

## APCO International - Board of Directors Meeting

Rosen Centre Hotel

Orlando, FL

August 11, 2016

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### Call to Order

President Brent Lee convened the Board of Directors meeting at 1:08 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 / Chief Executive Office	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	

Guest: Angela Bowen, Georgia Chapter  
Matthew Franke, Ohio Chapter  
Jason Kern, Illinois Chapter  
Becky Neugent, Alabama Chapter  
Ricky Rowell, Florida Chapter

Additional participants: Mark Cannon, Deputy Executive Director  
Kristin Vollin, Executive Assistant

### Consent Agenda (Agenda item 1)

**Approval of 5/18/2016 Minutes** – Gulf Coast Regional Representative Matthew Stillwell *motioned* to approve the Board minutes from May 18, 2016. East Coast Regional Representative Richard Boettcher *seconded* the motion. A verbal vote was taken and the *motion passed with no opposition*.

### Old Business (Agenda item 2)

**SOC Public Safety Dispatcher Reclassification** – Executive Director Derek Poarch briefed the Board on the latest regarding the interim guidance published by the U.S. Office of Management and Budget (OMB) that made none of the changes APCO requested in the Standard Occupational Classification (SOC). Among the reasons that OMB declined to recommend changes was that the work performed is that of a dispatcher not a first responder and separating 9-1-1 personnel from other dispatchers would be confusing. Mr. Poarch pointed out that irony that crossing guards and casino camera surveillance persons are classified as protective services while 9-1-1 dispatchers are still classified as clerical. He explained that GRO representatives, Mark Cannon and he met with the point of contact at OMB, who has had a long

career as a statistical economist and seemed largely unpersuaded by the evidence that APCO presented. By way of an example, he referred to two audio clips the group played for him as anecdotal. Mr. Poarch shared with the Board a document outlining a number of points that PSAP directors should address using their own data and examples when filing comments on behalf of their agencies; the deadline to file is September 20. APCO is providing an area at the pavilion where members could send a message of concern to 9-1-1 Caucus Members. Each Friday, the eNews is featuring updates and action items until this issue is finalized. In response to questions, Mr. Poarch urged members to keep this to an issue about recognition and respect. He views this as an uphill battle with a very uncertain outcome, but a fight that APCO is determined to aggressively wage on behalf of its members and the profession.

Project 43 Update – Deputy Executive Director Mark Cannon updated the Board on P43. Working groups have been meeting via web conference on an average of twice monthly and four such groups are meeting in person while in Orlando. The chairs of all WGs will also have their second in-person meeting on August 17, which will include review of a report template. Mr. Cannon also shared details about three special P43 educational sessions being held during the conference and invited Board members to participate at their option.

Investment Update – Executive Director Derek Poarch reported investment performance growth of 1.68% for the second quarter, 3.68% year to date, and 3.18% since the initial investment last November. Performance continues to be above the benchmark. Analysts report that international funds in the second quarter were negatively impacted by the Brexit vote. A more recent statement ending 7/30/2016 showed improved performance; up at total of \$64,000 since fund inception. The Investment Committee continues to receive a detailed monthly report and convenes regular quarterly calls with Spire Investments.

International Chapter Representative – President Brent Lee discussed the vacant International Chapter Executive Council (EC) representative position. The Board discussed the continued turnover in this post and the small pool of eligible candidates. The Gulf Coast representatives questioned how much the International EC representative benefits from the region's quarterly calls as the issues discussed are rarely global in scope. President Lee recommended to temporarily hold off on appointing an International representative and review whether the currently policy makes the most sense. He asked Mark Cannon to walk through what the Board could do to amend the Policy Manual. CAC Representative Dick Solie *motioned* to approve proposed amendments to PM 3.1 and 3.2 that provide the International Chapter the flexibility to hold off appointing an EC representative until the 2016/2017 Board of Directors can resolve the matter through a Bylaws amendment next year. East Coast Regional Representative James McFarland *seconded* the motion. A verbal vote was taken and the *motion passed with no opposition*.

