NACOLE MID-YEAR BOARD MEETING

**Friday – June 7- Sunday June 9, 2019**

**JW Marriott Starr Pass Resort, Tucson, AZ**

**Friday, June 7, 2019**

**Roll Call:**

President Brian Corr called the meeting to order at 0815 hours PST.

Present: Cathleen Beltz, Mickey Bradley, Brian Corr, Anthony Finnell, Margo Frasier, Susan Hutson, Gia Irlando, Janna Lewis, Willie Bell

Staff Present: Cameron McEllhiney, Liana Perez

Absent: Flo Finkle – Excused, Avice Reid - Excused

**Agenda Review:**

The agenda was reviewed for the coming three days.

**Minutes Approval:**

Finnell moved, seconded by Lewis, to approve the minutes of the May 8, 2019 Board meeting. **Motion passed unanimously**.

**President’s Report (Corr):**

Corr reported that he had attended the CACOLE conference in Toronto and anticipated that we would get some attendees from CACOLE to the NACOLE conference. Support for CACOLE and oversight in general in Canada is changing, several agency directors have been removed from their positions.

**Staff Reports (Perez, McEllhiney):**

Perez reported that the membership renewal invoices have all been sent and renewals are coming in at a steady pace. Although we completed the training for Charlottesville in February, we have continued to support them in their efforts via emails and phone calls with the board members who are working on the oversight structure that will be proposed to their elected officials. The 2018 audit draft documents have been completed and will be reviewed for approval later in the agenda. Upcoming work involving operations includes the 990 tax return for 2018 which will begin once the audit is finalized. Perez reported that the Police Foundation submitted their Final Invoice several weeks ago, however we have a question on the calculation of the Fringe costs being charged and have requested documentation from the Police Foundation before issuing final payment.

McEllhiney reported on the status of the COPS Grant and our meeting with the new liaison from COPS. We currently have an extension through November 30, 2019 to complete the project which includes the graphics and report layout that will be completed by COPS. They have all of the case studies for review at this time, and we are waiting to see if they have suggested edits or will require a short executive summary or other document for each of the studies. McEllhiney and Perez will be working to complete the Guidebook and on-line Tool Kit which are also part of the deliverables for this project. We have also discussed a budget modification with COPS for the added and continued hours to complete the project that have been absorbed by NACOLE staff. Additional direction is necessary from COPS before we can proceed. McEllhiney is working on the next regional meeting scheduled for November 2019, in D.C. The first two regionals of the year; Oakland and Nashville, were very successful and we are currently reconciling the final income and expenses for each event.

McEllhiney and Corr will be traveling to Fairfax, VA in the next two weeks to conduct a one-day training for which we have a contract in the amount of $5,000.00.

**Organizational Capacity for Providing Training – *Discussion Item***

Board members engaged in a discussion with staff on the ability to create training modules based on what was submitted with the 2015 COPS Grant application that may serve to fill various training needs of our members as well as new and yet to be established oversight entities. A suggestion was made that we should also develop a marketing plan. Irlando asked if we currently have a way to track metrics for calls, emails and training requests. Perez advised that we did at one time use an access data base that was time-consuming and not very useful for pulling reports. Perez will look into other options.

**Annual Conference Committee (Beltz, McEllhiney, and Bell):**

McEllhiney reported that we have confirmations from both our Keynote and Luncheon speakers which is early compared to other conference years. Conference registrations are beginning to come in, all of the materials are on the website and additional marketing efforts will begin soon. The local committee is doing an excellent job securing sponsorships and assisting with planning for the events surrounding the conference. One issue that has come up is the potential conflict for one of the evening events/sessions that will be at the same time as the BOPC Anniversary celebration. Bell reported that details are still being finalized for that event. McEllhiney will continue to work with the local committee on this.

McEllhiney reported that although several deadlines have come and gone for session materials, we are only at about 50% of the materials she needs. This will be a priority in the next few weeks as a delay in obtaining the materials also affects our ability to apply for the CLE credits which we use as a marketing tool.

Perez provided an overview of the scholarship applications that were received and the methodology used by the committee to make their recommendations. **Motion by Corr, Second by Irlando to accept the award recommendations of the scholarship committee. Motion passed unanimously.**  Perez will begin notifying the award recipients as well as those not selected.

McEllhiney presented the three proposals received for the 2020 conference; Dallas, Denver, and Tucson. Discussion was held as to what makes a proposal viable, particularly our contractual commitments to minimum food and beverage amounts at the conference venues. Hotel rates and their alignment with government reimbursable per diem rates are also a consideration since the majority of our attendees are funded by local government entities. Discussion was held as to the ability to negotiate hotel sites further in advance – up to three years. Motion by Irlando, Second by Lewis to accept proposal from Tucson for the 2020 conference. **Motion passed 8-1 (opposed Beltz).**

**Training, Education, and Standards Committee (Lewis):**

Lewis reported that two of the three regionals have been completed for the year. The D.C. regional will be in November 2019. Three additional webinars for 2019 are also being finalized. Webinars have been very successful this year. Discussion was held about the fee structure for the regionals and CPO credits. Looking forward, Springfield, MA is interested in hosting a regional in 2020.

McEllhiney reported that the MOU is currently being drafted for the Academic Symposium in Austin, TX scheduled for March 2020. The TES Committee has historically reviewed the annual award nominations and made recommendations to the board. Discussion was held in light of the NACOLE 25th Anniversary if there was a desire to change the awards process or add an additional award, perhaps at the recommendation of the board. The board determined that the request for nominations should go out to the membership as in past practice.

