

MEETING MINUTES

Convene

Presider Michele Abbott of the Kansas Chapter convened the Executive Council Annual Meeting at 8:30 a.m. CDT on Thursday, July 31, 2014.

Roll Call

EXECUTIVE COUNCIL					
CHAPTER	REPRESENTED BY		PRESENT	ABSENT	PROXY
Alabama APCO	Becky Neugent		X		
Alaska APCO	Stephanie L. Johnson			X	
Arizona APCO	Sheila J Blevins		X		
Arkansas APCO	Kristi Key		X		
Atlantic APCO	Frank J Kiernan, III	New	X		
Caribbean APCO	Ferdinand Cedeno		X		
Colorado APCO	Sharon Clever	New	X		
CPRA (So. Calif.)	Jim Acosta		X		
Florida APCO	Ricky A Rowell		X		
Georgia APCO	Angela R Bowen		X		
Idaho APCO	Derek F Dofelmire		X		
Illinois APCO	Jason E. Kern		X		
Indiana APCO	Darin T. Riney		X		
International	Brent E Finster		X		
Iowa APCO	Eric M Dau	New	X		
Kansas APCO	Michele A. Abbott		X		
Kentucky APCO	Joshua R. Glover	New	X		
Louisiana APCO	Tracey M. Hilburn		X		
Michigan APCO	Lloyd R. Fayling		X		
Mid - Eastern APCO	Jeffrey Patrick Miller	New	X		
Minnesota APCO	Richard A Juth			X	
Mississippi APCO	Sheri D Hokamp	New	X		
Missouri APCO	Michael D Hall	New	X		
Montana APCO	Michele C Blais		X		
Nebraska APCO	Julie J Righter Dove	New	X		
Nevada APCO	Nonie E McCandless	New	X		
New Mexico APCO	Art A Rios		X		
North Carolina APCO	Frank T Thomason		X		
North Dakota APCO	Janell S Quinlan		X		
Northern California	Desi Calzada		X		
Ohio APCO	Matthew D Franke		X		
Oklahoma APCO	Lisa Poarch		X		
Oregon APCO	Margie Moulin		X		

EXECUTIVE COUNCIL					
CHAPTER	REPRESENTED BY		PRESENT	ABSENT	PROXY
Pacific APCO	Davlynn L Racadio	New	X		
Pennsylvania APCO	Jay Groce, III		X		
South Carolina APCO	Gary Loflin	New	X		
South Dakota APCO	Edie K. Jenniges			X	
Tennessee APCO	Molly Coulter		X		
Texas APCO	Bill Keller		X		
Utah APCO	Tina Louise Scarlet		X		
Virginia APCO	Bill Agee		X		
Washington State APCO	Stephanie K Fritts		X		
West Virginia APCO	David W Saffel		X		
Wisconsin APCO	John E. DeJung		X		
Wyoming APCO	Glen Crumpton		X		
BOARD OF DIRECTORS					
EXECUTIVE COMMITTEE OF THE BoD					
PRESIDENT	Gigi Smith		X		
FIRST VICE PRESIDENT	John Wright		X		
SECOND VICE PRESIDENT	Brent Lee		X		
IMMEDIATE PAST PRESIDENT 2013-2014	Terry Hall		X		
EX-OFFICIO					
EXECUTIVE DIRECTOR	Derek Poarch		X		
REGIONAL AND CAC REPRESENTATIVES					
EAST COAST REGION	Rich Boettcher		X		
	James J McFarland		X		
GULF COAST REGION	Martha Carter		X		
	Matthew Stillwell		X		
NORTH CENTRAL REGION	Robin Tieman		X		
	Holly Wayt		X		
WESTERN REGION	Kimberly Burdick		X		
	Peggy Fouts		X		
COMMERCIAL ADVISORY COUNCIL	Dick Solie		X		

Approval of the 2013 Annual Executive Council Meeting Minutes

The 2013 Executive Council Meeting minutes were adopted January 10, 2014 by way of an eVote.