### New Business (Agenda Item 3)

**Committee Participation Data** – Upon the Board's request, Executive Director Derek Poarch reviewed committee participation through the years. 261 members signed up for committees this year and 238 were assigned to committees; those that were not assigned to committees either withdrew their request or were not chosen by the committee of their choice. Members were notified with a letter of the committee decisions; most were issued by late June, except Cybersecurity had not finalized its appointments until later. Overall, committee participation was down from prior years, but the source of the decline may have largely been due to the dissolution of the Spectrum Committee and the Broadband Committee. Some such members volunteered for other committees, but many did not. The net decline was 60 to 16. First Vice President Cheryl Greathouse explained she intends to setup a task force for phase four of the Committee Enhancement Initiative (CEI) that will conduct a gap analysis related to committee participation. She also wants to appoint task forces on membership benefits, on non-traditional PSAPs (e.g., college campuses, airports, military bases), and on the effects of an aging workforce on PSAPs. East Coast Regional Representative James McFarland questioned the one time waiver process as there is a member that has

been on a committee for eleven years that received a waiver. First Vice President Greathouse explained for some committees it was in the best interest of the committee to approve a waiver for another year if the loss of institutional knowledge was going to handicap the overall committee. As an example, when she promoted the current Bylaws chair to a Group Leader post, she approved a waiver for the vice-chair to continue to serve in the interest of continuity.

**APCO Conferences Attendee Focus** – CAC Representative Dick Solie expressed his concern on the decline of vendors at conference in comparison to their attendance at the chapter level meetings. Executive Director Derek Poarch shared data based on two weeks out from conference showing a total of 4,347 registered attendees with 2,365 being agency members (150 more than registered for DC), and 1,752 exhibitors registered (approx 400 less than DC). He explained some of the decrease is due to mergers, bankruptcies and exhibitors sending fewer booth personnel. Mr. Poarch believes the newly hired sales team, Spargo, will aid in increasing exhibit sales as they have already identified several hundred new companies that are potential exhibitors. Mr. Solie said he was also confused by the variation in reporting from one source versus another; Mr. Poarch explained that the categorization of data is different between events and membership in the communique and he emailed Mr. Solie a further explanation prepared by staff.

**Board Amendments to Accept PSFA Transfers** – Gulf Coast Regional Representative Matthew Stillwell *motioned* to accept transfers approved by the PSFA related to Project 43 and the Sunshine Fund. East Coast Regional Representative James McFarland *seconded* the motion. A verbal vote was taken and the *motion passed with no opposition*.

**President's Report** (*Agenda Item 4*)

- P2P meeting – APCO is providing light refreshments; the Presidents handled their own travel expenses and set the agenda
- Cybersecurity committee released a white paper that was reviewed by the Executive Committee and is available on the APCO website for members.
- President Lee attended a hackathon in San Francisco where he served as a guest judge.

**Executive Director's Report** (*Agenda Item 5*)

- New personnel:
  - CC9S: Meghan Bixler as Technical Program Manager
  - AFC: Chris Wilson as P25 manager, a grant-contingent position
  - GRO: Nicole Zimbelman as Government Relations Counsel
- Staff attrition rate is a mere 3%
- Reviewed the balance scorecard - 93% goal attainment
- The APCO online store went live Aug 3 along with merchandise for purchase at APCO 2016
- Reviewed conference highlights related to the Board

**Regional/CAC Reports** (*Agenda Item 6*)

East Coast – No additional comments.

Gulf Coast – Regional Representatives were not informed of new Executive Council (EC) representatives in their region. The Management Committee receives this information in a timely way and will be encouraged to inform the Board of newly appointed EC representatives.

North Central – Is there an avenue for APCO to be involved in coordinating NG 9-1-1 deployment on a national level as opposed to state by state? Mr. Poarch explained it is two-pronged; mostly a state level concern, although APCO is on the Hill pressing the case for federal funding to help get states deployed.

Western – Western regional members would like last names listed next to items on the Board agenda. A CEC member was concerned about the timeline of the committee chair selection as the 2017 Conference Committee Chair did not have adequate time to request monies. Mr. Poarch explained that the nomination letter came within days of the January Board meeting long after the pre-meeting package of materials had been distributed; he urges committees to be more mindful of the schedule of Board meetings.

CAC – The CAC is celebrating 40 years and holding its elections on August 17.

**Adjournment** (*Agenda Item 7*)

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

The meeting adjourned at 4:16 pm.

**Respectfully submitted,**  
Derek K. Poarch  
Executive Director/CEO

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.