



AMERICAN CRIMINAL JUSTICE ASSOCIATION
LAMBDA ALPHA EPSILON

MINUTES OF THE ANNUAL EXECUTIVE BOARD MEETING
AUSTIN, TX - 2017

Executive Board Meeting, Sunday, March 25, 2017

The meeting was called to order by President Preston Koelling at 10:06 AM. Proxy registration and roll call were taken by Karen Campbell, Executive Secretary.

The following Grand Chapter officers were present or represented by proxy: Preston Koelling, President; Steve Atchley, Vice-President; Jeanne Hopkins, Region 1 President; Dave Redford, Region 2 President; Roger Pennel, Region 3 President; Joe Walsh, Region 4 President; Greg Bridgeman, Region 5 President; Joe Davenport, Region 6 President; and Cassidy O'Neill, 2017 National Student Representative. Fred Campbell, Journal Editor, was also present.

A quorum was present.

2016 Minutes Approval Committee: Greg Bridgeman, Chair of the Executive Board Minutes Approval Committee, asked if there were any omissions, corrections or deletions from the 2016 Executive Board Minutes. There being none, he recommended the minutes be approved as written. ***MOTION by Steve Atchley that the Minutes be approved as printed. Carried Unanimously.***

Reports of Officers and Journal Editor: Executive Board members gave a brief overview of what they had accomplished over the past year and distributed their written reports.

REPORTS OF STANDING AND SPECIAL COMMITTEES

Audit Committee: Dell Caldwell, Audit Committee Chair, was unable to attend the Conference. Karen read Dell's report which stated that he and his committee consisting of Brian Meloy and Darrin Hashisaka had reviewed the 2016 Conference books on February 25, 2017. There were no problems, inaccuracies, or other issues. As always, our National Secretary had everything in top order. I am pleased to report that the 2016 audit of the National books is completed.

Bylaws/Standing Committee: Sam Dameron, Chair of the Bylaws Committee, gave his report to the Board. Sam reported no Bylaws were submitted for consideration.

Firearms Committee: Ian Fraser, Chair of the Firearms Committee, was unable to attend the Conference. He did not submit a report.

OLD BUSINESS

2017 National Conference: Christina Fouse, 2017 National Conference Director, made a report to the Board. She stated before registration opened at the Conference, there were over 300 members registered for the Conference. She stated she knew there have been more onsite. She stated the range is about 30 minutes from the Hotel and as soon as she knows how many shooters will compete, she will post a bus schedule. Danny Maxwell and his chapter volunteered to be in charge of the physical agility competition. She stated the Crime Scene Competition will be handled by the Nu Tau Chapter. She stated the guest speaker for the Opening Banquet will be the Chief of the Austin Police Department. The Presentation of Colors will be conducted by the Austin Police Department's Honor Guard. She stated the San Diego Police Department will be doing job testing at the Conference because they will be hiring 200 police officers every year for five years. Preston stated on behalf of the Board and the Association, we cannot thank Christina enough and appreciate the outstanding work she has done as Conference Director to bring this Conference together.

NEW BUSINESS

E-Board Reimbursement Policy: Preston stated in looking at the 2016 financial statement, the Executive Board is going to have to watch their spending because it is going to take at least one year or maybe more for the dues increase to have an impact on the budget. Karen stated she thought the Board may want to revise the written Executive Board Expense Reimbursement Policy that was adopted in 1980. The following changes were discussed: Remove telephone calls, telegraphs, tips, and entertainment. Hotel is Conference Rate Only. Other changes included car rentals must have prior oral approval of the President followed by written confirmation. ***MOTION by Greg Bridgeman to accept the changes to the E-Board Expense Reimbursement Policy. Carried Unanimously.***

IJM Philanthropy Partnership: IJM (International Justice Mission) contacted Preston about attending the Conference to make a presentation to the Board. IJM is a religious, faith-based international organization based in Washington, DC involved with human trafficking, modern day slavery, rescuing victims, and bringing criminals to justice. They wanted to see if our chapters would be interested in partnering up with them, mostly through fund raising. Fred asked what was their source of funding? It was stated the majority of their funding comes from individual donors. They do also receive a small portion from foundations and government grants. Karen asked how did they see their organization working with our chapters? It was stated that they would want someone on the chapter's Executive Board to take a leadership role to promote this organization. Karen stated the reason she asked this question is the organization would first have to check with the schools to see if they would even allow the students' involvement. Karen stated to even have a subordinate chapter of

