

APCO International - Board of Directors Meeting

APCO Headquarters

Daytona Beach, FL

September 12, 2015

Call to Order

President Brent Lee convened the Board of Directors meeting at 2:32 pm EDT. In attendance:

Name	Title	Present	Absent
Brent Lee	President	X	
Cheryl Greathouse	First Vice President	X	
Martha Carter	Second Vice President	X	
John Wright	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	
Tracey Hilburn	Gulf Coast Regional Representative	X	
Matthew J. Stillwell	Gulf Coast Regional Representative	X	
Robin Tieman	North Central Regional Representative	X	
Holly Wayt	North Central Regional Representative	X	
Kimberly Burdick	Western Regional Representative	X	
Margie Moulin	Western Regional Representative	X	
Richard Solie	Commercial Advisory Council (CAC)	X	

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

Consent Agenda (Agenda item 1)

Approval of 8/13/2015 Minutes – CAC Representative Richard Solie ***motioned*** to approve the Board minutes from August 13. East Coast Regional Representative James McFarland ***seconded*** the motion. North Central Regional Representative Robin Tieman pointed to non-substantive edits to the Board minutes. A verbal vote was taken and the ***motion passed with no opposition.***

Old Business (Agenda item 2)

Investment Update – Executive Director Poarch reported that, on August 13, he along with Chief of Staff Mark Cannon and Chief Financial Officer Doreen Geary met with Investment Advisor Linda English of Spire Investment Partners and her staff to discuss the next steps involved with the initial set up of an APCO investment portfolio in accordance with the policies the Board recently adopted. The president, Brent Lee, is automatically a member of the Investment Committee and the Board representative selected from among the Finance & Budget Committee members is Western Regional Representative Kimberly Burdick. A web conference will be convened next month to conduct the first meeting of the Investment Committee.

International Update APCO Australasia – Mssrs. Poarch and Cannon had met with representatives from the Board of APCO Australasia during the APCO Annual Conference who were forthcoming about their organization facing some financial hard times. It was recommended that they obtain a financial audit of the books, which has not happened in recent years. Subsequent to the August meeting, the two Board members have huddled with counsel in Australia who concluded that the organization is at risk of becoming insolvent and they should take measures under Australian law to cease operations. They have written to inform APCO International of this action effective September 30. Following the wind-down of the current operations, the

Board members have expressed a desire to eventually reorganize as an Australian chapter of APCO International. They claim to continue to have the support of three large telecom and LMR related companies, which Mr. Poarch has been able to independently verify in the one case through a mutual connection. While all chapters are separate entities per the bylaws, APCO International will insist when processing new chapter paperwork that it include assurances no liabilities of the previous or new entity will accrue to APCO International just as an added precaution. Separately, Gulf Coast Regional Representative Matthew Stillwell commented on the challenges of communicating with the International Chapter due to the different time zones as well as confusion over the role of the Executive Council representative.

Large PSAP eCommunity – The first gathering of the Large PSAP Directors roundtable held during the APCO Annual Conference was considered a big success. The group identified a number of common interests they would like to have further discussion on and meet again with APCO's assistance. APCO has created an eCommunity on PSConnect to facilitate the exchange of ideas and staff have offered to help provide meeting space at another APCO venue during the year, such as at an Emerging Technology Forum (ETF). Presently 26 PSAPs are represented in the eGroup; nearly all of which are longstanding APCO members and the vast majority have attended past conferences, train their staff through the Institute and make use of other APCO services. The intent is to invite additional individuals at the executive leadership level once the group is better defined by them. CAC Representative Richard Solie suggests polling the Large PSAP eCommunity to understand their needs. Mr. Poarch will continue to brief the Board on their activities as the group develops.

New Business (Agenda Item 3)

LRSP v5 – Immediate Past President John Wright ***motioned*** to adopt version 5 of the Long Range Strategic Plan. Western Regional Representative Kimberly Burdick ***seconded*** the motion. A verbal vote was taken and the ***motion passed with no opposition.***

Chapter Presidents Summit – Picking up on an item discussed during the Board orientation, East Coast Regional Representative James McFarland ***motioned*** to approve a budget amendment not to exceed \$50,000 to defray the costs of travel for chapter president's to attend a special one-day summit at the invitation of the APCO International President. During discussion Gulf Coast Regional Representative Matthew Stillwell asked for clarification on the timing of the meeting. It is likely this will be held in conjunction with the ETF slated for Kansas City, MO on dates still to be determined in March of 2016. A verbal vote was taken and the ***motion passed with no opposition.***

Committee Term Limits - CAC Representative Richard Solie ***motioned*** to extend Committee Chair and Vice Chair term limits from 4 to 5 years under Policy Manual 7.1. North Central Regional Representative Robin Tieman ***seconded*** the motion. A verbal vote was taken and the ***motion passed with no opposition.***

President's Report (Agenda Item 4) – This report was integrated into the Board orientation.

Executive Director's Report (Agenda Item 5) – This report was integrated into the Board orientation.

Regional/CAC Reports (Agenda Item 6)

East Coast – A few members questioned if a spouse or guests could attend educational sessions during conference. Mr. Poarch will discuss this with staff and the CEAC, though one obvious caveat is that such spouse/guest would not be eligible to receive credits for session attendance. The East Coast region will host the next Leadership In Action call.

North Central – During the Executive Council LRSP breakout sessions each group took a different approach in their discussion, which prompted some to ask for clarification about how the feedback was being processed. Mr. Cannon explained that only the Goal 1 group made specific redlined edits to the v4 document; the other breakout groups offered comments mostly in the form of suggested activities to undertake in support of the

strategies for each goal. One note looked like it could have been proposing an additional strategy for one of the goals, so he called and asked the facilitator about it who said there wasn't clear enough consensus from the group to add it as a strategy. All notes were also shared with the Strategic Planning Committee for their feedback and no one came back suggesting further edits. The notes are also being shared with director-level staff to factor into their annual planning in support of the goals and strategies.

Western – Some members were concerned that some information on the Quorum Resolutions was rolled out in April in an incomplete fashion and the later posting of the information in its proper resolution format left insufficient time to explain them to chapter members. Mr. Cannon explained policy requires publication of the Quorum Resolutions at least 30 days in advance of the General Business meetings; this target was met with a week to spare. Several proposals came in from the Leadership Development Committee (LDC) just ahead of the April 1 deadline for initial receipt of proposals. These were distributed as submitted in pre-meeting packets issued on April 17 in advance of the May 6 Board meeting to generate discussion. This was done as a courtesy to give the governance bodies (Board and Executive Council) more exposure to the issues. Upon receipt, the proposals were also sent along to the Bylaws Committee for review and adherence to proper form and style. Little of substance changed; but putting it all in the proper red-lined format and adding formal resolution language becomes quite an undertaking, especially given the number of resolutions this past year. Additionally, the region discussed members wanting to get advance notice related to any decision to take the *Public Safety Communications* (PSC) magazine to a digital only format. Mr. Poarch assured the group members this is not under consideration and the Executive Council will receive advance notice of major changes with the PSC magazine just as they were informed regarding the shift in publishers and the economizing decision to go to an every other month publication schedule.

Gulf Coast and CAC – nothing further to report

Adjournment

East Coast Regional Representative James McFarland ***motioned*** to adjourn the meeting. East Coast Regional Representative Richard Boettcher ***seconded*** the motion. A verbal vote was taken and the ***motion passed with no opposition.***

The meeting was adjourned at 3:26 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.