

APCO International, Inc.

Board of Officers Meeting
August 8, 2008 9:30am – 12:00pm
Downtown Marriott Hotel
Kansas City, Kansas

Attendees:

President, Chris Fischer	Executive Director George Rice, Jr.
President Elect, Richard Mirgon	Deputy Executive Director, Mark Cannon
First Vice President, Bill Carrow	Second Vice President Candidate Barry Woodward
Second Vice President, Gregg Riddle	Governance Coordinator, Chandra M. Champion
Past President, Willis Carter	

President Chris Fischer called the August 8, 2008 Board of Officers Meeting to order at 9:38 am CST.

1. First Vice President Dick Mirgon ***moved*** to table the following item on the Consent Agenda until the September 28, 2008 Board Meeting. First Vice President, Bill Carrow ***seconded*** the motion. A verbal vote was taken and the ***motion passed with no opposition.***

Consent Agenda:

1. Approval of July 31, 2008 Board Meeting Minutes

2. SGI Next Steps

The Board discussed possible next steps for the Strategic Governance Initiative. President Chris Fischer proposed the following strategy for implementation of the SGI:

- The Board will revamp the goals and the name of the Strategic Governance Initiative
- The Board will make Policy Manual changes through 30-day action items to shift policy items from the Constitution and Bylaws into the Policy Manual.
- Past President, Willis Carter will chair this new task force.
- A budget will be developed for the task force.
- The new Task Force will utilize the Constitution and Bylaws committee in this process

It was decided that the Board would remove themselves from the minutia of the process and allow the task force to make decisions with staff playing a supportive role in the process with guidance from the Staff Lead Deputy Executive Director, Mark Cannon, with support from the APCO Lawyer Heather Vargus.

Past President, Willis Carter stated his first plan of action would be to work with Mark Cannon on the development of a draft work plan to be presented to the Board and the Task Force.

The Board discussed the size of the new task force denoting if it would be composed of 4 or 8 members. Suggestions included:

- Using the original four Regional Representative in the development of the governing documents, with the elected remaining four to be used to distribute information, keeping the lines of communication open with chapters.
- Utilizing the CAC through the involvement of a CAC Representative.
- Using the original four Regional Reps plus subcommittees to include other Executive Council members.

Willis noted that he will try to keep the minutia of this process within the task force. Chris reiterated the Board's promise to continue to lead, engage, and communicate with the members on this issue,

The Board stressed to Willis that chapters should be encouraged to have discussions on how they elect their EC Council and Regional Reps to provide quality information sharing. The Board gave their thanks to the Willis for his assistance with this process.

Second Vice President, Gregg Riddle made a ***motion*** to disengage the Strategic Governance Initiative Task Force and to forward this information to the Executive Council as directed by Policy Manual Section 7.3. President Elect, Dick Mirgon ***seconded*** the motion. A verbal vote was taken and the ***motion passed with no opposition.***

President Elect Dick Mirgon made a ***motion*** to establish the Strategic Governance Implementation Task force under the leadership of Past President, Willis Carter and to forward this information to the Executive Council as directed by the Policy Manual Section 7.3. First Vice President, Bill Carrow ***seconded*** the motion. A verbal vote was taken and the ***motion passed with no opposition.***

Staff/Task Force Follow-up: Past President Willis Carter and Deputy Executive Director Mark Cannon will have a face to face within the next month to develop a work plan.

Staff Follow-up: The Executive Staff will draft an email detailing the above information for the dissemination to the Executive Council.

3. Craig Jorgensen Project 25 Future Billing

President Elect Dick Mirgon and Executive Director George Rice were not able to meet with Craig Jorgensen during the conference but George did receive Craig's draft work plan with some outcomes, deliverables, and a budget. George noted Craig's proposed \$200,000 annual dollar figure was too much for APCO to support, but will be suggesting the use of Federal Funding. Craig has applied for an extension through NHA meaning he will continue to spend down the current funds that were allotted to the program.

The Board briefly discussed future funding support for this project thus it was decided by the Board to continue discussions when they receive Craig Jorgenson's completed work plan.

