

2012 APCO International Annual Executive Council Meeting
 Minneapolis Convention Center Room 102A-F
 Minneapolis, MN
 Friday, August 17, 2012

Convene

Presider Art Rios of the New Mexico chapter convened the Executive Council Annual Meeting at 8:30 a.m. CDT on Friday, August 17, 2012.

Roll Call

EXECUTIVE COUNCIL					
CHAPTER	REPRESENTED BY		PRESENT	ABSENT	PROXY
ALABAMA	Becky Neugent		x		
ALASKA	Stephanie Johnson		x		
ARIZONA	Pat Joy		x		
ARKANSAS	Joshua Billis	New	x		
ATLANTIC	Richard Boettcher		x		
COLORADO	Heather McCarthy		x		
CPRA	Jim Acosta		x		
FLORIDA	Ricky Rowell	New	x		
GEORGIA	Angela Bowen	New	x		
IDAHO	Derek Dofelmire		x		
ILLINOIS	Jason Kern		x		
INDIANA	Donald Kottlowski		x		
INTERNATIONAL	Brent Finster	New	x		
IOWA	Eric Nevins		x		
KANSAS	Michele Abbott		x		
KENTUCKY	Steve Tracy		x		
LOUISIANA	Martha Carter		x		
MICHIGAN	Lloyd Fayling		x		

EXECUTIVE COUNCIL					
CHAPTER	REPRESENTED BY		PRESENT	ABSENT	PROXY
MID-EASTERN	Chris McNamara	New	x		
MINNESOTA	Faith Evers		x		
MISSISSIPPI	Brenda Gowdy	New	x		
MISSOURI	Robin Tieman		x		
MONTANA	Kimberly Burdick		x		
NEBRASKA	Sharon Codr		x		
NEVADA	Penny Lee	New	x		
NEW MEXICO	Art Rios		x		
NORTH CAROLINA	Frank Thomason		x		
NORTH DAKOTA	Janell Quinlan		x		
NORTHERN CALIFORNIA	Desi Calzada		x		
OHIO	Holly Wayt		x		
OKLAHOMA	Matthew Stillwell		x		
OREGON	Margie Moulin		x		
PACIFIC	Kenison Tejada		x		
PENNSYLVANIA	James McFarland	New	x		
SOUTH CAROLINA	Fred Thompson		x		
SOUTH DAKOTA	Edie Jenniges	New	x		
TENNESSEE	Molly Coulter		x		
TEXAS	Bill Keller		x		
UTAH	Tina Roylance		x		
VIRGINIA	Bill Agee		x		
WASHINGTON	Kathleen Seeley	New	x		
WEST VIRGINIA	David Saffel		x		
WISCONSIN	John DeJung	New	x		

EXECUTIVE COUNCIL					
CHAPTER	REPRESENTED BY		PRESENT	ABSENT	PROXY
WYOMING	Glen Crumpton	New	x		
BOARD OF DIRECTORS					
EXECUTIVE COMMITTEE OF THE BoD					
PRESIDENT	Gregg Riddle		x		
FIRST VICE PRESIDENT	Terry Hall		x		
SECOND VICE PRESIDENT	Gigi Smith		x		
IMMEDIATE PAST PRESIDENT 2011-2010	Bill Carrow		x		
EX-OFFICIO					
EXECUTIVE DIRECTOR	Derek Poarch		x		
REGIONAL AND CAC REPRESENTATIVES					
EAST COAST REGION	Dave Clemons		x		
	Jay Groce		x		
GULF COAST REGION	Debbie Gailbreath		x		
	Pat Hall		x		
NORTH CENTRAL REGION	Lynne Feller		x		
	Julie Righter		x		
WESTERN REGION	Peggy Fouts		x		
	Richard Granado		x		
COMMERCIAL			x		
ADVISORY COUNCIL	Don Whitney				

Introductory Remarks

2012 Conference Committee Chair

Dana Wahlberg and Brian Tollin, 2012 Annual Conference Committee Co-Chairs welcomed the Executive Council to Minneapolis, providing an overview of upcoming Conference events.