Overview by Management Committee

Tina Scarlet of the Utah Chapter, and Chair of the Management Committee, welcomed the Executive Council. Ms. Scarlet recognized the New Executive Council members: Frank Kiernan III from the Atlantic Chapter, Sharon Clever from the Colorado Chapter, Eric Dau from the Iowa Chapter, Joshua Glover from the Kentucky Chapter, Jeffrey Miller from the Mid-Eastern Chapter, Sheri Hokamp from the Mississippi Chapter, Michael Hall from the Missouri Chapter, Julie Righter from the Nebraska Chapter, Nonie McCandless from the Nevada Chapter, Davlynn Racadio from the Pacific Chapter, and Gary Loflin from the South Carolina Chapter. Ms. Scarlet (representing the Western Region) introduced the Management Committee representatives: Frank Thomason of the North Carolina Chapter representing the East Coast, Bill Keller of the Texas Chapter representing the Gulf Coast Region, Darin Riney of the Indiana Chapter representing North Central and Desi Calzada of the Northern California Chapter representing the West Coast.

President's Opening Comments

President Gigi Smith welcomed the Executive Council on behalf of the Executive Committee and Board of Directors.

Presentation by guest speaker Dave Sanderson titled "Brace for Impact"

Breakout Sessions

Western Regional Representative Peggy Fouts as Vice Chair of the Leadership Development Committee provided guidance for the breakout sessions. After viewing a brief video on leadership, Executive Council members dispersed to their assigned breakout session room.

Year In Review

President Gigi Smith highlighted the Executive Committee's activities over the year; included among them were the following:

- Participated in the White House Data Jam and Data Palooza
- Global Alliance - agreed to shift to an informal relationship
- Testified at U.S Senate Hearing on IP Transition
- Signed a TERT process agreement with NENA President Buster Brown
- Continued the Past Presidents Reflections column in the *Public Safety Communications* magazine
- President Smith thanked Immediate Past President Terry Hall for his dedication to APCO
- Presented an APCO International brick to Board of Directors

Executive Director Report

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

- APCO set new membership records this year – over 21,000 members and dues topped \$1 million for the first time ever

- Staff summary; FTE – 55 employees total; with currently 5 vacancies, 5 new hires and 2 promotions
- Staff continues to work on goals aligned with the LRSP using the Balanced Scorecard method and backed up by APSTAT (APCO Statistics), to help stay on track through a monthly review. 88 % goal attainment
- First dedicated CIP effort at APCO, currently renovating HQ conference room and offices
- Institute – continuing to expand internationally, 52 % growth in training recertification
- Standards – published three new standards over past year
- APPComm – tripled apps from 65 to 180

At the conclusion of his remarks, Mr. Poarch introduced APCO staff in attendance.

Second Vice President Candidates Address to Council

Candidates Cheryl Greathouse and Mike Jeffres addressed the Executive Council at this time.

Modifying Chapter Boundaries

The Executive Council discussed adoption of the proposed amendment to Policy Manual (PM) 3.3 to establish a process for the modification of geographic boundaries of chapters; and act to expand the Caribbean Chapter boundaries to encompass all of its Island countries and waive the membership requirement as it applies to each country. Frank Kiernan of the Atlantic Chapter asked if the reduction of membership requirement would be extended to other countries outside of the Caribbean. Mr. Poarch explained it is not the intent to seek such a waiver outside of the island countries discussed.

Jim Acosta of the CPRA Chapter *motioned* to approve adoption of the proposed amendment to PM 3.3 to establish a process for modification of geographic boundaries of chapters. Art Rios of the New Mexico Chapter *seconded* the motion.

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

Jim Acosta of the CPRA Chapter *motioned* to approve to expand the Caribbean Chapter boundaries to encompass all of its island countries including Bermuda and the Bahamas and waive the membership requirement as it applies to each country. Tina Scarlet of the Utah Chapter *seconded* the motion.

