

APCO International, Inc.

*Annual Executive Council Meeting
Saturday, August 12, 2000
Sheraton Hotel, Boston, MA*

NOTES

1. **Introductory Remarks:** Nancy Pollock welcomed the Executive Council.
 - Michael Mangini from the Atlantic Chapter updated the Executive Council on the conference activities and thanked the Executive Council for their support.
2. **Accept or Change the Agenda:** Nancy Pollock offered changes to the agenda.

Kent Kruger of the Wisconsin Chapter made a ***motion*** to accept the agenda as presented. Fred Thompson of the South Carolina Chapter ***seconded*** the motion and the motion ***carried***.

3. **APCO Staff Report:**

- A. *Organization* – Executive Director John Ramsey rendered an update on the activities of the APCO Headquarters staff.
 - Updated that the building project is on schedule
 - Goals for the upcoming year represent an initiative to increase the marketing of the Association.
 - Third quarter financials as of June 30, 2000 were presented.
- B. *AFC* – AFC Director Ron Haraseth rendered an update of the activities of the AFC Department.
 - Constantly adjusting to stay in line with the continued advancements in the radio frequency business.
 - Working on standardizing radio frequency training.
 - Implemented new free structure which benefits the process overall.
 - Garret Mayer of the CPRA mentioned the Nextel issue.
 - First Vice President Glen Nash commented further on the APCO Advisory group.
 - David Saffel of the West Virginia Chapter inquired about the interference band issue.
- C. *Institute* – Institute Director Dave Bubb rendered an update of the activities of the Institute Department.
 - Margins between the enrollment and number of classes provided has been
 - EMD Committee has been developed to reinitiate the commitment to support EMD activities.
 - Involved in the process of increasing industry standards.
 - An APCO virtual college training program has been established.
 - The Institute AdComm Report was rendered by Diana Borash.
- D. *Membership, Marketing and Publications* – Membership, Marketing and Publications Director Cindy Lorow rendered an update on the activities of the Membership, Marketing and Publications Department.
 - Membership has increased and the goal of 15,000 members is within reach.

- Continued enhancements to the APCO magazine have been successful.
 - Marketing initiatives are continually being implemented to keep in tune with the Public Safety community.
 - Al Sines of the Mid-Eastern Chapter requested notification of media releases when ever available.
 - Wanda McCarley of the Texas Chapter commented on the increased presence of APCO in the Public Safety Communications industry.
 - RoxAnn Brown of the Oregon Chapter commented on the
- E. *Conference and Symposiums* – Conference Director Ann Hashagen rendered an update of the activities of the Conference Department.
- Review of symposiums presented and planned.
 - Conference exhibitor participation has surpassed previous years.
 - Bidding city information has been provided and will be voted on

4. **Projects:**

- A. *Project 25 & 34* – First Vice President Glen Nash rendered a project status update.
- Phase I is complete and most documentation has been published.
 - Work continues on Phase II along with the accompanying documentation.
 - The NCC has recommended to the FCC that Project 25 Phase I be implemented as the national standard interoperability in the 700 MHz band.
 - Working on Public Safety Partnership Project to develop standards for wide band data applications.
- B. *Project 37* – Lynne Feller of the Ohio Chapter rendered a project status update.
- Conducted survey that addresses needs assessment for certification programs.
 - The conceptual program design is in line with the survey results.
 - The concept of the program is to establish certain criteria to be met prior to taking the test for certification.

5. **Committees:**

- A. *Chapter Enhancement Task Force (CETF)* – President-Elect Lyle Gallagher rendered an update on the activities of the CETF.
- Workshops have been developed to enhance chapter membership.
 - An APCO Time Capsule has been established and the task force is actively seeking contributions from Chapters.
 - Goals have been established for the upcoming year and Gregg Riddle of the Illinois Chapter will head the Task Force.
 - Recognized the members of the task force and thanked them for their efforts over the past year.
- B. *Corporate Advisory Committee (CAC)* – Joe Gallelli of the CAC rendered an update on the activities of the CAC.
- Review of the CAC inception and subsequent role within the Association.
 - Expressed commitment to proposal of the CAC Task Force.
- C. *Corporate Advisory Committee Task Force* – Second Vice President Thera Bradshaw

