

APCO International - Board of Directors Meeting

APCO HQ

Daytona Beach, FL

September 17, 2016

Call to Order

President Cheryl Greathouse convened the Board of Directors meeting at 9:00 am EDT. In attendance:

Name	Title	Present	Absent
Cheryl Greathouse	President	X	
Martha Carter	First Vice President	X	
Holly Wayt	Second Vice President	X	
Brent Lee	Immediate Past President	X	
Derek K. Poarch	Ex-Officio / Chief Executive Officer	X	
Richard Boettcher	East Coast Regional Representative	X	
Dave Saffel	East Coast Regional Representative	X	
Tracey Hilburn	Gulf Coast Regional Representative	X	
Becky Neugent	Gulf Coast Regional Representative	X	
Jason Kern	North Central Regional Representative	X	
Matt Franke	North Central Regional Representative	X	
Desi Calzada	Western Regional Representative	X	
Margie Moulin	Western Regional Representative	X	
Richard Solie	Commercial Advisory Council (CAC)	X	

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

Consent Agenda (*Agenda item 1*)

Approval of 8/11/2016 Minutes – Gulf Coast Regional Representative Tracey Hilburn ***motioned*** to approve the Board minutes from August 11, 2016. CAC Representative Dick Solie ***seconded*** the motion. A verbal vote was taken and the ***motion passed with no opposition.***

Old Business (*Agenda item 2*)

President to Presidents (P2P) – Immediate Past President Brent Lee provided an overview of the P2P forum held in conjunction with APCO 2016 in Orlando, FL. Similar to the March forum, the group divided into breakouts this time on governance, mentoring and inter-chapter communications. A summary of the discussion and recommendations were included in the Board packet. In particular, the presidents expressed their concern with not receiving information like the Executive Council (EC) meeting materials or the communique from their EC representatives; the flow of information has been inconsistent to say the least from their standpoint. The presidents agreed to hold regional calls at their expense to report on regional activities for discussion at their next P2P forum at APCO 2017 in Denver.

The regional representatives provided feedback they received from their EC representatives on the P2P forum, which resulted in three motions that would aid in fostering information flow and clarity on roles and responsibilities. Gulf Coast Regional Representative Tracey Hilburn suggested the ECs have an opportunity to meet with the Presidents while in Denver next August; Western Regional Representative Desi Calzada added the Management Committee could aid in facilitating the discussion.

North Central Regional Representative Matt Franke ***motioned*** to direct Member Chapter Services (MCS) to revisit the chapter officer training program. East Coast Regional Representative Rich Boettcher ***seconded*** the motion. President Cheryl Greathouse will provide guidance to MCS. North Central Regional Representative Matt Franke believes the chapter officer training program is an opportunity to provide chapter officers details on the structure of the APCO governance. A verbal vote was taken and the ***motion passed with no opposition.***

Gulf Coast Regional Representative Becky Neugent ***motioned*** to give specific direction to the Management Committee to develop new Executive Council (EC) orientation webinars and training for new and tenured EC members to include governance and role responsibilities. Western Regional Representative Margie Moulin ***seconded*** the motion. Ms. Moulin also suggested the Management Committee poll the ECs to find out how they view their role. A verbal vote was taken and ***the motion passed with no opposition.***

East Coast Regional Representative Dave Saffel ***motioned*** to direct staff to cross post the communique and annual EC meeting materials to both the EC and chapter president communities on PSConnect while separating out materials that are confidential. Gulf Coast Regional Representative Becky Neugent ***seconded*** the motion. East Coast Regional Representative Rich Boettcher questioned if this would alter the responsibility of the EC representatives to be the conduits to the chapters. Deputy Executive Director Mark Cannon shared that it was his sense from observing the two P2P forums, which both yielded a similar recommendation about the broader posting of materials, that the presidents see a difference between information and communication. The former could be satisfied by staff posting the information simultaneously to EC and presidents to assure consistency, timeliness and transparency, but that doesn't absolve the EC representatives from the responsibility to do the latter, which is to communicate by shining a light on the important items and getting feedback from chapter officers in the process. North Central Regional Representative Jason Kern suggested regional representatives could get more proactive with ECs to better ensure they communicate with chapters perhaps by preparing a sample agenda or talking points for ECs to share with their chapter officers. A verbal vote was taken and ***the motion failed.***

The Board also discussed restructuring the EC meeting so that precious time is taken up less by reports that people can all read in advance and more around its broader responsibility to "provide advice to the Board of Directors on matters of importance to the public safety communications industry." North Central Regional Representative Jason Kern said that until a couple years ago there was more constructive output from the EC meetings, such as its work on KSAs that are now part of the officer candidacy application and recommending leadership training, which has evolved into the Certified Public-Safety Executive course. First Vice President Martha Carter said that she would be working with the Management Committee to suggest such meeting restructuring.