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

Other Business

- Bill Agee of the Virginia Chapter asked for clarification on the Management Committee report initiated after the 2011 meeting in Philadelphia. Tina Scarlet of the Utah Chapter reminded the Council that a task force of the Management Committee, which included an additional Council member from each region reported, on those findings during the next Council meeting in Minnesota. Western Regional Board of Directors representative Peggy Fouts offered to forward the report to Mr. Agee. President Gigi Smith mentioned another governance reform effort was formed in June 2013 by Immediate Past President Terry Hall; however she suspended its work last December after its Chair Peter Thomas resigned for work-related reasons. The Board had a couple discussions of how best to carry forward such reform ideas, including the option of retaining a third-party facilitator. On a special call convened last month, the Board was unanimous in voicing its preference to work on governance-related issues as a group without

outside facilitation. The Board also felt there was nothing pressing in this regard and that it felt it could take up issues as they surfaced over the next year and did not need to re-establish a task force.

- At the request of EC representatives, President Gigi Smith provided background on the Executive Committee's proposal to restructure the Finance and Budget Committee and, specifically, the Board's decision to designate that a Board representative chair the committee. She explained discussion began May 2013 and the Board passed the policy in August during their meeting at APCO 2013. The rationale behind the policy change was that with the Board responsible for the budget, it should also be involved in financial oversight. So one Board member from each region was added to the F&B Committee. Vesting the chair responsibility in a Board member made sense to ensure that someone other than staff would have a command of the financial issues and could be called upon at any Board meeting to brief the full Board of Directors since nonprofit law ultimately holds the Board accountable for financial matters.
- Angela Bowen of the Georgia Chapter pointed out changes to Policy Manual 3.3 that will result in conforming changes to the Bylaws where specific mention of Puerto Rico and the US Virgin Islands need to be redacted and replaced with the Caribbean Chapter.

Recess

Having concluded all business on the agenda for Day One, the Presider declared the meeting in recess until Friday, August 1, 2014 at 8:30 a.m. CDT.

Re-convene

Presider Michele Abbott of the Kansas chapter re-convened the Executive Council Annual Meeting at 8:30 a.m. CDT on Friday, August 1, 2014.

Roll Call

EXECUTIVE COUNCIL					
CHAPTER	REPRESENTED BY		PRESENT	ABSENT	PROXY
Alabama APCO	Becky Neugent		X		
Alaska APCO	Stephanie L. Johnson			X	
Arizona APCO	Sheila J Blevins		X		
Arkansas APCO	Kristi Key		X		
Atlantic APCO	Frank J Kiernan, III	New	X		
Caribbean APCO	Ferdinand Cedeno		X		
Colorado APCO	Sharon Clever	New	X		
CPRA (So. Calif.)	Jim Acosta		X		
Florida APCO	Ricky A Rowell		X		
Georgia APCO	Angela R Bowen		X		
Idaho APCO	Derek F Dofelmire		X		
Illinois APCO	Jason E. Kern		X		
Indiana APCO	Darin T. Riney		X		
International	Brent E Finster		X		
Iowa APCO	Eric M Dau	New	X		
Kansas APCO	Michele A. Abbott		X		
Kentucky APCO	Joshua R. Glover	New	X		
Louisiana APCO	Tracey M. Hilburn		X		
Michigan APCO	Lloyd R. Fayling		X		
Mid - Eastern APCO	Jeffrey Patrick Miller	New	X		
Minnesota APCO	Richard A Juth			X	
Mississippi APCO	Sheri D Hokamp	New	X		
Missouri APCO	Michael D Hall	New	X		
Montana APCO	Michele C Blais		X		
Nebraska APCO	Julie J Righter Dove	New	X		
Nevada APCO	Nonie E McCandless	New	X		
New Mexico APCO	Art A Rios		X		
North Carolina APCO	Frank T Thomason		X		
North Dakota APCO	Janell S Quinlan		X		
Northern California	Desi Calzada		X		
Ohio APCO	Matthew D Franke		X		
Oklahoma APCO	Lisa Poarch		X		
Oregon APCO	Margie Moulin		X		
Pacific APCO	Davlynn L Racadio	New	X		
Pennsylvania APCO	Jay Groce, III		X		
South Carolina APCO	Gary Loflin	New	X		
South Dakota APCO	Edie K. Jenniges			X	
Tennessee APCO	Molly Coulter		X		
Texas APCO	Bill Keller		X		
Utah APCO	Tina Louise Scarlet		X		
Virginia APCO	Bill Agee		X		
Washington State APCO	Stephanie K Fritts		X		

