

# APAI EXECUTIVE COMMITTEE MEETING

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Minutes of Executive Committee Meeting held April 29, 2011

**MEMBERS PRESENT:** Charles Traughber, President; Cranston Mitchell, Past President; Rissie Owens, Chair of COPRA; Regional Vice Presidents: Renee Collette, International Section; Jeffery Peterson, Central; and Barbara LeMaitre, Western.

**STAFF PRESENT:** Keith Hardison, CAO

**MEMBERS ABSENT:** Elizabeth Robinson, Treasurer; Jeralita Costa, Secretary; Regional VPs: Ed Reilly, Northeastern; Caroline Mudd, Southern.

## I. Approval of March meeting minutes

Tabled until May due to members receiving them late.

## II. 2011 Annual Conference

Mr. Hardison reported that he has been busy working on the numerous details of the ATC. The program book has been assembled and delivered to the printer. Award recipients have been selected and awards ordered. Numerous reminders have been sent to the membership. The election has been prepared and is waiting to go live on May 2<sup>nd</sup>. He reported that he and Ms. Payne have fielded numerous inquiries about the conference and it appears that attendance will be up. We currently have 106 registered participants which does not include ten known participants from Zambia.

Exhibitors and sponsors are well above expectations as are hotel bookings and registrations. At last count the host committee and others have raised approximately \$21,000 in exhibitor fees and sponsor ships.

Mr. Hardison reported that Ralph Serin would not be able to present at the ATC in San Antonio but Renee Gobeil would present in his place. He also advised that he would send out another e mail for silent auction items and that Florida representatives would be in San Antonio to promote 2012 ATC.

## III. Newsletter

The April newsletter has been published. The next newsletter will be published in July. Ideas and contributions are accepted and greatly appreciated. .

## IV. Committees

Professional Development: This committee is next scheduled to meet Friday May 6, 2011 to begin discussing a proposal from committee member Larry Chandler to adopt a certification process whereby members could be "certified" by APAI as a "parole professional" or something along those lines, after completing certain tasks and course work. Larry and I meet with the Program Director at the University of Louisville, School of Justice Administration who has agreed, in principle, to give APAI members in the certification program access to their on line Justice Administration classes at a reduced rate. The committee also hopes to get together in San Antonio for at least some face to face dialogue.

Standards: The current standards are being reviewed by the members in light of recent publications on "best practices." Larry Chandler has been added to the

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committee. The committee met April 20 and basically regrouped and reassigned work after the exit of several members.

Membership: No work is currently on going in light of other business being conducted by the association

Site Selection: The Florida Parole Commission is willing to host the 2012 conference. A hotel has been selected based upon proposals that were solicited from several sites. We are waiting for a final contract from the Hotel.

Crime Victim's Committee: This committee met April 21<sup>st</sup> and discussed a draft of the survey we are going to send out to Boards. That should be going out this week.

### **V. ASCA/APAI Collaboration Principles**

The CAO has been working with Jeff Peterson to develop a proposal for an implementation plan for the collaboration principles. Mr. Peterson reported on the draft implementation plan that will be presented at the ATC2011.

### **VI. Business Plan**

Mr. Hardison reported that Ms. Costa would be facilitating the business plan session for the executive committee in San Antonio and a report to the membership will be made during the business meeting.

### **VII. 2011-2012 Budget**

Mr. Hardison proposed an operating budget for 2011-2012 (provided in advance to EC members). (Due to recording issues, the names of members who made the motion to adopt and to second the motion were not available)

Action Taken: The budget was adopted unanimously.

Minutes approved by Executive Committee on 10/28/11