**Guidelines for Working with Local Committees - *Discussion Item***

McEllhiney discussed the current practice of working with local committees for both regional meetings and other events. We have several lessons learned from these events and the suggestion was made that we move to a more formal structure, such as an MOU or checklist of agreements or understandings between NACOLE and each entity. Irlando suggested a checklist that she has used and will provide McEllhiney a copy as an example. Staff will work on creating the boiler-plate language or form and present to the board for approval at a later date.

**Action Items, Agenda Review, and Adjournment:**

The meeting was adjourned for the day at 1700 hours PST.

**Saturday, June 8, 2019**

**Roll Call:**

Corr called the meeting to order at 0830 hours PST.

Present: Cathleen Beltz, Mickey Bradley, Brian Corr, Anthony Finnell, Margo Frasier, Susan Hutson, Gia Irlando, Janna Lewis, Willie Bell

Staff Present: Cameron McEllhiney, Liana Perez

Absent: Flo Finkle – Excused, Avice Reid - Excused

**Retreat Session Facilitated by Bill de la Cruz 8:30 – 13:30 PST**

**The Board Re-Convened at 1445 PST**

**Agenda Review:**

The agenda was reviewed for the remainder of the day. The determination was made to complete the Strategic Planning report and the Executive Session, moving the Membership Development & Support Committee report to the next board meeting (June 12, 2019). Elections and Bylaws, and Board and Committee Functioning items were moved to Sunday, June 9, 2019.

**Strategic Planning Committee (Bradley):**

Bradley discussed some of the work and suggestions of the committee with the recommendation of possibly a task force with members from other committees to work on curating and development of resources. Discussion was held on suggestions to increase membership numbers as well as the possibility of using interns to assist with workflow and projects.

**Discussion on Short-term Executive Staffing – Executive Session:**

Prior to going into Executive Session, Perez provided the board with background on the proposal submitted to increase her hours from part-time to full-time status as well as the additional duties that could be absorbed with added hours. Perez answered several questions from the board.

**The board went into Executive Session at 1555 PST**

**Regular Session was re-convened at 1650 PST**

**Meeting was adjourned for the day at 1700 PST**

**Sunday, June 9, 2019**

**Roll Call:**

Corr called the meeting to order at 0830 hours PST.

Present: Cathleen Beltz, Mickey Bradley, Brian Corr, Anthony Finnell, Margo Frasier, Susan Hutson (arrived at 0840), Gia Irlando, Janna Lewis, Willie Bell

Staff Present: Cameron McEllhiney, Liana Perez

Absent: Flo Finkle – Excused, Avice Reid - Excused

**Elections and Bylaws Committee (Finnell):**

Finnell distributed election documents recommended by the committee; Declaration of Intent to Seek Office, 2019 Proxy Vote Authorization, and NACOLE 2019 Election Committee & Election Materials. Discussion was held about the language in the Declaration of Intent to Seek Office document. The board suggested clarification of the requirements to run for President and Vice-President be stated on the form. **Motion by Lewis, Second by Corr to approve the documents with the suggested edits to be made by Finnell to the Declaration of Intent to Seek Office document. Motion passed unanimously.**

Finnell distributed a document detailing the stated rationale for the Committee’s recommendation not to propose an amendment to the by-laws that would include the Vision, Mission, and Values statement in Article ll: Purposes section of the by-laws. After discussion by the board, citing the survey responses received by the Member Development and Support Committee, the board moved to have the Member, Development and Support Committee provide the language for this section of the by-laws that would be more reflective of the Vision, Mission and Values. **Motion passed 8-1 (opposed –Corr).**

Lewis discussed the draft Election questionnaire documents. The board expressed a desire that the documents be condensed from two separate documents (one for new candidates and one for those seeking re-election) into one single document. Irlando and Bradley will work on condensing the documents and submit to Lewis for distribution and approval at the June 11, 2019 meeting.

**Finance Committee (Finnell, Perez):**

Finnell Reported the balances in the NACOLE bank accounts as of May 31, 2019: Checking-$139,151.81, Savings-$126,984.36, Scholarship -$8,044.08, CD-$25,151.82. Perez stated that one of the recommendations of the recent audit were to move some of our funds to a different banking institution so as not to exceed the maximum insurable amount of $250,000 covered by FDIC insurance at Chase. Frasier suggested that this could be discussed by the Finance Committee at a later date. The board did not have any questions pertaining to the May Financial reports.

Perez reported the annual audit had been completed and Sponsel has submitted their draft recommendation letters to NACOLE for review. She ran through the points that Sponsel made in their letters. No significant errors or issues were found. The audit materials were also provided to the Finance committee for review but they have not had an opportunity to meet for discussion. **Motion by Lewis, Second by Irlando to accept the audit report/letters. Motion passed unanimously.** Perez will finalize the documents with Sponsel. Work on the NACOLE income tax return (990) will now commence.

**Organizational Policy Issues (Corr):**

McEllhiney discussed the grievance policy that was approved and incorporated in the NACOLE Policies and Procedures document approved by the board in January, 2017. A discussion ensued regarding the process for staff/contractors to file grievances and the reporting structure for the process. Beltz and McEllhiney will work on language to simplify the process, ensuring there are multiple avenues to bring complaints/concerns forward.

A short discussion about the travel policy was held, particularly increasing the amount for transfers. McEllhiney discussed the historical rationale for setting the amount at $30.00 total. McEllhiney and Perez will revisit the policy and make recommendations to the board at a later date. There is also a need to clarify the policy for speaker reimbursements as well which will also be addressed with a recommendation to the board at a later date.

Corr led a brief discussion on succession planning for committees and current members of the board running for re-election.

**Meeting was adjourned for the day at 1030 PST**

Respectfully Submitted,

Liana Perez

Director of Operations