- Intention is to expand the role of the CAC in order to better service the needs of the Association.
 - Structure of the new CAC would mimic that of all other Association Committees.
 - The CAC supports the accomplishment of the current APCO Long Range Strategic Plan and would be involved in the creation of future plans.
 - James Fraser of Canada questioned as to whether or not it is appropriate to take away the authority from the CAC to appoint their Executive Council representative.
 - Joe Gallelli of the CAC stated that there is a need for a transition period for the CAC to move towards the proposed framework of the committee.
- D. *Communications Center Staffing Task Force* – Steve Souder of the Virginia Chapter rendered an update on the activities of the task force.
- Survey results confirm that staffing issues are present across the country.
 - Believe the corporate community will be willing to support the initiation of a project to address the issue of Communications Center Staffing.
- E. *International Committee* – Lex Rutter of the Oklahoma Chapter rendered an update on the activities of the committee.
- Active in accomplishing the objectives designated in the APCO Long Range Strategic Plan, Goal 9.
 - Scheduled meeting times have been arranged for the committee for the upcoming year.

6. Discussion Items:

A. *Quorum Resolutions* - First Vice President Glen Nash

- Quorum Resolution 1 that corrects the errors found in the Association's Constitution and Bylaws.
 - Gregg Riddle of Illinois requested clarification on RESOLVED (15) as what it affects.
- Quorum Resolution 2 that updates and clarifies the requirements for persons desiring to declare their candidacy.
 - Nancy Pollock of Minnesota requested clarification of 2.1.1 as to how a nomination for office would be made from the floor.
- Quorum Resolution 3 that updates and clarifies the requirements for electing members to office.
 - RoxAnn Brown of Oregon questioned 3.2 as to whether or not it should be done each year or if it could be on an as needed basis and it was stated that this facilitated an annual review and decision of the process to be taken by the Council.
 - Gregg Riddle of Illinois questioned the significance of the May 1st date and it was stated that there was none.
 - Dave Saffel of West Virginia questioned the need to approve something that does not change and it was stated that an amendment would be drafted to modify that.
 - RoxAnn Brown of Oregon questioned the meaning of [Reserved] and it was stated that this was in place to maintain the numbering structure.
 - Nancy Pollock of Minnesota questioned how the Council would develop an election procedure and it was stated that the Council will utilize the procedures outlined in the Policy Manual.
- Quorum Resolution 4 that updates the term of officer for members of the Board of Officers.
 - James Allen of Australia/New Zealand questioned the word impeachment and it was clarified.

- Quorum Resolution 5 that updates and clarifies the procedures for filling vacancies in offices.
 - Garret Mayer of CPRA questioned 6.3 and the ability for someone to run against the individual in this situation and it was stated that this is the best way to handle an interim office being held.
 - Nancy Pollock of Minnesota questioned 6.2 and why the Credentials Committee would not also be responsible for reviewing the eligibility of appointments and it was stated that an amendment would be created to reflect this.
 - Gregg Riddle of Illinois questioned 6.3 and whether an appointer officer would be extended the eligibility to run for office past the required submission of candidacy deadline.
 - Al Sines of Mid-Eastern questioned as to whether or not the Credentials Committee review would acknowledge the appointed individuals eligibility to run for office..
 - Barry Luke of Florida stated that an amendment to the resolution should reflect wordage that requires the appointed individual to meet the same criteria of all other candidates to include deadlines for submission of candidacy.
- Quorum Resolution 6 that updates the processes and procedures related to removing a member of the Board of Officers from office.
 - James Allen of Australia/New Zealand questioned the usage of a standard language in reference to impeachment and it was stated that impeachment refers to the investigation of wrongdoings that lead to removal from office.
 - RoxAnn Brown of Oregon questioned 7.1 and the definition of “an act that brings significant discredit to the Association” and it was stated that this would be left to the interpretation of the Board and Council and that this is in place for any disputes from a removal of office.
 - James Fraser of Canada stated that this is a standard conduct clause for many agencies.
 - Garret Mayer of CPRA questioned who would handle the impeachment and the impeachment procedure was reviewed.
- Quorum Resolution 7 that updates the authorities delegated to the Executive Council, the Board of Officers, the Executive Director and the Controller.
 - Gregg Riddle of Illinois questioned the numbering sequence of the final RESOLVED and it was stated that a correction would be made to reflect it as RESOLVED (13).
 - Past President Jack Keating questioned as to whether or not this would supercede the current Policy Manual in place and stated that the language of Article IV, 5.2 and 5.3 should reflect some authority being given to the Executive Director in reference to the Controller and it was stated that this language is in accordance with the existing Constitution and Bylaws.
 - Barry Luke of Florida and Wanda McCarley of Texas both expressed the need to review the policy and take more time for consideration before making a decision to change the policy.
 - RoxAnn Brown of Oregon questioned the need for 5.7 and 5.9 regarding signature authority when there is already the existence of a policy governing this and it was stated that there was nothing written that assigned that authority and the need arose out of the construction of the new building.
- Quorum Resolution 8 that provides the Association Life Members with the right to vote on Association matters.
- Quorum Resolution 9 that provides the framework for all Association committees and task forces in the Association’s Constitution and Bylaws.
 - Amendment 1 to the resolution deals with the appointment of the CAC Chair and Vice Chair and that it be the responsibility of the President.
 - Joe Gallelli of the CAC stated that there needs to be clarity within the amendments to the resolution as to how the final document will be written.

