interested.
- The storage unit is currently located in Winter Garden and will be closed by end of August 2017. Conference Planner and Patricia will look for one that is 5x10.
 - Due to a lot of papers in the storage unit, a question was asked if the paper could be shredded. Ken motioned that the papers be shredded Shelia seconded the motion, all agreed, the motion passed
 - There are several items from pens and signs to electrical items and table drapes in the storage unit.
 - ◆ Sheila suggested that some of the coins be provided to the Chapter Presidents to give out to speakers that speak at the chapter meetings. Ken suggested giving Chapter Presidents pens, pads and coins.
- Updates from Executive Board
 - Educational Coordinator
 - Schedule is not confirmed yet but will be out soon along with the Curriculum for those taking the Certification test.

- ◆ The guidelines for the Certification Committee needs to be more specific
- Communications coordinator
 - Member Planet is not working correctly regarding surveys. An “after conference” survey was handed out for review.
- Sergeant-At-Arms
 - Color of shirts were needed
- Secretary
 - Nothing new to report
- Vice President
 - Nothing further to report
- President
 - Nothing further to report

❖ **Adjournment**

- **Motion to adjourn was made by Theresa Adams, Lori-Ann seconded the motion, all agreed**
- **Secretary adjourned the meeting at 2:45**
- **Minutes submitted by: Frances Gallagher**