ACJA-LAE on campus, they first need to get an OK from the school to support the chapter on campus. Greg stated it does require a vote from the school and he further stated his college has to approve every fund raising activity. Internships were also discussed. IJM proposed the Association prepare and submit a Bylaw proposal to permit our chapters to participate and partner with IJM. Jeanne stated she was excited about the proposal and their organization is phenomenal, but she would not be comfortable with a Bylaw because a Bylaw is mandatory. Greg further stated he is also very uncomfortable with a Bylaw because if we say yes to IJM, we would have to say yes to others asking for the same thing. It was further stated that this effort would be considered advocacy, lobbying, etc. and the Association's Bylaws prohibits these actions. The Board further discussed this issue with the presenters. Preston stated what we need to do at this point is to have our Bylaws Committee look at the concept consisting of the limitations we have. He stated he would have the Regional Presidents go back to their chapters and universities to find out if they can do fund raising outside of the chapter. He stated he thought that would be a problem. He further stated he felt the final outcome for this whole issue would be just individual involvement by students who have the desire to be involved with IJM.

Regional Presidents and National Conference Preparation: Steve Atchley addressed the Board. He stated he is interested in solutions and not the attachment of blame or reasons why or why not. He stated the reality of the planning and running of the National Conferences is that everything should be ready to go a year before the Conference. He stated we sat and listened to a person who lives in Kentucky who planned the 2017 National Conference in Austin, TX. Steve stated it is the job of the Regional Presidents to make sure each Conference runs smoothly. He stated he is thinking in terms of some type of partnership in letting Christine Fouse, should she be so inclined, be the National Conference Coordinator and she should be reimbursed the same way E-Board members are reimbursed for attending Conferences. Greg stated what Steve has suggested would give us a consistency with National Conferences. Greg stated he thought she would be willing to take the job and he would recommend that we treat Christina the same way we treat Lori Schmitz, the onsite Conference Registrar regarding expenses. Karen stated that she has worked with Christina very closely and got to know her better in planning the 2017 National Conference. Karen suggested she would like to see Christina be the National Conference Director and the Regional President hosting the Conference be the Conference Coordinator. She stated the Director would be a permanent position where the Coordinator would change every year. ***MOTION by Steve Atchley to make Christine Fouse the ACJA-LAE National Conference Director. Carried Unanimously. MOTION by Dave Redford to reimburse Christina Fouse the same as an E-Board member as the National Conference Director. Carried Unanimously.***

Regional Presidents and Officers Contacting Schools Within Their Regions About New Chapters or Reactivating Former Chapters: Steve Atchley addressed the Board. Steve stated it is the Advisors who push the Association. A committed Advisor keeps the chapter going and active and it is not because of the big salary they receive. He stated if you look at the decrease in numbers from active chapters, he stated chapter members and advisors have to feel they are a part of the organization if they are going to stay in the organization. He stated members and advisors have to feel there is a reason for being a part and there is a contribution you are making. He stated when he was Region 4 President, he sent letters to all the colleges and Department Chairs within his region. He stated it can be done by email or telephone, but there is nothing more personable than a face-to-face meeting, where feasible. He stated he would really like to see the Regional Presidents and/or the Vice-Presidents and/or the Secretaries of the regions start reaching out and contacting these schools in their regions. He asked the Board to think about this idea and come up with ways to increase membership. He stated this is not the last time you will hear him talk about this issue. Greg stated that one of the issues Advisors are facing now is the increased amount of work because of cutbacks, more classes, and an administration who will not support the advisors. Greg stated we need to start working on professional chapters. He stated we need to start thinking outside of the schools or form alumni chapters because once a person graduates, most schools will not let the members, once they have graduated, be a part of the chapter on the school campus.

