

ACPA Meeting Minutes

June 12, 2007

Members Present:

Vickie Owen – President
Kim Kelly – Vice President
Angela Downey – Secretary
Kory Sneed – Member at Large
Marlena Padron- Member at Large
Lindy Marino – Director of Training
Chi Guillermo – Member at Large
Mary Jo Kuzmick – Member at Large
Nicole Pena – Member at Large
Scott Reed – Past President/Member at Large
Karen Hubbard – Treasurer/Webmaster

Members Not Present:

Brian Kornegay – Immediate Past President
Kathy Groenewold – Past President/Member at Large
Stu Adams – Member at Large
Mike Schuh – Member at Large
Rebecca Noel – Member at Large
Joanne McLaughlin—Member at Large

Treasurer's Report:

Treasurer's report is attached to these minutes.

Checking reflects a balance of \$12,340.50

Savings reflects a balance of \$16,349.83

Overall total \$28,690.33

balance does not reflect a \$250 and \$500 deposit from the golf tournament

Upcoming Events:

*Brian motioned to approve May minutes.

*Kory seconded.

*Motion carried unanimously.

Annual Conference

Discussion: Vickie advised one person has already registered and paid. Discussion on costs associated with the conference. Members only \$150.00 early bird special until August 1st, \$175.00 conference price after that date, non members \$250.00 with no early bird special pricing. Discussion also about Rick developing our conference brochure and when it would be mailed, cost for this mailing, timing between mailing and conference. Recommendation to utilize Rick's brochure for the actual conference as it will outline bios for speakers etc and will save money on mailing and won't have to deal with timing issues. Marlena and Nicole can create nice brochure to advertise conference that can be mailed sooner and for less money.

*Kim motioned for early bird registration to be until August 1 with cost for members of \$150.00; all registrations due by September 5th and all hotel confirmations by August 20th for block on rooms.

*Lindy seconded the motion.

*Motion carried unanimously.

Vickie provided a "duties to be completed" list for the conference. Volunteer assignments are as follows:

Purchase visa gift cards for speakers-Angela

Purchase beverages for hospitality suite- Kim

Purchase hospitality suite snacks and responsibility for ordering pizzas same night- Scott

Purchase and deliver snacks for both conference days- Lindy and Karen

Bring coolers for hospitality suite- Vickie

Cut off top of all thumb drive packages, download "winner"- Kory

Order lanyards with ACPA on them- Nicole and Marlena

Make conference name tags for attendees- Nicole and Marlena

Organize and confirm vendors and set up vendor area- Brian

Confirm all speakers and AV needs, have power points downloaded-Vickie

2 people to work registration table 1st day of conference- Angela, Chi, Mary Jo, Scott

- Same people will complete certificates for attendees as listed above-

Chris McGoey training—November 1st, training held at Target Training Facility.

Discussion: Kory reviewed information on brochure.

*Kory motioned to invite Target security employees for free with registration required.

*Lindy seconded the motion.

*Motion carried unanimously.

Old Business:

*Recap Golf tournament.

New Business:

*Next publication date for newsletter—items due by August 6th.

*Vickie recommended in February we have a kids training with John Walsh. Scott will look into a child safety theme.

*Vickie asked Lindy, as Director of Training, to keep a database for training locations.

Meeting was adjourned at 1:00 pm. **No meeting scheduled for July

******next meeting is 10:00am, August 21st, at the VIAD, 1850 N. Central, 2nd floor cafeteria*****

****September's meeting will be held in conjunction with conference.**

****October- no meeting this month**

****November—not scheduled yet**