EXECUTIVE COUNCIL					
CHAPTER	REPRESENTED BY		PRESENT	ABSENT	PROXY
West Virginia APCO	David W Saffel		X		
Wisconsin APCO	John E. DeJung		X		
Wyoming APCO	Glen Crumpton		X		
BOARD OF DIRECTORS					
EXECUTIVE COMMITTEE OF THE BoD					
PRESIDENT	Gigi Smith		X		
FIRST VICE PRESIDENT	John Wright		X		
SECOND VICE PRESIDENT	Brent Lee		X		
IMMEDIATE PAST PRESIDENT 2013-2014	Terry Hall		X		
EX-OFFICIO					
EXECUTIVE DIRECTOR	Derek Poarch		X		
REGIONAL AND CAC REPRESENTATIVES					
EAST COAST REGION	Rich Boettcher		X		
	JJ McFarland		X		
GULF COAST REGION	Martha Carter		X		
	Matt Stillwell		X		
NORTH CENTRAL REGION	Robin Tieman		X		
	Holly Wayt		X		
WESTERN REGION	Kimberly Burdick		X		
	Peggy Fouts		X		
COMMERCIAL ADVISORY COUNCIL	Dick Solie		X		

Group Leaders Reports

Margie Moulin of the Oregon Chapter, and Chair of the Group Leaders committee gave an overview of the committees under the oversight of Group Leaders.

Group 1 Operations – Jason Kern of the Illinois Chapter:

- ProCHRT – Provided course material and assignments for the Spring RPL curriculum. Constant review and addition of improved content in the Toolbox.
- CALEA
 - Changes to Comms Standards were published to the CALEA website and started working on revisions to CALEA Chapter 7.
 - Major review of CALEA online course and enhanced content after soliciting feedback from students and instructors.
- CCSC
 - P33 Agency Training Program Certification Subcommittee reviewed and/or certified at least 13 agencies with another 28 working to complete the program.
- NJTI-TERT- Outreach to over 5 additional states via conference/meeting attendance
- PDEC – Reviewed over 350 submissions for APCO 2014
- SDC - APCO published 5 standards in FY13-14, 2 are in public review and comment, and 16 are in various stages of work, APCO Standards Style Guide is in the final stages of completion

Group 2 Technical – David Diamond of the Atlantic Chapter

- Member Chapter Services – Completed three Chapter Leadership Webinars
- Spectrum Management Committee - Looked at the following regulatory issues: 4.9 GHz National Band Plan, NPRM Regarding Digital Emissions in the NPSPAC band
- Historical – Abolished the Heritage Subcommittee
- Emerging Technology/Data Transfer – Reviewed initial comments from The Use of Social Media in Public Safety proposed standard
- CAC – Increased effort into building awareness and participation in the scholarship process
- Broadband – Produced a 21 page report on the status of NG-911 and FirstNet, and how they are related

Group 3 Governance – Barry Woodward of the Georgia Chapter:

- CEAC – Finalized Annual Conference Manual
- Credentials – Approved 6 life members and 13 senior member nominations
- Leadership Development Committee - Created and submitted to the BOD a list of qualifications and a point system to utilize for future National candidates. Adopted by the Board May, 2014

Group 4 Group Leader Coordinator – Margie Moulin of the Oregon Chapter:

- Group Leaders reviewed and made recommendations on the volunteer process
- Awards – Received and reviewed a record 212 nominations this year
- EAC - Conducted a webinar attended by 165 participants, with 73 more members viewing the recording afterwards and rebranding of the magazine is coming in November

Upon request from Gulf Coast Regional Representative Matthew Stillwell, Jason Kern of the Illinois Chapter will forward the TERT report to the Council.

First Vice President John Wright appointed Margie Moulin (Chair), David Diamond, Jason Kern and Barry Woodward to serve as Group Leaders for 2014/2015.