Overview by Management Committee

Martha Carter of the Louisiana Chapter, and Chair of the Management Committee, welcomed the Executive Council, recognizing the New Executive Council members: Joshua Bills from the Arkansas Chapter, Ricky Rowell from the Florida Chapter, Angela Bowen from the Georgia Chapter, Brent Finster from the International Chapter, Chris McNamara from the Mid-Eastern Chapter, Brenda Gowdy from the Mississippi Chapter, Penny Lee from the Nevada Chapter, James McFarland from the Pennsylvania Chapter, and Edie Jenniges from the South Dakota Chapter. Martha introduced the Management Committee representatives: Molly Coulter of the Tennessee Chapter representing the Gulf Coast Region, Tina Roylance of the Utah Chapter representing the Western Region, Frank Thomason of the North Carolina Chapter representing the East coast, and Holly Wayt of the Ohio Chapter representing North Central.

President's Opening Comments

President Gregg Riddle addressed the Executive Council with highlights from the past year:

- the collaborative work of the Public Safety Alliance (PSA) to enact Broadband legislation
- ongoing efforts with the PSA to mitigate the effects of legislative language on T-band
- Board changes from Philadelphia to present; Gigi Smith to Second Vice President and Peggy Fouts of the Washington Chapter to the Board of Directors

Approval of the 2011 Annual Executive Council Meeting Minutes

Jim Acosta of CPRA *motioned* to approve the 2011 Annual Executive Council Meeting Minutes. Kimberly Burdick of the Montana Chapter noted a correction to the minutes – pg. 17, Kimberly and Tina need to be interchanged on committee representation as written. Kimberly Burdick *seconded the motion*. A verbal vote was taken with no opposition and the *motion carried*.

Executive Director Report

Executive Director Derek Poarch addressed the Executive Council at this time. Topics included:

- APCO ended the year with more than a half million dollar surplus to be added to reserves
- Passage of Public Safety Broadband Legislation as part of HR 3630
- Staff goals aligned with the LRSP using the Balanced Scorecard method and backed up by an accountability system, APSTAT (APCO Statistics), to help stay on track through a monthly review.
- Staff summary; FTE - 55 employees total; include 2 vacancies and 3 pending hires; also 2 contract employees and 1 intern not included in the 55

- Alexandria office refurbishment, including new sign on the exterior, updated lights, paint, carpet, refinished floors, and reconfigured the third floor to create a conference room
- Membership Growth - 20,000 members is the goal by the close of the 2013 Conference
 - 15% growth in membership from last year, much of which is credited to the Group Member option being utilized by 200 agencies
 - 15,000 members since 2005, mid July 2012 - 15,115 members
- AFC – leader in Spectrum Management with a market share of 60-65 percent; and the new ATDI web-based software solution to complement the Spectrum Watch solution
- Institute –all courses are offered online; trained a total of 12,000 students in the past year
 - Recently released three new courses - CTO 5th edition, CTO program concepts, EMD Manager
 - EMD Reciprocity course helps users of competitive products to switch to APCO
 - RPL - 163 students certified.
- 9-1-1 Adviser Software – upgraded to .net format and is customizable to include foreign language. Software sales have tripled in the last two years.
- Conference and Events – working to bring in additional technology sessions
- Emerging Technology Forum – replaced technology roundtables
- APCO Global Congress Dubai– will no longer participate due to two years of losses.
- ProCHRT – now a standing committee
- Q&A – Rich Boettcher thanked Derek for his leadership.

Second Vice President Candidate Address to Council

Second Vice President Candidates Brent Lee and John Wright addressed the Executive Council at this time.

Leadership Development Presentation (Peggy Fouts, Chair)

- Comprised of 3 Past Presidents (Greg Ballentine, Joe Hanna, Chris Fischer), 2 Board of Director Representatives (Peggy Fouts, Western and Debbie Gailbreath, Gulf Coast) and 2 Executive Council members (Jason Kern, Illinois, and Matt Stillwell, Oklahoma)
- Inspired by the 2011 EC brainstorming session during break-outs with a focus on mentoring future leaders within APCO
- Past Presidents were contacted to get their input on what it takes to do the job
- Thinking of creating an executive level leadership training course, beyond the RPL similar to FBI's national academy

Executive Council Outreach Initiative Report

- Martha Carter of the Louisiana Chapter provided some background information on how the Outreach report was created
- She explained the process and results as well as suggestions and where we go from here. Martha encourages everyone to read the Executive Council report
- Peggy Fouts, Western Regional Representative to the Board of Directors, and President Gregg Riddle publicly thanked the sub-committee for its efforts

Regional Caucuses - Election of Regional Board of Directors and Questions for Discussion

