

Date: February 25, 2011

Members Present: *President*, Charles Traugher; *Secretary*, Jeri Costa; *Immediate Past President*, Cranston Mitchell; *Chair of the Council for Paroling/Releasing Authorities*, Rissie Owens; *Regional Vice Presidents*: Renée Collette, Edward Reilly, Jeff Peterson, Caroline Mudd, Barbara LeMaitre

Staff Present: Chief Administrative Officer, Keith Hardison; Secretariat, Natalie Payne.

Members Absent: *Treasurer*, Elizabeth Robinson.

Meeting Called to order by Secretary Jeri Costa. Mr. Traugher joined the call 50 minutes late due to a scheduling conflict.

I. Approval of minutes from January 26, 2011

Motion by Mr. Mitchell; 2nd by Ms. Collette.

Action Taken: Minutes approved unanimously.

II. Executive Committee Meetings

Mr. Hardison advised that he has had an inquiry regarding attendance of the executive committee meeting to be held in May in conjunction with the annual training conference. Mr. Hardison had done some research regarding the executive committee meetings of other associations and reported that ASCA is open; ACA is open; APPA executive committee meetings are closed but their board of directors meetings are open. Discussion ensued and a decision was tabled until the President could be briefed by the CAO.

As part of the discussion, Ms. Collette suggested posting the minutes of our executive committee meetings on our website.

Motion by Mr. Peterson that we post the approved minutes of our executive committee meetings on our website. 2nd by Ms. LeMaitre second.

Action Taken: Motion Adopted.

III. Update on 2011 Annual Training Conference

- a. Mr. Hardison and Ms. Payne reported that we have \$18,000 in sponsorships with 4 exhibit spots remaining.
- b. Ms. Payne reported that there are currently 33 ATC conference registrations and we are already over the 300 room reservation requirement. So the hotel reservations have been made and conference registration fees are being processed. Hong Kong and Zambia are sending theirs.

- c. Awards selection schedule: Mr. Hardison sent out solicitation for awards but have not received any nominations yet.
- d. Opened up nominations for VP and Secretary. Have one nomination for VP.
- e. NIC has requested a session to use some of the segments of the parole board chairs training.
- f. Mr. Hardison reported that Ms. Costa drafted the documents to request funding from the Office for Victims of Crime for Anne Seymour's keynote address and he has had a discussion with OVC about the request.

IV. Executive Committee meeting schedule for ATC

- a. Business plan: work on now and then finalize at the EC meeting at the conference and report on at the membership meeting.
- b. Keith will put out a call for Agenda items for EC meeting and also for regional meetings and COPRA.
- c. Ms. Owens asked for a list of chairs so we can determine who are new chairs.

V. Committee Reports

Professional Development: No meeting was held since the last CAO Report. A membership training needs analysis survey has been distributed to the membership and is awaiting response.

Standards: An initial meeting of this committee was staffed on February 16. The current standards are being reviewed in light of recent publications on "best practices." More committee members will be needed in the future as members leave for various reasons. The next meeting is scheduled for April 7th.

Membership: A great deal of information has been gathered about prospective members. The next steps are to develop correspondence to send to them soliciting their membership. There are currently 300 members.

Site Selection: The Colorado Parole Board is not able to host a conference in Denver. This leaves two other proposed sites to be contacted – Missouri (St Louis) and Florida (Tampa, Orlando, Miami).

Crime Victim's Committee: An initial meeting was staffed on February 9th. .

This committee is off to a great start and displays a lot of enthusiasm and is working on several great ideas. Anne Seymour is working on a survey of our membership which will be used to shape future direction. The next meeting is scheduled for April 21st at 3:00 PM.

VI. General Discussion

Abolition of Parole Boards

Kansas – slated to be abolished with a review panel established within DOC
Delaware – same

New Mexico – bill had been proposed to sunset all boards and commissions.

Washington – bills in WA to place the Board within the DOC; one proposal would make the secretary the appointing authority.

Mr. Reilly spoke about what is happening in New York.

Mr. Cranston discussed the trend to place boards within DOC and suggested that we should discuss the pluses and minuses. Mr. Peterson talked about the pressures and the politics of being stuck between prisons and community corrections (especially in regard to revocations).

There was general consensus that it would be good to develop a Report by APAI on the pros and cons and what is happening in states. We could approach NIC and/or PEW. Need to draft a working paper for a proposal.

VII. April Newsletter: Mr. Mitchell and Ms. Collette will do an article highlighting international members. There will be an article about the upcoming conference.

VIII. Financial Report for January 2011: Provided in writing in advance. Reviewed by the EC.

IX. Director's Report provided in writing.

Next EC meeting March 25, 2011

Mr. Reilly motioned to adjourn and Ms. LeMatrie seconded. Meeting adjourned at 10:58 a.m. PST/ 1:58 EST

Respectfully Submitted on March 20, 2011

Jeralita "Jeri" Costa, Secretary