

APCO International - Board of Directors Meeting
Marriott Marquis Hotel, Washington, DC
August 13, 2015

Call to Order

President John Wright convened the Board of Directors meeting at 2:04 pm. In attendance:

Name	Title	Present	Absent
John Wright	President	X	
Brent Lee	First Vice President	X	
Cheryl Greathouse	Second Vice President	X	
Gigi Smith	Immediate Past President	X	
Derek K. Poarch	Ex-Officio / Executive Director	X	
Richard Boettcher	East Coast Regional Representative	X	
James J. McFarland	East Coast Regional Representative	X	
Martha Carter	Gulf Coast Regional Representative	X	
Matthew J. Stillwell	Gulf Coast Regional Representative	X	
Holly Wayt	North Central Regional Representative	X	
Robin Tieman	North Central Regional Representative	X	
Peggy Fouts	Western Regional Representative	X	
Kimberly Burdick	Western Regional Representative	X	
Richard Solie	Commercial Advisory Council (CAC)	X	

Guest: Angela Bowen, Georgia Chapter
Brent Finster, Caribbean Chapter
Tracy Hilburn, Louisiana Chapter
Frank Kiernan, Atlantic Chapter
Margie Moulin, Oregon Chapter
Lisa Poarch, Oklahoma Chapter
Ricky Rowell, Florida Chapter
Don Whitney, CAC

Additional participants: Mark Cannon, Chief of Staff
Kristin Vollin, Executive Assistant

Consent Agenda (*Agenda item 1*)

Regional Conference Guide (Revised) - Western Regional Representative Peggy Fouts ***motioned*** to remove the Regional Conference Guide from the consent agenda. Gulf Coast Regional Representative Martha Carter ***seconded*** the motion. A verbal vote was taken and the ***motion passed with no opposition***.

Approval of Minutes of 4/24/2015 and 5/6/2015 (Revised) – Western Regional Representative Peggy Fouts ***motioned*** to approve the Board minutes from April 24 and May 6. Gulf Coast Regional Representative Matthew Stillwell ***seconded*** the motion. Gulf Coast Regional Representative Martha Carter pointed to an edit to the May 6 Board minutes subheading PM 6.5 Subsections 3.4.1 should read 3.5.1. A verbal vote was taken and the ***motion passed with no opposition***.

Old Business (*Agenda item 2*)

Regional Conference Guide – Gulf Coast Regional Representative Matthew Stillwell ***motioned*** to approve the Regional Conference Guide. North Central Regional Representative Robin Tieman ***seconded*** the motion. Western Regional Representative Peggy Fouts pointed out a couple of citations that needed corrected. Ms.

Tieman pointed to section 1.1 where states are listed along with their respective regions, noting the list will need to be updated if and when the Policy Manual (PM) is amended to modify region boundaries. Board members said they were comfortable with the repetition of the regions in this document since many members who will consult the guide may not be familiar with the PM. A verbal vote was taken and the ***motion passed with no opposition***. Staff was given editorial privilege to correct the issues identified by Ms. Fouts before distribution of the document.

International Development Update – Executive Director Derek Poarch reminded the group that APCO had developed a list of prospects based on countries where corporate partners are making inroads internationally; the next steps are more involved, which is to flush out how APCO can best leverage these partnerships into business opportunities for Institute training or chapter development. Mr. Poarch also commented that the current geo-political instability in many regions of the globe makes development more precarious, which is prompting APCO to venture forth cautiously. Consequently, these efforts took a back seat to other priorities of the past year, such as the 9-1-1 Location Accuracy initiative and the unanticipated need to transition magazine publishers. He will be renewing some contacts and doing more outreach during the Annual Conference and will continue to update the Board when there is further progress to report. CAC Representative Richard Solie suggests polling CAC members for resources abroad.

New Business (*Agenda Item 3*)

Executive Leadership Development Course – Executive Director Derek Poarch provided an overview of the Executive Leadership Development (ELD) course, which would involve 26 weeks of online training with 2 weeks onsite open to members who have completed RPL or have an Associate Degree; noting members can use the annual scholarship fund for course fees. East Coast Regional Representative James McFarland ***motioned*** to approve moving forward with the ELD course. Western Regional Representative Kimberly Burdick ***seconded*** the motion. A verbal vote was taken and the ***motion passed with no opposition***. During discussion Board representatives suggested adding a letter of distinction for completion of the course.