What Can We Do to Help Chapter Advisors Feel They Are More A Part of the Association: Steve stated we give "zippo" attention to our advisors except at Conferences. We need to develop a personal relationship with the Advisors because we need the Advisors. He further stated we have got to figure out a way to do something for these Advisors so we can keep them or else we are in trouble. He stated he is not sure what that could be? Jeanne Hopkins stated we should ask the Advisors what they want out of the Association and what they are looking for? This issue will also be brought up at the Advisor's Breakfast.

Discussion to Shorten the National Conference: Karen stated she received a call from Gregg Etter on March 15th. He asked her to bring this issue concerning the length of the National Conference to the Board for discussion. Karen handed out Greg's written request. Preston OK'd this addition to the agenda as it was not an official agenda item. Gregg stated that he recently had contact with four (4) advisors at schools that have ACJA-LAE chapters. He stated in talking with the advisors regarding going to National Conferences, they stated (1) members cannot stay away from school for one whole week, and (2) money is always an issue. Gregg presented a 3-day schedule to be considered and he further stated that the American Society of Criminology and the Academy of Criminal Justice Science only have their annual meetings from Wednesday through Saturday. In 2014, President Koelling appoint Chris Przemieniecki to be the Chair of a Committee to look at shortening the National Conference. In the 2016 Minutes, the data received from a survey was that the National Conference should keep the same schedule. The Board briefly discussed this issue. Preston stated the Board has looked at this issue several times in the past have done some research and surveys. At this time, the schedule will remain unchanged.

Gregory Slaughter Issue: ***MOTION by Greg Bridgeman that the conversation we had regarding Mr. Slaughter during this general Executive Board meeting be removed from these minutes and be classified as Confidential. Carried Unanimously. MOTION by Greg Bridgeman that the motions passed in this E-Board general session be accepted into the E-Board Executive Session so that we can continue with the process. Carried Unanimously.***

Appointment of the 2019 Conference Director: With the Motion made and passed above, Christina Fouse will be the 2019 Conference Director. Joe Walsh, Region 4 President, will be the Conference Coordinator.

2017 Proposed National Budget: The Board discussed the Proposed 2017 Budget. Karen stated she and Fred put the 2017 budget together based on the income and expenses for 2016. Fred stated the budget was based on the key assumption that the Association would be able to maintain the same level of initiations and renewals that it did for 2016. He stated he did not think the Board would see any change in the revenue until sometime next year. Greg asked if we maintained the same revenue between 2015 and 2016 or did we have a drop in revenue? It was stated that since 2014, the Association has had a drop in revenue. Greg asked if we should be projecting the same revenue for 2017 or should we factor in a 3% decrease? Fred stated from what we have seen so far, it likely going to be at the same level or maybe even a bit higher. Karen further stated that for some reason, many chapters send in their new members after the National Conference. It was further stated in March 2016, the membership voted in an increase of \$40 for initiations and \$35 for yearly dues. The Board continued to discuss the budget. Fred stated the key to increasing revenue was to build back the chapter membership. He stated if that happens, revenue will be built back up. Preston stated the Operating Reserve should be a whole lot bigger. Fred stated he felt it would take multiple years to build back the Operating Reserve. ***MOTION by Steve Atchley to accept the 2017 Proposed Budget as presented. Carried Unanimously.***

Proposed 2018 Conference Budget: Joe Davenport presented a budget for the 2018 National Conference. He stated the Conference will be held in Cleveland, OH, March 18 – 23, 2018. The proposed theme of the Conference is in two parts: Modern Technology, Police Training and Equipment (AM) and Police Accountability and Community Involvement (PM). Joe stated almost everything is done for the Conference and he has about half of the participants for the Job Fair. The firearms range is about 10 miles away from the Hotel and the physical agility competition will be within walking distance of the range. Joe stated he is working on the tours and ride-alongs. He stated he has made arrangements with the Rock and Roll Hall of Fame and the NFL Hall of Fame for discount rates. ***MOTION by Dave Redford to accept the 2018 Conference budget as presented. Carried Unanimously. MOTION to accept the Conference theme of Modern Technology, Police Training and Equipment (AM) and Police Accountability and Community Involvement (PM). Carried Unanimously.***