- o Bill Smith of Wyoming questioned whether or not the CAC has a voting right at the Executive Council and if so then they should be given the same rights as other Chapters.
 - o Garrett Mayer of CPRA stated that the CAC should be allowed to make their recommendation for the Committee Chair.
 - o Bill Smith of Wyoming stated that the CAC report should be rendered prior to making any decisions on the matter.
 - o After the discussion and presentation of the CAC report, First Vice President Glen Nash withdrew the resolution stating that it will be reviewed and presented again at next years annual meeting.
- B. *Proposed Election Procedures Policy* – First Vice President Glen Nash presented the proposed Election Procedures Policy.
- Establishes detailed procedures for mailed ballots, on-site voting and run-off elections.
 - James Allen of Australia/New Zealand stated the need to change “US postmarked” to simply “postmarked” and it should reflect that requests can be made via telephone, mail OR email.
 - Nancy Pollock of Minnesota stated that the wordage should say “received at Headquarters no later than” instead of limiting it to mail.
 - Gregg Riddle of Illinois requested changing the publication of a request for absentee ballot to March and April and adding an additional staff person at the on-site election facilities.
 - RoxAnn Brown of Oregon questioned whether or not we have an issue with Active Members showing up to vote if they are not registered for the conference and it was stated that this was established to ensure that no Active Member was denied the right to vote.
- C. *Proposed Officer Impeachment Processing Procedures Policy* – First Vice President Glen Nash presented the proposed Officer Impeachment Processing Procedures Policy.
- Discussion of Quorum Resolution 6 reviewed this item.
- D. *Proposed Campaign Guidelines and Rules Policy* – First Vice President Glen Nash presented the proposed Campaign Guidelines and Rules Policy.
- No discussion.
- E. *Proposed Access to Meeting Policy* – First Vice President Glen Nash presented the proposed Access to Meeting Policy.
- Barry Luke of Florida wanted to thank the efforts of the Constitution and Bylaws Committee in reviewing and revising the document.
 - Gregg Riddle of Illinois recommended that committee member names should be included on the agenda item cover sheets.
- F. *Fiscal Year Change Proposal* – Chief Financial Officer Tim Ryan presented the proposed change to the fiscal year dates.
- Steve Souder of Virginia questioned what the historical value was in going to the current fiscal year.
 - Dave Saffel in West Virginia stated that his understanding for the reasoning of the current fiscal year was to be in line with the federal budget cycle and further questioned how this would affect Institute financially.
 - First Vice President Glen Nash stated that one ramification of the change will be an adjustment to the budget approval process.

