

TCPAAA BOARD MEETING MINUTES
January 22, 2011
Buffalo Housing Authority Center

Meeting was called to order by President David Miller at 10:28 am and opened with the Pledge of Allegiance and Texas Pledge followed by a prayer lead by Lt. James Long. Present were: David Miller, President; Becky Giles, 1st Vice President; Terry Williams; 2nd Vice President; Chief Ron Morales, 3rd Vice President; Dorris Murdock, 4th Vice President; Kristy Gilbert, Secretary; Chip Fairchild, Sgt. in Arms; Carroll Bagley, Region One Non Sworn; John Engels, Region Two Non Sworn; Officer James Long, Region Two Sworn; Kim Parham, Region Three Non Sworn; Leo Waltz, Webmaster, and Susan Ernst, Public Relations. Guests in attendance were: Delores Gant, Region One; Sandra Miller, Region One; Deb Smith, Region One; Jeanne Canales, Region One; Louise Runnels, Region Two; Pat Strumble, Region Two; and Evalyn Phillips, Region One.

Absent: Mildred Deal, Treasurer; Officer Brian Herring, Region One Sworn; John Davis, Region Three Sworn, and Ben Hernandez, TCPAAA Board Advisor.

Swearing in of New Board Members: Chief Morales sworn in Kim Parham, Region Three Non Sworn.

OLD BUSINESS:

Sandra Miller presented the minutes from October 23, 2010. Motion to approve minutes with removing the DRAFT watermark from the minutes; Dorris Murdock, seconded by James Long.

Treasurer's Report:

- Carroll Bagley informed the Board that Ms. Mildred is still in the hospital and she is doing better. She had a temporary relapse and was not able to go home last week and she is hoping to return home this week.
- The Treasure's Report was given by Evalyn Phillips per Mildred. Prosperity Bank has checking account balance of \$6,084.38.
- No changes to account as to date but everything is signed and ready to move the scholarship fund to its own account.
- Reimbursement of \$21.32 to Leo Waltz for website expenses was given to Carroll Bagley to give to Mildred to mail reimbursement.
- President David Miller asked who on the Board would help relieve Ms. Mildred with her Treasurer Duties while she is recovering. 4th Vice President, Dorris Murdock, volunteered to continue working with Mildred until she is 100%.

COMMITTEE REPORTS:

Audit Committee: President David Miller asked Jeanne Canales for the update from her committee. Ms. Canales stated that she was not aware that her committee was to audit the State books and her committee reviewed Region One's books. Dorris Murdock made a motion to reappoint the Audit Committee made up of a Chair and two members with a deadline of April 23, 2011. Kristy Gilbert seconded. Dorris Murdock

volunteered to Chair and Delores Gant and Kristy Gilbert volunteered to sit on the Committee with Ms. Murdock. Motion passed.

Public Relations: Susan Ernst stated the newsletter is now online and requested each Board member go back to their Regions and CPA's and let them know the deadline for all information for the Newsletter is the 15th of each quarter. First Vice President, Becky Giles and Susan are working on a Welcome Packet for new CPAAA's. Presented a working folder to show the Board that included:

- Generic Business Card
- State Board Contacts
- Quick Reference
- Fundraising Suggestions
- Recap of what each Alumni does
- Convention Information (will vary from year to year)

Action Item: Public Relations will check on sticker prices for front of folders.

Action Item: President Dave Miller will write a welcome letter to go in the welcome packet.

Action Item: Public Relations will have 2011 Convention information, i.e. hotel, flight museum, etc by April to put in Welcome Packet. President Miller suggested getting with Sandra Miller and Carolyn Sutterman for 2011 convention information.

Dorris Murdock asked what the expected budget was to put the welcome packets together. Printing expense would not need to be included as she can print 25 to 50 copies at a time at her office. She can mail them if they are needed before the April meeting.

Membership: Becky Giles would like documentation of who you're talking to, what you're doing, and if you're having a meeting please let her know so she has the option to attend. She is keeping a prospect file. President Miller let her know that he is currently talking to Palestine and Corpus Christi.

Mrs. Murdock asked what the status on Lake Jackson CPA is and why they no longer come to the State Convention. Carroll Bagley informed the Board that they are having some internal issues. Ms. Murdock asked permission from 1st Vice President Becky Giles and President Dave Miller to contact. Permission was granted.

Action Item: President Dave Miller will follow up with Ms. Giles on the two prospects that he is working with.

Conventions: Dorris Murdock sent an email to Leo, Charles, and David requesting a change on the registration form from 20th year to 19th.

Action Item: Dave Miller will have the registration form changed to reflect this is the 19th year of the convention.

Dorris had questions regarding the exhibitor space. What does the fee include? A table, what size? Chairs, how many? The charge of \$50 for electricity, is that in the contract? Ms. Murdock requested a copy of the contract.

Action Item: President David Miller will send Dorris a copy of the contract with the hotel that the convention will be held.

Dorris questioned the two due dates on the registration form. It was explained the first due date is if the member wants to order a vest and the other is for regular registration.

Chip Fairchild asked why these items were not being addressed within the Convention Committee. Dorris revealed that she does not have a committee. Chief Ron Morales, Becky Giles, Chip Fairchild, Kristy Gilbert, and Jeanie Canales volunteered to be on the Convention Committee. Dorris requested that all members of Convention Committee be cc'd on all correspondence and all Convention Committee members send feedback to her and she will correspond with the host city. Ms. Murdock also made a request for better communication with Region One for the upcoming Convention. She realizes that David Miller is President of the State CPAAA and is point of contact for the 2011 Convention but her job as 4th VP is to oversee the Convention and she cannot do her job if emails aren't being answered.

