

## APCO International - Board of Directors Meeting

Renaissance Hotel

Washington, DC

May 18, 2016

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### Call to Order

President Brent Lee convened the Board of Directors meeting at 8:33 am 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 Officer	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	

*\*connected via web conference*

Additional participants: Mark Cannon, Deputy Executive Director  
Kristin Vollin, Executive Assistant  
Doreen Geary, Chief Financial Officer\*

### Consent Agenda (Agenda item 1)

**Approval of 1/23/2016 & 3/9/2016 Minutes and Life Member Nominations** – The Credentials Committee requests the Board of Directors recommend to the Membership Quorum the approval of the following nominees as Life Members:

- i. Charlene Fisk, Atlantic Chapter
- ii. Ricky Rowell, Florida Chapter

East Coast Regional Representative James McFarland ***motioned*** to accept the consent agenda. Gulf Coast Regional Representative Matthew Stillwell ***seconded*** the motion. A verbal vote was taken and the ***motion passed with no oppositions.***

### Old Business (Agenda item 2)

#### **Committee Reform Updates**

**SDC Realignment** – The Board reviewed an update from the Standards Development Committee (SDC) on changes it approved on March 9 to ensure better alignment with ANSI requirements. Some board members suggested creating a pool of volunteers for SDC assignments and report the reasons when

volunteers are not selected. East Coast Regional Representative Richard Boettcher wondered if increases in recent years in membership have led to increases in committee sign ups. Executive Director Derek Poarch will report to the Board in August about recent year sign ups. North Central Regional Representative Robin Tieman ***motioned*** to accept the SDC report as presented. Gulf Coast Regional Representative Tracey Hilburn ***seconded*** the motion. A verbal vote was taken and the ***motion passed with no opposition***.

**ProCHRT Rebranding** – After considerable discussion of two proposed logo revisions, Gulf Coast Regional Representative Matthew Stillwell ***motioned*** to table this agenda item. Immediate Past President John Wright ***seconded*** the motion. This gives the ProCHRT committee the latitude to continue to work with MarComm to brainstorm additional branding ideas as it deems appropriate. A verbal vote was taken and the ***motion passed with no opposition***.

**Policy Manual (PM) Changes to Align with Reforms** – Deputy Executive Director Mark Cannon reviewed several changes to PM chapter 7 to align with reforms adopted by the Board at its March 9 meeting. Board members pointed to a few instances where changes to titles had been overlooked; Mr. Cannon will do a universal search for these. Gulf Coast Regional Representative Matthew Stillwell ***motioned*** to approve changes as presented. North Central Regional Representative Robin Tieman ***seconded*** the motion. A verbal vote was taken and the ***motion passed with no opposition***.

**President to President (P2P) Forum Update** – President Brent Lee provided an overview of the President to President forum held in conjunction with the November ETF in Kansas City, MO. As requested by the group, APCO International is providing meeting space for presidents to meet for a half-day at APCO 2016 with President Lee and First Vice President Cheryl Greathouse in attendance. Board representatives expressed a range of concerns raised by Executive Council (EC) members on their regional calls, including that EC members would like more ‘roundtable’ time with the APCO International leadership. It was noted that the agenda for the EC meeting is under the control of the Management Committee, which could allocate time accordingly.

**Project 43 (P43) Update** – Deputy Executive Director Mark Cannon updated the Board on the selection of P43 working groups. North Central Regional Representative Robin Tieman inquired if an increase in the committee line item of the budget will be needed. Mr. Cannon clarified that P43 was being funded by the Public Safety Foundation of America. Western Regional Representative Margie Moulin suggested the updates themselves are helping to educate members about broadband and encouraged continued updates.

**DHS-OIC Grant Supplement** – Deputy Executive Director Mark Cannon provided an update on the DHS-OIC grant, currently in round 3. The most recent award was for nearly 1.1M, which included a new objective to assist OIC in adapting P25 and CAPRAD to situations involving NextGen 9-1-1, mobile applications, broadband, cyber secure networks and other emerging technologies.

### **New Business** (Agenda Item 3)

**2017 Committee Chair Selection** – East Coast Regional Representative James McFarland ***motioned*** to accept Bruce Romero of the Colorado Chapter for APCO 2017 Committee Chair. Gulf Coast Regional Representative Tracey Hilburn ***seconded the motion***. A verbal vote was taken and the ***motion passed with no opposition***.

**PM 3.3 Amendment from Bylaws Committee** – Gulf Coast Regional Representative Matthew Stillwell ***motioned*** to accept the changes to the PM as proposed by the Bylaws Committee concerning chapter meetings. North Central Regional Representative Robin Tieman ***seconded the motion***. A verbal vote was taken and the ***motion passed with no opposition***.