Other Issues: Roger Pennel stated last year, he and Jeanne were talking about trophy points (1, 2, 3) for the Sweepstakes Award. He stated he wanted to get rid of the words “competition points” since members do not get points for competing. He stated Region 3 does a “Top Percentage Trophy.” The Top Percentage Trophy is measured by how many members each chapter brings and how many trophy points did that chapter receives. Lori can provide the numbers prior to Tuesday night at the caucuses. You would also know how many trophy points each chapter received. An Excel spreadsheet would be helpful. He said to arrive at a winner, you would know take the number of trophy points and divide that by the number of members attending to get a number. He stated he felt a “Top Percentage Trophy” would be just as prestigious as the Sweepstakes Award trophy. Greg stated he has a problem with this issue because so many chapters have small numbers. Roger stated he would like to see this being done as a “trial” for a couple of years. Greg stated we would have to add this proposal to the Conference Manual and that is not something we could do as a “trial.” Karen stated it would need to be written up as a proposal that could be voted on. The Board continued to discuss this issue. Preston suggested to Roger that he write up a proposal to present to the Board because this issue is confusing to him and the Board.

Contract for the 2019 National Conference: Joe Walsh stated he had the contract for the 2019 Conference hotel to be held in Hunt Valley, MD and wanted the Board to vote on the contract at this Conference. He stated he needed to make a couple of changes to the contract. Preston suggested that Joe make the changes to the contract and print copies out for the Board to look at and discuss. Preston stated we could vote on the contract by Friday because the hotel was changing ownership and the contract needed to be signed by March 31st.

Good of the Association: Dave Redford stated that Kansas City has the original World War I museum and it is the 100th anniversary of the war. They have added to the museum and have some special things going on.

The meeting was adjourned at 5:02 PM.

Executive Board Meeting, Friday, March 31, 2017

The meeting was called to order by President Preston Koelling at 12:15 PM. The President, Secretary, and other Board members were present or represented by proxy. Fred Campbell, Journal Editor, was also present.

A quorum was present.

2019 Hotel Contract: Joe Walsh handed out the proposed contract for the 2019 National Conference to be held in Hunt Valley, MD. Joe stated that the E-Board has reviewed the contract. He was submitting the contract for approval so that Steve Atchley, the newly elected National President can sign the contract after he is sworn in at the Closing Banquet. Then the contract can be sent to the Hotel. Greg asked if Christina, as the new Conference Director, had also looked at the contract. Joe stated she had. ***MOTION by Greg Bridgeman to accept the 2019 Hotel contract as presented and written. Carried Unanimously.***

Preston stated that Karen had made a comment this morning to continue a short discussion about the Executive Board's reimbursement policy. The Board had already made changes in the March 25th meeting, but there were a couple of things she thought of that the Board needed to talk about and discuss. Karen stated just so there is no misunderstanding, she did have some other notes that were not brought up during the last discussion. Karen stated the items that were not discussed regarding the E-Board reimbursement policy were airline baggage charges and travel to/from the hotel to the airport. Joe Davenport stated what about parking at the airport if you have to leave your car at the airport while attending the Conference. ***MOTION by Greg Bridgeman to amend the Executive Board***

Reimbursement Policy to include airport baggage charges, travel to/from the hotel to the airport, and airport parking. Receipts need to be provided for these expenses. Carried Unanimously.

Preston asked if there were any other issues. Jeanne stated she wanted to discuss some wording in the Secretary's Report. Jeanne stated by the report stating "Total Members Not Renewing as of (date)", members believe we have lost all of those members. After some discussion, it was decided to change "Total Members Not Renewing as of (date)" to "Total Members Still Needing to Pay Yearly Dues." This change will be made to let the membership know we have not lost all of the people who have not renewed. The members who have not paid as of the cut-off date will be sent a "Second Notice" after the Conference with another chance to send in their yearly dues. These members had not paid their dues as of the cut-off date for the Conference.

Jeanne brought up the financial statement versus the proposed budget. Jeanne stated that some of the advisors were looking over the 2016 financial statement and they stated there were some weird mathematical things in comparison to the proposed budget and the financial statement. She stated the Board approved the proposed budget. She stated the financial statement had some things that did not match on the report. Fred stated the financial statement was actual income and expenses and the proposed budget were projected income and expenses.

