

APPROVED June 24, 2011 - Minutes of Executive Committee May 14 & 15, 2011

Present: President Charles Traugher; Past President Cranston Mitchell; COPRA Chair Rissie Owens; Secretary Jeralita Costa; International Section VP Renee Collette; Regional Vice Presidents Caroline Mudd, Edward Reilly, Barbara LeMaitre and Jeffery Peterson.

Absent: Vice President Garland Hunt; Treasurer Elizabeth Robinson

The meeting was called to order by President Traugher at 1:46p.m. CT

I. Approval of March minutes. Motion by Ms. Mudd; 2nd by Ed Reilly.

Action Item: [March 2011 Minutes Approved.](#)

II. CAO – Financial report:

96,600.42 is the current checking balance. Financial report was reviewed by EC.

III. Business Plan Update:

Ms. Costa led discussion of the draft business plan. Updates and decisions regarding goals and objectives as well as responsibilities were made. This was the major focus of this meeting and members spent several hours working on this plan.

Meeting Adjourned @ 5p.m.

Meeting Reconvened @ 9a.m. on May 15th, 2011.

IV. Continued strategic business plan.

V. Report from Chair of Professional Development Committee, Richard Dugger

Work on the business plan was temporarily interrupted to receive a report from the chair of the professional development committee.

- a. Mr. Dugger gave an overview of the committee members and advised that people are contacting Keith to be added to the committee. He provided an overview of the meeting on April 15th with Professor Debra Keating, Larry Chandler and Keith

Hardison; Mr. Hardison explained that the discussion was about developing certification programming for parole board members. Mr. Peterson asked if CMIT has something similar through Sam Houston. Ms. Payne reported that CMIT does coordinate the certificates for ACA and that Sam Houston has continuing education online. Discussion ensued about various options for certification. (Unique program)

- b. Mr. Dugger reported on the survey response -- there were 22 responses , including Canada and New Zealand.
- c. The Professional Development Committee will be meeting Monday evening.
- d. There was also discussion by the Professional Development Committee about designated statutory or administrative qualifications for board members. This would tie into any training and certification programs developed by APAI. Mr. Peterson reminded everyone about the NIC Core Competencies paper and that it will be important to include.

Members reconvened and continued work on the strategic business plan at 11:00 a.m.

VI. Overview of conference assignments.

Meeting Adjourned at: 12:36 p.m.