

## APAI EXECUTIVE COMMITTEE MEETING

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**DATE:** January 20, 2012

**MEMBERS PRESENT:** Charles Traugber, President; Jeffery Peterson, Vice President; Jeralita Costa, Secretary; Cranston Mitchell, Past President; Rissie Owens, COPRA Chair; Regional Vice Presidents: Cynthia Mausser, Central Region; Barbara LeMaitre, Western Region; Caroline Mudd, Southern Region; and Renee Collette, International Section Vice President

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

**MEMBERS ABSENT:** David Blumberg, Treasurer; Ed Reilly, Northeastern Region

A quorum was present.

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Meeting called to order by President Traugber at 12:40 p.m. Eastern; 11:40a.m. Central; 10:40 a.m. Mountain and 9:40 a.m. Pacific.

### I. Approval of Minutes

Action Taken: Motion to adopt the minutes of December 16, 2011 made by Ms. Collette, 2<sup>nd</sup> by Mr. Peterson. Motion adopted unanimously.

### II. Update on 2012 Annual Training conference

- A. Mr. Hardison reported that the Canadians will not be able to do the elder assisted hearings workshop due to an inability to attend the conference. This means there is one workshop time slot with 4 workshops; the other workshop time slots have 3 workshop choices.
- B. Three exhibitors are on board. Ms. Payne and Mr. Hardison are working on expanding that list.
- C. Ms. Payne and Mr. Hardison have been in communication with the Florida Host committee and report that tours are set up, and details for the silent auction are being finalized. There will be a networking time period set up at an entertainment site down the road from the conference hotel.
- D. We have 5 or 6 conference registrations in already.
- E. The Parole Resource Center workshops will be scheduled for Saturday and Sunday – ending at 3:00p.m. Sunday. There is an attendance limit of 35 people; the NPRC will be providing scholarships for 20 of them. This training is focused on chairs or the chair's designee. We can follow up with the COPRA meeting at 3:30 p.m. – 5:00 p.m. and hold the Executive Director meeting at this same time. Reception on Sunday evening.

- F. Mr. Hardison suggested we have a teleconference business meeting of the EC the week before the conference (Friday, May 18<sup>th</sup>) and a breakfast or lunch meeting on Sunday.

### **III. Committee Reports**

#### **A. Standards (Cyndi Mausser)**

Mr. Hardison reported that Larry Chandler has resigned from this committee. The Committee has developed a draft “essential elements” document that will be discussed with the EC.

Ms. Mausser reported that as of last Sunday, a final version was agreed on for presentation to the EC. Instead of specific standards, the proposal is to adopt four general elements and within the committee drop a resolution to endorse those works for NIC and CEPP that we encourage releasing authorities to follow.

Ms. Mausser provided a review of the proposed “Essential Elements.”

**ACTION TAKEN:** Motion to approve the Essential Elements as recommended by the Standards Committee, with the terminology changed to reflect “Releasing Authorities.” Motion made by Ms. Costa, 2<sup>nd</sup> by Ms. Collette. Approved unanimously.

#### **B. Victims (Barbara LeMaitre)**

Mr. Hardison reported there has not been another committee meeting. Mr. Hardison has approached Ms. Anne Seymour for technical assistance on the “Best Practices” and Ms. Seymour suggested potential funding from OVC through an allied organization grant.

The Crime Victims Survey has been posted on the web and an excellent article has been posted on the Blog about the efforts made by the Florida Parole Commission to locate crime victims for notification of parole proceedings. The newsletter this month was devoted to crime victim’s “best practices.”

#### **C. Professional Development (Hardison for David Smith)**

An email distribution list of international contacts has been developed so as to facilitate inviting this group to professional development opportunities such as conferences and meetings. The CAO and Secretariat have sought out information from sister organizations (ICPA) relative to the use of technology to share conference proceedings with the organization’s membership and has obtained information relative to the required capacity to allow remote participation in presenting workshops.

The committee has not met since the December Report.

#### D. Nominating (Cranston Mitchell)

Mr. Mitchell reported that as past president, he is the chair of this committee. Mr. Mitchell advised that Ms. Mausser has recommended a board member to serve on the Nominating Committee. A call out has been sent to request that Vice Presidents submit names for members to the Nominating Committee. Ms. Collette will nominate someone from the International Committee.

#### E. Resolutions

There is currently only one member on this committee. No meetings yet. The Standards Committee may be recommending some resolutions, so it is important to get this committee constituted.

#### F. PR/Communications

Melissa McDonald of the Tennessee Board of Probation and Parole has been added to this committee. There has been no activity otherwise.

Ms. Payne noted that the APAI Facebook page is currently private; only members can participate. There was a request from non-association members of allied organizations to have access to the APAI Facebook page for sharing of information. Discussion ensued.

**ACTION TAKEN:** Motion to make the APAI Facebook page public and use as part of our marketing program made by Ms. Costa, 2<sup>nd</sup> by Ms. Collette. Unanimously approved.

### **IV. Business Plan update**

Mr. Hardison is putting together visual depictions of various goals of the business plan. He hopes to turn this into a report format before the next EC Meeting so that we can visually see the update of the plan at each EC Meeting.

Mr. Hardison reported that on section 9.3 of the business plan, in order to determine the extent of changes in release decision making organization placement and changes in the scope of authority, a workgroup has been formed to develop a survey for updating this information. Mr. Hardison noted that the workgroup participants are: Patty Biggs, John Prevo, Jeff Peterson and Mr. Hardison. The survey will be sent to the international community as well.

### **V. Membership update (Natalie)**

Ms. Payne reported that current membership is about 435. She reminded the EC that on January 31<sup>st</sup> many memberships will expire and she expects membership rates will go up again in February and March as renewals come in. Reminders have been sent a

month in advance of the member's expiration and there is also a final notice sent prior to the end of the 90 day grace period.

**VI. Financial Report for December 2011**

The financial report was provided in writing. In addition Mr. Hardison reported that a \$10,500 deposit had to be paid to the conference hotel for the 2012 Conference. There were no questions for Mr. Hardison in regard to the financial report.

**VII. Director's Report January 2012**

A written report was provided. Much of the report was covered in various parts of the meeting and recorded above.

**VIII. Other Business**

Next meeting February 24, 2012 – Ms. Payne will not be available on that day so we may need to use the C3 Conferencing.

Mr. Traugher requested that Ms. Collette send the old APAI document developed for appointing authorities regarding appointments to boards to Mr. Hardison to share with the EC so that it can be updated.

Motion to adjourn 1:45 p.m. Eastern; 12:45 p.m. Central; 11:45 Mountain; and 10:45 a.m. Pacific.

Respectfully Submitted,

Jeralita Costa, Secretary

February 20, 2012

Approved on February 24, 2012