Fred and Karen explained to her and the Board how the proposed budget is completed and how the numbers are calculated. Fred stated we are projecting a budget that the Association will maintain the same level of income for 2017. Karen also stated that trying to compare the total members with the revenue does not work because the Secretary's Report is based on Conference to Conference (usually March to March) and the financial statement if based on a calendar year (January through December) each year.

Jeanne stated under the Secretary's salary, she needed to know what numbers are included in the amount because the math that she did based on 2013 to present does not match. She stated when she did the math, it did not match. She stated she must be missing some number. She stated the salary is higher than it should be each year based on her calculations and she thinks there is a discrepancy. She stated the numbers do not match. Karen stated she takes her numbers right off of her spreadsheet for her monthly check. Karen stated she will go back and look at it and let the Board know.

Jeanne asked what the overpayments were on the financial statements. Karen explained when a chapter or individual pays the Association too much money, the money is refunded back to them. Or, if it is a chapter, it is up to them, I can carry the overpayment as a credit for the chapter to submit other members or refund the funds back to the chapter. She also asked about "Add back checks too old to cash or lost checks" on the financial statement. Karen stated it is just that, some refund checks (usually small amounts) never get cashed and the funds are added back to the bank account in order to keep the Association's books clean. Our checks do say "void after 90 days." However, I do not add the funds back for at least 6 months.

Jeanne asked if there was a count of how many Life Members we have. Karen stated a printout can be done of all Life Members.

Preston stated he had a quick comment. He stated since we are talking about salaries and budgets, one thing the Board needs to understand is someday, hopefully not anytime soon, when Karen decides to retire, if we had to have our own office and rent space, we would be talking about a ton of money that we do not have. Finding a person who would allow part of their house to become an office would be pretty phenomenal, but we have to consider that possibility because someday, that is going to happen. He stated because he has been to her house, it is amazing how much of her house is dedicated to ACJA. Steve stated 100 square feet of office space in the Sacramento area is \$75,000 a year and a 100 square feet of area is 10 feet by 10 feet. Karen stated that in the past and now, her salary has been questioned. She stated she also has never asked for any of the raises that she has gotten in her 38 years. The Board has just graciously given them to me.

The meeting was adjourned at 12:55 PM.

UPDATE SINCE THE 2017 NATIONAL CONFERENCE:

January 3, 2017 President Koelling, National President sent an email to the E-Board asking their advice on how to proceed with the planning of the 2017 National Conference. The planning of the 2017 National Conference was extremely behind schedule. Dave Redford notified Preston that he was stepping down as the 2017 Conference Director because he did not have the resources or regional commitments to carry out the requirements needed to put on a successful Conference. Greg Bridgeman recommended that the Board ask Christina Fouse to take over the planning of the 2017 Conference, replacing Dave. He stated she has been involved in successful Regional Conferences and the 2015 Nashville Conference and he thought she would plan a great National Conference. Christina was asked if she would take on this task, she accepted, and on January 17, 2017, Preston appointed Christina Fouse as the 2017 National Conference Director.

May 16, 2017 Jeanne Hopkins, Region 1 President, submitted an Excel spreadsheet to the Executive Board which she stated was a recap of her calculations of the Executive Secretary's salary and raises. She stated the recap showed an inaccurate overpayment of \$1,530.96 over the last 3 years. Greg Bridgeman, National Vice-President stated he will be contacting an independent Certified Public Accountant (CPA) to have an independent review of the questions regarding Karen's salary. He further stated once the CPA has completed

their review, the Board will be provided with the findings.

On July 5, 2017, Greg Bridgeman sent an email to the Board with a copy of the letter from the Certified Public Accountant (CPA) stating his findings. The CPA stated the "raise calculations appear accurate based on monthly salary rates given in the financials provided." Greg stated in his email the pay rates were figured appropriately according to the CPA and based on his review, this issue is now moot.

A handwritten signature in cursive script that reads "Karen K. Campbell".

Karen K. Campbell
Executive Secretary