

APCO–International, Inc. [Not For Distribution Beyond APCO Governing Bodies]

Board of Directors Meeting
Saturday, September 25, 2010
Spartanburg, SC

Attendees:

President Bill Carrow	East Coast Regional Representative Dave Clemons
First Vice President Gregg Riddle	East Coast Regional Representative Jay Groce
Second Vice President Terry Hall	Gulf Coast Regional Representative Woody Glover
Immediate Past President Dick Mirgon	Gulf Coast Regional Representative Pat Hall
Executive Director George Rice	North Central Regional Representative Lynne Feller
	North Central Regional Representative Julie Righter
Deputy Executive Director Mark Cannon	Western Regional Representative Dick Granado
	Western Regional Representative Gigi Smith
	CAC Representative Don Whitney

President Bill Carrow *called* the meeting to order at **2:05 p.m.** EDT.

1. Adoption of Consent Agenda

Second Vice President Terry Hall *motioned* to accept the Consent Agenda. East Coast Regional Representative Jay Groce *seconded* the motion. First Vice President Gregg Riddle offered grammatical changes to board minutes. A verbal vote was taken and the motion, as amended, *passed with no opposition*.

2. Long Range Strategic Plan

Gulf Coast Regional Representative Woody Glover *motioned* to accept the Long Range Strategic Plan. Western Regional Representative Gigi Smith *seconded* the motion.

First Vice President Gregg Riddle led a review of the changes recommended during the Executive Council's review that were brought forward by the LRSP Committee. The Board agreed to alter language in Goal #3, Strategy #3 to read:

- Identifying cut off points for initiatives no longer meeting expectations.

A verbal vote was taken and the motion, as amended, *passed with no opposition*.

3. TACT System Impact Analysis

The Board discussed the system impact analysis report submitted by DSK Solutions and recommended referral of the issue back to the TACT exploratory group for further analysis. Second Vice President Terry Hall concurred with the need for further analysis as a prudent next step, with President Bill Carrow as Board liaison. President Bill Carrow acknowledged the value of DSK Solutions presentation and emphasized value of a partnership with the National Emergency Managers Association (NEMA) as a good connection to state level coordination.

East Coast Regional Representative Dave Clemons posed for consideration the question of whether or not this program should be funded by PSFA. North Central Regional Representative Lynne Feller expressed need for commitment from the field and from OEC or FEMA that the program would be used. Immediate Past President Dick Mirgon noted that this endeavor involves a calculated risk, and that it may place APCO at a competitive disadvantage if it does not proceed.

North Central Regional Representative Lynne Feller offered the possibility of beginning with APCO Institute training information as an initial data set. President Bill Carrow offered concurrence with this concept.

First Vice President Gregg Riddle inquired about federal funding for TACT development. Executive Director George Rice noted that no specific federal grants exist for such efforts, but that the possibility of pursuing discretionary funding exists. Second Vice President Terry Hall and East Coast Regional Representative Dave Clemons led discussion on partnering with federal authorities to determine how to structure TACT or to collaborate with a federal agency.

Second Vice President Terry Hall ***motioned*** to refer the matter back to the TACT exploratory group for further analysis, with President Bill Carrow as liaison. CAC Representative Don Whitney ***seconded*** the motion.

A verbal vote was taken and the motion ***passed with no opposition.***

4. Team Award

East Coast Regional Representative Jay Groce ***motioned*** for ratification of Team Award, as approved on July 20, 2010 by the APCO Executive Committee. Gulf Coast Regional Representative Pat Hall ***seconded*** the motion.

Second Vice President Terry Hall offered comments on how best to monitor the overall awards process. First Vice President Gregg Riddle referred the Board to section 13.9 of the APCO Policy Manual for information on “other” awards. Immediate Past President Dick Mirgon offered comment on the need to ensure that the Association recognizes its high achieving members. President Bill Carrow added that these matters come to the Board from the Awards Committee, consistent with policy and practice. Gulf Coast Regional Representative Pat Hall inquired as to whether or not the Awards Committee should be tasked by the Board to examine the overall awards criteria. North Central Regional Representative Lynne Feller offered thinking on the need for flexibility in the awardees selection process. Gulf Coast Regional Representative Woody Glover offered that the current award be adopted, but that additional consideration be given to the process moving forward. President Bill Carrow offered that this provision has been underutilized.

A verbal vote was taken on the ratification of the Team Award and the motion ***passed with no opposition.***

Gulf Coast Regional Representative Woody Glover ***motioned*** for discussion purposes that the Board amend section 7.2, 3.1 (Standing Committee Policy) to add as part of the Awards Committee’s task the conducting of an annual review of all Association awards criteria. Western Regional Representative Dick Granado ***seconded*** the motion.

After additional discussion, the motion to amend the Policy Manual was withdrawn in favor of President Bill Carrow simply instructing on behalf of the Board that the Awards Committee examine the overall awards process (all categories) as well as reformat the new Team Award policy to match that in effect for similar awards.

5. Proposed Amendment to Policy Manual Section 3.1

Western Regional Representative Gigi Smith ***motioned*** to table the adoption of the redlined version of the amendment until further review by the Bylaws Committee. Gulf Coast Regional Representative Pat Hall ***seconded*** the motion.

