

APAI EXECUTIVE COMMITTEE MEETING

Executive Committee Meeting **Friday November 18, 2011**

MEMBERS PRESENT: Charles Traugher, President; Jeffery Peterson, Vice President; Jeralita Costa, Secretary; David Blumberg, Treasurer; Regional Vice Presidents: Ed Reilly, Northeastern; Barbara LeMaitre, Western; Caroline Mudd, Southern; and Rissie Owens, COPRA Chair.

STAFF PRESENT: Keith Hardison, CAO; Natalie Payne, Secretariat.

MEMBERS ABSENT: Cranston Mitchell, Past President; Cynthia Mausser, Central Region Vice President; and Renee Collette, International Section Vice President

A quorum was present.

The meeting was called to order by Vice President Jeffrey Peterson at 9:48 Pacific Time.

President Traugher welcomed Treasurer David Blumberg to the executive committee.

I. **Approval of Minutes**

Action Taken: Motion to adopt the minutes of October 2011, by Mr. Reilly; 2nd by Ms. Mudd. Motion adopted unanimously.

II. **National Parole Resource Center workshop update** (Hardison)

Arrangements have been made with NPRC, the hotel and the host committee for the workshop the weekend before the 2012 ATC. The announcement will be coming out once final approval is given by BJA.

III. **Central Region Meeting update** (Hardison)

Mr. Hardison reported that he met with Ms. Mausser and Ms. Payne to work on the logistics for using the gotomeetings platform for a Central Region Meeting. Other regional VPs were interested in replicating this. Mr. Hardison noted that there is a limit of 25 sites that can join at any one time; so there are some logistics to be worked out.

IV. **ACA Accreditation Commission Representative** (Hardison)

Ms. Mausser's term has ended and we need to propose 4 people for the spot; the ACA will choose 2 people and they will stand for election with other ACA Accreditation Commission Members to be elected by ACA members. Issue of concern is that anyone on the Standards Commission cannot be an auditor. David Hossinritter, who we had suggested as a potential replacement for Ms. Mausser on the commission, is an auditor and he is not sure yet if he is willing to withdraw as an auditor.

V. **Update on 2012 Annual Training conference** (Hardison)

- A. Several workshop proposals have been received and distributed to the program committee.
- B. The CAO met with the Host Committee to discuss a potential keynote speaker.
- C. Mr. Hardison and Ms. Payne have met with the exhibitor coordinator from Florida to organize exhibitor activity.
- D. Another meeting of the program committee will be held before the next EC.
- E. Mr. Hardison sent out an e-mail blast to the membership reminding people to save the date for the ATC.
- F. Ms. Collette is currently in Miami at a meeting of Caribbean releasing authorities; she has put together a nice flyer about the 2012 ATC that she is promoting while there.

VI. **Committee Reports**

- A. Professional Development (Hardison/Blumberg for Chair Smith)
 - 1. Mr. Blumberg, chair of the mentorship program subcommittee reported that he, David Smith, Jeri Costa and Teena Pate have met several times and are well underway in the development of the mentorship program with objectives, mentor criteria, matching criteria, etc.
 - 2. Mr. Hardison reported that the PDC is also continuing work on a certification program; the sub group working on international participation has met and discussed several strategies; there has been a discussion of collaborative training with the judicial college in Nevada due to the facts that they train international judges and judges are the paroling authority in some international jurisdictions.
 - 3. Mr. Hardison reported that he is working with the International Section VP to determine the availability of international speakers to present by other than live presentation (use of technology). Additionally, he has been assisting the International Section VP with efforts toward expanding International membership and attendance at annual training or other training.
 - 4. Mr. Hardison noted that David Smith is a very active chairman and a lot of work is getting accomplished by the PDC.
- B. Standards: No new activity - Next meeting December.
- C. Victims Committee: (Barbara LeMaitre)

A meeting of the Victims' Committee is in the process of being scheduled.
- D. Communications Committee:

Mr. Hardison reported that Sonja de Friez is the only member currently assigned to this committee. Therefore there has been no activity.

E. Resolutions Committee:

Arnold Galet is the only member currently assigned to this committee. Therefore there has been no activity.

VII. **Business Plan Update** (Hardison)

- A. Mr. Hardison just downloaded some software (Gant Chart Project Management Software) that will enable him to enter milestones and provide charts, etc.
- B. Work has continued on updating the “Chairs” listing on the APAI website. Adam Gelb of the PEW Center on the States was contacted regarding financial support for “interactive map” proposed feature of our website. He indicated that PEW is not in a position to support at this time but has offered to advise us on possible funding sources

VIII. **Membership update** (Natalie)

Ms. Payne reported that we have approximately 430 members; there are over 400 renewal cards going out this week for memberships expiring in December and January. We have budgeted \$18,000.00 in membership revenues. About 80% will come in January through March.

IX. **Financial Report for October 2011** (Hardison)

- A. Mr. Hardison reviewed the financial report that he had previously sent via e-mail to the EC.
- B. The CAO supplied newly appointed Treasurer historical documents and information about the past work of the Executive Committee, including detailed financial information. The CAO also conducted a telephonic orientation for Mr. Blumberg.

X. **Director’s Report** (Hardison)

- A. There was a written Director’s Report provided.
- B. A special “Tribute to James Vick” edition of the newsletter has been produced and is almost ready for distribution.
- C. Work is continuing on the 2010-2011 Annual Report. Distribution is expected by the end of the year.

XI. **Other Business**

Georgia update: Ms. Gail Buckner retired from the Georgia Board and has been named Commissioner of Juvenile Justice. Mr. Peterson reported on a recent visit/meeting with Garland Hunt in his Garland’s new role.

Mr. Traugher noted that he recently read an article about potential pension fund reductions in Rhode Island. Mr. Rielly will contact Dr. Walker to touch base on what is going on in Rhode Island.

Next EC meeting: December 16, 2011

Meeting adjourned 10:33 a.m. Pacific Time.

Respectfully Submitted,

Jeralita "Jeri" Costa, Secretary

December 11, 2011

Approved on December 16, 2011