## **PM Proposals by Leadership Development Committee**

Proxies – Board members shared mixed feedback from their regions about proxies. Adding a category for alternates made sense, but proxies held by another EC member should be disallowed. East Coast Regional Representative James McFarland ***motioned*** to recommend narrowing the authority to alternates from the same chapter and removing other proxy options to be implemented immediately upon passage. East Coast Regional Representative Richard Boettcher ***seconded the motion***. A verbal vote was taken and the ***motion passed with no opposition***.

Senior/Life Member Adjustments – North Central Regional Representative Robin Tieman ***motioned*** to accept the adjustments on Task Force duration as presented. Gulf Coast Regional Representative Matthew Stillwell ***seconded the motion***. A verbal vote was taken and the ***motion passed with no opposition***.

Mr. Stillwell spoke in favor of continuing to give conference subcommittee chairs credit for service. Immediate Past President John Wright said co-chair responsibilities at the regional level can be substantial. Gulf Coast Regional Representative Tracey Hilburn ***motioned*** to approve the LDC proposal that would not give credit to subcommittee co-chairs after the 2016 year. North Central Regional Representative Holly Wayt ***seconded the motion***. A verbal vote was taken and the ***motion passed with 12 votes in favor and one vote in opposition***.

**PM 5.2 Proposal by the Atlantic Chapter** – Gulf Coast Regional Representative Matthew Stillwell ***motioned*** to recommend the edits to PM 5.2 requiring the roll call be reported in EC minutes. Western Regional Representative Margie Moulin ***seconded the motion***. It was noted this has been the practice for many years, but is not required. A verbal vote was taken and the ***motion passed with no opposition***.

**Social Media Policy** – East Coast Regional Representative James McFarland ***motioned*** to accept the social media policy as presented. North Central Regional Representative Holly Wayt ***seconded the motion***. A verbal vote was taken and the ***motion passed with no opposition***.

**Proposed Budget, 2016-2017** – Executive Director Derek Poarch provided an overview of the 2016/17 budget and Chief Financial Officer Doreen Geary phoned in to be available for questions. East Coast Regional Representative Richard Boettcher asked why the AFC revenue projection was unchanged from last year. Mr. Poarch said he expected this question since AFC will not meet its target this year. He explained the downturn is partly a matter of timing; on large projects especially, there can be considerable lag between contracting and invoicing stages. AFC was able to show sufficient new contracts in the pipeline to give him confidence to level fund that revenue line. Immediate Past President John Wright ***motioned*** to approve the proposed 2016-2017 budget. Gulf Coast Regional Representative Matthew Stillwell ***seconded the motion***. A verbal vote was taken and the ***motion passed with no opposition***.

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

- NJTI is implementing a new training policy that was discussed with the committee and coordinators earlier in the month.
- At a joint APCO-NENA officers meeting, NPSTC and P43 were discussed.
- Dispatcher Reclassification – Staff continues to monitor developments at OPM and DOL; the new proposal is still awaiting release for public comment and if dispatcher reclassification is not recommended, APCO will wage a major grassroots campaign to involve the membership and its considerable allies on Capitol Hill.
- The APCO 2016 site visit went well; impressed with the hotel and convention center staff.

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

- Advertorial in Radio Resource International magazine is helping re-introduce APCO globally.
- Hong Kong government officials are exploring forming APCO chapter.
- Personnel Changes – In Government Relations, Max Hsu resigned effective May 13.
- APCO terminated the MoU with the University of Melbourne effective May 1 after three years of no progress.
- Large PSAPs meeting in Kansas City had 16 attendees, with a town hall style forum discussing topics like schedules and hiring. So far, 11 pre-registered for the next event in Orlando in conjunction with APCO 2016. LAPD has agreed to host the group in November.
- The investment portfolio is performing well after an initial downturn in Dec-Jan that had matched the market overall. Growth is only 1.9 percent, but that's a \$38,000 positive swing and the Spire-managed portfolio continues to beat the benchmark.
- Certified Public Safety Executive (CPE) will begin July 6 with a full class. CAC awarded 14 scholarships for this course. Everyone has until July 15 to pay tuition. Two seats were added as Msrs. Poarch and Cannon will take the inaugural class. There are currently three people who have already expressed interest in the next course offering, which is an encouraging sign.

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

East Coast – Items from the field were previously discussed.

Gulf Coast – When requesting public comment on a standard the Gulf Coast region would like a link included to the standard. Executive Director Derek Poarch indicated NFPA links are for a fee and some others are proprietary.

North Central – No additional comments.

Western – No additional comments.

CAC – Proposals have been shared with the Group Leader to commemorate the CAC's 40th anniversary in some form at APCO 2016. The Nominating Committee is soliciting for new members.

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

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

The meeting adjourned at 1:25 pm. The Board was then shuttled to tour the APCO-VA offices.

**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.