Quorum Resolution 1

Chief of Staff Mark Cannon explained Quorum Resolution 1. The intent is to adopt various modifications identified by corporate counsel as proposed by the Board of Directors for refining certain Bylaws provisions to better conform to current practices. By request of Angela Bowen of the Georgia Chapter, Mr. Cannon pointed out the conforming amendment to Section 4.2 that was discussed during day one of the meeting related to modifying the list of chapters by region to include the expanded Caribbean Chapter. Desi Calzada of the Northern California Chapter asked for clarification on changes to Section 4.1. Mr. Cannon informed the group that Counsel felt the added language was clearer and struck language that did not align with 4.1.

Frank Kiernan of the Atlantic Chapter *motioned* to recommend with amendment the approval of Resolution 1 to the Membership Quorum for adoption during the General Business Meeting. Dave Saffel of the West Virginia Chapter *seconded* the motion.

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

FirstNet Briefing by FirstNet Director of Government Affairs Ed Parkinson

Ed Parkinson, FirstNet Director of Government Affairs, provided an overview on FirstNet activities. FirstNet intends to hire regional 9-1-1 experts. Art Rios of the New Mexico Chapter inquired about the estimated time frame for various steps within the process. Mr. Parkinson stated some states move faster than others, however, RFP results are expected around July 2015. EC representatives can locate their point of contact for each state on the FirstNet website. Mr. Rios also asked if FirstNet is considering reaching out to foreign governments. Mr. Parkinson noted that FirstNet does not have jurisdiction to coordinate with foreign governments, however, they do speak in unofficial capacities.

Quorum Resolution 2

Board of Directors CAC Representative Dick Solie explained Quorum Resolution 2. The intent is to adopt recommendations of a Membership Subcommittee of the Commercial Advisory Council to re-title a group Membership Category and institute a stratified dues structure for a Commercial Group option. Brent Finster of the International Chapter requested clarification about an existing provision of subsection 5.3 that specifically references that commercial member dues will be uniform in the United States. Executive Director Derek Poarch suggested striking reference to United States so that the provision would apply to international commercial members as well. Mr. Finster agreed to propose the amendment at the General Business Session.

Angela Bowen of the Georgia Chapter *motioned* to recommend approval of Resolution 2 with amendment to the Membership Quorum for adoption during the General Business Meeting. Jim Acosta of the CPRA Chapter *seconded* the motion.

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

Financial Report

Gulf Coast Regional Board Representative Martha Carter, as Chair of the Finance and Budget Committee reported to the Executive Council on the state of the finances for APCO International. Among her

highlights were that revenues exceeded \$9.9M; expenses were \$9.5M leaving a positive year-end balance of just over \$360K, which was far better than originally forecasted. Cash reserves are at 62%; well above the 25% average for associations. The Finance and Budget Committee have a call once a month. APCO received another unqualified audit opinion and this past year there were no management letter findings.

Regional Reporting

East Coast Regional Board of Directors Representative Rich Boettcher:

- Election of Regional Board Representative
 - James J McFarland of the Pennsylvania Chapter – Board rep.
 - Gary Loflin of the South Carolina Chapter remains on the Finance and Budget Committee
 - Frank Thomason of the North Carolina Chapter remains on the Management Committee

Gulf Coast Regional Board of Directors Representative Martha Carter:

- Election of Regional Board Representative
 - Matthew Stillwell of the Oklahoma Chapter – Board rep.

North Central Regional Board of Directors Representative Holly Wayt:

- Election of Regional Board Representative and Executive Council Committees
 - Robin Tieman of the Missouri Chapter – Board rep.
 - John DeJung of the Wisconsin Chapter remains on the Finance and Budget Committee
 - Darin Riney of the Indiana Chapter remains on the Management Committee

Western Regional Board of Directors Representative Peggy Fouts:

- Election of Regional Board Representative
 - Kimberly Burdick of the Montana Chapter – Board rep.

Other Business

Bylaws Section 8.6

Stephanie Fritts of the Washington Chapter suggested a proposed amendment to Bylaws subsection 8.6 C to remove the word “elected” as this would exclude appointed chapter officers.