Board members discussed the redirection of process-oriented language and provisions from the policy; to be noted as recommendations rather than directives.

A verbal vote was taken and the motion ***passed with no opposition***.

6. FY 2011 Financial Update

Deputy Executive Director Mark Cannon noted that the FY 2011 Q1 financial report is in preparation, as the quarter has not yet concluded. A report on Q1 will be forthcoming, approximately 15 days after the close of the quarter. Deputy Executive Director Mark Cannon added that, in accordance with GAAP, conference revenue is carried as deferred revenue until the actual month that the majority of expenses are booked. Deputy Executive Director Mark Cannon also noted that other revenue-generating departments, especially AFC, are experiencing a good quarter based on preliminary data.

7. Old Business

- **Public Safety Alliance**

Immediate Past President Dick Mirgon reported on APCO involvement in the Public Safety Alliance Week, including the White House sponsored Public Safety Communications Planning Forum, a hearing by the Senate Commerce, Science and Transportation Committee on D block issues, various Senate constituent meetings and a Capitol Hill press event.

- **APCO World Congress**

Executive Director George Rice reported on growing corporate support for the event, the AWC exhibit set at the Qatar Security Expo, and an upcoming educational teleconference for prospective industry sponsors.

- **Branding Task Force**

East Coast Regional Representative and Task Force Chairman Dave Clemons reported that the tag lines for consideration will be delivered within a few weeks. The task force will have one additional in-person meeting to finalize all efforts and conclude on schedule.

- **Special Conference Task Force**

North Central Regional Representative Lynne Feller reported that a primary focus of the task force is review and edit of the Annual Conference manual. A consideration is underway concerning the possibility of multi-city rotation for conference sites. Once these considerations are addressed, the task force will move onto regional conference revisions and issues. Second Vice President Terry Hall inquired about reactions to the reduction in days allotted to the Annual Conference. Deputy Executive Director Mark Cannon provided insights gleaned from exit surveys of both attendees and exhibitors. North Central Regional Representative Julie Righter discussed the popularity of the condensed schedule with agency directors in this era of very tight budgets. North Central Regional Representative Lynne Feller noted a series of innovations in the events industry that may be relevant to how APCO could revamp its expo.

- **Generic Joint Standards Development Memo**

Gulf Coast Regional Representative Woody Glover inquired as to the status of any adoption of the memo. Executive Director George Rice noted that only NENA has it under consideration at present; APCO is awaiting further communication from NENA.

8. New Business

- **Interface Standard for Recordings Systems Using Radio Over IP**

Second Vice President Terry Hall *motioned* for acceptance of RoIP Position Statement. East Coast Regional Representative Jay Groce *seconded* the motion.

“Next Generation 9-1-1 (NG9-1-1) emergency services networks, which rely on communication over Internet Protocol (IP), will be required to record radio communications traffic. As Radio over IP (RoIP) and NG9-1-1 technologies develop, APCO International believes that public safety agencies must have a standardized method to deliver the traffic over an IP connection to recording systems. One of the requirements of NG9-1-1 is that all logging services must be able to communicate. Therefore, APCO International believes the required RoIP interface must be an open standard. The need for a RoIP protocol is immediate, since logging service is a core function in NG9-1-1 and must be available at the time any ESI-net or PSAP initiates service. APCO therefore supports the formation of a stakeholder working-group to assess and explore the potential to extend the existing ISSI/CSSI standard to support additional capabilities for NG9-1-1.”

A verbal vote was taken and the motion *passed with no opposition*.

- **Exhibitor Discount Realignment**

Western Regional Representative Dick Granado noted that vendors have approached him with questions concerning booth discounts for the 2011 year. Deputy Executive Director Mark Cannon described the new timeline considerations based on “early bird” vs. standard, as opposed to member vs. non-member. Deputy Executive Director Mark Cannon also noted that a similar discussion was held with the CAC chair to provide for further education on discount eligibility. Change was implemented to counter a trend in recent years of exhibitors waiting longer to sign up for the Annual Conference. CAC Representative Don Whitney said the CAC would have welcomed the opportunity to be part of the decision process rather than finding out about it

totally after the fact. He noted that the long standing APCO policy extended this discount to even the largest booths on the floor if the one (and often only) person that signed the contract was a member. The feeling of the members of the previous Membership Taskforce was that this was not fair to APCO and it did not create an incentive for any company to have more than one APCO member. Deputy Executive Director Mark Cannon agreed, which is precisely why any decision to return to a discount structure based on membership status should involve a review of the corporate membership structure.

9. Discussion of Next Meeting

The next Board of Directors meeting is set to occur via teleconference, in conjunction with the Western Regional Conference on Sunday, February 6, 2011 at **1:00 p.m. PST** (4:00 p.m. EST).

10. Adjournment

Second Vice President Terry Hall ***motioned*** to adjourn the meeting. A verbal vote was taken and the motion ***passed with no opposition***. The meeting adjourned at **3:52 p.m. EDT**.

Respectfully submitted,

George S. Rice, Jr.
Executive Director

The Board Agenda will be part and parcel of the formal record of the Board of Directors meeting and will be retained at Headquarters.