

**ACPA Meeting Minutes**  
**December 8, 2009**  
**10am Fiesta Inn Boardroom**

**Members Present:**

Vickie Owen – President  
Kim Kelly – Vice President  
Brian Kornegay –Past President  
Kory Sneed- Director of Training  
Karen Hubbard – Treasurer/Webmaster  
Mary Jo Kuzmick – Secretary  
Patty Gallagher- Member at Large  
Debra Boehlke – Member at Large  
Stewart Adams-Member at Large  
Antonia Bennett- Member at Large

**Board Not Present:**

Robin Stamp- Member at Large  
Tateum Portales- Member at Large  
Scott Reed-Member at Large  
Becky Noel -Member at Large

**Treasurer's Report:**

Karen passed out a 2009 financial summary and mentioned that there are approximately 130 ACPA members.

For the year 2009, the total income was \$9,791.03

With total expenses of \$7,703.98

The current balance for the checking account is \$17,959.74

The current balance for the savings account is \$11,442.81

For a total summary balance of \$29,402.55

Deb made a motion to accept the minutes of the November 12 meeting. Kim seconded and all were in favor.

**Fundraising Efforts**

Kim contacted PD Shred and April 10 is a good date from 9-11am. Harry will charge just over \$200 for three employees and will also be there at no charge. Kim is waiting to hear from Mid First Bank as to whether they can bring the matching cash vehicle. It was also suggested we market and collect cell phones at this event. Kim made a motion not to exceed \$300 to pay PD shred employees and lunch and Brian seconded, all were in favor.

Vickie strongly encouraged everyone to have a drop location for cell phones in their cities and partner with other organizations/businesses. One box of phones will equal approximately \$50 in cash for ACOA. Vickie reminded that she passed out pre-paid

postage labels at the November meeting. Vickie will e-mail the tax deductible receipt for donors.

Vickie mentioned that she was appointed as the state USA On Watch representative through the Governor's office. She will be sending out a newsletter and asked everyone to please forward this to your blockwatch leaders. There will be a fundraising shred event with ½ of the proceeds going to the shred company and the other ½ going to the host city for their Law Enforcement efforts.

Karen passed out a sheet about [www.goodsearch.com](http://www.goodsearch.com) ACPA receives one penny per search if you put this in your browser when you do internet searches. This can also be set up as a homepage, so everyone please advertise for this. We have earned over \$20 this year that will be added to the 2010 reimbursement check.

#### **Upcoming Meetings/Newsletter Publication**

**2010 Calendar/locations of upcoming ACPA Board meetings: If no training that month, Board Meetings will be held the 3<sup>rd</sup> Tuesday of the month at the VIAD in Phoenix (1850 N. Central Ave). We will meet in the Cafeteria on the 2<sup>nd</sup> floor at 10am.**

**January 19 February 16 March- NO meeting April 20 May 18 June 15  
July- NO meeting August 17 September 21-ACPA Board Elections Preparation  
October- NO meeting November 16 December 7- Christmas Meeting/Planning for 2011**

Karen is not getting articles from Board members for the newsletter. Karen passed out an article deadline and newsletter schedule. Vickie asked if everyone would please send something to Karen for a December newsletter and Kory will be the spotlight. In January, Karen will send out a notice of upcoming trainings with membership renewal notices.

#### **Duties and Resonsibilities of Board Members**

Vickie would like each Board Member to bring to the January a sheet of bullet points of what you do for the ACPA. Brian mentioned that the current By-Laws are very vague and archaic. It mentions that you must attend any two ACPA functions in a year to be a board member for the following year. The September 21 meeting will be the elections preparation and a fall training will be when the elections occur. Brain reminded everyone that the committee to review the By-Laws are Kory, Bruce, Angela, Chai, Lindy and Brian, but many of these members are not active. Brian will attempt to type suggested by-law changes and have in draft at the January 19 meeting. Vickie would like to pay for an attorney to legally update the by-laws. Patty motioned to spend up to \$1,500 for an attorney and filing fees, Karen seconded the motion and all were in favor.

#### **Preparation/Discussion of upcoming possible trainings:**

Vickie passed out the survey results and 53 people responded. Based on the following results, it is suggested that the following trainings take place:

**February:** A Webex training on Workplace Violence with Stephanie Angelo of Human Resources Essentials. Mary Jo made a motion to charge \$50 per person which renews their membership, or \$60 for non-members. It will cost \$975 for the first 30 people and \$15 per person thereafter. Brian seconded the motion and all were in favor. It was mentioned that we would not have to provide refreshments and food. Seventy-five percent of the survey respondents said they would participate in a webinar.

**April-SAFE program- Kory** – This will be an 8r. train the trainer course for \$165 per person through the NSDI-National Self Defense Institute. Kory mentioned that the ACPA should send some board members. Kory will let Karen know when to confirm with the NSDI.

**May:** A class on lighting was suggested with the presenter from the basic and advanced class a few years back and/or architect Jeff Lantiser.

**July:** Offer a two day trends class with such topics as: robbery, marketing programs, electronic surveillance updates, etc.

**August:** Patty suggested a domestic violence training with updated information from 2009

**September:** Possibly ½ day for school security and ½ day for church security and attendees can select one or both to attend.

Deb suggested to do a debriefing after each training. Mary Jo suggested to put this on the agenda at the following board meeting. We need to get better about passing out evaluations after each speaker. Vickie wants to create a database of speakers with a rating to give to Kory as Director of Training.

Vickie suggested that we split up the ACPA membership list and e-mail or call them to remind them about the Child ID kit and how to reserve it, the financial assistance program.

#### **New Business/Old Business:**

**Contribution Donations:** Vickie was looking for ideas from board members to make an annual donation from the ACPA in December. For 2009, Patty made a motion to contribute \$250 to Fax Net 1 annually, and a one time \$250 contribution to a domestic violence shelter that Kim knows needs food. Stewart seconded the motion and all were in favor.

A discussion ensued about getting a laptop for the ACPA so the secretary can take minutes at the meeting. Patty made a motion to spend up to \$750 for a new laptop and software to include MS Office 7.0. Karen seconded the motion and all were in favor.

The next meeting will be at the Viad in Phoenix at 10am on January 19, 2010.

**Adjournment**

Kim made a motion to adjourn the meeting at 2:45pm and Karen seconded.