Annual Conference Manual Revisions – Gulf Coast Regional Representative Matthew Stillwell requested clarification on section 2.7.2 related to selecting an alternate conference site after cancellation directed by the Board. Executive Director Derek Poarch explained that in the very unlikely event of cancellation that intent would be to look at other wild card cities that had been previously recommended. Western Regional Representative Peggy Fouts ***motioned*** to approve the Annual Conference Manual revisions with editorial privileges left to staff. Gulf Coast Regional Representative Matthew Stillwell ***seconded*** the motion. A verbal vote was taken and the ***motion passed with no opposition***.

CEAC Analysis of 2023 Wild Card Cities – The CEAC recommended the following three wild card cities for 2023 in rank order: Nashville, Salt Lake City and New Orleans. East Coast Regional Representative James McFarland ***motioned*** to accept Nashville for APCO 2023. North Central Regional Representative Robin Tieman ***seconded*** the motion. A verbal vote was taken and the ***motion passed with no opposition***.

Authorized Signatories (PM 2.1) – Gulf Coast Regional Representative Matthew Stillwell ***motioned*** to approve amendments as stated to PM 2.1 clarifying the signatory authority of the Executive Director and the Chief of Staff. East Coast Regional Representative James McFarland ***seconded*** the motion. A verbal vote was taken and the ***motion passed with no opposition***.

Investment Discussion (new PM 2.16) – Executive Director Derek Poarch provided an overview of several documents in the Board packet related to a proposal to invest a portion of APCO's excess cash reserves. North Central Regional Representative Robin Tieman ***motioned*** to approve the proposed PM 2.16, Investment Policy Statement (IPS), certificate of transfer, and authorization for APCO to engage Linda English and her team at Spire Investment Partners as investment adviser. East Coast Regional Representative James McFarland ***seconded*** the motion. Gulf Coast Regional Representative Matthew Stillwell ***motioned*** to amend PM 2.16 to require that an investment amount be specified and to place a 35% cap in the IPS. Western Regional

Representative Peggy Fouts *seconded* the motion. A verbal vote was taken and the *motion as amended passed with no opposition*.

Large PSAP Attendees – Executive Director Derek Poarch provided an overview of the large PSAP Directors roundtable to be held at conference. The roundtable consisted of an update on FirstNet from Chief Counsel Jeff Cohen, and presentations by Past President Joe Hanna and Mr. Poarch.

President's Report (Agenda item 4)

President John Wright conducted a PowerPoint presentation of the year highlighting 5 themes of 9-1-1 Location Accuracy, Labor Department Reclassification Efforts, Long Range Strategic Plan, Leadership Development and a Summary of Activity.

Executive Director's Report (Agenda item 5)

Executive Director Derek Poarch reviewed with the Board a summary of the year-end APSTAT scorecard and provided updates on Sunshine Fund disbursements, HQ renovations, new hires and promotions, and a record-breaking membership exceeding 25,000.

Executive Session

Gulf Coast Regional Representative Matthew Stillwell *motioned* to go into Executive Session at 5:11 pm ET to discuss personnel issues. Western Regional Representative Kimberly Burdick *seconded* the motion. A verbal vote was taken and the *motion passed with no opposition*.

Return from Executive Session

East Coast Regional Representative Boettcher *motioned* to return from Executive Session at 5:28 pm ET. Western Regional Representative Kimberly Burdick *seconded* the motion. A verbal vote was taken and the *motion passed with no opposition*.

Regional Reports (Agenda item 6)

Gulf Coast – Expressed the region's concern with the lack of a standardized regional balloting process during Executive Council. It has been previous practice for the regions to process nominations at their own discretion; some regions require affirmation of a single candidate while others do not. The Management Committee will be charged with providing the Board with a recommendation on standardizing the regional balloting process.

East Coast, North Central and Western – No additional comments.

CAC – The CAC will be conducting a major review of its PM section to possibly include term limits.

Adjournment

The meeting was *adjourned* at 5:30 pm EDT.

Respectfully submitted,
Derek K. Poarch
Executive Director

The Board of Directors agenda will be part and parcel of the formal record of the business of APCO International, Inc., and will be retained at APCO International Headquarters.