- Election of Regional Representatives to the Board of Directors
- Election of Executive Council Committees
 - Conference & Expositions Advisory Committee (CEAC)
 - Finance & Budget
 - Management
- Questions for Discussion
 1. Are there any new issues that need to be brought forward since the conclusion of the outreach report?
 2. What items have been improved since the outreach: PSConnect, communication flow?
 3. Have you seen any improvement in communications?
 4. Suggestions on improving communication flow – Discuss with BoD what you feel frequency of calls, communications should be?
 5. How can communications breakdowns be avoided in the future?
 6. How can you as an EC member and BOD commit to working towards more effectively presenting and addressing issues between governing bodies?
 7. What concepts should the Management Committee continue to tackle and how does your region envision the sub-committee moving forward in the future?
 8. Discuss your role and responsibilities as EC and BOD members and openly discuss expectations.

Regional Reports

North Central Regional Board of Directors Representatives Lynne Feller and Julie Righter:

- Regional calls are quarterly and last half hour to an hour.
- Election of Regional Board Representative and Executive Council Committees
 - Robin Tieman of the Missouri Chapter - Board rep.
 - Eric Nevins of the Iowa Chapter remains on the Finance and Budget Committee
 - Holly Wayt of the Ohio Chapter remains on the Management Committee
 - Faith Evers of the Minnesota Chapter is elected to CEAC

East Coast Regional Board of Directors Representative Jay Groce and Dave Clemons:

- Pre and post calls have been close to 100% participation, noting that Doodle is helpful in scheduling calls
- Election of Regional Board Representative and Executive Council Committees
 - James McFarland of the Pennsylvania Chapter - Board rep.
 - Freddie Thompson of the South Carolina Chapter - Finance and Budget Committee
 - Frank Thomason of the North Carolina Chapter - Management Committee
 - Bill Agee of the Virginia Chapter - CEAC

Gulf Coast Regional Board of Directors Representative Pat Hall and Debbie Gailbreath:

- Calls have been 55-80% participation throughout the year

- Election of Regional Board Representative and Executive Council Committees
 - Matt Stillwell of the Oklahoma Chapter - Board rep.
 - Becky Neugent of the Alabama Chapter - Finance and Budget Committee
 - Molly Coulter of the Tennessee Chapter - Management Committee
 - Angela Bowen of the Georgia Chapter - CEAC

Western Regional Board of Directors Representative Dick Granado and Peggy Fouts:

- Calls have been about 69% participation throughout the year
- Allow time on the calls for each EC member to provide updates on their chapter
- Election of Regional Board Representative and Executive Council Committees
 - Kimberly Burdick of the Montana Chapter - Board rep.
 - Derek Dofelmire of the Idaho Chapter - Finance and Budget Committee
 - Jim Acosta of the Chapter – CEAC

CAC Board of Directors Representative Don Whitney:

- 10 Conference calls and 2 face to face meetings with 60-75% attendance
- Working with APCO leadership for policy development related to commercial advertisement
- Assess penalties for those that have too many unexcused absences from the calls
- Election of Executive Council Committee
 - Brian Hughes - CEAC

Group Leaders Report

The Group Leaders each gave an overview of the committees under their oversight.

Group 1 Governance – Margie Moulin of the Oregon Chapter:

- Bylaws – Move the Horizon award under the Awards Committee, help chapters to align bylaws and policy manuals with the SGI, they will review them for format
- CEAC – chair is Robin Tieman of the Missouri Chapter;
- Credentials – reviewed 3 life members 6 senior member nominations
- LRSP – keep that document as a live document

Group 2 Operations – Pat Joy of the Arizona Chapter:

- CALEA – Goals
 - Find ways to work with other committees to further their processes.
 - Aid in making sure that APCO training standards meet CALEA standards.
 - Ensure P33 accreditation meet CALEA chapter 5 requirements
- Call Center Standards will now be called Communications Center Standards Committee
- NJTI/TERT – Goal this year is to update TERT Standard
- Professional Development Committee – works to identify and schedule quality sessions for the conference; recently started a speakers group on PSConnect
- ProCHRT – Transitioned from a task force to committee; new Chair is Bill Carrow
- Standards Development would like to create sub committees for various projects and will continue to work on road map and monitor ANSI

Group 3 Technical – Richard Boettcher of the Atlantic Chapter:

- Member Chapter Services - handles new attendee orientation
- Spectrum Management Committee - Looked at narrowband waivers, reviewed and updated the APCO technician certification test
- Historical Committee – introduced virtual museum
- Data Transfer – completed work on VEDS
- Broadband Committee – supports the Summit, the committee will have a new chair
- 9-1-1 Emerging Technology – worked on UCAD project

Group 4 Group Leader Coordinator – Carol Adams of the Virginia Chapter:

- Awards committee had an increase nominations
- Out of 475 signups, only 19 people have not been assigned to a committee
- Encouraging committee leadership to look for new members

Fiscal Year-End Finance Report

Dave Saffel of the West Virginia Chapter and Chair of the Finance and Budget Committee reported to the Executive Council on the state of the finances for APCO International. For the first time revenue exceeded \$10M; expenses were \$9.6M leaving a year-end balance of just over \$594K. Cash reserves are at a 43%; well above the 25% average.

The Finance and Budget Committee have a call once a month. APCO received an unqualified audit opinion and this past year there were no management letter findings.

Mark Cannon, Chief of Staff, reviewed the Finance Report, which included:

- Attracting more dollars because of the quality of the APCO brand
- Exceeded on revenues in every case and very careful with expenses
- APCO and PSFA combined assets are a little over \$11M
- Discussed some macro-economic trends impact state and local agencies

Bill Keller of the Texas Chapter congratulated the Finance & Budget Committee on the financial report but would like more explanation of the losses particularly in the administration department; Mark explained how several departments, including administration, are regarded as cost centers that do not earn much revenue, but support the revenue generating departments.

Art Rios of the New Mexico Chapter inquired about page 91 of the report; the KM acronym stands for what. Mark explained the acronym stands for Knowledge Management, which oversees the association database and industry research.

Kathleen Seely of the Washington Chapter wanted to know if computer literacy broadens the pool of applicants for careers where no degree is required, for example Telecommunicators; Mark agreed that it does broaden the pool; and that associations, like APCO, are filling a growing demand for life-long learning that is career-based.

Federal Policy Issues

Jeff Cohen, Chief Counsel for Law & Policy, addressed the Executive Council at this time.

- Gave an overview of the Government Relations (GRO) department and staff
 - GRO's vision is to keep APCO at the forefront as a leader in the industry; maintain high level relationships on Capitol Hill and with federal agencies; foster strategic partnerships with other national public safety organizations.
- Mentioned the new Government Relations blog and Twitter account.
- FirstNet Advantages:
 - Foster a sustainable network design– technical, financial and secure
 - Designed to be swift acting and independent.
 - Facilitates a competitive, diverse, multiple vendor environment

ProCHRT

Steve Souder, Chair of ProCHRT, updated the Executive Council on the 2012 activities.

- Developed social media channels, Twitter and Facebook
- Expanded the ProCHRT toolbox
- Published 3rd year report
- Transitioned from to a committee; now in a position to solicit members
- Urging every chapter to develop its on ProCHRT committee

Rich Boettcher of the Atlantic Chapter wanted to know if Past President Bill Carrow heard that other public safety associations are dissatisfied with the phrase “the first of first responders,” to which Bill replied he had not heard such complaints. He said that some of the associations were concerned that the “F” grades in the report might be misinterpreted.

Regional Caucus – Wrap Up

Regional representatives reported on what was discussed during the regional caucuses.

East Coast Region – Frank Thomason, Management Committee Representative

- Initial recommendations for meeting space layout. Refining processes for how the group gets together and shares information.

Gulf Coast Region – Pat Hall, Representative to the Board of Directors

- Would like to know what process they must follow for someone to do a ProCHRT presentation at one of their chapter meetings. Past President Bill Carrow said he would field such requests and the ProCHRT committee would most likely entertain going to a conference rather than a chapter meeting.
- Appreciated the New Attendee Orientation

North Central Region – Julie Righter, Representative to the Board of Directors

- Will streamline scheduling of conference calls and schedule them further in advance
- May have a monthly call as opposed to scheduling only around Board meetings.
- Communication has been good within their region

Western Region – Tina Roylance, Management Committee Representative

- Good communication, outreach was worthwhile
- Suggested the Outreach Subcommittee disband and that all EC members embrace the post-SGI environment and focus on making it work as well as possible
- Encouraged the Management Committee to push out a survey to see if there are some different suggestions as far as the room setup and communication of agenda items

