

APAI EXECUTIVE COMMITTEE MEETING

Executive Committee Meeting Minutes for June 24, 2011

Meeting held via web with some members participating via telephone.

MEMBERS PRESENT: Charles Traughber, President; Jeffery Peterson, Vice President; Elizabeth Robinson, Treasurer; Jeralita Costa, Secretary; Rissie Owens, Chair of COPRA; Regional Vice Presidents: Renee Collette, International Section; Ed Reilly, Northeastern; Caroline Mudd, Southern; and Barbara LeMaitre, Western,

STAFF PRESENT: Keith Hardison, CAO and Natalie Payne and Monique Keith Secretariat.

MEMBERS ABSENT: Cranston Mitchell, Past President.

Attendance Notes

President Traughber participated via phone but due to connection issues, Vice President Peterson fulfilled the duties of the President in conducting the meeting.

Mr. Reilly had to leave the meeting at 10:11 a.m. and rejoined approximately 10:45 a.m. PT

Ms. Robinson had to leave the meeting at 10:16 a.m.

Meeting called to order by VP Mr. Peterson at 9:45 a.m. PT

I. APPROVAL OF MINUTES

A. **ACTION TAKEN:** Mr. Reilly moved for approval of the Minutes of May 14, 2011. Seconded by Ms. Collette. Minutes approved unanimously.

B. It was noted that the April meeting minutes have not yet been approved. April meeting minutes will be on the July agenda.

II. REVIEW OF 2011 ANNUAL TRAINING CONFERENCE

A. Mr. Hardison reported there were 116 attendees. Lots of positive feedback from presenters and participants. Ms. Mudd gave kudos to Ms. Owens and the Texas team along with our fabulous staff. Others chimed in with thanks and congratulations. All evaluations were great and provided some useful feedback for future workshops. It was noted in the future, we need to provide

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for audience microphones if there are questions or comments from audience during presentations.

- B. Mr. Traughber plans to pull together a committee to review our conference expectations booklet that outlines host committee and APAI duties.

Action to be taken: A copy of the booklet will be sent to all EC members for input as well.

III. Update on the 2011 Chairs meeting

- A. Mr. Hardison reported that he met with Ms. Owens, Mr. Traughber and Ms. Costa to discuss a preliminary outline for the Chair's meeting. He has requested and received a commitment for financial support from NIC for Faye Mullaney to facilitate a general conversation and for Ms Costa and perhaps Ms Smalls, to provide 2 modules from the Parole Chair's Orientation training curriculum.
- B. The Executive Committee meeting will be held on Tuesday afternoon, beginning at 1:00 p.m. MT and continue into the evening.
- C. Mr. Hardison will send out the rough agenda to the EC. Ms. Owens will solicit input from the Chair's as well before the agenda is finalized.

IV. Update on 2012 Annual Training conference

(More specific agenda items and explanations will be supplied later)

- A. For profit sponsor of program sessions

One of the sponsors of the 2011 ATC asked about providing a speaker at the 2012 ATC.

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Action Taken: Motion by Mr. Peterson that we allow a vendor to pay for a speaker and topic we have approved under similar guidelines used by CMIT. 2nd by Ms. Mudd. Approved unanimously.

Action to be taken: Ms. Payne will send a copy of those guidelines to the EC members.

B. Conference Theme

Host committee will submit some suggestions.

C. Conference Schedule of events

Request from Florida Host Committee that we change the Awards Banquet to an Awards Luncheon on Tuesday and in lieu of the evening banquet they propose utilizing shuttle buses to the City Walk area for an evening of fun and mingling.

Advantages: Lunch food is less expensive; this would alleviate some of the staff crunch of finalizing the auction and preparing for the banquet; more options for entertainment for participants while they are in Florida.

Action Taken: There was consensus that this would be a great idea! Blessings were given to go forth.

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V. Committee Reports

A. Professional Development

Mr. Hardison reported that the committee has met several times since the conference. Mr. David Smith of Nevada has agreed to chair the committee after Mr. Richard Dugger stepped down due to personal time constraints. Mr. Smith has organized several subcommittees to address the various topics: mentorship subcommittee; certification subcommittee; international subcommittee.

B. Standards

They met last Monday. They reviewed the 2005 best practices manual and a literature review and have started the discussion of next steps for the standards and how to incentivize.

C. Victims

There was a victims committee meeting held at the ATC. The committee has set out a list of projects. The committee is awaiting the completion of the survey. Overviews of notes from the ATC were provided by Ms. LeMaitre and Ms. Costa.

VI. Business plan update session

Ms. Costa gave an update of the business plan draft. A copy was sent to all EC members via e-mail. EC members are asked to provide feedback and fine tuning by July 8th. Ms. Costa will finalize and send to the EC prior to July 22 as she will be absent from the July 29th meeting.

VII. Chief Administrative Officer's Report

A. Parole Executives Curriculum

Mr. Hardison has been asked to be on the DACUM for the development of the NIC Parole Executives Curriculum. **They are asking for examples and case work that might be able to be provided for use in the curriculum.**

B. Financial Report

May 2011 Financial Report was provided in writing via e-mail and reviewed at EC Meeting.

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C. Director's Report

Provided in writing via e-mail prior to the meeting. Mr. Hardison reviewed the highlights with the EC.

VIII. New Business:

- A. Mr. Peterson has asked if Ms. Cindy Mausser would fill the Regional VP position; she is giving consideration to it based on some of her time constraints and budgetary issues. She is in her last year of her term on ACA Standards Committee and she wants to stay with that through to the end (2012). There has already been some discussion regarding her replacement on the ACA Standards Committee representing APAI.
- B. Mr. Traughber advised that he had spoken with Mr. Garland Hunt earlier in the week. He was hired as president of the Prison Fellowship and his territory will be the whole United States.
- C. Mr. Hardison announced that Ms. Monique Keith will be filling in for Ms. Payne during maternity leave.

Meeting adjourned 11:00 a.m. PT

Next meeting July 29, 2011

Respectfully Submitted or Approval,

Jeralita "Jeri" Costa, Secretary

July 18, 2011