Staff Follow-up: Executive Director, George Rice will work with Craig Jorgensen to finalize a work plan for submission to the Board.

4. APCO Trademarking

After discussion and recommendation from the Executive Director, George Rice under the advisement of APCO's Legal Counsel, the Board will not take any future action on this item.

5. Heritage Foundation Line Item

President Chris Fischer went over the highlights of the August 4th meeting with the Advisory Committee.

The \$9,514.58 in the Heritage Foundation's account if not earmarked will be used with the \$5000 denoted by the Executive Council for their yearly budget. Second Vice President Gregg Riddle, of the Illinois noted his chapter donation of \$10,000 to support the Advisory Committee of \$10k a year, may be earmarked for the purpose of special projects such as the development of a Second Collection.

It was noted by Deputy Executive Director, Mark Cannon that the Executive Team had spent time on researching and speaking with funders to assist the Advisory Committee funding opportunities.

It was brought to the Board's attention of the Advisory Committees desire to display an APCO Historic Artifact case in the Washington, DC office.

Board Follow up: President Chris Fischer will send an email to Ralph Blount requesting a FY2009 work plan and budget template due by September 30th; and she will work with Ralph Blount to develop a subcommittee to include Jay Moritz and David Saffel to assist with Adcomm's budget, work plan, and the development of a Business Plan.

Staff Follow-up: Membership Director/Heritage Foundation Advisory Committee Liaison Susan Stowell Corder will draft an email with the information contained above for President Chris Fischer to distribute to the Committee. Executive Director George will begin communicating with Dave and Jay to begin this process.

6. Preservation of APCO Magazine

There was a brief discussion on the preservation of APCO Magazine in regards to where is it housed. Currently, all of the Past and Current Magazines are located at APCO Headquarters in Daytona Beach, Florida. There was discussion on the magazine being a virtual collection located on the web due to the size and cost of storing.

7. Board Travel Matrix

The Board discussed Board travel information for the upcoming year. Please see the Board Travel Matrix document as of August 8, 2008 for more information.

8. Building Purchase Update

Executive Director George Rice reported to the Board that the seller has agreed to our offer of \$1.475 Million. He also has asked Trans Western to run some comparable numbers on the buildings around the building and Trans Western believes this purchase will be a \$2M investment in the

coming future. Allen Sharp, of PTI (potential tenant), Executive Director, George Rice, and Legislative Affairs Director, Yucel Ors will visit the building on August 12th.

9. NFPA Representative

President Chris Fischer briefed the Board on the issue with our unofficial NFPA Representative Stephen Verbil. Chris noted that APCO rarely receives information or reports from him.

The Board had brief discussion on who would be the APCO Representative. Suggestions included:

- An official member from the Standards Development Committee.
- A staff person to act as the liaison because they will have continuity over the years. Dick suggested that staff (Amanda Byrd) be our representative.
- The Standard Chair or a committee member.

It was agreed that a staff person will work with whomever is elected from the Standards Committee as the NFPA representative.

President Elect Dick Mirgon ***motioned*** to remove Steve Verbil as our NFPA representative; to have the Standards Committee recommend a new representative; and to direct the Executive Director to select a staff liaison to the NFPA representative. The ***motion was seconded*** by First Vice President Bill Carrow. A verbal vote was taken and the ***motion passed with no opposition***.

Board Follow-Up: President Fischer will work with Carol Adams, the Standards Development Committee Chair, to draft letters to Steve Verbil and NFPA informing them of the changes.

Staff Follow-Up: Executive Director George Rice will appoint a staff liaison to assist the APCO NFPA representative.

10. Adjournment

President Elect Dick Mirgon ***motioned to adjourn*** the meeting. First Vice President Bill Carrow ***seconded***. A verbal vote was taken and the ***motion passed with no opposition***. The meeting adjourned at 12:40 pm CST.

Respectfully submitted,

George S. Rice, Jr.
Executive Director

The Board Agenda will be part and parcel of the formal record of the Board of Officers meeting and will be retained at Headquarters.