

## APAI EXECUTIVE COMMITTEE MEETING

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**DATE:** June 29, 2012

**MEMBERS PRESENT:** Charles Traugher, President; Jeffery Peterson, Vice President; Cranston Mitchell, Past President; David Blumberg, Treasurer; Jeralita Costa, Secretary; Rissie Owens, COPRA Chair; Regional Vice Presidents: Caroline Mudd, Southern Region; and Ed Reilly, Northeastern Region.

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

**MEMBERS ABSENT:** Cynthia Mausser, Central Region; and Renee Collette, International Section Vice President. Western Region VP position is currently vacant.

A quorum was present

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### I. Approval of April and May minutes.

Motion by Ms. Owens; 2<sup>nd</sup> by Ms. Mudd. Unanimously approved.

### II. 2012 ATC

a. Following that event the following has been accomplished:

- Thank you letters were sent to Host Committee, Exhibitors/Sponsors and others
- Final bills have been paid or approved for payment by our Secretariat
- A Preliminary Financial Report has been prepared and provided to the EC
- Evaluations prepared by our Secretariat have been reviewed and distributed to appropriate parties
- Event photos have been reviewed
- Presentations from Sessions and Workshops have been posted on our web page by our Secretariat representative
- A 'de-briefing" was held with incoming President Jeffery Peterson
- An e-blast was distributed concerning award winners and new officers
- The Secretariat's Representative has prepared and distributed a participants list and Invoices

### III. 2013 Annual Training Conference

a. The CAO and Secretariat's Representative held an organizational meeting with the Host Committee on June 27, 2012, and are beginning to work on committee designations and a budget. The hotel contract has been signed, a credit application is being processed and the Secretariat has paid the deposit required by the contract. A exhibitor layout has been requested and discussion held with hotel representatives.

b. Host committee is suggesting we have the awards presentation at a luncheon as we did at the ATC 2012 instead of as an evening banquet as we have in the past. The EC fully supports keeping this as a luncheon.

c. Host committee suggested that we look at a slight increase in the exhibitor fees as per their experience and the experience of CMIT as our fees are way below most other organizations. The EC members had no objection to this increase.

**IV. Chair meeting Survey**

a. Survey not yet closed; so far the responses are in favor of combining the two and either Fall or Spring.

**V. ACA Commission Representative**

a. We have not been able to find anyone from APAI with ACA accreditation before the deadline set by ACA. These positions require a lot of work and several restrictions. Hopefully we will be able to meet this next year.

**VI. Committee Reports**

a. **Professional Development:** No activity to Report

b. **Standards:** No meeting since last report.

c. **Crime Victim's Committee:** Mr. Hardison announced that Tena Pate of Florida has assumed the role of Chair of this Committee and has scheduled the next meeting of this committee for August 9, 2012. We are awaiting word from NIC on our request to support our proposed Model Protocol.

d. **Communications Committee:** The CAO and Ms. Payne staffed the meeting of this committee on June 25, 2012. The group has divided into subcommittees and work has been assigned. The subcommittees are: Broadcast/Social Media, Crisis Management Paper, Publications, Web Design and Web Content.

e. **Resolutions Committee:** No activity to Report. This committee should be looking at setting a retention schedule for resolutions and review all current resolutions in accordance with that retention schedule as well as reviewing all proposed resolutions.

VII. **Membership update** (Payne) – 407 members as of 6/29/2012

VIII. **Financial Report** for April and May 2012 supplied in writing to EC.

IX. **Other Business:**

- a. Mr. Peterson announced that Ms. Rissie Owens will be the next APAI Vice President.
- b. Mr. Mitchell noted he would rather sit in the audience and allow others to step forward to contribute to the APAI Executive Committee although he will continue to offer his service when needed/requested.
- c. Mr. Peterson has been working to replace the Western Regional Vice President and has not yet found a replacement. He does have another idea that he ran by the EC and all were in agreement.

Meeting adjourned at 10:28 a.m. PST

Next meeting: July 28, 2012

Respectfully Submitted,

Jeralita "Jeri" Costa, Secretary

June 29, 2012

Minutes approved August 24, 2012