



AZ APCO/NENA Executive Meeting
Thursday, January 24, 2019
Salt River Police Department communications
10190 E. McKellips Rd. Scottsdale, AZ 85256

Board Members Present:

KIMBERLY CLARK

President

JEREL HANSON-FRAZIER

2nd Vice President

STEPHANIE HEINZLEMAN

Secretary/Treasurer

JAMES STILWELL

Member at Large –Media Relations

ANJE REIMER

Member at Large – Administrative

DEEDEE WIGHT

Commercial Advisory Member

Board Members Absent:

LANI DZICEK

Past President

KAREN SUTHERLAND

1st Vice President

SHEILA BLEVINS

APCO Executive Council

- I. Call to order at 1012
- II. Introductions
- III. Prior meeting minutes approved: Jim motioned to approve. Anje second the motion.
- IV. Secretary/Treasurer Report: Stephanie
 - a. Reviewed monthly expense report
 - b. 501C options- Anje will post question about 501C options on APCO's website. Deedee will also see what information she is able to find on this
 - c. Anje will check on a possible referral for an accountant
 - d. Board members discussed ordering generic AZ APCO/NENA Chapter greeting cards
 - i. Kim will follow up with Karen
 - e. Kim will order a board member shirt for Jerel and check to see if anyone else needs to place a shirt order.
- V. APCO Committee Update
 - a. Scholarship nominations for conference are due 3/31/19
 - i. Kim suggested looking into nominating an incident that multiple agencies were involved in.
- VI. NENA Update
 - a. Maricopa and Scottsdale will be sponsoring a CNCP class together at the end of the year.
 - b. Kim will be teaching at the NENA conference.
- VII. Member at Large

- a. Anje is in the process of organizing policy reviews and rewrites. She will email those to the board for review.
 - b. Jim updated the website
 - i. Biographies: Please make sure you have submitted a biography. For those who submitted one last year, please review and make any necessary updates.
 - ii. Jim will update the APCO emails
- VIII. 2019 Regional Conference Update
- a. Sheila provided an update via email
 - i. Waiting for class schedule and assignments in order to secure audio visual contract from Teresa.
 - ii. Kick off meeting scheduled for 02/04/19. Scheduled to do a walk-through of the property with the staff and conference committee.
 - iii. Do not have a guest speaker for opening session at this time. Looking for suggestions.
 - iv. Vendors will be able to use discount code for rooms.
 - 1. Question asked at meeting: Do we know how many rooms the vendors will need?
 - v. Board members discussed concerns about the possibility of not having enough rooms.
 - vi. Jim provided suggestions on how to organize committees
 - vii. Deedee has been reaching out to vendors.
 - 1. Looking into getting discounts from local vendors
 - 2. At this time there are 24 vendors scheduled to attend the conference.
 - b. Karen provided update via email
 - i. Honor Guard and tour of Axon have been confirmed
 - ii. Bus confirmed to take people on tour
 - iii. Static display of police vehicles is not possible due to staffing
 - iv. Scottsdale and Paradise Valley chiefs will welcome everyone at Monday's opening ceremony.
 - v. Jim posted maps of downtown
 - c. Kim suggested inviting state representatives
 - d. Jim suggested possibly using communication command vehicles instead of police vehicles. Discussed the possibility of not having enough space for this and it would require the hotel's approval.
- IX. New Business
- a. Kim will follow up with Sheila to see who she has already contacted regarding guest speakers.
 - b. Send Deedee vendor contact information if you have someone you would like her to reach out to.
 - c. Kim will follow up with state representatives.
- X. CCAM Update: Deedee
- a. Effective vendor relationship-Michael Sage has offered to speak to the board regarding ways to increase memberships.
 - b. Deedee is part of a marketing membership group and will be attending the national meeting for CCAM at the end of February.
 - c. Discussed different options for general membership meetings besides picnics
 - i. Lunch and learn- provide training during meeting
 - ii. How can we build and make things more appealing to draw more members?
 - 1. Golf tournament- ask vendors to become members of APCO. Also include radio technicians in memberships.
 - 2. Anje suggested raffling off items at meetings

- XI. Committee Update
 - a. ProCHRT- Anje is working on finding dates for meetings
 - b. Kim will reach out to other committee members
 - c. Erica Vance, who is on the National Historic Committee for ACPO, emailed Kim suggestions for our historical committee.
- XII. Executive Board Meeting Dates and Locations
 - a. Board will look into setting up additional meetings for elections or subcommittee meetings
 - b. Next year there will be a 2nd Vice President opening
 - c. Jerel suggested looking into an easier way for members, who are interested in running for a position, to submit their information. Jerel also suggested looking into an easier way for members to vote.
 - d. Election committee is a standing committee
 - i. Suggestion: have the past president be a member of the committee instead of chair the committee- will need to look at Bylaws.
 - ii. Jerel will lead election committee for now
 - 1. Kim motioned for Jerel, 2nd Vice President, to chair election committee. Jim seconds the motion; all eligible members voted in favor and the motion carried.
 - iii. Special meetings
 - 1. Action for budget takes place in November and is approved at the General Members meeting in December. It was suggested to start the discussions for the next year's budget in October. General Members meetings scheduled for:
 - a. March- Reid Park in Tucson
 - b. June-
 - c. September- Prescott
 - d. December- holiday party
 - 2. Kim proposed having a picnic in the Spring, lunch and learn in June, golf tournament in September, holiday party in December.
 - iv. Executive Board meetings
 - 1. MSCO- Jim/Jerel host February and November meetings
 - 2. Chandler- Stephanie host July and December meetings
 - 3. Marana- Sheila host April meeting
 - 4. Anje, Kim, and Karen unknown what meetings they will host at this time.
 - 5. Training
 - a. Kim will reach out to subcommittee chairs
 - 6. PSAP Manager Forum
 - a. Twice a year in conjunction with WRC.
 - i. Possibly have one in October at Salt River Police Department.
- XIII. Scholarship Requests
 - a. Janelle LaPlante
 - i. RPL \$995.00 Jerel motioned to approve. Kim seconds the motion; all eligible members voted in favor and the motion carried.
 - b. Kelsey Moffat; 2019 WRC Conference. Jerel motioned to provide registration and hotel costs. Registration will be at no cost and she will be provided one of the 10 rooms at whatever the contracted rate is. Jim seconds the motion. All eligible members voted in favor and the motion carried.
 - c. Jeff Jennings

- i. ENP recertification \$300 Jim motioned to approve. Deedee seconds the motion; all eligible members voted in favor and the motion carried.
 - d. Sheila Blevins
 - i. Requested to be nominated as a life member. Anje motioned to contact Sheila to acquire nomination form and eligibility requirements. If those requirements are met, Kim will submit a letter. Kim seconds the motion; all eligible members voted in favor and the motion carried.
- XIV. Board Photographs
 - a. Kim received a \$200 quote to have the board members pictures taken by a professional photographer. The photos will be taken at the next meeting on 2/15/19 at MCSO. Kim motioned to pay \$200 for the professional photographer. Jerel seconds the motion; all eligible members voted and the motion carried.
- XV. Terms for Board Members
 - a. Jim suggested adding additional time to specific board member's terms in order to stagger the years that certain positions are up for election. This would ensure that there are people on the board who have experience and who are able to mentor new board members. The extended term for certain positions would only be done one time. The positions that would be extended are:
 - i. Members at Large would be extended by 2 years
 - ii. CCAM and Secretary/Treasurer would be extended (1) additional year
 - b. Jim motioned to make these changes effective immediately. Kim seconds the motion; all eligible members voted and the motion carried.
- XVI. Meeting adjourned at 1334.