New Business:

Annual Report: Per our by-laws this report needs to be completed 90 days from the end of our fiscal year. Chip Fairchild suggested we visit each chair, set goals, and then use as a template from year to year.

- First is a letter from the President including who we are, where we are heading, goals, and approximately how much money the volunteers' hours are worth.
- Membership and Communications
 - Total Number of CPA's that belong to the State Organization
 - Number of New Alumni's that joined the past year.
 - Total Statewide Members
 - Police, Constable, and Sheriff Agencies that are involved in the State Organizations
 - Prospective Cities
 - Goals
- Financial
 - Any tax updates for the year
 - 501(C)3 status and any updates regarding
 - Budgets
 - Scholarship Information
 - Audit Report
- Conventions
 - Location
 - Was it a successful convention
 - Number of Attendance
 - Represented by number of CPA's

- New Alumni's in attendance
- Pre Registration
- Training that was offered
- Mentioning Big Names
- By-Laws
 - Changes made that year
 - Policy and Procedures
- Last section to be Moving Forward
 - Where we are headed
 - Setting Goals
 - Website

Action Item: Mr. Miller would like to see this each report sent to Kristy Gilbert by the end of February. Dorris Murdock volunteered to write all reports on behalf of the Treasurer.

Merchandise: Chip Fairchild made a motion that remaining goods go to baskets for speakers for the 2011 convention. Kim Parham seconded. Discussion was held and members in attendance today can buy merchandise at current price. Motion passed.

Policy and Procedures: Policy and Procedures will dictate that each action item voted on and passed will have an assigned completion date.

Forum: Leo Waltz would like the Board to make a decision to keep moving forward with the forum or disable. Dorris Murdock asked for a recap of what was decided on at the last Board Meeting for those who were not in attendance. The use of the forum was not voted on. There was a discussion to use the forum as a try-out basis. David, Dorris, Ron, Dale, Susan, Becky, and Terry have signed up to use the forum. Kristy, James, Chip, John, Mildred, Kim, Carroll, and James have not signed up. Kim Parham made a motion that the Forum be used as a trail bases as a form of communication and table the vote as a permanent. Chip Fairchild second the motion. Discussion was opened.

- Chief Morales wanted to know why table the vote? Let's just make a decision and go with it.
- Dorris Murdock stated that if we decide as a Board to use, even on a try-out basis, someone needs to use the software so we can test if properly.
- David Miller suggested that questions concerning the Annual Report could be addressed on the forum.
- Terry Williams questioned the difference between the forum and regular email.
- Leo Waltz stated that the Forum helps declutter your email and is more interactive.
- John Engels stated that it helps emails stay on topic.

Motion passed.

Forum Registration: All Board Members username will be their first name_last name

Region Three: Update was given by new Regional President Kim Parham. There are Alumni's that do not want to be a part of Region 3 due to Charlotte Thomas.

Everything that Ms. Thomas was responsible for: \$2,600.00 that was in the checking account is gone, Tax ID, 501 (C) 3, nothing is on file with the State to identify Region 3.

There will be a meeting on February 19th and hopefully the remaining Board Members and Committees will be sat. Ms. Parham thanking State Board members in advance for their attendance at this meeting to show support and welcomes any information and guidance on the following:

- What if anything can be done regarding Ms. Thomas from Region 3
- Set of By-laws from other Regions
- Any other information as Region 3 is starting from scratch

Mr. Miller pointed out that this would be an excellent topic for the Forum.

Membership: Becky Giles requested that fundraising duties be removed from Vice President Duties. President David Miller stated it takes a change in the by-laws to do that. After discovery Fundraising Duties are not under 1st Vice President but they are actually under 3rd Vice President, Chief Morales and entire Board is on the committee. John Engels suggested the State Board or even individual CPAAA's set up a booth at the State Fair of Texas. This is a great way for exposure. Dorris Murdock asked what kind of expense is in something like this. John Engels will look into it. Dave Miller asked that Mr. Engels keep the Board informed.

Shirts: Dorris Murdock made a motion to check on pricing of a denim shirt with the State logo embroidered on the left side by Embroider Me. Becky Giles seconded. Motion passed. If the shirts are purchased then the Board will decide when to wear and how often.

Agenda Set-Up: President Miller for feedback regarding the new agenda lay out. John Engels suggested that the Sgt in Arms give a 60 second notification before time runs out. Dorris Murdock asked that the Convention Committee be on each agenda and the time be longer. Mr. Miller stated that each committee that wanted to speak at the meeting, send a request with an estimated time to Kristy Gilbert. The purpose of this new agenda layout is to cut down on meeting time.

John Engels also asked that Board members be respectful of others who are speaking.

Becky Giles is ready to book her hotel room for the 2011 Convention and asked when the Board Members are expected to be there. Board Members are expected to be there on Sunday, August 21st with the convention starting August 22nd through the 24th ending at 10am.

Mr. Miller informed the Board that the tentative walk through date is July 23rd.

Chip Fairchild made a motion to adjourn the meeting at 1:20pm. Kim Parham seconded. Motioned passed.