NACOLE BOARD MEETING

**Wednesday, December 13, 2017**

**Conference Call**

**Roll Call:**

President Brian Corr called the meeting to order at 1502 hours EST.

Present: Mickey Bradley, Brian Buchner, Brian Corr, Flo Finkle, Anthony Finnell, Margo Frasier, Susan Hutson, Gia Irlando, Janna Lewis, Karen Williams

Staff Present: Cameron McEllhiney, Liana Perez, Michael Vitoroulis

Absent: Cathleen Beltz (excused), Brian Buchner

**1. Minutes Approval:**

Bradley moved, seconded by Finkle, to approve the November 8, 2017 meeting minutes. Motion passed.

**2. Officer Reports and Updates:**

Corr noted he had been in discussion with Bradley to have a liaison from the Strategic Planning committee on each board committee to ensure the committees work together.

Williams reported there were two new members since the last meeting.

Finnell reported the financial balances as of November 30, 2017: Checking: $115,722.04; Savings: $151,799.11; and Scholarship: $7104.43.

**3. Mid-Winter Board Meeting Agenda:**

Corr ran through the draft agenda for the Mid-Winter meeting.

**4. 2019 Conference Host RFP:**

McEllhiney ran through the contract that had been prepared by the Detroit Marriott at the Renaissance Center. She noted the food and beverage minimum had been lowered to $85,000 and the room rate would be $169.00/night with a $20 rebate included in all non-upgraded rooms. Lewis moved, seconded by Frasier, to host the 2019 conference in Detroit, MI at the Detroit Marriott at the Renaissance Center and to allow Corr to sign the contract as prepared. Motion passed.

**5. Staff and Contractor Reports:**

Perez stated she was working on updating the back end of the website. McEllhiney reported that in the last 2 weeks, there has been a 1.5 day regional meeting in Denver and a full-day training in Newark, as well as a webinar on procedural justice. She noted that the Newark training had created a module for training that could be taken on the road to any interested oversight agency.

**6. COPS Grant:**

Vitoroulis noted the final site visit (Cambridge, MA) had been completed and the case study is being written. A website designer has been enlisted and a survey has been written for all oversight agencies to complete, creating the data that will be fed into the online toolkit. Finkle moved, seconded by Bradley, to approve the contract with the web developer to create the online toolkit. Motion passed.

**7. Committee Reports:**

**a. Annual Conference Committee (Beltz/Williams):**

Williams reported that 49 proposals were received for conference sessions and the full committee will be meeting in the morning to discuss those. It is anticipated that a full roster of proposals and recommendations will be to the Board after the January 8 committee meeting in preparation for discussion at the Mid-Winter meeting.

**b. Scholarship Committee (Irlando):**

Irlando reported the first committee meeting would be tomorrow and she anticipated getting started on the designated tasks as soon as possible.

**c. Membership Development and Support Committee (Hutson/Irlando):**

Irlando reported that the committee’s first meeting would be before the next Board meeting.

**d. Finance Committee (Frasier):**

Frasier reported that the committee met yesterday but the non-board members of the committee were not available. The budget has been reviewed and the general budget for 2018 has been put together with a deficit, but Frasier would like to have the non-board members review to determine if any changes need to be made. Perez noted the committee is responsible for making a recommendation to the Board for the audit and the completion of taxes, and that will be on the January committee agenda. Additionally, she reported she is looking into possible investment opportunities and she is hopeful to have information available at the Mid-Winter meeting. Frasier added that there will be decisions for the Board to make in regard to the budget and noted the symposium would have to be discussed (as it is currently a budget-neutral item), as well as the regional meetings (which have a cost associated with them). Finkle asked that the committee discuss hiring a consultant to increase the fundraising capacity for the organization.

**e. Training, Education, and Standards Committee (Finkle/Lewis):**

Finkle noted the committee met on November 15. She noted the Academic Symposium would not take place in Chicago in the spring, and a discussion would be held at the Mid-Winter meeting about whether there would be a symposium each year, or whether it would be an every other year event. The committee is working on identifying 4 webinar topics, and three regional meeting sites have been identified (Cleveland, New York City, and Seattle/King County) as possibilities. Additionally, there needs to be a discussion regarding capacity and how many events can realistically be done in a given year. Irlando mentioned that future regional meetings should apply for CLE credits, as the Denver regional meeting qualified for 10 hours (though not in time to use as a marketing tool).

**f. Strategic Planning Committee (Bradley):**

Bradley noted the committee continues to work on having a liaison from the committee as a resource for each committee. Each committee should have a conversation with their liaison in the next month or so. The committee is also looking at an Executive Director position from a feasibility and financial standpoint perspective. Additional discussion regarding these topics will take place at the Mid-Winter Meeting.

**g. Newsletter Committee (Buchner):**

No report.

**8. New and Unfinished Business:**

Lewis reminded the Board that McEllhiney will be on vacation from December 18 until the end of the year. Perez noted she would be available for any issues that arose.

**9. Adjournment:**

Williams moved, seconded by Lewis, to adjourn. Meeting adjourned at 1755 hours EST.

The next meeting will be on Wednesday, January 10, 2018 at 1600 EST via conference call.

Respectfully Submitted,

Karen U. Williams

Secretary