Other Business

- Matt Stillwell of the Oklahoma Chapter thanked President Gregg Riddle for his dedication as President, especially in light of his personal health issues this year
- Peggy Fouts, Western Regional Representative to the Board of Directors, thanked the Board Representatives who have completed their terms this year
- Jim Acosta of CPRA announced the Jack Daniel memorial, Sunday 10am-5pm
- Gigi Smith, Second Vice President, corrected the room number for the memorial
- Bill Keller of the Texas Chapter thanked Art Rios of the New Mexico Chapter for his service as presider and wished Freddie Thompson of the South Carolina Chapter well in his preparations to take on the role at next year's meeting
- Debbie Gailbreath, Gulf Coast Representative to the Board of Directors, recognized Pat Hall, for her dedication to the Board and her camaraderie
- Art Rios of the New Mexico Chapter thanked the staff for their hard work putting the meeting together

Recess

James McFarland of the Pennsylvania Chapter ***motioned*** to recess. Jim Acosta of CPRA ***seconded the motion***. A verbal vote was taken with no opposition and the ***motion carried***.

The Executive Council meeting recessed at 5:05 p.m. Central and will be adjourned following the closing luncheon on Wednesday, August 22, 2012.

Respectfully submitted,

Derek K. Poarch
Executive Director

The Executive Council Meeting agenda will be part and parcel of the formal record of the 77th Annual APCO International Conference & Exposition and will be retained at headquarters.

APCO International, Inc.

Executive Council eVote
2012 Meeting Minutes Approval
January 11, 2013
Via Email

The Executive Committee of the Board *authorized* the posting of a “Significant Action” e-posting to the Executive Council on December 10, 2012 to streamline the approval of the meeting minutes of August 17, 2012. Following a required 48-hour discussion period the special e-vote commenced on December 13, 2012.

Brent Finster of the International Chapter *motioned* adoption of the Executive Council (EC) August 17, 2012 minutes. Jason E. Kern of the Illinois Chapter *seconded* the motion.

Final tally: Yes – 30, No – 0, Abstain – 2

The special e-meeting closed on January 10, 2013 at the conclusion of the 30-day voting period.

Respectfully submitted,
Derek K. Poarch
Executive Director

The Executive Council agenda will be part and parcel of the formal record of the meeting and will be retained at headquarters.

EXECUTIVE COUNCIL					
CHAPTER	REPRESENTED BY		YES	NO	ABSTAIN
ALABAMA	Becky Neugent		x		
ALASKA	Stephanie Johnson				
ARIZONA	Pat Joy		x		
ARKANSAS	Joshua Billis		x		
ATLANTIC	Richard Boettcher		x		
CARIBBEAN	Ferdinand Cedeno*	New			
COLORADO	Heather McCarthy		x		
CPRA	Jim Acosta		x		
FLORIDA	Ricky Rowell		x		
GEORGIA	Angela Bowen		x		
IDAHO	Derek Dofelmire		x		
ILLINOIS	Jason Kern		x		
INDIANA	Donald Kottlowski				
INTERNATIONAL	Brent Finster		x		
IOWA	Eric Nevins		x		
KANSAS	Michele Abbott		x		
KENTUCKY	Steve Tracy				
LOUISIANA	Martha Carter		x		
MICHIGAN	Lloyd Fayling		x		
MID-EASTERN	Chris McNamara		x		
MINNESOTA	Faith Evers		x		
MISSISSIPPI	Brenda Gowdy				
MISSOURI	Michael Snowden*	New			x
MONTANA	Michele Blais*	New			
NEBRASKA	Sharon Codr		x		
NEVADA	Cheryl Curtis*	New			
NEW MEXICO	Art Rios		x		
NORTH CAROLINA	Frank Thomason		x		
NORTH DAKOTA	Janell Quinlan				
NORTHERN CALIFORNIA	Desi Calzada				
OHIO	Holly Wayt		x		
OKLAHOMA	Lisa Poarch*	New			
OREGON	Margie Moulin		x		
PACIFIC	Kenison Tejada				
PENNSYLVANIA	Jay Groce*	New			x
SOUTH CAROLINA	Fred Thompson		x		
SOUTH DAKOTA	Edie Jenniges		x		
TENNESSEE	Molly Coulter				
TEXAS	Bill Keller		x		
UTAH	Tina Roylance		x		
VIRGINIA	Bill Agee		x		
WASHINGTON	Kathleen Seeley		x		
WEST VIRGINIA	David Saffel		x		
WISCONSIN	John DeJung				
WYOMING	Glen Crumpton		x		

*These members assumed office after August 17, 2012