Angela Bowen of the Georgia Chapter *motioned* to fold this amendment into those recommended under Quorum Resolution 1. Jim Acosta of the CPRA Chapter *seconded* the motion.

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

Policy Manual (PM) 7.5

Bill Keller of the Texas Chapter *motioned* the Executive Council recommend to the Board of Directors to consider a policy change to PM 7.5 to appoint any member serving on the Finance & Budget committee as Chair. Angela Bowen of the Georgia Chapter *seconded* the motion.

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

- Bill Keller of the Texas Chapter on behalf of the Management Committee thanked Tina Scarlet of the Utah Chapter for her service as Management Committee Chair.
- Peggy Fouts thanked everyone for their participation in the breakout sessions. Responses will be reported to the Executive Council members at a later date.
- In the wake of recent social media reports related to wireless 9-1-1 accuracy, the Council members asked for additional clarification about APCO's role that they could share with their respective states. Executive Director Poarch reiterated points in APCO's press statement and that the association will not be baited into commenting further on pointless accusations drummed up by a small band of critics who hold self-interested views counter to the emerging consensus. He further informed the group that the FCC reached out to APCO and other organizations asking to lend our expertise to developing a consensus approach on how to handle complex indoor location accuracy issues. At this time, no agreements have been reached.

Recess

The Executive Council meeting recessed at 3:45 p.m. CDT and will be adjourned following the conclusion of the Annual Conference on Wednesday, August 1, 2014.

Respectfully submitted,

Derek K. Poarch
Executive Director

The Executive Council Meeting agenda will be part and parcel of the formal record of the 80th Annual APCO International Conference & Exposition and will be retained at headquarters.

APCO International, Inc.

Executive Council eVote
2014 Meeting Minutes Approval
December 23, 2014 Via Email

At the request of the Management Committee in accordance with Significant Action Procedures under 6.3 of the Policy Manual (PM) on November 18, 2014 to approve the meeting minutes of July 31 - August 1, 2014 as amended. Following a required 48-hour discussion period the special e-vote commenced on November 21, 2014.

Final tally: Yes - 32, No - 0, Abstain - 0

The special e-meeting closed on December 22, 2014 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 APCO	Becky Neugent		X		
Alaska APCO	Stephanie L. Johnson				
Arizona APCO	Sheila J Blevins		X		
Arkansas APCO	Kristi Key				
Atlantic APCO	Frank J Kiernan, III	New	X		
Caribbean APCO	Ferdinand Cedeno		X		
Colorado APCO	Sharon Clever	New	X		
CPRA (So. Calif.)	Jim Acosta		X		
Florida APCO	Ricky A Rowell		X		
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Idaho APCO	Derek F Dofelmire		X		
Illinois APCO	Jason E. Kern		X		
Indiana APCO	Darin T. Riney				
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Minnesota APCO	Richard A Juth				
Mississippi APCO	Sheri D Hokamp	New	X		
Missouri APCO	Michael D Hall	New	X		
Montana APCO	Michele C Blais				
Nebraska APCO	Julie J Righter Dove	New			
Nevada APCO	Nonie E McCandless	New	X		
New Mexico APCO	Art A Rios				
North Carolina APCO	Frank T Thomason		X		
North Dakota APCO	Janell S Quinlan		X		
Northern California	Desi Calzada		X		
Ohio APCO	Matthew D Franke				
Oklahoma APCO	Lisa Poarch		X		
Oregon APCO	Margie Moulin		X		
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Pennsylvania APCO	Jay Groce, III		X		
South Carolina APCO	Gary Loflin	New	X		
South Dakota APCO	Edie K. Jenniges				
Tennessee APCO	Molly Coulter				
Texas APCO	Bill Keller		X		
Utah APCO	Tina Louise Scarlet				
Virginia APCO	Bill Agee		X		
Washington State APCO	Stephanie K Fritts		X		
West Virginia APCO	David W Saffel				
Wisconsin APCO	John E. DeJung		X		
Wyoming APCO	Glen Crumpton		X		