- Richard Roley of Georgia concurred that the current fiscal year came about because of only one Executive Council meeting a year and a fiscal year beginning in October better facilitated the budget process.
 - Dave Saffel of West Virginia stated he does not see an issue with approving the budget at mid-year and simply only making adjustments at the annual meeting.
 - Barry Luke of Florida stated that with the involvement of the incoming president the budget approval process will not be an issue.
- G. *MANAPCO Update* – Conference Director Ann Hashagen rendered an update of the revision of the MANAPCO Policy in the Conference Manual.
- Intent is to treat MANAPCO as any other social event that occurs at conference and staff would manage the event.
 - RoxAnn Brown of Oregon suggested caution in the wordage used to label the event.
 - Garrett Mayer of CPRA questioned the reason for the change.
 - Michael Mangini of Atlantic agrees that APCO Staff can better handle the scale of the event from both a financial and management perspective.
 - Joe Gallelli of the CAC stated their satisfaction with the management of the event by APCO Staff.
- H. *Historical Activities Update* – Alan Marquart, Second Vice President of the Illinois Chapter, and Dave Swan of the Illinois Chapter presented an update on the activities of the Historical Committee.
- The historical collection began in 1982 by the Illinois Chapter and is currently housed at the Bradley University Library.
 - Currently active in indexing the collection for posting to the www.apcohistory.org web site.
 - Donations have been received from Chapters to support the efforts of the Historical Committee.
 - Lex Rutter of Oklahoma expressed his positive impression of the collection presented and maintained by the Historical Committee.
- I. *New Budget Line Item for Historical Collection Activities* – Gregg Riddle of Illinois presented a proposal for the addition of a budget line item to handle the expenses of the historical collection activities.
- The request of \$5000 is intended to expand the historical collection activities.
 - Maint and improvement of the historical library for the benefit of the membership and will primarily go towards the employment of student labor.
 - Past President Jack Keating questioned the source of the requested amount.
 - Chief Financial Officer Tim Ryan stated that there would not be a problem in finding the amount within the budget.
 - Pat Hall of Alabama suggested that possibility of some type of marketing efforts to help facilitate the cost.
 - Al Sines of Mid-Eastern expressed his impression of the presentation and that each Chapter should consider their support of the collection process.
- J. *Regional Conference Review Committee Report* – Jay Groce of the Regional Conference Review Committee presented the report tabled from the mid-year meeting.
- No committee meeting has taken place to address the comments which arose from the mid-year meeting.
 - Suggested that the report be reviewed in order to finalize it.
 - Nancy Pollock of Minnesota stated that the report can be approved or the President can refer it to the committee for review and revision.

- Kent Kruger of Wisconsin suggested that it should be left to the decision of the President to revive the committee because acceptance of the report is not conducive to the needs of the Chapters.
 - Further discussion yielded the need to return the report to the committee for further review and revision.
 - Barry Luke of Florida questioned what the final manual would reflect based on the information contained in the report.
 - First Vice President Glen Nash suggested acceptance of the report as the committees work and then address each individual issue contained in the report.
- K. *PBX Issue Task Force Proposal* – Nancy Pollock of Minnesota presented the PBX Issue Task Force proposal.
- Originally entertained at the Mid-Year Meeting and affects a large portion of the membership.
 - Progression on the issue has not been at a productive level and the need arises to designate a task force to address this issue.
 - President-Elect Lyle Gallagher stated that the 9-1-1 Committee will be working on this issue throughout the year.
 - Steve Souder of Virginia requested an update on the recruitment for the 9-1-1 Director position.
 - President Joe Hanna stated that some new direction is being taken on this issue in order to facilitate the filling of the position.
 - Executive Director John Ramsey reiterated new commitment to locate a qualified candidate for the position and further expressed the requirements for the position.
- L. *NENA Report Card to the Nation* – RoxAnn Brown of Oregon addressed participation in the NENA Report to the Nation survey.
- Questions as to the purpose, participants and financial sponsorship of the survey.
 - Oregon Chapter is declining participation in the survey because of the lack of forthcoming information from NENA about the composition of the survey.
- M. *APCO Time Capsule* – President-Elect Lyle Gallagher presented the concept of the APCO Time Capsule project and solicited participation from the Chapters.

7. Open Discussion:

- Mary Messamore of the Kansas Chapter thanked the participants of the Alan Chase contributions.
- Millie Tirapelle of Washington stated that prior Executive Council member Jimmy Hocutt has been diagnosed with cancer and the Chapter is looking at attempting to obtain a Life Member nomination for him.
 - Second Vice President Thera Bradshaw expressed the desire to recognize the aging membership of the Association.
 - Discussion ensued as to the ability to waive the requirements of the Constitution and Bylaws for Life Membership in order to facilitate the nomination of Jimmy Hocutt.
 - President Joe Hanna requested some time to determine a resolution to the situation.
- Executive Director John Ramsey stated that the Mid-Year Meeting will be held in Jacksonville, FL tentatively on January 27 and 28, 2001.

8. Closing Remarks: – Meeting Chair Nancy Pollock concluded the meeting.