New Business (*Agenda Item 3*)

Conference Discount for Online Members – Deputy Executive Director Mark Cannon provided an overview on the proposed modification to Policy Manual language to allow the typical \$100 member discount on conference registration to apply to online members. The request to the Member Chapter Services Committee (MCSC) was initiated a couple years ago; after due consideration the MCSC has urged on a 12-2 vote the amendment's approval. Upon inquiry from North Central Regional Representative Jason Kern, CEO Derek Poarch explained there are likely no adverse revenue implications; online members do to not register for conference upon finding out they are not receiving a discounted rate. CAC Representative Dick Solie raised a concern that it may further skew conference participation since the vast majority of online members are telecommunicators versus supervisors. Mr. Solie also said commercial members would like to know in a more structured manner who is attending the

show so that they have a better sense of how many attendees have buying power. Mr. Poarch said he is certain this survey information has been shared in some form since it gets summarized in the exhibitor prospectus, but he will be sure to get the appropriate survey information to Mr. Solie for at least the past three years. Several regional representatives spoke up to say that the telecommunicators in their agencies act as surrogates for them at the expo because the show floor is too big for supervisors alone to canvass and the front line people often have a better idea of the equipment that they need and will work best for them; so their suggestions count for a lot in the agency purchasing process.

Western Regional Representative Margie Moulin ***motioned*** to approve a conference discount for online members. North Central Regional Representative Jason Kern ***seconded*** the motion. A verbal vote was taken and ***the motion passed with no opposition.***

President's Report (*Agenda Item 4*)

- The application period for 2016 Task Force chairs just concluded:
 - CEI Phase IV Taskforce - Robin Tieman of the Missouri Chapter
 - Aging Workforce on PSAPS – Maureen Will of the Atlantic Chapter
 - Member Benefits – Tash Todd of the South Carolina Chapter
 - Non Traditional PSAPs – Western Regional Representative Desi Calzada
- Finance & Budget Board Liaisons:
 - East Coast Regional Representative Rich Boettcher
 - North Central Regional Representative Jason Kern
 - Western Regional Representative Margie Moulin
 - Gulf Coast Regional Representative Becky Neugent. Ms. Neugent will serve as chair of F&B and represent F&B on the Strategic Planning Committee
- Investment Committee – North Central Regional Representative Jason Kern

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

- CEO Derek Poarch reminded Board members to make their comments on SOC by September 20.
- Investments – Currently at 1.05M, which has grown in value by \$67,000 with a rate of 1.4% dividends or \$12,500 year to date. The Board will receive a quarterly report from Spire and the Investment Committee also has calls on a quarterly basis.

Regional/CAC Reports (*Agenda Item 6*)

East Coast – While discussing the P2P meeting it was brought up that the Annual EC meeting is an open meeting providing chapter officers the opportunity to attend if they so choose. Virginia, Atlantic, and West Virginia chapters have fall conferences approaching in the near future, as well as the Mid-Eastern Chapter Training. Encouraged their region to file comments on SOC.

Gulf Coast – Jack Varnado was elected to the Finance & Budget Committee. The Gulf Coast region has been working with APCO to submit applications through the Sunshine Fund for those that have been affected by the recent Louisiana floods. Per the amendment the Board adopted in August, the International Chapter will remain vacant until APCO has a larger pool of International chapter members.

North Central – North Central regional members find value in the networking piece of the P2P meeting. In electing Matt Franke as Board Representative to finish Holly Wayt's term, the North Central region suggested streamlining the election process. The Executive Council would like recognition at the start of the First General Business Session.

Western – Western Regional members suggested the Management Committee have the U.S. and host state flag present at the next Executive Council meeting along with reciting the Pledge of Allegiance. They would also like the EC roster with emails posted to PSConnect.

CAC – Four new CAC members were elected. CAC had a presentation from team911.com for a free calendar service that would highlight upcoming industry events, but several CAC members expressed reservations about going this route. CAC would like to setup new committees for special projects.

Adjournment (*Agenda Item 7*)

East Coast Regional Representative Rich Boettcher ***motioned*** to adjourn. East Coast Regional Representative Dave Saffel ***seconded*** the motion.

The meeting adjourned at 12:03pm.

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.