

Call to order 10:30 AM

Pledge Allegiance to the Flag in unison

Pledge to the Texas Flag in unison

Invocation given by James Long

Introductions of new and returning board members for new year of service.

Minutes from previous meeting attached: [Motion](#) to accept as presented by Ron Morales. 2<sup>nd</sup> by J.D. Davis, motion carried none opposed.

Treasurer Report attached: filed for Audit as presented. Discussion on process as suggested through Roberts Rules requires audit committee review prior to accepting by a motion and vote. Review and stands as presented filing for audit is corrected procedure.

**Action:** Selection of Audit committee to be directed by Treasurer.

Deb Smith TCPAAA Member Appointed Chairman

Jeanne Canales TCPAAA Member, Appointed Committee member

3<sup>rd</sup> committee member: to be appointed following recruitment from North Texas by John Gault

Old Business

TCPAAA Merchandise currently available. Merchandise is 8 years old and did not sell well at convention this year, condensed into 4 boxes of miscellaneous items including lanyards, some shirts, coffee mugs and magnetic car ribbons.

[Motion](#) to give current inventory to Waco for use and promotion of TCPAAA in goody bags and for convention 2012, made by Ron Morales, 2<sup>nd</sup> by James Long, carried with no opposition.

New Business

Resignation Letter: letter "formally announce" resignation from Kristy Gilbert, as Secretary, effective immediately.

[Motion](#) to accept resignation of Kristy Gilbert, made by Ron Morales, 2<sup>nd</sup> by Stan Appleton, carried with no opposition.

**Action:** Letter from the Board will be sent to Kristy thanking her for her service and requesting the return of records and all documents related to her position as Secretary to the association. Process will be email notification with certified return receipt postage written letter follow up.

2012 Budget requests should be made no later than November 30<sup>th</sup>. Send all requests including dollar figure to Treasurer.

Credit card capability for convention assistance was discussed, current procedures for credit card programs actually go through a 3<sup>rd</sup> party handler. Multiple options are available according to Prosperity Bank and American National Bank. Month to Month activation can be set up. Charges vary by options. Alternative funding was discussed such as Pay Pal, Electronic Funds transfers and email/phone programs now available.

**Action:** Dave Miller will contact College Station for information on how they handled payments while Stan Appleton will check on alternatives available and presentation will be made in January's meeting.

A Delegate Meeting needs to have process and procedures added to State's manual for future meeting guidelines. Please submit any suggestions or procedures to be developed for January meeting to Dave Miller.

Annual reports, from all committees and this year region representatives, including information on what you have done and goals for the coming year should be submitted to Dave Miller (in lieu of Secretary appointment) no later than February 1, 2012 in order to be posted by February 15, 2012.

Review of Board Meeting dates changing as to possible conflicts arising in October. Discussion lead to no change needed as conflicts may occur at any given time.

Increasing membership discussion included the key to State is found in the successful local chapter meetings, perhaps sending newsletter to chiefs with information on what we can offer them and ask what they would like to see us help them with. Include volunteer hours that are contributed equated to funding. Currently impact of volunteers is equal to \$21.00 average hourly. Board members were encouraged to visit local meeting and region meetings to network and expand knowledge of volunteering advantages. John Engels suggested possibly attending and addressing the annual Chiefs Round Table held by CPAANT, contact Pat Struble. John will have an invitation sent to Dave Miller. Dave discussed Texas Southern University looking at starting a program and the importance of supporting and attending other association meetings offering assistance as needed or just letting them know we are here for them.

## Committee Reports

### Public Relations

A request was made for newsletter information from all areas. Have association secretary send meeting minutes that might provide link to information for State to share. Discussion on pictures used of officer's should be placed only when permission is granted. Not always necessary but a good procedure to follow.

### Bylaws/Nominating

Nomination form for state board positions (tailored to include job tasks of each position)

**Tabled discussion** until January meeting for time to review individually and prepare questions if concerns are noted.

Bylaw changes recommended for Treasurer wording, following convention 2012 a review of current bylaws should be made to update any needing revision.

**Action:** Terry Williams and Stan Appleton will discuss Treasurer's recommendations and return suggestion and changes felt necessary at the January Board Meeting.

### Treasurer/Audit

Budget needed by January meeting request for any items needed to be emailed as soon as possible. Consideration for monies collected from volunteers to tip the facility assistant that opens the housing authority building quarterly for TCPAAA Board Meetings and follows up securing closing meeting adjournment.

Motion made by Ron Morales to include \$25.00 per meeting held in housing authority facility, Buffalo, Texas, tip for local personnel assisting, 2<sup>nd</sup> by James Long. Discussion on legality and presenting a check as payment followed, amendment to Motion by Ron Morales was made to make payment available at the January meeting if no conflicts in process were found, 2<sup>nd</sup> by James long. Amendment carried with no opposition, motion carried with no opposition.

### Web Master

Removal of 2011 critiques and new page developed for Waco registrations now on site. College Station registration form had credit card information, including the \$2.00 fee on the back of form perhaps contacting them would help with discussion on State providing mechanics for convention credit card payments for all conventions.

The Board contact list was reviewed and members were reminded to update information for site. Please email Leo Waltz with corrections or changes needed.

## Convention 2012

Waco requested approval of design for 2012 training event pin logo using State symbol as basis. All present agreed design was well done. Waco asked if the board would consider this item as a budget request for assistance with annual training events in the future as well as for Waco. 300 pins would cost \$525.00 which is \$1.74 each, for a 1X1 cloisonné finished product. Discussion was held on presentations and value of Case Study type programming as well as the required subjects being updated. Perhaps the 501 (3) class could be designed as the Do's and Don'ts of non profit 501 (C)3 organizations. By providing an advance class for certification of officers working with CPA's we could enhance the program to encourage departments to send more officers. Hotel information was discussed since 2 hotels are suggested on the registration form. They are both equal distance from the convention center, The Courtyard is across the street while the Hilton is on the same property with a covered walkway to the convention center.

Meeting opened to Visitor comments at 12:39 PM

John Gault addressed the Chiefs Round Table and opportunity to discuss what and who we are, quiz Chiefs from multiple areas on what they need we could become an asset in providing classes they believe would be helpful for Officers. John also requested that there be more information on curriculum syllabus provided prior to event, not just credentials on presenters. The Chief of Police Association meets in Grapevine and that may be another arena for advancing awareness and discovering what might make a difference to departments around the state. His department actually sent the rookie officer to attend this year's training and he learned more about impact of volunteers. Making a presentation to Chiefs on "the value of working with civilians" could make a difference, since he has received 15 calls asking who we are and what do we do, what value are you to us? Additionally we are eligible to join the Texas Crime Prevention Organization and this might be an avenue to approach to again publicize what and why having civilians on your team has value. Common theme for presentation should include power point presentation including how to examples and handouts. (Liberty County handout was shared by Carroll Bagley as example)

Deb Smith reminded the board a key to strong local associations is the liaison officer. He is the link to building relationships with other officers and Chiefs as well as in communities. Be patient and realizes small steps are the beginning of strong relationships.

Evelyn Phillips stated that the Sherriff's Association also has annual events that might appreciate presentation on value to their departments. Sam Houston has a new President there may be interest there as well.

Delores Gant suggested that The newsletter from Region one "the Flash" be used for information to add to the state newsletter.

Jeanne Canales suggested that Waco have confirmed coverage as well as backup for room monitors during Training Event 2012.

Marcy Davis stated that 2011 training sessions were great especially the case study programs but would like to see descriptions early in order to choose topics for attendance.

Submitted by Sandra Miller